



Western Cape
Government
FOR YOU



Department of Local Government

Annual Report 2021/22



Annual Report 2021/22

Department of Local Government
Western Cape Government

Vote 14

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GENDER-BASED VIOL

I COMMIT TO ENSURE SAFER COMMUNITIES.
COMMIT TO BUILDING A SAFER FUTURE FOR ALL
I COMMIT TO BEING PART OF THE CHANGE.

I SAY ENOUGH IS ENOUGH!

Protect our
Women & Child
Ejovw Wifbraz

Stand together
against GBV

Shunna
Honey G...
Colin's
G...
Pratze

Stand together
Stand strong
W...
W...

Common
Kortel

If you can't
protect them don't
hurt them ♡

Keep Women Safe
from GBV.

Audrey Small
Genoeg is GEBREG

Defend Women
and Children

Best term ons



the c
Department
Justice and Const
REPUBLIC OF SA

PART A



GENERAL INFORMATION

1. Department's General Information

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<http://www.westerncape.gov.za>

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
GCIS:	Government Communications and Information Services
GPSSBC:	The General Public Service Sector Bargaining Council
HAT:	High Altitude Training
HCT:	HIV & AIDS Counselling 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
IESBA	International Independence Standards
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
ISAs	International Standards on Auditing
ISDF:	Integrated Strategic Development Framework
JDMA:	Joint District and Metro Approach
LGTAS:	Local Government Turnaround Strategy
LRA:	Labour Relations Act, 1995 (Act 66 of 1995)
M&E:	Monitoring & Evaluation
MCS	Modified Cash Standard
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
MoU	Memorandum of Understanding
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
SANS	South African National Standards
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
WWTWs	Waste-Water Treatment Works

3. Minister's foreword

The 2021 Local Government Elections led to the election of new councillors, followed by municipalities holding their inaugural meetings with the election of political office bearers. These meetings were not without their challenges as a number of municipalities did not have political parties with an outright majority. This resulted in an increase in the number of coalitions governments in the political landscape of the Western Cape.

In light of the Constitutional mandate of the Provincial Government to support and strengthen the capacity of municipalities, my department provided extensive guidance and support during this period of inaugural meetings. The latter included deployment of senior managers to these council meetings and legal guidance and advice through the establishment of an election helpdesk.

COVID-19 continued to exert short term financial and operational sustainability pressures on municipalities. In order to mitigate further impacts to municipalities and the citizens of the Western Cape, the department in partnership with the Hanns Seidel Foundation South Africa appointed the School of Public Leadership at Stellenbosch University to undertake research with the intent to design a financial and operational sustainability model for municipalities in the Western Cape. The study found that several Western Cape municipalities were more resilient than initially anticipated. In this regard, the Provincial Government's efforts prior to the pandemic yielded benefits as the study found that municipalities with governance stability and financial management capacity in place prior to the pandemic, were in a better position to adapt and respond during the pandemic.

The Thusong Programme was instrumental in piloting various initiatives to enhance positive economic impact on communities. The location and model of the Thusong programme provided an opportunity for the establishment of public-private partnerships which involved collaboration between government departments and the private-sector on projects to improve the lives of the citizens of this Province. These partnerships enabled the department to implement various youth



development and empowerment opportunities, the creation of active satellite centres as well as job readiness, placement and career outreach events. The Programme, enabled approximately 1.3 million essential government services to be disbursed to communities.

A government that is in contact and connected to its people, is in a best position to understand the needs of a community it serves and therefore can respond positively. Following the 2021 Local Government Elections, considerable progress was made in supporting municipalities with the establishment of ward committees. Notable, are the Overstrand and Prince Albert Municipalities which were the first two municipalities in the country to have established their ward committees, whilst the province was the first to have reached 100% establishment of ward committees. These Ward Committees will be trained from the beginning of the 2022/23 financial year and my department will assist municipalities with the Know Your Ward Committee Campaign and ensuring

that municipalities develop Ward Committee Operational Plans to further strengthen the functioning of these Ward Committees.

During the year under review, we witnessed some parts of the country experiencing the effects of climate change, for instance in the province, devastating floods were experienced in George, requiring the department to provide support to the Garden Route District to ensure that the lives of citizens were not negatively affected. Whilst the landslides experienced in KwaZulu-Natal have proven to us that, as a country we are connected and if we work together, we can overcome even our deepest challenges. This is what drives us to continue to share our expertise in dealing with disasters whilst we continue to improve our disaster management system through strengthening international collaboration and expertise.



Mr AW Bredell

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

31 August 2022

4. Accounting Officer's overview

I have the pleasure in reporting that, the department has received its ninth consecutive unqualified audit opinion without findings from the Auditor-General South Africa. As an Accounting Officer, I am grateful to the management team and the entire staff who have worked with dedication and energy even under difficult circumstances to ensure that the department delivers on its mandate. The department has achieved 97% percent of the targets set for the 2021/22 financial year, and the reasons for the under achievement of 3% have been provided in the relevant sections.

While dealing with the effects of the COVID-19 pandemic on municipal financial and operational sustainability, we provided support to municipalities to ensure they remain functional so that service delivery continues post 2021 Local Government Elections.

Notwithstanding that the pandemic has made it more difficult for municipalities to balance sustainability and affordability of trading services in the face of large-scale loss of jobs and livelihoods, our assessment revealed that rates and user charges which are critical for the survival of municipalities were not as undermined as they could have been. However, municipal own revenue sources were hard hit by the lockdown restrictions. We have seen Western Cape municipalities showing remarkable resilience, even after the devastating drought and once again making it through the most devastating pandemic and the related lockdown restrictions. This can largely be attributed to maturity and stability coupled with good working relationships between the administration and political heads. Most importantly is the drive for provincial, national, local government, the private sector and the non-governmental organisations to work together towards a common goal of service delivery.

The importance of building working relationships with provincial departments, municipalities and national departments for the benefit of our communities, cannot be overemphasized, as citizens view government as a single entity. In



practical terms, the citizen does not distinguish between the three spheres of government and expect municipalities and government departments to take responsibility. Through the Civic Education outreach sessions which were conducted in collaboration with municipalities, we have taken strides in educating citizens on their role in local government, so that we can take them along the journey as we strive to improve service delivery for their benefit.

Through the Thusong Programme the department continues to improve citizen's access to services. In partnership with various municipalities and the Government Communications and Information Services (GCIS), Thusong Satellite Centres were established in Dysselsdorp, Hex River, Citrusdaland

Kranshoek. These satellite centres provide government departments an opportunity to render periodic service delivery points, according to service delivery schedules.

Investment in infrastructure remains a key enabler for service delivery. The Sustainable Infrastructure

Development and Financing Facility Programme is tailored to offer solution to infrastructure challenges that municipalities are faced with, as it explores alternative financing options for infrastructure development.

Departmental Receipts

	2021/2022			2020/2021		
	Estimate	Actual Amount Collected	Over/under Collection	Estimate	Actual Amount Collected	Over/under Collection
	R'000	R'000	R'000	R'000	R'000	R'000
Sale of goods and services other than capital assets	96	112	(16)	92	115	(23)
Transfers Received	-	-	-	-	-	-
Fines, penalties and forfeits	-	-	-	-	-	-
Interest, dividends and rent on land	-	-	-	-	-	-
Sales of capital assets	-	-	-	-	-	-
Financial transactions in assets and liabilities	13	6 701	(6 688)	17	392	(375)
Total	109	6 813	(6 704)	109	507	(398)

Departmental Expenditure

Department of Local Government	2021/22			2020/21		
	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	52 254	50 589	1 665	52 545	51 754	791
Programme 2: Local Governance	208 372	200 120	8 252	148 029	144 283	3 746
Programme 3: Development and Planning	82 019	79 762	2 257	83 104	83 104	-
Programme 4: Traditional Institutional Management	1	-	1	1	-	1
Grant Total	342 646	330 471	12 175	283 679	279 141	4 538

Spending trends:

- The final appropriation for the Department of Local Government (DLG) amounts to R342.646 million and the expenditure incurred by DLG amounts to R330.471 million as at 31 March 2022, this reflects an underspending of R12.175 million as it relates to the following:

Compensation of employees

- The savings is due to delays in the filling of vacant posts within the department, the appointment of additional capacity to support the Joint District and Metro Approach (JDMA) (earmarked funding) in the Province and to strengthen internal capacity to be able to conduct investigations and interventions (earmarked funding).

Goods and services

- The underspending relates to the Thusong Outreach Programme, the earmarked funds allocated to support municipalities with the Know Your Ward Committee Campaign, the challenges experienced with the Supply Chain Management process relating to Councilor Training Programme post Local Government Elections and the contract increase and expansion on the Geohydrologist consultants. Furthermore, the unspent amount on Goods and services relates to the procurement of Information Technology (IT) equipment purchased during 2021/22 financial year which was not delivered due to worldwide shortage of computer chips. A rollover application has been submitted to Provincial Treasury (PT) to fund the commitments during 2022/23 financial year.

Provinces and Municipalities

- The underspending on Provinces and municipalities relates to the unallocated earmarked funds for Municipal Interventions. The Department has surrendered the unallocated amount of R3,417 million as published in gazette number 8531 dated 15 December 2021 to the Provincial Revenue Fund at the end of the 2021/22 financial year.

Machinery and equipment

- The underspending on Payment for capital assets relates to the procurement of IT equipment purchased during 2021/22 financial year which was not delivered due to worldwide shortage of computer chips. A rollover application has been submitted to PT to fund the commitments during 2022/23 financial year.

Virements/rollover

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

- Programme 1: additional funds allocated towards awareness campaigning for hazard awareness (flood), fire prevention, responsible water usage and drowning prevention within the province as well as the invoices received from the Auditor-General South Africa were higher than anticipated;
- Programme 3: additional funds allocated towards Aerial Fire Support to maintain adequate response due to the vast number of fires that occurred over the period of December 2021 to March 22.

The virements were undertaken within the guidelines of PT.

Supply Chain Management**1. List all unsolicited bid proposals concluded for the year under review**

- No unsolicited bids have been received for the period under review.

2. Indicate whether SCM processes and systems are in place to prevent irregular expenditure

- Yes

3. Challenges experienced in SCM and how they were resolved

- Challenges were experienced regarding the validity of the Preferential Procurement Regulations, 2017. The National Treasury advised,

in a communication dated 25 February 2022, that tenders advertised before 16 February 2022 be finalised in terms of the afore-mentioned Regulations. Tenders advertised after the said date were held in abeyance and no new tenders were advertised. As a result of this, certain procurement of goods or services could not continue. The PT issued interim arrangements, via Treasury Circular 7/2022 dated 11 March 2022, for the Western Cape Government as it relates to the Regulations.

4. Gifts and Donations received in kind from non-related parties

- None

5. Exemptions and deviations received from the National Treasury

- No exemption from the PFMA or TR or deviation from financial reporting requirements were, received for the current and/or previous financial year can be reported.

6. Events after the reporting date

- No events after the reporting date can be reported.

7. Include an estimate of the financial effect of the subsequent non-adjusting events or a statement that such an estimate cannot be made

- N/A



Accounting Officer

Mr Graham Pause

Date: 31 August 2022

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 2022.

Yours faithfully



Mr Graham Pause

**Accounting Officer
Department of Local Government**

Date: 31 August 2022

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)	<p>This Act provides for</p> <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)	<p>This Act provides for</p> <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)	<p>This Act provides for</p> <ul style="list-style-type: none"> • the core principals, 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.

No	Legislation	Mandate
D	Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA)	<p>This Act provides for</p> <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>
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.

No	Legislation	Mandate
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

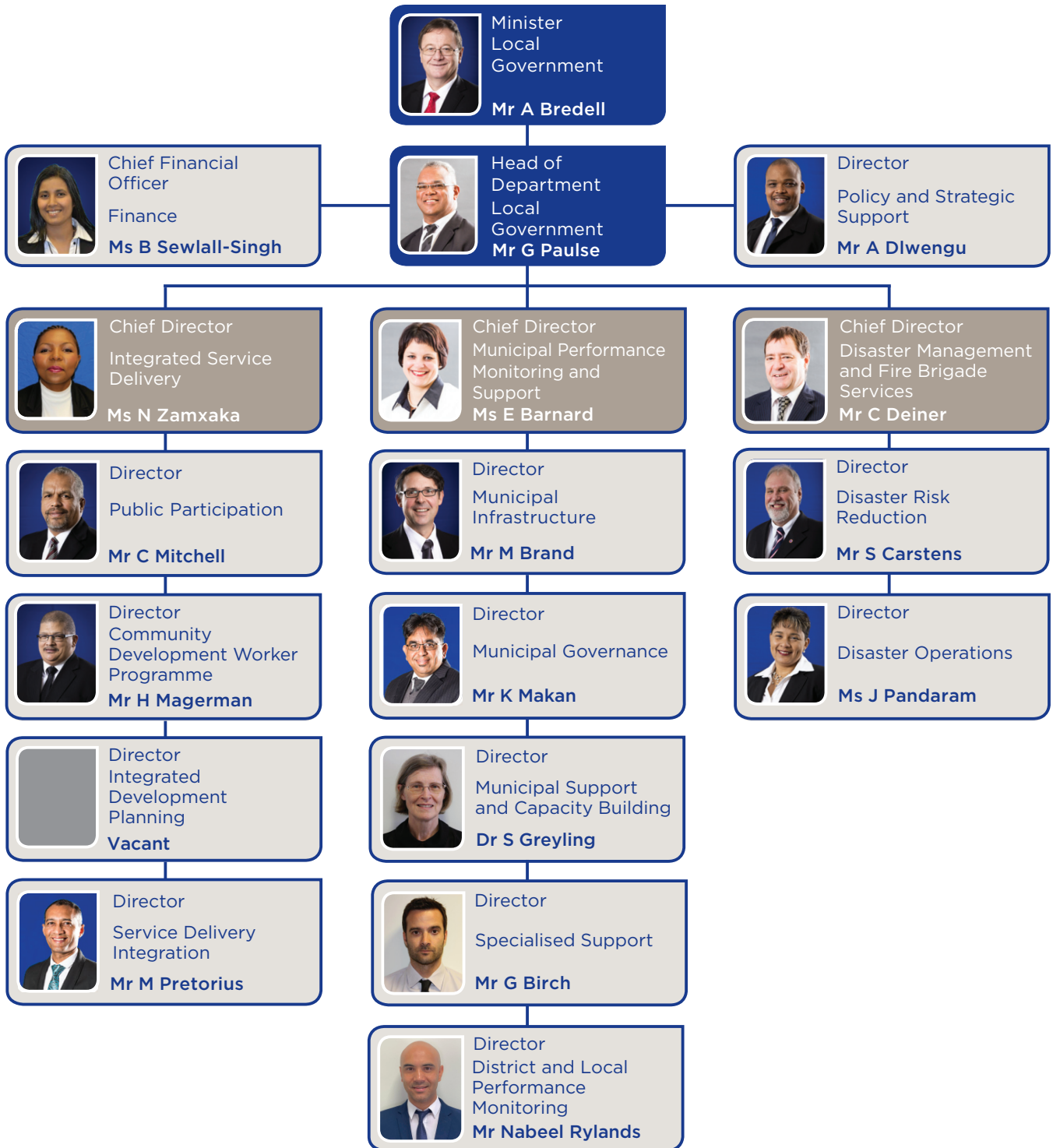
6.4.6 Other policy mandates

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



Municipalities of the Western Cape province, South Africa

CITY OF CAPE TOWN

WEST COAST

1. Bergrivier
2. Cederberg
3. Matzikama
4. Saldanha Bay
5. Swartland

CAPE WINELANDS

6. Breede Valley
7. Drakenstein
8. Langeberg
9. Stellenbosch
10. Witzenberg

EDEN

11. Bitou
12. George
13. Hessequa
14. Kannaland
15. Knysna
16. Mossel Bay
17. Oudtshoorn

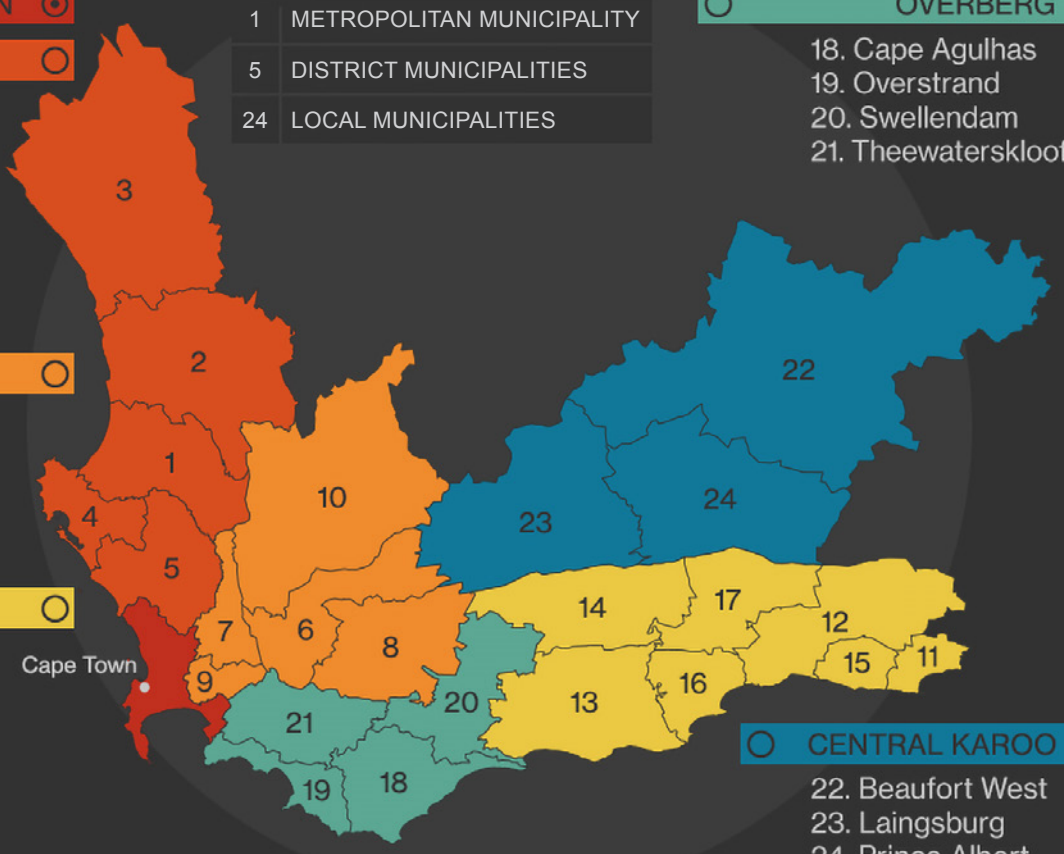
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|----|---------------------------|
| 1 | METROPOLITAN MUNICIPALITY |
| 5 | DISTRICT MUNICIPALITIES |
| 24 | LOCAL MUNICIPALITIES |

OVERBERG

18. Cape Agulhas
19. Overstrand
20. Swellendam
21. Theewaterskloof

CENTRAL KAROO

22. Beaufort West
23. Laingsburg
24. Prince Albert



The Western Cape is divided into six major **municipalities**. One is the City of Cape Town **metropolitan** municipality, the urban region around Cape Town. The other five – larger, more rural regions – are **district** municipalities. The province also has 24 **local** municipalities, each falling under one of the five district municipalities.



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 141 to 145).

2. Overview of Departmental Performance

2.1 Service Delivery Environment

Support to local government to ensure smooth transition

The Department played a critical role in assisting municipalities with preparations towards the 2021 Local Government Elections. An Elections Support Strategy was developed with the aim of strengthening the administrative capacity and capability. Preceding the elections, guidance and support was provided to municipalities through the distribution of various circulars on several areas. This included the participation of municipal staff members in the 2021 Local Government Elections; transitional measures associated with the 2021 election of councils; the Composition of the Mayoral Committee in terms of Section 60(2) of the Municipal Structures Act and the Designation of Full-Time Councillors.

The Department timeously amended the Establishment Notices of municipalities in preparation for the elections, which provided guidance on the council composition, the type of municipality, the number of wards and full-time councillors as per their respective notices. The Department further established an Elections Helpdesk to provide legal guidance and advice to municipalities. Officials were deployed to municipal inaugural council meetings to monitor, advise and support municipalities.

As part of the ongoing support provided to municipalities to ensure good governance, the department developed Draft Standard Rules of Order, which enable councils to perform its Executive and Legislative Authority. Functionality assessments of Municipal Public Account Committees (MPAC) were conducted to monitor their oversight functions and capacity in fulfilling such tasks. In ensuring due diligence to legal prescripts, the department conducted assessments

of the recruitment and selection processes for the appointment of municipal senior managers and enforced compliance where required.

Implementation of the Joint District and Metro Approach

The Joint District and Metro Approach (JDMA) has been institutionalised in all districts in the Province and receives support from provincial departments, municipalities and national departments. Notable progress has been made, below is a summary per district:

Overberg District

- **Expanded Rail Network:** Expand economic growth and job creation by improving access to international markets through Cape Town Harbour: Danish Donor support secured to support the project.
- **Land swap:** Release of strategic land enabled the development of a new primary school in Grabouw and the expansion of the existing clinic in Caledon.
- **Shared Services:** Various service delivery issues identified for shared services to ensure economies of scale towards access to services such as pound for use by three local municipalities.
- **Safe House Network:** progress made with creating a network of safe houses across the district. Also, exploring to have an out-patient care as part of a structured drug rehab programme.
- **Upgrade of ablution facilities to improve human dignity:** Funding allocated to the

Overberg District for the upgrade of outside toilets in Railton and Genadendal through the JDMA Grant.

Cape Winelands District

- **Shared Service Models:** Four Models being developed - Regional tourism and economic growth; Environmental Management; Employee assessment centre and vetting services; The establishment of a municipal training centre focusing on training.
- **Waste Minimization Strategies:** Proposal for tender finalised for all municipalities in the district.
- **District Economic Recovery Plan:** Implementation ongoing while further discussions are underway to understand the address of long-term unemployment challenges
- **Data Governance:** Data sharing memorandum of understanding being drafted, and District Data Management Plan developed.
- **Provision of Basic Services for Prioritised Informal Settlements (Drakenstein):** project has commenced with municipal funding. Additional grant funding secured.
- **Private sector support:** SANTAM/SASRIA support secured for the development of Disaster Risk Resilience Strategy, Thusong Satellite Centre and Hydroponic.

West Coast District

- **Youth Centre in Piketberg:** Private sector, municipal and provincial funding secured for the Multi-purpose Youth Development and Skills Development Centre. The centre will also include a Thusong Service Centre for access to government services; other services such as children aftercare facilities, counselling amenities, sport and recreational facilities.
- **Expansion of Saldanha Harbour:** R96 million investment to upgrade Saldanha and Pepper Bay harbours- project to be completed in 2022
- **Slope stabilisation on national route:** Funding secured - implementation by SANRAL entail

the improvement of National Route 7 Section 2 between Roodraai and Moorreesburg.

- **De Hoop Development in Malmesbury:** consultation process to commence - the project entails mixed-use development that will yield 2833 housing opportunities & incorporates various socio-economic uses (eg schools, hospitals, parks).

Central Karoo Districts

- **Rural Safety Plan:** funding secured resulted in the implementation of key safety projects, namely; Police Surveillance, Neighbourhood Watch, Drug Abuse Response & Rehabilitation, and Alcohol and Domestic Violence Response.
- **Drought Recovery Implementation Plan:** JDMA used as a vehicle to coordinate and implement Drought Co-ordination and Management; Drought Communication Projects; Drought Governance Projects; and Drought Engineering Projects.
- **Private sector funding:** secured DBSA funding for the implementation of several catalytic infrastructure related projects across the district.

Garden Route District

- **Investment Prospectus:** Developed in 2020/21, contains regional catalytic investment opportunities of all eight municipalities in the district.
- **Growth and Development Strategy:** Developed as part of an extensive consultation process in the district, supported by the Western Cape Economic Development Partnership.
- **Skills Mecca:** A service provider to coordinate the Skills Mecca Project across the District has been appointed. Skills Mecca Task Team and Skills Mecca Forum (internal and external Institutional arrangements) to lead project initiation, development, and implementation - interface with DCF Tech and DCF. Skills Summit hosted, Skills Mecca website being developed as a central point of communication and close the gap between service providers, investors,

and candidates with learning opportunities needs.

- **Human Settlements Level 1 accreditation:** Integrated Human Settlements Strategic Plan developed, Municipal Accreditation Business Plan developed for approval, Social Housing partner appointed, Own Haven, to develop Social Housing; and Human Settlements Sector Plan
- **New Dam/ Water Purification Facility and completion of Blossoms and water purification plant.:** Funding secured for Blossoms project.

Given the successes experienced through the implementation of the JDMA, and its proven versatility, it has been applied in the implementation of other provincial priorities.

Infrastructure support to municipalities

In support of the provincial initiatives to ensure continued energy resilience within the province, the department supported the Mossel Bay and Overstrand Municipalities with updating and developing new electrical master plans. These plans evaluate the long-term viability of existing infrastructure and proposes the expansion and refurbishment requirements thereof. The plans indicate where new infrastructure should be located and what components, either existing or new, will be required. These projects support provincial economic growth by improving energy security resilience of municipalities through facilitating the implementation of energy infrastructure development to address economic recovery, investment, and ease of doing business.

The Department is in the process of formalising a Memorandum of Understanding (MoU) with the Danish Government to strengthen the relationship between the two governments and to alternative financing options for infrastructure development. The first project underway, is the Berg River Waste-Water Treatment Works (WWTWs) Process Optimisation project. The project aims to optimise the treatment and monitoring processes of Waste-Water discharge into the Berg River, to improve the economic value of the river system and its value

chains. The Berg River is approximately 294 km long with a catchment area of 7.715 km² and contains fish species which are endemic to the region. About 65 per cent of the Berg River area is under agriculture. The following six municipalities cover the WWTWs along the Berg River: Drakenstein; Stellenbosch; Berg River; Swartland; Saldanha Bay and Witzenberg.

Improving the interface between municipalities and citizens

In preparation for the establishment of the 5th generation ward committees, post the Local Government Elections, the department rolled-out an Accredited Ward Committee Induction Train-the-Trainer Course (NQF Level 5) targeted specifically officials involved in the municipal public participation process. The purpose of the training was to capacitate and equip municipal officials with training and facilitation skills that would enable them to coordinate and facilitate capacity building and training of their respective ward committees. The department supported municipalities with the establishment of ward committees, notable are the Overstrand and Prince Albert Municipalities which were the first two municipalities in the country to have established their ward committees post 2021 Local Government Elections.

The Civic Education Project is one of the key support programmes that the department is rolling out to municipalities. The main objective of the project is to empower communities by raising awareness on their rights and responsibilities concerning municipal decision-making processes and the role that they should play to influence municipal decision-making. During the year under review, civic education outreach sessions were conducted by the department in collaboration with the Hessequa Municipality and the Government Communications and Information Systems for the Slangrivier and Kwanokuthula communities.

In addition, the department also played the civic education videos during two Thusong Outreaches in the Cape Winelands and West Coast Districts.

Through the Thusong Programme, the department continues to innovate with a view to improve

citizen's access to services. The programme is at the forefront of keeping up with the 4th Industrial revolution by partnering with key organisations that facilitate robotics and coding programmes, to build capacity and skills of young people. During the Thusong Annual Week, the department introduced drone technology as a tool to communicate with the citizens in Op Die Berg in the Witzenberg Municipality. Apart from showcasing various government services, the Thusong Outreaches were used for vaccination against COVID-19.

Strengthening Disaster Preparedness and Response in the province

Since the outbreak of the COVID-19 pandemic in 2020, the Disaster Management Centre remained activated. During the 2021/22 financial year, the Centre continued to coordinate provincial efforts in managing the pandemic through the Joint Operations Centre. Situation reports were compiled and disseminated to all relevant stakeholders to ensure they stay abreast of the developments relating to disasters in the province.

Through innovation, a more integrated approach provided an opportunity to learn from other countries on the coordination and management of the pandemic. To this end, the department had several disaster management stakeholder engagements with a broad spectrum of stakeholders. One of these engagements included an International Webinar themed "A United Fight against the COVID-19 Pandemic- Preventing another Wave in Africa". The webinar attracted 130 participants and representatives from five countries, and it brought African Countries together in commemoration of Africa Day. In addition, various disaster management stakeholder engagements ensured integrated Disaster Risk Reduction, Preparedness, Response and Recovery initiatives towards a resilient province.

Water safety is critical in the province, particularly for children given the hot summer seasons. As part of Western Cape Drowning Prevention and Water

Safety Strategy, the Disaster Management Centre facilitated a process for municipalities to adopt the approved South African National Standards (SANS) 10134-2018 as a municipal by-law. The standard indicates responsibilities, principles, methods, and planning techniques for the protection of children from the dangers of swimming pools situated on private premises. It provides recommendations for the design and installation of typical protective enclosures or protective devices that are intended to prevent a child from gaining unauthorised access to a swimming pool.

The department completed its first Disaster Management Internship Programme, where four interns were funded and placed in Municipal Disaster Management Centres at the West Coast, Cape Winelands, Central Karoo and Garden Route District Municipalities. All four Disaster Management Interns were provided contract extensions beyond the internship period. The Disaster Management Internship Programme assisted the district municipalities with additional capacity at a crucial time with the COVID-19 pandemic outbreak. Additional three interns were funded in the Central Karoo, West Coast and Cape Winelands District Municipalities during the 2021/22 financial year. This is a long-term investment towards building competent disaster management practitioners for the future.

The occurrence of fires during this fire season seems to be on the rise, for instance, over the period of 1 December 2021 to 28 January 2022. At least 11 fire incidents were reported in the province, requesting both aerial and, in some cases, ground support from the provincial government. Major property losses and damage to infrastructure has fortunately been minimal, which bears testimony to the effectiveness of in-year planning and preparation. A major contributing factor to the successes is the utilisation of aerial and ground resources provided by the department to the respective municipalities.

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	337 682 services were accessed through the Thusong Outreaches and Service Centres	500 000 citizens accessing government services	1 386 856 services were accessed through the Thusong Outreaches and Service Centres. Due to the lifting of the national lockdown, the Thusong Service Centres and Outreaches were able to function more frequently, thus increasing the number of citizens obtaining services.
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	5 Government initiatives to enhance social well-being services were held in the province. This indicator has been revised as per the new 5-year plan

Batho Pele arrangements with beneficiaries (Consultation access etc.)

Current/actual arrangements	Desired arrangements	Actual achievements
Thusong Outreaches and Service Centres		
<p>Consultation:</p> <p>a) Thusong Outreach programmes are carefully planned, using community needs analysis and information gathered through CDWs and door to door campaigns.</p> <p>b) 8 Consultation/ planning and review meetings were held with stakeholders (National, Provincial, Local, State-owned Enterprises and Private), these meetings were held during the 1st & 3rd Quarters.</p> <p>c) Stakeholders were invited and consulted through online and physical engagements. All stakeholders received annual planned schedule for each District .</p>	<p>Consultation:</p> <p>a) Quarterly Engagements with host communities/citizens to ascertain the needed services.</p> <p>b) Quarterly Consultation/planning meetings with departments and communities to plan Outreaches quarterly engagements with the Thusong Centre Managers to improve services.</p> <p>c) Written correspondence to stakeholders inviting them to provide services.</p>	<p>Consultation:</p> <p>a) Thusong Outreach programmes were planned with stakeholders, using community needs analysis and information gathered through CDWs and door to door campaigns.</p> <p>b) 4 visual consultation/ planning and review meetings were held with stakeholders (National, Provincial, Local, State-owned Enterprises and Private).</p> <p>c) Stakeholders were invited and consulted through online, due to COVID most engagements were conducted through virtual platforms.</p>

Current/actual arrangements	Desired arrangements	Actual achievements
<p>d) Client surveys completed by communities at the end of each outreach, these are analysed to inform improvements for future sessions.</p> <p>Additional Achievement:</p> <p>e) A total of 14 Thusong Outreaches were held throughout the province during the period under review.</p>	<p>d) Evaluation forms completed by the communities where applicable.</p>	<p>d) Client surveys were completed by community members at the end of each outreach, these were analysed to inform improvements for future sessions.</p> <p>Additional Achievement:</p> <p>e) A total of 11 Thusong Outreaches were held during the period under view, costing around R753 225.</p>
<p>Access:</p> <p>a) All outreaches were held at central points in communities such as community halls, municipal buildings. This method is both practical and a cost saving measure.</p> <p>b) Thusong Service Centres are situated within a 5km radius of the community.</p> <p>c) Departmental and Stakeholder contact details are visible at all Thusong Centres and Mobile Outreaches. The Department also produces a Citizens Report that is distributed to communities on an annual basis.</p> <p>d) There are 22 functioning Thusong Centres throughout the Province allowing citizens direct access.</p> <p>e) Thusong Outreaches and Centres are made available to all community members. The CDWs step in to provide direct services to those individuals.</p> <p>f) Thusong Outreaches are planned and scheduled ahead of time, key community concerns are identified, thus ensuring that community leaders can support the most vulnerable (elderly and persons with disabilities) to access services at the Centres and Outreaches.</p>	<p>Access:</p> <p>a) Thusong Outreaches are held at community halls or a central place within the community.</p> <p>b) All Thusong Service Centres are situated within a 5 radius within the community.</p> <p>c) Departmental contact details to be made visible in all Thusong Centres and Mobile Outreaches: 80 St Georges Mall, Waldorf Building.</p> <p>d) Actual Thusong Outreaches in communities allow citizens direct access.</p> <p>e) Everyone in need within the communities are currently getting access to the Thusong Services.</p> <p>f) Liaise with community leaders to support the elderly and disable to access the services.</p>	<p>Access:</p> <p>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.</p> <p>b) Thusong Service Centres are situated within a 5km radius of the community.</p> <p>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.</p> <p>d) There are 22 functioning Thusong Centres and 10 Thusong Service Satellite Centres throughout the province allowing citizens direct access. Thusong Service Satellites increased from 6 to 10 during this reporting period.</p> <p>e) Thusong Outreaches and Service Centres are accessible to all community members. The CDWs facilitate access to services.</p> <p>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. The CDWs supported communities through mobilising on time and providing relevant assistance to everyone who attended.</p>

Current/actual arrangements	Desired arrangements	Actual achievements
<p>g) Relevant stakeholders participated to ensure that vulnerable members of the community are supported and received the relevant services. Home Affairs services were the most requested services during this year.</p>		<p>g) Relevant stakeholders participated to ensure that vulnerable members of the community are supported and received the relevant services. Home Affairs services were the most requested services during this year.</p>
<p>Courtesy:</p> <p>a) Client survey forms are completed and analysed; recommendations are then used to make improvements for the next sessions.</p> <p>b) All stakeholders at Outreaches/ Centres are always clearly identifiable through designated stations at the Outreaches/ Centres.</p> <p>c) Complaints desks were situated at each Thusong Outreaches and Centres. Departmental staff attended to complaints that were lodged.</p> <p>d) Senior Managers attended Outreaches and conducted random site visits to ensure effective and integrated service delivery.</p> <p>e) Information/complaints desks were made available at all Thusong Outreaches and Centres.</p> <p>f) All officials assisting at the Thusong Outreaches are proficient in at least one of the official languages.</p>	<p>Courtesy:</p> <p>a) Ensuring that all Evaluation forms are completed immediately after service is provided.</p> <p>b) Providing name badges and clearly marked clothing to ensure staff at Thusong Services Centres and Outreaches are clearly identifiable.</p> <p>c) Assigning Thusong staff at each Outreach to ensure communities have someone to lodge complaints with immediately when necessary.</p> <p>d) Senior Managers of the department randomly attend sessions to directly listen engage citizens and to ensure effective services are provided.</p> <p>e) Information desk/complaints centre at Thusong Outreaches.</p> <p>f) Ensuring all serving departments have staff that are proficient in at least one of the local languages.</p>	<p>Courtesy:</p> <p>a) Client survey forms were completed and analysed; recommendations are used to make improvements for the next sessions.</p> <p>b) All stakeholders at outreaches/ centres were always clearly identifiable through designated stations at the Outreaches/ Centres.</p> <p>c) All Thusong centres and outreaches have dedicated complaints desks, Thusong Centre Managers ensure all complaints raised are addressed or escalated to relevant stakeholder if needed.</p> <p>There were no formal complaints this period.</p> <p>d) Senior management attend various Thusong Service Centres and Outreaches such as the Annual Thusong Week in Op-Berg and Outreach in Citrusdal.</p> <p>e) Information/complaints desks were made available at all Thusong Outreaches and Centres.</p> <p>f) All officials assisting at the Thusong Outreaches are proficient in all 3 official languages of WC.</p>

Current/actual arrangements	Desired arrangements	Actual achievements
<p>Openness and Transparency:</p> <p>a) Eight Consultation/planning and review meetings were held with stakeholders (National, Provincial, Local, SOEs and Private), these meetings were held during the 1st & 3rd Quarters.</p> <p>b) Hosting municipalities were consulted and invited through online and physical communication. In addition, all stakeholders received annual planned schedules ahead of time.</p> <p>c) A total of 14 Thusong Outreaches were held during the period, costing around R1,2 million.</p> <p>d) Client survey forms are completed and analysed; recommendations were used to make improvements for future sessions.</p> <p>e) Final output will be reflected in both the Departmental Annual Report as well as the Citizens Report.</p>	<p>Openness and Transparency:</p> <p>a) Quarterly Consultation/planning engagements platforms with departments and communities.</p> <p>b) Written and verbal communication to hosting municipalities a month before the actual Mobile.</p> <p>c) Actual Thusong Outreaches the department cost approximately R1,4 million annually.</p> <p>d) Evaluation forms completed by community where applicable.</p> <p>e) Detailed Feedback in the Annual Report and 2-page Citizens Report.</p>	<p>Openness and Transparency:</p> <p>a) 12 consultation/planning and review meetings were held with stakeholders (National, Provincial, Local, State-owned Enterprises and Private).</p> <p>b) Hosting municipalities were consulted and invited through online and physical communication. In addition, all stakeholders received annual planned schedules ahead of time.</p> <p>c) A total of 11 Thusong Outreaches were held during the period under view, costing around R753 225.</p> <p>d) Client survey forms are completed and analysed; recommendations were used to make improvements for future sessions, CDWs also inform communities or advocate for community needs at mobiles.</p> <p>e) Final output will be reflected in both the Departmental Annual Report as well as the Citizens Report.</p>
<p>Value for Money:</p> <p>a) Communities were able to access services directly at a Thusong Outreach or Service Centres located in walking distance from their homes.</p> <p>b) Outreaches were held at central points in the communities such as community halls, this method is both practical and a cost saving measure.</p> <p>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.</p> <p>d) Officials assisting at the Thusong Outreaches are proficient in at least one of the official languages.</p>	<p>Value for Money:</p> <p>a) Great value for money as communities can directly access services at close proximity due to the Thusong Outreaches and Centres.</p> <p>b) Thusong Outreaches at most use existing community structure to save on financial resources.</p> <p>c) Only services that are required in the community are brought to the Outreaches thus saving time and resources from all contributing Departments.</p> <p>d) Ensuring that staff at Centres/Outreaches can speak the dominant local language increases efficiency and turnaround times at Outreaches/Centres.</p>	<p>Value for Money:</p> <p>a) Communities were able to access services directly at a Thusong Outreach or Service Centres located in walking distance from their homes.</p> <p>b) Outreaches were held at central points in the communities such as community halls, this method is both practical and a cost saving measure.</p> <p>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.</p> <p>d) All officials assisting at the Thusong Outreaches are proficient Western Cape local languages.</p>

Current/actual arrangements	Desired arrangements	Actual achievements
Access to Government Services		
<p>Consultation:</p> <ul style="list-style-type: none"> 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. 	<p>Consultation:</p> <p>In communities CDWs participate in different community engagements platforms and safety forums such as Ward Committee meetings.</p> <ul style="list-style-type: none"> a) Door to door campaigns by CDWs. b) Community meetings. c) CDWs in communities every single day. d) CDWs are spread throughout Province in every community. 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. 	<p>Consultation:</p> <ul style="list-style-type: none"> 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 72 IDP, 122 Ward Committee meetings and 70 Community meetings held at various communities in each District throughout the Province. d) A total of 149 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.
<p>Access:</p> <ul style="list-style-type: none"> 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. 	<p>Access:</p> <ul style="list-style-type: none"> a) CDWs are situated in communities. b) Community's members have direct access to the CDWs during door-to-door campaigns. c) Outreach programmes. 	<p>Access:</p> <ul style="list-style-type: none"> 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 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>d) Intergovernmental support projects all these occur daily.</p> <p>e) Information sessions.</p> <p>f) CDWs are trained to deal with any query relating to Government services.</p>	<p>d) Intergovernmental support is provided through the different government departments and state-owned enterprise.</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 received direct 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>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>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 was 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>

Current/actual arrangements	Desired arrangements	Actual achievements
<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 citizens report.</p> <p>All these avenues were utilised to ensure effective service delivery.</p>	<p>h) To ensure on monthly basis the CDWs information packs reach all citizens for awareness purposes.</p> <p>i) List all contact details of CDW team in community structures.</p> <p>All these avenues can be utilised to ensure effective service delivery.</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>
<p>Openness and Transparency:</p> <p>a) CDWs participated in a total of 123 different community engagements.</p> <p>b) Information sessions and door to door campaigns were held to provide relevant support.</p> <p>c) The only cost associated with the programme is the total compensation budget, which is paid by the department.</p> <p>d) CDWs support communities with a variety of services at no financial cost to the community.</p>	<p>Openness and Transparency:</p> <p>a) CDWs participate in different community meetings.</p> <p>b) CDWs engage citizens on what is needed and structure support around these engagements.</p> <p>c) Only cost associated with the function is the actual salaries paid to CDWs.</p> <p>d) CDWs do not charge the communities any money for any support provided.</p>	<p>Openness and Transparency:</p> <p>a) CDWs participated in a total of 70 different community engagements.</p> <p>b) Information sessions and door to door campaigns were held to provide relevant support.</p> <p>c) Costs associated with the programme is the total compensation budget, which is paid by the department.</p> <p>d) CDWs support communities with a variety of services at no cost to the community.</p>
<p>Value for Money:</p> <p>a) All projects conducted by the CDWs were done in communities at no financial cost to the community.</p> <p>b) CDWs travel or engage with stakeholders on behalf of the community thus lessening the financial burden on communities.</p> <p>c) CDWs reside within the communities they serve, thus the only cost associated with the programme is the total compensation budget, which is paid by the department.</p> <p>d) CDWs are proficient in at least one of the official languages.</p> <p>e) Quarterly regional sessions are held for information sharing purposes.</p>	<p>Value for Money:</p> <p>a) These services are extremely cost effective to the Citizen as communities can directly access the support by directly engaging with the CDWs in their communities.</p> <p>b) CDWs travel or engage with other stakeholders on behalf of the community.</p> <p>c) CDWs reside within the community so they have a detailed understanding of the issues within the community.</p> <p>d) CDWs can communicate in the official community languages, thus ensuring effective, timeous and stress-free support to the citizens.</p> <p>e) Quarterly Information sharing sessions will be arranged so that Regions share best practices and learn from one another.</p>	<p>Value for Money:</p> <p>a) All projects conducted by the CDWs were done in communities at no financial cost to the community.</p> <p>b) CDWs travel or engage with stakeholders on behalf of the community thus lessening the financial burden on communities.</p> <p>c) CDWs reside within the communities they serve.</p> <p>d) CDWs are proficient in at least one of the official languages.</p> <p>e) Quarterly regional sessions are held for information sharing purposes.</p>

Current/actual arrangements	Desired arrangements	Actual achievements
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.		f) The CDW staff component consist of 129 CDWs, 13 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.

Service delivery information tool

Current/actual information tools	Desired information tools	Actual achievements
Thusong Outreach and Service Centres		
a) ±5 000 Posters were printed and made available at various Centres and Outreaches.	Information is provided in the following methods: a) ±5000 Posters in all local languages - updated with specific quarterly dates per outreach.	a) ±300 Posters were printed and made available at various Centres and Outreaches.
b) ±5 000 Pamphlets were printed and made available at various Centres and Outreaches.	b) ±5000 Pamphlets languages.	b) No pamphlets were printed during this reporting period.
c) Loud hailing was done within different communities prior to each Outreach.	c) Loud hailing during various times of the day.	c) Loud hailing was done within different communities prior to each Outreach.
d) Community newspaper articles were published on future Thusong outreaches.	d) Newspaper articles in local newspapers.	d) Community newspaper articles were published on future Thusong outreaches.
e) A few community radio broadcasting stations were utilised during the period.	e) Radio broadcasting, announcements regarding services at local radio stations.	e) A few communities radio broadcasting stations were utilised during the period and media students from CPUT attended some of the Outreaches and provided "voice pops" on different social media platforms.
f) Emails/telephone communication with hosting municipalities or stakeholders were conducted prior to each engagement.	f) Emails/telephone.	f) Emails/telephone communication with hosting municipalities or stakeholders were conducted prior to each engagement.
g) Annual progress will be reported in the Departmental Annual Report in all 3 official languages.	g) Departmental Annual Report.	g) Annual progress will be reported in the Departmental Annual Report in all 3 official languages of the province.
h) Annual progress will be reported in the Citizens report in all three official languages.	h) Departmental 2 pager Citizens Report.	h) Annual progress will be reported in the Citizens report in all three official languages.
i) Municipal Communication teams are capacitated to deal with community concerns.	i) Making use of Municipal Communication platforms to reach audience.	i) Municipal Communication teams are capacitated to deal with community concerns.

Current/actual information tools	Desired information tools	Actual achievements
Access to Government Services		
<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> <p>c) CDWs attended 71 IDP, 109 Ward Committee meetings and 123 Community meetings held at various communities in each District throughout the Province.</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>c) CDWs form part of the Community and Ward Committee meetings to listen and share where applicable.</p>	<p>a) ±35 000 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> <p>c) CDWs attended 72 IDP, 122 Ward Committee meetings and 70 Community meetings held at various communities in each district throughout the Province.</p>

Complaint's mechanism

Current/actual complaints mechanism	Desired complaints mechanism	Actual achievements
Thusong Outreach and Service Centres		
<p>a) Quarterly progress on the functioning of the centres and outreaches was provided to Top Management on a quarterly basis.</p> <p>b) Consumer surveys completed by communities were analysed and the appropriate improvements were made.</p> <p>c) Two complaints received from citizens about certain stakeholders like 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.</p>	<p>a) Verbal feedback to Departmental SMS on progress on quarterly.</p> <p>b) Evaluation forms completed by community giving feedback.</p> <p>c) Identified persons at Thusong Outreaches where community can lodge complaints.</p>	<p>a) Quarterly progress on the functioning of the centres and outreaches was provided to Top Management on a quarterly basis.</p> <p>b) Consumer surveys completed by communities were analysed and the appropriate improvements were made.</p> <p>c) There were no formal complaints this period.</p>

Current/actual complaints mechanism	Desired complaints mechanism	Actual achievements
d) Thusong Outreaches are proficient in at least one of the official languages.	d) Information desk/complaints centre at Thusong Outreaches.	d) All personal at the Thusong Outreaches are proficient in 3 official languages of the province.
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		
<p>a) Communities have direct access to the CDWs through the numerous community engagements, community programmes, door to door campaigns and the Thusong Outreaches.</p> <p>b) CDWs supervisors, regional coordinators & officials at the municipal offices address the complaints received from the public.</p> <p>c) No formal complaints were received by the CDWs, RCs, Supervisors, or the Provincial Department during the year.</p> <p>d) CDWs have utilised common community structures, formal external structures, and door to door campaign methods.</p>	<p>a) Communities can make use of CDWs.</p> <p>b) The CDW have regional supervisors as well Provincial project managers where redress issues can directly be reported to.</p> <p>c) CDW supervisors, regional coordinators and municipal offices and the department.</p> <p>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.</p> <p>e) More Radio and Print Campaigns on local stations to make the work of the CDWs visible to communities.</p>	<p>a) Communities have direct access to the CDWs through the numerous community engagements, community programmes, door to door campaigns and the Thusong Outreaches.</p> <p>b) CDWs supervisors, regional coordinators & officials at the municipal offices address the complaints received from the public.</p> <p>c) No formal complaints were received by the CDWs, RCs, Supervisors, or the Provincial Department during the year.</p> <p>d) CDWs have utilised common community structures, formal external structures, and door to door campaign methods.</p> <p>e) Community radio broadcasting stations and community print media was utilised during the period.</p>

2.3 Organisational Environment

The Department has a total staff compliment of 376 active posts, of which 97.3 % of the positions were filled as at 31 March 2022, resulting in a vacancy rate of 2.7 %. The undertaking of municipal investigations was prioritised resulting

in a Municipal Forensic Unit being established, and the organisational design process commenced. The aim was to strengthen the internal capacity to conduct investigations in municipalities.

Employment and vacancies by programme, as at 31 March 2022

Programme	Number of active posts	Number of posts filled	Vacancy rate %
Programme 1	70	68	2.9%
Programme 2	244	238	2.5%
Programme 3	62	60	3.2%
Total	376	366	2.7%

2.4 Key policy developments and legislative changes

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

3. Progress towards Achievement of Institutional Impacts and Outcomes

The Department has identified four impacts statements

Impact statement 1:	High performing department.
Impact statement 2:	An efficient, accountable, and enabling local government to enhance economic growth and service delivery.
Impact statement 3:	Active citizenry, reduced poverty and improved social well-being.
Impact statement 4:	A Disaster resilient Province.

Departmental outcomes

The following are eight departmental outcomes:

Outcome 1:	Well governed department enabling programmes to deliver on their mandates.
Outcome 2:	Well governed municipalities through efficient and effective oversight, capacity-building and governance structures.
Outcome 3:	Data and Knowledge Management Hub that informs decision making, planning and budget allocation within local government.
Outcome 4:	The provision and maintenance of infrastructure towards infrastructure-led economic growth.
Outcome 5:	Improved interface between government and citizens.
Outcome 6:	Reduction in poverty.
Outcome 7:	Improved integrated planning, budgeting and implementation.
Outcome 8:	Safer, Resilient Communities and Sustainable Development.

Some of the key successes towards the achievement of the Department's impacts and outcomes include the following:

- The Department supported municipalities with updating and developing new electrical master plans. These plans evaluate the long-term viability of existing infrastructure and proposes the expansion and refurbishment requirements thereof.
- The Joint District and Metro Approach (JDMA) has been institutionalised in all districts in the Province and receives support from provincial departments, municipalities and national departments. Given the successes experienced through the implementation of the JDMA, and its proven versatility, it has been applied in the implementation of other provincial priorities.
- Municipalities in the Province continued to perform well, according to the Municipal Financial Stability Index report, the best performing municipalities are in the Western Cape. Only five (5) municipalities in the country scored above seventy (70), with four (4) of the five (5) from the Western Cape.
- To improve infrastructure planning, the Sustainable Infrastructure Development and Financial Facility Programme (SIDAFF) programme was established to offer a solution to infrastructure challenges that exist in the Western Cape.
- The Department observed a positive recovery to the drought as a result of the successful implementation of the respective drought recovery actions plans.
- The integration and co-ordination between the key role players were critical in the initial outbreak of the Pandemic. The Department through the Disaster Management Centre has been at the forefront of the Pandemic, working around the clock with partners in the Health, Business, Transport, Social, Education and Communications Sectors to mitigate, reduce and contain the impact of COVID-19 in the short, medium and long term.

The Department is still on track to deliver on all four of its Impact Statements and eight Departmental Outcomes as indicated in its Strategic Plan 2020-2025.

4. Institutional Programme Performance Information

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	
Sub-Programme Purpose	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	
Sub-Programme Purpose	Provide overall management in the department in accordance with all applicable acts and policies.
Outcome	Well governed department enabling programmes to deliver on their mandates.
Progress towards Outcome	During the 2021/22 financial year, the department had to reprioritise the budget in response to the pandemic, resulting in the department achieving 97% of its planned targets, and partially achieving 3% targets, 98% of the budget was utilised. The department received a ninth consecutive unqualified audit finding from the Auditor-General South Africa.

A. Outcomes, Outputs, Performance Indicators, Targets, and actual achievements

Programme 1: Administration								
Sub-programme 1.2: Corporate Services								
Outcome	Outputs	Output Indicators	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Well governed department Enabling programmes to deliver on their mandates	Compliance with relevant planning/ budgeting & Reporting legislative framework	1.1 Level of compliance with the planning & reporting legislative framework	-	100%	100%	100%	-	All planning and reporting documents were submitted and tabled as per legislative requirements
		1.2 Level of compliance with financial legislative framework	-	100%	100%	100%	-	All financial reporting documents were submitted and tabled as per legislative requirements

Strategy to overcome areas of underperformance/Changes to planned targets

- There were no changes to planned targets, all targets met with no over achievements

B. Linking Performance with Budgets: Programme 1: Administration

Sub-Programme Expenditure

Sub-programmes	2021/22			2020/21		
	Final Appropriation	Actual Expenditure	Over/Under expenditure	Final Appropriation	Actual Expenditure	Over/Under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Office of the MEC ¹	-	-	-	-	-	-
Corporate Services	52 254	50 589	1 665	52 545	51 754	791
Total	52 254	50 589	1 665	52 545	51 754	791

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	
Sub-Programme Purpose	To provide management and support services to local government within a regulatory framework.
Outcome	Well governed municipalities through efficient and effective oversight, capacity building and governance structures.
Progress towards Outcome	Several Legal support initiatives such as the reviewing and amending of by-laws, hosting of forum meetings with municipal legal officials, Training of Councillors on various subject matter including inter alia, MPACs, Roles and Responsibilities, Code of Conduct, Rules of Order, with legal guidance provided to municipalities to ensure good governance. Municipalities were also supported in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution.
Sub-programme 2.2: Public Participation	
Sub-Programme Purpose	To strengthen interface between government and citizens through public participation for maximum service delivery.
Outcome	Improved interface between government and citizens.
Progress towards Outcome	Municipalities were supported to improve public participation with such as Policy Development, Ward Operational Plan, Public Participation Training and Client Service Charter Development, Customised Municipal Communication Support and Civic Education.

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

Sub-programme 2.3: Capacity Development	
Sub-Programme Purpose	To capacitate municipalities to deliver effective services.
Outcome	Well governed municipalities through efficient and effective oversight, capacity building and governance structures.
Progress towards Outcome	Programmes such as, Shared Services, Municipal Support Plans, HR Strategies, Indigent Policies, Junior Management Training, Graduate Training, and MPRA related matters were provided to municipalities.
Sub-programme 2.4: Municipal Performance, Monitoring, Reporting and Evaluation	
Sub-Programme Purpose	To monitor and evaluate municipal performance.
Outcome	Data and Knowledge Management Hub that informs decision making, planning and budget allocations within local government.
Progress towards Outcome	As part of establishing a capable knowledge management, the department has developed a single data repository system that will function as a hub for both provincial and municipal data management. The department also supported municipalities with ICT and GIS support. The department supported municipalities to interpret primary and secondary data, compiled a municipal performance report and monitored municipal performance to identify gaps, interventions, and support on municipal performance.
Sub-programme 2.5: Service Delivery Integration	
Sub-Programme Purpose	To manage the Thusong Programme and support co-operative governance between the three spheres of government.
Outcome	Reduction in poverty.
Progress towards Outcome	Over one million services were accessed through both the Thusong and Outreach Programme. The Department also facilitated programmes to improve the functionality of both the District and Provincial IGR Forums.
Sub-programme 2.6: Community Development Worker Programme	
Sub-Programme Purpose	To provide information to communities to access government services and to facilitate community access to socio-economic opportunities.
Outcome	Reduction in poverty.
Progress towards Outcome	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.

A. Outcomes, Outputs, Performance Indicators, Targets and actual achievements

Programme 2: Local Governance								
Sub-programme 2.1: Municipal Administration: Municipal Governance								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/General comments
Well governed municipalities through efficient and effective oversight, capacity building and governance structures	2.1 Municipalities complying with applicable legislation & governance prescripts	2.1.1 Number of Legislation development initiatives implemented	6	4	4	4	-	Municipalities were supported with legislative support through the following initiatives, reviews of By-Laws, Review of System of Delegations, Comments on National Bills and the Development of a Draft Standard Rules of Order.
		2.1.2 Number of Assessments conducted on Senior Management Appointments in accordance with legal prescripts	19	14	20	21	1	Assessments of Senior Management Appointments were conducted in various municipalities. This output is depended on appointments, hence the deviation from the planned output.
		2.1.3 Support initiative towards Local Government Elections	-	1	1	1	-	Municipalities received support through the help desk, distribution of circulars, establishment notices and deployment of senior managers to 1st council meetings.
		2.1.4 Number of Assessments on Municipal Public Account Committees (MPACs) conducted	11	10	10	10	-	The Department assessed the MPAC functionality of the following municipalities: Breede Valley, West Coast District, Cape Agulhas, Mossel Bay, George, Drakenstein, Overberg District, Overstrand, Langeberg and Cape Winelands District Municipality.
		2.1.5 Code of Conduct cases assessed to ensure legislative compliance	6	0	6	1	(5)	This output is dependent on actual cases received during the year.

Programme 2: Local Governance								
Sub-programme 2.1: Municipal Administration: Municipal Governance								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/General comments
Well governed municipalities through efficient and effective oversight, capacity building and governance structures	2.1 Municipalities complying with applicable legislation & governance prescripts	2.1.6 Number of Legal Support initiatives provided to Municipalities to strengthen Municipal Governance	5	9	5	5	-	Legal Support Initiatives provided to Municipalities, included inter alia, the hosting of the Legislative and Constitutional Task Team meetings, co-facilitation of the Integrated Councillor Induction Programme, hosting of a workshop on the Local Government: Municipal Structures Amendment Act and the Rules of Order.

B. Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent Functions

Output Indicator		Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/General comments
SPI:1.	Number of municipalities supported to comply with MSA Regulations on the appointment of senior managers (Linked to MTSF 2019-2024, Priority 1)	30	29	30	30	-	All municipalities were guided and advised on judgement pertaining to senior managers appointments.
SPI:2.	Number of municipalities monitored on the extent to which anti-corruption measures are implemented (Linked to MTSF 2019-2024, Priority 1)	30	30	30	30	-	All municipalities were monitored on the implementation of anticorruption measures.

A. Outcomes, Outputs, Performance Indicators, Targets, and actual achievements

Programme 2: Local Governance								
Sub-programme 2.2: Specialised Support								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Well governed municipalities Through efficient and effective oversight, capacity building and governance structures	2.2 Assessments and investigations pertaining to allegations of fraud, corruption and mal-administration and formal provincial interventions justified or required in terms of section 139 of the Constitution	2.2.1 Reports In respect of assessments and investigations pertaining to allegations of fraud corruption and mal-administration	4	4	4	4	-	
		2.2.2 Annual report in respect of formal provincial interventions justified or required in terms of section 139 of the Constitution	1	1	1	1	-	

A. Outcomes, Outputs, Performance Indicators, Targets, and actual achievements

Programme 2: Local Governance Sub-programme 2.3: Public Participation								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Improved interface between government and citizens	2.3 Actions Implemented, monitored & supported to improve citizen interface	2.3.1 Number of support actions to improve citizen interface	5	5	5	5	-	The support programmes to improve citizens interface were, Civic Education on Public Participation, Development of Client Service Charter, Ward Committee Training, Development and review of Ward Committee Operational Plans and Development and review of public participation and Ward Committee Policies.
		2.3.2 Number of municipalities supported with communication programmes	28	30	15	18	3	Support provided include: Hazard Awareness, Local Government Elections, Social Media and print campaign on Responsible Water usage in areas that continue to be under pressure with regards to drought hence the over achievement.
Well governed municipalities through efficient and effective oversight, capacity-building, and governance structures.	2.4 Capacity building strategies in municipalities for improved service delivery implemented	2.4.1 Number of municipalities supported with capacity-building actions on gender mainstreaming	3	3	3	3	-	Swartland, Drakenstein and Prince Albert municipalities received support with programmes such as gender mainstreaming capacity building, gender responsive budgeting, sexual harassment and human trafficking awareness sessions.

B. Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent Functions

Output Indicator		Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
SPI:3	Number of municipalities supported to maintain functional ward committees (Outcome 9, Sub-outcome 2) (B2B Pillar 1)	24	24	24	24	-	All 24 local municipalities were supported with various actions to maintain functional ward committees.
SPI:4	Number of municipalities supported to Promote participation in the community based local governance processes (Priority 1: Capable, ethical, and Developmental state) (Priority 6 MTEF indicatory: Social Cohesion and Safer Communities)	-	-	2	2	-	Bergrivier received support on the Client Service Charter while Prince Albert received support on the Know your Ward Committee Campaign.
SPI:5	Number of municipalities supported to respond to community concerns (Outcome-9 Sub Outcome 2) (B2B Pillar 1)	1	5	1	1	-	All municipalities in the WC have complaints management systems in place.
SPI:6	Number of work opportunities reported through Community Works Programme (CWP)	-	-	17 700	16 144	(1 556)	Some participants temporarily found seasonal employment on the farms hence the under achievement.

A. Outcomes, Outputs, Performance Indicators, Targets, and actual achievements

Programme 2: Local Governance								
Sub-programme 2.3: Capacity Development								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Well governed municipalities through efficient and effective oversight, capacity building and governance structures	2.5 Capacity building strategies in municipalities for improved service delivery implemented	2.5.1 Number of programmes implemented to enhance the capacity of municipalities	1	3	3	3	-	Capacity Building Programmes implemented in municipalities include development of Municipal Support Plans, Shared Services and HR Support.
		2.5.2 Monitor compliance to the Skills Development Act	-	1	1	1	-	
		2.5.3 Number of training and development programmes implemented in municipalities	3	3	3	3	-	

B. Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent Functions

Output Indicator		Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
SPI: 7	Number of Capacity Building Interventions conducted in municipalities (Linked to MTSF 2019-2024, Priority 1) (B2B Pillar 5)	1	3	3	3	-	Same support programmes as provincial indicator 2.5.1
SPI: 8	Number of municipalities guided to comply with the MPRA (Linked to MTSF 2019-2024 Priority (B2B Pillar4)	25	25	25	25	-	Municipalities received support through quarterly MPRA focus groups as well as dedicated MPRA helpdesk.
SPI:9	Number of municipalities supported to institutionalise the performance management system (PMS) (Linked to MTSF 2019-2024, Priority 1)	4	4	4	4	-	Municipalities were supported with the implementation of Performance Management Systems.
SPI:10	Number of municipalities monitored on the implementation of indigent policies (Sub-outcome 1) (B2B Pillar 2)	6	6	4	4	-	Supported municipalities with the review of the indigent policies.

A. Outcomes, Outputs, Performance Indicators, Targets, and actual achievements

Programme 2: Local Governance								
Sub-programme 2.4: Municipal Performance Monitoring and Evaluation								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/General comments
Data and Knowledge Management Hub that informs decision making, planning and budget allocations within local government	2.6 Departmental & Municipal Data Repository	2.6.1 A single repository for the management and dissemination of information relating to municipalities established	-	2	Development of a single data repository	Development of a single data repository	-	The Department developed a single repository for the management and dissemination of information relating to municipalities.
		2.6.2 Number of reports providing insight into municipal status and functioning produced	-	2	Status of Municipalities Reports	4 Status of Municipalities Reports	2	Municipal status report was produced quarterly, hence the overachievement.
		2.6.3 Number of programmes implemented to institutionalise GIS in the municipal space	-	2	1. Implement Municipal GIS projects 2. Support municipalities to institutionalise GIS	2	-	GIS support to municipalities include draft cloud computing policy, Monitoring Dashboard and GIS training.
		2.6.4 Number of programmes implemented to institutionalise ICT in the municipal space	3	2	1. Implement Municipal ICT support initiative 2. Municipal ICT Forum	2	-	Conducted Diagnostic ICT Assessment, and ICT forum.

B. Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent Functions

Output Indicator		Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/General comments
SPI:11	Number of Section 47 Reports complied as prescribed by the MSA (Linked to MTSF 2019-2024, Priority 1) (B2B Pillar 5)	1	1	1	1	-	A consolidated Municipal report was compiled.

A. Outcomes, Outputs, Performance Indicators, Targets, and actual achievements

Programme 2: Local Governance								
Sub-programme 2.5: Service Delivery Integration								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Reduction in poverty	2.7 Opportunities created through the Thusong Programme	2.7.1 Socio-economic Projects facilitated	-	2	4	4	-	The 4 Socio-economic projects facilitated were <ul style="list-style-type: none"> • SMME Kickstart in Hessequa, • Community Sewing project in Mossel Bay, • Ambassadors project in Overstrand, and • Youth Clean and Green Ambassadors in Theewaterskloof
	2.8 Effective Thusong Programme	2.8.1 Number of services accessed through the Thusong Programme	1 303 141	337 682	500 000	1 386 856	886 856	Due to the lifting of the COVID-19 regulations, the Thusong Centres and Outreaches were able to accommodate more people, resulting to an increase in number of citizens accessing services.
		2.8.2 Support actions to ensure effective functioning of the Thusong Programme	4	2	4	4	-	Support actions included, the Establishment of Thusong Service Satellite Centres, Operational & Maintenance funding, Thusong Provincial Forums and Reports on Functional Scorecards
Improved integrated planning, budgeting and implementation	2.9 Functional IGR platforms	2.9.1 Support actions to improve District IGR platforms	2	3	3	4	1	An additional District Coordination Forum was held during the 4th quarter
		2.9.2 Support Actions to improve Provincial IGR Platforms	-	4	4	4	-	Interprovincial IGR Forums were held quarterly.

A. Outcomes, Outputs, Performance Indicators, Targets, and actual achievements

Programme 2: Local Governance								
Sub-programme 2.6: Community Development Worker Programme								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Reduction in poverty	2.10 Opportunities created through the Community Development Worker-Programme	2.10.1 Government initiatives to enhance social well-being	15	5	5	5	-	Support initiatives conducted to enhance wellbeing were, Social Development, Education, Health Services, Safety and Security Support and Municipal & Human Settlement Support.
		2.10.2 Initiatives to support informal economy	5	4	4	4	-	Small scale economic opportunities included, support to informal traders, NPO development, small business and cooperative development.

A. Strategy to overcome areas of underperformance/Changes to planned targets

No changes to targets were made during the year.

Reasons for under and over performance have been addressed in detail in the Indicator tables above.

B. Linking Performance with budgets: Programme 2: Local Governance

Sub-programme Expenditure

Sub-programmes	2021/22			2020/21		
	Final Appropriation	Actual Expenditure	Over/Under expenditure	Final Appropriation	Actual Expenditure	Over/Under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Municipal Administration	17 062	16 366	696	10 912	10 888	24
Public Participation	10 201	9 907	294	9 193	9 184	9
Capacity Development	11 272	10 659	613	10 268	10 266	2
Municipal Performance Monitoring, Reporting and Evaluation	35 026	29 964	5 062	36 303	32 675	3 628
Service Delivery Integration	61 238	60 924	314	9 444	9 432	12
Community Development Worker Programme	73 573	72 300	1 273	71 909	71 838	71
Total	208 372	200 120	8 252	148 029	144 283	3 746

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	
Sub-Programme Purpose	To facilitate and monitor infrastructure development within municipalities to ensure sustainable municipal infrastructure.
Outcome	The provision and maintenance of infrastructure towards Infrastructure-led economic growth.
Progress towards Outcome	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	
Sub-Programme Purpose	To manage disaster management at the provincial and local level to ensure the establishment of effective and efficient disaster management mechanisms.
Outcome	Safer, Resilient communities and Sustainable Development
Progress towards Outcome	The Disaster Management Centre continued to be the hub of implementing and monitoring all COVID related projects. The province remained on high alert to various disaster which the province and continued to implement and adjust its programmes to ensure that the province remains disaster resilient. Some of the projects implemented include partnerships to strengthen disaster management and response in the province and with other provinces, facilitating Disaster Risk Reduction Strategies and supporting municipalities with various initiatives to improve fire services.

Sub-programme 3.3: Integrated Development Planning	
Sub-Programme Purpose	To strengthen inter-governmental planning and budgeting through establishment of IDP as the single co-ordinating plan of government.
Outcome	Improved integrated planning, budgeting, and implementation
Progress towards Outcome	The introduction of the Joint District and Metro Approach (JDMA) allowed Teams to meet on a regular basis using the five District Coordinating Forums (DCFs) as governance structures. These Teams developed District Implementation Plans (containing medium- and long-term projects - both collaboration and infrastructure projects) informed by a process of co-planning, co-budgeting and co-implementation District and Metro Approach.

A. Outcomes, Outputs, Performance Indicators, Targets and actual achievements

Programme 3: Development and Planning								
Sub-programme 3.1: Municipal Infrastructure								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
The provision and maintenance of infrastructure towards infrastructure-led economic growth	3.1 Strengthened basic service delivery	3.1.1 Number of programmes to strengthen basic service delivery	2	2	1	1	-	Langeberg, Overstrand and Mossel Bay Municipalities were supported with Electricity Master
		3.1.2 Programme to enhance integrated and co-ordinated municipal infrastructure planning	1	1	1	1	-	
		3.1.3 Municipal water security programme supported and monitored	1	1	1	1	-	Municipal Drought Relief Grant Project

B. Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent Functions

Performance Indicator		Actual Achievement 2019/20	Actual Achievement 2020/21	Planned Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Comments deviations/ General comments
SPI:12	Number of municipalities monitored on the implementation of infrastructure delivery programmes (Outcome 9, Sub-outcome 1) (B2B Pillar 5).	24	22	22	22	-	Municipalities were supported with Municipal Infrastructure Grant appraisals and the monitoring expenditure

A. Outcomes, Outputs, Performance Indicators, Targets, and actual achievements

Programme 3: Development and Planning								
Sub-programme 3.2: Disaster Management and Fire Service								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Safer, Resilient communities and Sustainable Development	3.2 Integrated systems and structures for disaster management established and maintained	3.2.1 Facilitate co-ordination of disaster management partnerships	-	13	10	12	2	Given the COVID-19 pandemic, the department facilitated more disaster engagements with partners.
		3.2.2 Monitor & evaluate the implementation of Disaster management	4	5	5	5	-	Quarterly disaster M&E Reports were produced as well as the Annual Disaster Management report.
		3.2.3 Development and review of WC Disaster Management Policy Provisions	-	2	2	2	-	The Western Cape Disaster Management Framework and well as the Western Cape Disaster Management Plan were drafted.
Safer, Resilient communities and Sustainable Development	3.3 Effective and rapid emergency/ disaster response and recovery mechanisms	3.3.1 Support organs of state to ensure disaster readiness and response	3	6	4	6	2	Organs of State were supported with various preparedness plans such as winter, summer readiness plans, Elections Plan, Business Continuity Plan and Disaster Management Plan. The Department ensured that the Disaster Centre was fully functioning for use by all stakeholders in the province. The over achievement was due to the responsiveness to Drakenstein Municipality in assisting with the development of their disaster management plan and the development of the Election plan as required by the National Disaster Management Centre

Programme 3: Development and Planning								
Sub-programme 3.2: Disaster Management and Fire Service								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Safer, Resilient communities and Sustainable Development	3.3 Effective and rapid emergency/ disaster response and recovery mechanisms	3.3.2 Co-ordinate disaster recovery process to enhance resilience	3	3	2	7	5	Recovery projects implemented were: Assessments & Verifications 1. Drought Assessments 2. Severe weather Assessments Disaster Declarations/ Classification: 3. Drought Classifications 4. Severe weather Classifications (Summer and Winter) Disaster funding application and monitoring 5. Drought funding applications 6. Severe weather damage applications Post-disaster debriefing Report 7. COVID-19 debriefing report COVID-19 and severe weather experienced resulted to an overachievement.

Programme 3: Development and Planning								
Sub-programme 3.2: Disaster Management and Fire Service								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Safer, Resilient communities and Sustainable Development	3.4 Institutionalisation And advocacy of Disaster Risk Reduction	3.4.1 Number of Risk and Vulnerability Assessments conducted	3	1	1	3	2	Risk and Vulnerability Assessments were completed for Central Karoo District, West Coast and Overstrand. In addition to the planned support, the department led the engagements on Chlorine supply shortage and the effect it will have in the province.
		3.4.2 Upgrade & maintain Disaster Management Spatial Data Repository	1	1	1	1	-	The department supported various additional systems such as the development of Heatwaves system and tolls and supported with the Avian Influenza capturing application.
		3.4.3 Number of municipalities supported in developing Disaster Risk Reduction measures in their IDPs	2	1	1	1	-	
		3.4.4 Hazard Awareness Programme	1	1	1	2	1	The original planned campaign called Disaster Awareness-Campaign (Industrial Theatre Roadshow) – was suspended due to COVID-19 restrictions, the department redirected and completed two digital campaigns namely, Drift Sands Flood Awareness Campaign and Heatwave live read Awareness Campaign.

Programme 3: Development and Planning								
Sub-programme 3.2: Disaster Management and Fire Service								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Safer, Resilient communities and Sustainable Development	3.5 Fire and Rescue Services Capability improved	3.5.1 Number of training programmes to improve fire & life safety in the province	5	4	6	6	-	Training programmes such as ICS Training, Fire Fundamentals, Chlorine Hazmat, Public Officer Education and Relation, Local Authority Law training and Fire and Safety Legislation training were provided to municipalities.
		3.5.2 Number of training programmes to improve Emergency & Special Capacity capability in the Province	2	2	3	4	1	Training programmes to improve Emergency and Special Capacity in the Province were Fireline Safety, Division Supervisor, Hazmat Technician Refresher and Urban Search and Rescue training provided to municipalities. Chlorine shortage required urgent attention hence the overachievement.
		3.5.3 Aerial Firefighting and Ground Support Programme implemented	1	1	1	1	-	

C. Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent Functions

Output Indicator		Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
SPI:14	Number of municipalities supported to maintain functional Disaster Management Centres	6	6	6	6	-	All Disaster Management Centres in the Province are functional, the department conducts quarterly monitoring on all District Municipalities and the Metro
SPI:15	Number of municipalities supported on Fire Brigade Services	11	7	5	14	9	The department in partnership with municipalities developed a Fire Service APP, which was piloted to 11 Municipalities. Pre-Attack Planning and Grant support was also provided. More municipalities were included in the pilot because of additional support received.

A. Outcomes, Outputs, Performance Indicators, Targets, and actual achievements

Programme 3: Development and Planning								
Sub-programme 3.3: Integrated Development Planning								
Outcome	Outputs	Output Indicator	Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
Improved integrated planning, budgeting and implementation	3.6 Responsive IDPs developed	3.6.1 Initiatives to improve the quality of integrated development plans	3	3	3	3	-	The programmes implemented to improve IDPs were. <ul style="list-style-type: none"> Assessment of IDPs Provincial IDP managers forums, and Assessments of planning alignment of the district with respective local municipalities.
	3.7 Joint District Approach implemented	3.7.1 Number of Functional District Interface Teams as part of the Joint District and Metro Approach	-	5	5	5	-	All five District Interface Teams were established and are functional

B. Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent Functions

Output Indicator		Audited Actual Performance 2019/20	Audited Actual Performance 2020/21	Planned Annual Target 2021/22	Actual Achievement 2021/22	Deviation from planned target to Actual Achievement for 2021/22	Reason deviations/ General comments
SPI:16	Number of municipalities with legally compliant IDPs	30	30	30	30	-	Municipalities were supported with the development of IDPs through capacity sessions, workshops, IDP forums and IDP Assessments
SPI:17	Number of District/Metro supported to develop one plans (MTSF 2019-2024, Priority 5; Spatial integration, Human Settlement and Local Government	-	-	5	5	-	JDMA implementation plans are in place in all five Districts

A. Strategy to overcome areas of underperformance/Changes to planned targets

No changes to targets were made during the year.

Reasons for under and over performance have been addressed in detail in the Indicator tables above.

B. Linking Performance with budgets: Programme 3: Development and Planning

Sub-Programme Expenditure

Sub-programmes	2021/22			2020/21		
	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	29 767	27 731	2 036	35 072	35 072	-
Disaster Management	44 089	43 927	162	40 940	40 940	-
Integrated Development Planning	8 163	8 104	59	7 092	7 092	-
Total	82 019	79 762	2 257	83 104	83 104	-

C. Linking Performance with Budgets: Programme 4: Traditional Institutional Administration

Sub-programmes	2021/22			2020/21		
	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	342 646	330 471	12 175	283 679	279 141	4 538

D. Reporting on the Institutional Response to the COVID-19 Pandemic

Progress on Institutional Response to the COVID-19 Pandemic (N/A in 2021-22)

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 2021 to 31 March 2022)

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 Grant	Yes	226	122	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Bitou	CDW Operational Grant	Yes	19	2	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Breede Valley	CDW Operational Grant	Yes	94	-	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Cape Agulhas	CDW Operational Grant	Yes	57	30	Funds were transferred to the municipality during the 4th quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Cape Winelands District Municipality	CDW Operational Grant	Yes	76	22	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Cederberg	CDW Operational Grant	Yes	151	35	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
City of Cape Town	CDW Operational Grant	Yes	1 001	760	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.

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
Drakenstein	CDW Operational Grant	Yes	113	7	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
George	CDW Operational Grant	Yes	94	94	Funds fully spent by municipality at the end of 2021/22 financial year.
Hessequa	CDW Operational Grant	Yes	38	38	Funds fully spent by municipality at the end of 2021/22 financial year.
Kannaland	CDW Operational Grant	Yes	113	2	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Knysna	CDW Operational Grant	Yes	57	51	Funds were transferred to the municipality during the 4th quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Laingsburg	CDW Operational Grant	Yes	94	76	Funds were transferred to the municipality during the 4th quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Langeberg	CDW Operational Grant	Yes	38	38	Funds fully spent by municipality at the end of 2021/22 financial year.
Matzikama	CDW Operational Grant	Yes	94	26	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Mossel Bay	CDW Operational Grant	Yes	57	5	Funds were transferred to the municipality during the 4th quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Oudtshoorn	CDW Operational Grant	Yes	57	8	Funds were transferred to the municipality during the 4th quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Overberg District Municipality	CDW Operational Grant	Yes	57	28	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Overstrand	CDW Operational Grant	Yes	76	49	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.

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
Prince Albert	CDW Operational Grant	Yes	57	13	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Saldanha Bay	CDW Operational Grant	Yes	75	10	Funds were transferred to the municipality during the 4th quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Stellenbosch	CDW Operational Grant	Yes	38	-	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Swartland	CDW Operational Grant	Yes	38	12	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Theewaterskloof	CDW Operational Grant	Yes	132	75	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
West Coast District Municipality	CDW Operational Grant	Yes	76	21	Funds were transferred to the municipality during the 3rd quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Witzenberg	CDW Operational Grant	Yes	132	40	Funds were transferred to the municipality during the 4th quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Thusong Service Centre Grant (Sustainability: Operational Support Grant)					
Beaufort West	Thusong Operational Support Grant	Yes	150	-	Funds were transferred to the municipality during the 4th quarter of the 2021/22 financial year and the municipality has until 30 June 2022 to spend the funds.
Breede Valley	Thusong Operational Support Grant	Yes	150	-	The municipality completed the procurement process and it is envisaged that the project will be completed by May 2022.
Bitou	Thusong Operational Support Grant	Yes	150	45	The municipality has already completed partial maintenance work and has started the procurement process to complete the maintenance project by 30 June 2022.

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
Cape Agulhas	Thusong Operational Support Grant	Yes	150	-	The municipality commenced with the procurement process and it is envisaged that the project will be completed by 30 June 2022.
Cederberg	Thusong Operational Support Grant	Yes	150	-	The municipality commenced with the procurement process and it is envisaged that the project will be completed by 30 June 2022.
Oudtshoorn	Thusong Operational Support Grant	Yes	150	-	The municipality commenced with the procurement process and it is envisaged that the project will be completed by 30 June 2022.
Municipal Electrical Master Plan Grant					
Mossel Bay	Municipal Electrical Master Plan Grant	Yes	603	-	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Overstrand	Municipal Electrical Master Plan Grant	Yes	1 000	-	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Municipal Service Delivery and Capacity Building Grant					
Breede Valley	Municipal Service Delivery and Capacity Building Grant	Yes	693	693	Funds fully spent by municipality at the end of 2021/22 financial year.
Cape Aghulas	Municipal Service Delivery and Capacity Building Grant	Yes	1 300	765	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Cape Winelands District Municipality	Municipal Service Delivery and Capacity Building Grant	Yes	70	6	The municipality appointed an intern and will apply for the roll-over of unspent funds.
Cederberg	Municipal Service Delivery and Capacity Building Grant	Yes	400	-	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Central Karoo District Municipality	Municipal Service Delivery and Capacity Building Grant	Yes	70	24	The municipality appointed an intern and will apply for the roll-over of unspent funds.
Garden Route District Municipality	Municipal Service Delivery and Capacity Building Grant	Yes	350	-	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.

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
Hessequa	Municipal Service Delivery and Capacity Building Grant	Yes	200	97	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Knysna	Municipal Service Delivery and Capacity Building Grant	Yes	400	400	Funds fully spent by municipality at the end of 2021/22 financial year.
Mossel Bay	Municipal Service Delivery and Capacity Building Grant	Yes	150	136	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Overberg District Municipality	Municipal Service Delivery and Capacity Building Grant	Yes	350	-	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Overstrand	Municipal Service Delivery and Capacity Building Grant	Yes	244	133	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Saldanha	Municipal Service Delivery and Capacity Building Grant	Yes	300	300	Funds fully spent by municipality at the end of 2021/22 financial year.
Theewaterskloof	Municipal Service Delivery and Capacity Building Grant	Yes	1 000	930	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
West Coast District Municipality	Municipal Service Delivery and Capacity Building Grant	Yes	420	9	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Witzenberg	Municipal Service Delivery and Capacity Building Grant	Yes	600	-	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Fire Service Capacity Building Grant					
Central Karoo District Municipality	Fire Service Capacity Building Grant	Yes	1 925	-	Funds were paid to the municipality during the 2021/22 financial year and the municipality will apply for the roll-over of unspent funds.
Western Cape Municipal Interventions Grant					
Knysna	Western Cape Municipal Interventions Grant	Yes	400	400	Funds fully spent by municipality at the end of 2021/22 financial year.
Laingsburg	Western Cape Municipal Interventions Grant	Yes	500	500	Funds fully spent by municipality at the end of 2021/22 financial year.

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
Theewaterskloof	Western Cape Municipal Interventions Grant	Yes	150	150	Funds fully spent by municipality at the end of 2021/22 financial year.
Disaster Management Grant					
Breede Valley	Disaster Management Grant	Yes	118	-	Funds were paid to the municipality during the 2021/22 financial year and the municipality will apply for the roll-over of unspent funds.
Municipal Drought Relief Grant					
Central Karoo District Municipality	Municipal Drought Relief Grant	Yes	2 929	1 579	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Garden Route District Municipality	Municipal Drought Relief Grant	Yes	100	-	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Oudtshoorn	Municipal Drought Relief Grant	Yes	1 251	-	The municipality has commenced with the procurement process and the municipality will apply for the roll-over of unspent funds.
Local Government Public Employment Support Grant					
Beaufort-West	Local Government Public Employment Support Grant	Yes	1 100	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Bergriver	Local Government Public Employment Support Grant	Yes	1 200	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.

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
Bitou	Local Government Public Employment Support Grant	Yes	1 200	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Breede Valley	Local Government Public Employment Support Grant	Yes	1 700	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Cape Agulhas	Local Government Public Employment Support Grant	Yes	1 000	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Cape Winelands District Municipality	Local Government Public Employment Support Grant	Yes	200	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Cederberg	Local Government Public Employment Support Grant	Yes	1 100	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.

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
Central Karoo District Municipality	Local Government Public Employment Support Grant	Yes	200	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
City of Cape Town	Local Government Public Employment Support Grant	Yes	17 600	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Drakenstein	Local Government Public Employment Support Grant	Yes	2 000	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Garden Route District Municipality	Local Government Public Employment Support Grant	Yes	200	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
George	Local Government Public Employment Support Grant	Yes	2 000	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.

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
Hessequa	Local Government Public Employment Support Grant	Yes	1 100	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Kannaland	Local Government Public Employment Support Grant	Yes	900	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Knysna	Local Government Public Employment Support Grant	Yes	1 100	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Laingsburg	Local Government Public Employment Support Grant	Yes	800	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Langeberg	Local Government Public Employment Support Grant	Yes	1 400	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.

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
Matzikama	Local Government Public Employment Support Grant	Yes	1 200	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Mossel Bay	Local Government Public Employment Support Grant	Yes	1 300	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Oudtshoorn	Local Government Public Employment Support Grant	Yes	1 100	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Overberg District Municipality	Local Government Public Employment Support Grant	Yes	200	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Overstrand	Local Government Public Employment Support Grant	Yes	1 300	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.

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
Prince Albert	Local Government Public Employment Support Grant	Yes	796	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Saldanha	Local Government Public Employment Support Grant	Yes	1 400	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Stellenbosch	Local Government Public Employment Support Grant	Yes	1 800	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Swartland	Local Government Public Employment Support Grant	Yes	1 700	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Swellendam	Local Government Public Employment Support Grant	Yes	1 000	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.

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
Theewaterskloof	Local Government Public Employment Support Grant	Yes	1 600	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
West Coast District Municipality	Local Government Public Employment Support Grant	Yes	200	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Witzenberg	Local Government Public Employment Support Grant	Yes	1 600	-	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipality will apply for the roll-over of unspent funds.
Joint District and Metro Approach Grant					
Cape Winelands District Municipality	Joint District and Metro Approach Grant	Yes	2 000	-	District municipality entered into agreement with relevant local municipality. The district municipality will apply for the roll-over of unspent funds.
Central Karoo District Municipality	Joint District and Metro Approach Grant	Yes	1 800	-	District municipality entered into agreement with relevant local municipality. The district municipality will apply for the roll-over of unspent funds.
Garden Route District Municipality	Joint District and Metro Approach Grant	Yes	2 000	-	District municipality entered into agreement with relevant local municipality. The district municipality will apply for the roll-over of unspent funds.
Overberg District Municipality	Joint District and Metro Approach Grant	Yes	1 799	-	District municipality entered into agreement with relevant local municipality. The district municipality will apply for the roll-over of unspent funds.

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
West Coast District Municipality	Joint District and Metro Approach Grant	Yes	1 820	-	District municipality entered into agreement with relevant local municipality. The district municipality will apply for the roll-over of unspent funds.
Other					
Departmental agencies and accounts	Operational Support	Yes	376	376	N/A
Departmental agencies and accounts	TV license	Yes	6	6	N/A
Non-Profit Institutions	Operational Support	Yes	376	376	N/A
Non-Profit Institutions	SANCCOB	Yes	300	300	N/A
Households	Leave gratuities	Yes	479	479	N/A

4.4.3 Transfers not made: N/A

4.5 Conditional grants and earmarked funds received

Department to whom the grant has been transferred	Local Government
Purpose of the Grant	To assist in strengthening its support interventions in municipalities as per section 139 of the Constitution
Expected outputs of the grant	<ul style="list-style-type: none"> • Conduct formal and informal provincial interventions and support justified or required in terms of sections 139, 154 or 155 of the Constitution and the Western Cape Monitoring and Support of Municipalities Act; • 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	The funds were transferred to Knysna Municipality towards costs incurred in Disciplinary proceedings/investigation against the former Municipal Manager and former Chief Financial Officer as well as Theewaterskloof Municipality as contribution towards costs incurred in Disciplinary processes
Amount per amended DORA	N/A
Amount transferred (R'000)	R5 167
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R1 750
Reasons for the funds unspent by the entity	The unspent funds relate to the unallocated amount allocated for Municipal Intervention. The Department surrendered the unallocated amount of R3,417 million published in gazette number 8531 dated 15 December 2021 to the Provincial Revenue Fund at the end of the 2021/22 financial year.
Monitoring mechanism by the receiving department	Established a Steering Committee that will monitor and manage the programme (outputs and intended outcomes); Monitoring the project execution by means of quarterly expenditure and progress reports as received by the municipalities; and quarterly steering committee meetings.

Department to whom the grant has been transferred	Local Government
Purpose of the Grant	Toward strengthening the forensic investigation unit
Expected outputs of the grant	Appoint contract staff to increase capacity of the forensic investigation unit.
Actual outputs achieved	Successfully appointed 4 Forensic Investigation officials on contract (2 Deputy Director and 2 Assistant Director).
Amount per amended DORA	N/A
Amount transferred (R'000)	R2 755
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R2 381
Reasons for the funds unspent by the entity	The unspent amount is due to delays with the filling of capacity of the forensic investigation unit.
Monitoring mechanism by the receiving department	Performance agreements to be signed by contract staff.

Department to whom the grant has been transferred	Local Government
Purpose of the Grant	To support the Joint District and Metro Approach (JDMA) in the Province
Expected outputs of the grant	<ul style="list-style-type: none"> • The filling of three posts namely an Administrative Officer, Assistant Director and a Coordinator on Director level; • Improved infrastructure, systems, structures and processes; • Higher level of linkage between district strategies and district systems, processes and structures; • Higher level of productivity and improved service delivery.
Actual outputs achieved	<ul style="list-style-type: none"> • At the end of the 2021/22 financial year the Administrative Officer and Assistant Director posts were filled. The Coordinator interviews will take place during May 2022; • The funds were transferred to the five district municipalities towards various projects namely: <ul style="list-style-type: none"> - Management of Shared Services, - Urbanisation: provision of basic services to prioritised Informal settlements, - Construction of a Mutli-functional Youth Development and Training Facility, - Upgrade of VIP toilet – in old human settlement areas, - Food Gardens, - Upgrade of Informal Trader Stands. <p>These projects have contributed to improved vertical and horizontal collaboration.</p>
Amount per amended DORA	N/A
Amount transferred (R'000)	R2 200
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R1 856
Reasons for the funds unspent by the entity	The underspending relates to the filling of the 3 contract posts. Successfully filled 2 posts (Assistant director and Administrative officer), however, no suitable candidate could be found for the JDMA Coordinator post and approval was granted to embark on a headhunting recruitment process.
Monitoring mechanism by the receiving department	<ul style="list-style-type: none"> • Performance agreements to be signed by contract staff; • Established a Steering Committee that will monitor and manage the programme (outputs and intended outcomes); • Monitoring the project execution by means of quarterly expenditure and progress reports received by municipalities; and quarterly steering committee meetings.

Department to whom the grant has been transferred	Local Government
Purpose of the Grant	The development of the 15-year Western Cape Integrated Drought and Water Response Plan (WCIDWRP)
Expected outputs of the grant	The 15 Year WCIDWRP will enhance resilience in the way the various sectors i.e., municipalities, agriculture, commerce, industrial and its subsectors and Western Cape Government Departments respond to drought in a 5-year incremental manner over the 15-year horizon. To secure the availability of water and to build additional adaptive capacity and water resilience in the system.
Actual outputs achieved	Outputs achieved include the submission of draft and final deliverables in terms of various reports and tools, including programmatic responses, inputs to the Western Cape Enterprise Risk Register and Western Cape Sustainable Water Management Plan, challenges facing the agricultural sector and condition of existing water and wastewater infrastructure, related budgets and legislative reforms.
Amount per amended DORA	N/A
Amount transferred (R'000)	R2 500
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R2 500
Reasons for the funds unspent by the entity	N/A
Monitoring mechanism by the receiving department	The Project is managed and monitored in accordance with the Service Level Agreement signed between the appointed service provider and the department. This includes progress reports as well as regular project management meetings between the department and the service provider. This information is captured and included in the quarterly earmarked report submitted to Provincial Treasury.

Department to whom the grant has been transferred	Local Government
Purpose of the Grant	To allow for improved disaster preparedness related to the increase in fire incidents experienced in the Province.
Expected outputs of the grant	Aerial firefighting support to municipalities during fire season.
Actual outputs achieved	Aerial firefighting support provided from 1 December 2021-31 March 2022.
Amount per amended DORA	N/A
Amount transferred (R'000)	R10 357
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R10 357
Reasons for the funds unspent by the entity	N/A
Monitoring mechanism by the receiving department	The Project is managed and monitored in accordance with the Service Level Agreement signed between the appointed service provider and the department. Monitoring of all expenditure against authorisation number captured on spreadsheet and correlated with invoices. Aircraft log sheets (legal aviation requirement) compared with spreadsheet and invoices. Daily updating of resource placement and availability between DLG and Service provider. Bi-weekly monitoring meetings between municipalities, service provider and DLG.

Department to whom the grant has been transferred	Local Government
Purpose of the Grant	To coordinate and ensure the implementation of targeted, short-term public employment programmes for communities identified as being in distress, through conditional transfers to local municipalities in the Western Cape
Expected outputs of the grant	<ul style="list-style-type: none"> • Short term job opportunities created or sustained and improved working experience; • Labour-intensive social sector, infrastructure and environmental initiatives implemented; • Improved skills and resourcefulness; • Enhanced financial stability amidst the COVID-19 pandemic; • Training and enterprise development implemented in sector- specific programmes to enhance service delivery and beneficiary well-being.
Actual outputs achieved	Allocations to municipalities were published during December 2021 and funds were transferred in March 2022 following the assessments, adjudication and approval of projects contained in municipal implementation plans between January and February 2022. The municipalities will apply for the roll-over of unspent funds.
Amount per amended DORA	N/A
Amount transferred (R'000)	R50 000
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R49 996
Reasons for the funds unspent by the entity	N/A
Monitoring mechanism by the receiving department	Local and District Steering Committees will monitor and manage the projects outputs and intended outcomes. Quarterly expenditure and progress reports received by municipalities and the Grant Committee will monitor the progress through District Project Managers reports informed by the quarterly expenditure reports from municipalities.

Department to whom the grant has been transferred	Local Government
Purpose of the Grant	To support municipalities through strengthened public participation and citizen focussed interventions
Expected outputs of the grant	<p>The following expected outputs relates to:</p> <p>Public Participation</p> <ul style="list-style-type: none"> to only support 5 municipalities with the Know your Ward Committee Campaign i.e. Prince Albert, Laingsburg, Overstrand, Breede Valley and Langeberg; <p>Information Computer Technology (ICT)</p> <ul style="list-style-type: none"> Evidence-based decision-making approach at all levels; <p>Municipal Infrastructure</p> <ul style="list-style-type: none"> Provision of Hydrogeological Services to municipalities in the Western Cape and updating of the existing electricity master plans, cost of supply studies for National Energy Regulator of South Africa (NERSA) approval, Mini-Integrated Resources Plans (IRPs) and Renewable Energy Project Development or Preparatory Activities; <p>Fire Services</p> <ul style="list-style-type: none"> Targeted online training programs were offered to municipalities identified to strengthen capacity within municipalities to perform fire safety interventions such as by-law enforcement, building plan scrutinization, in high risk areas.
Actual outputs achieved	<p>The following actual outputs achieves relates to:</p> <p>Public Participation</p> <ul style="list-style-type: none"> Support municipalities with their Know your Ward Committee Campaigns; <p>Information Computer Technology (ICT)</p> <ul style="list-style-type: none"> Appointed a Systems Analyst through the Cel transversal contract. The Systems Analyst assisted the team to further develop and enhance the Municipal Data Governance work via the JDMA as well as establish the Knowledge Management capability within the department. These are both critical projects that will contribute towards the broader Provincial Wide Data Governance strategy of the WCG and entrench the evidence-based decision-making approach at all levels; <p>Municipal Infrastructure</p> <ul style="list-style-type: none"> The overall progress during the 2021/22 financial year was deemed successful and achieved the desired impact in the towns supported through the programme. During the financial year 26 towns were supported with Hydrogeological Services. Furthermore, the Electrical Master Planning project has commenced and the municipalities (Overstrand and Mossel Bay) appointed consultants to implement their projects and will apply for roll-over for unspent funds; <p>Fire Services</p> <ul style="list-style-type: none"> Conducted and completed a pre-attack plan in the West Coast District, presented a 3-day Incident Management Teams (IMT) exercise in the Overberg District and appointed service providers to conduct various online training namely: Fundamentals of Design and Evaluation of Engineered Solutions, Fire and Fife Safety and Public Information Officer etc.
Amount per amended DORA	N/A
Amount transferred (R'000)	R5 000

Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R4 427
Reasons for the funds unspent by the entity	<p>The unspent funds relates to:</p> <p>Public Participation</p> <ul style="list-style-type: none"> it should be noted that the 5 municipalities were the only municipalities that completed their Ward Committee Establishment by mid-February 2022. The remaining municipalities' Ward Committee Establishment took place during March 2022. In light hereof, the Directorate could not support the remaining municipalities as there would not have been sufficient time for them to complete the relevant projects by end of the 2021/22 financial year; <p>Municipal Infrastructure</p> <ul style="list-style-type: none"> the request to increase and expand the contract on the Geohydrologist consultants could not be concluded before 31 March 2022; <p>Fire Services</p> <ul style="list-style-type: none"> the quotations received were less than anticipated.
Monitoring mechanism by the receiving department	<p>The following monitoring mechanism to:</p> <p>Public Participation</p> <ul style="list-style-type: none"> the support amongst other entailed the design, layout, printing, translation and couriering of the Know your Ward Committee calendars/posters to the relevant municipalities; <p>Information Computer Technology (ICT)</p> <ul style="list-style-type: none"> project progress report and payments are monitored on a monthly basis to ensure that targets are achieved; <p>Municipal Infrastructure</p> <ul style="list-style-type: none"> the Geohydrologist project is managed and monitored in accordance with the Service Level Agreement signed between the appointed service provider and the department. This includes progress reports as well as regular project management meetings between the department and the service provider. Furthermore, the Electrical Master Planning project is managed and monitored in accordance with the Transfer Payment Agreement signed between the Municipality and the department. This includes quarterly progress reports as well as regular quarterly progress meetings between the department and the Municipality. This information is captured and included in the quarterly earmarked report submitted to Provincial Treasury. <p>Fire Services</p> <ul style="list-style-type: none"> project meetings held with service providers in terms of expectation and outcome of training courses /exercise to be conducted. In terms of Pre-attack plans conducted in the West Coast District area regular meetings and site visits were conducted throughout the process. Final close out reports submitted to Head of Department upon conclusion of all projects

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. Introduction

The Department continues to maintain the highest standards of governance to ensure that public finances and resources are effectively utilised. The Department has good governance structures in place such as Enterprise Risk Management (ERM) to ensure that state resources are utilised effectively, efficiently and economically. The Accounting Officer (AO) takes responsibility for implementing ERM in accordance with the National Treasury, Public Sector Risk Management Framework (PSRMF) and the Directorate Enterprise Risk Management (D: ERM) in the Department of the Premier (DotP) provides a centralised strategic support service to the department.

2. Risk Management

The AO for the department of Local Government takes responsibility for implementing ERM in accordance with the National Treasury, Public Sector Risk Management Framework (PSRMF) and the Directorate Enterprise Risk Management (D: ERM) in the Department of the Premier (DotP) provides a centralised strategic support service to the department. The Department established an Enterprise Risk Management Committee (ERMCO) to assist the AO in executing his responsibilities relating to risk management.

Enterprise Risk Management (ERM) Policy and Strategy

The Department adopted an ERM Policy on 9 April 2020 for the 5-year strategic period 2021/21 – 2024/25 financial years. This policy articulates the risk management philosophy and captures, on a high-level, the roles and responsibilities of the different role players. It provides the basis for the risk management process which is supplemented with the detail in the strategy.

The ERM strategy and implementation plan outlines how the department will go about implementing the ERM Policy adopted by the AO. This ERM strategy is informed by the Provincial Enterprise Risk Management Policy and Strategy (PERMPS) as well as its own ERM Policy and risk profiles.

ERMCO responsibility

The ERMCO reports that it has complied with its responsibilities arising from section 38 (1)(a)(i) of the Public Finance Management Act, National 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 the appropriate formal Terms of Reference (TOR) and regulated its affairs in compliance with this TOR and has discharged all its responsibilities as contained therein.

ERMCO Members

The ERMCO comprises of the AO, top management and selected members of the department's management team. As per its TOR, the ERMCO met four times (quarterly monitoring and oversight)

during the year under review. Each meeting was attended by appointed members or a suitable representative from the relevant programme.

Name	Position	Meetings Attended	Date Appointed
Mr G Pause	Accounting Officer (Chairperson)	4	04/04/2016
Ms B Sewlall-Singh	Chief Financial Officer and Risk Champion	*1	14/03/2017
Mr A Dlwengu	Director: Policy and Strategic Support	*3	14/03/2017
Ms E Barnard	Chief Director: Municipal Performance Monitoring and Support	2	14/03/2017
Ms N Zamxaka	Chief Director: Integrated Service Delivery	4	14/03/2017
Mr C Deiner	Chief Director: Disaster Management and Fire Brigade Service	*3	14/03/2017
Secretariat	Directorate: Financial Management	4	N/A

**There has always been representation of the unit when the members were unable to attend the meeting*

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)	2
Mr D Micketts	Chief Risk Advisor: Enterprise Risk Management (DotP)	4
Ms B Cebekhulu	Deputy Director: Provincial Forensic Services (DotP)	3
Ms V Simpson-Murray	Director: Internal Audit (DotP)	4
Ms L Arendse	Deputy Director: Internal Audit (DotP)	4
Mr L Naphakade	Security and Occupational Health and Safety (DLG)	2
Ms P Kleyln	Service Manager: IT Governance	2
E de Bruyn	Director: Economic/Governance and Administration	2
I Kahaar	Assistant Director: Governance Fraud and Losses Management	1

ERMCO key activities

The AO is the chairperson of the ERMCO. In executing its function, the ERMCO performed the following key activities during the year:

- Reviewed the department's ERM Strategy and Implementation Plan before recommendation by the Audit Committee and approval by the AO;
- Monitored and reviewed risks in set grouped categories of appetite ranges, reviewed and applied appropriate risk appetite and tolerances guided by the PERMPS adopted by Provincial Top Management;
- Reported to the AO any material changes to the risk profile of the department;
- Confirmed the department's citizen centric strategic risks. This illustrates the department's efforts in addressing the contributing factors and impacts that relate directly to the citizen;
- Received and considered risk intelligence and trend reports;
- Identified emerging risks;
- Reviewed risks that are outside the tolerance levels for further action/attention;
- Monitored the implementation of the Fraud and Corruption Prevention Implementation Plan;
- Monitored the implementation of the departmental ERM Policy, Strategy and Implementation Plan;
- Evaluated the effectiveness and mitigating strategies to address the material, ethics and economic crime risks;
- Provided oversight on ethics management in the department;
- Considered reports on security and loss control matters;
- Discussed Safety and Security and Occupational Health and Safety report tabled at the meeting.

Key strategic risks considered and addressed during the year

Cognisance is borne that the risk management process is an iterative one and that various risk response decisions are available to management. Attention is continuously spent on the top risks which are listed below and is driven by, inter alia, Principle 7 of the Corporate Governance Framework for the Western Cape of 2018 "Management must instil and inculcate a culture of risk and opportunity management at all levels across the department that supports defining core functions and to set and achieve strategic objectives".

- 1) The "**Ability to achieve strategic deliverables**" risk encapsulates strategic matters at a broad level. However, the department is in the process of refining the risk statement to allow for a more focussed approach.
- 2) **Municipalities may not sufficiently implement disaster risk reduction measures** largely due to a lack of capacity to coordinate and implement disaster risk reduction measures. The Department however provides hands on support through municipal engagements and the provision of disaster management guidelines.
- 3) **Decreased citizen access to services through the Thusong Programme** will have a direct impact on citizens should the risk materialise. This especially if government departments withdraw from the Thusong Programme for reasons such as buildings that could be deemed as unsafe.
- 4) **Inability of the legislative environment to enable expeditious responses to emerging circumstances in relation to the Provincial Minister's monitoring and support powers**, might result in a perceived slow response in the Minister implementing his available powers. Therefore, in the case of non-adherence to legislation and where there is merit, enforcement of legislation happens via the courts.

- 5) **National Departments' Regional Offices, Provincial Government and Municipalities not taking the lead on the risks identified on the provincial disaster risk profile** because of fiscal constraints at all spheres of government relevant to risk reduction and disaster response and recovery. There are continuous engagement and collaboration with other stakeholders (Climate Change Unit, CSIR, etc.) to acquire alternative funding/support to appoint service providers for development of Risk Profiles.

These risks are long term in nature and shall remain on the department's radar for the upcoming years. Although mitigations have been implemented to address each of these risks the residual rating has not reduced significantly. This is as a result of the challenges faced by the department in managing the root causes of the risk that resides outside of the department's control. Many of these risks are above tolerance level and the ERM strategy is flexible such that the risk owners can change risk response decisions at any stage.

Management of risks

Regular strategic and programme risk assessments are conducted to determine the effectiveness of the department's risk management strategy and to identify new and emerging risks because of changes in the internal and/or external environment. Each programme's risks were deliberated and debated during the year and presented 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 to the respective programmes that should be analysed more extensively and recommended additional mitigations or actions to manage risks. Management takes ownership of risks and often discusses risk matters at various platforms as part of its culture in an effort to constrain risks in a collaborative and innovative way. The department's

ERM Policy and Strategy are circulated to all officials on an annual basis for all levels of staff to stay abreast of enhancements that have been affected and as a means of embedding risk management throughout the department. Bespoke and generic risk awareness sessions were also conducted to share benchmarking elements so that risk management can mature in the department. Activities detailed in the implementation plan are perpetually monitored and periodically reported on, in the same way that APP deliverables are monitored, to detect potential risks and deviations from indicators and the achievement of outcomes and non-adherence to legislative and policy mandates.

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

It was identified that there is a need to critically relook and rearticulate some of the risk statements to reflect the department's risks more accurately considering the context and changes in the environment. The risk discussions will be more integrated to supplement the discussions at Programme level, to have a more overt and transversal approach to the department's risks. Management meetings will thus also be used to engage on these matters.

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.

3. 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 Fraud Prevention 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 2021	0
New cases (2021/22)	1
Closed cases (2021/22)	(1)
Open cases as at 31 March 2022	0

The following table further analyses the closed case indicated above:

Nature and investigation outcome of case closed
In 1 case the allegation was substantiated as a case of irregularity.

4. 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;
- 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 three assurance engagements and five follow ups. The

details of these engagements are included in the Audit Committee report.

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 audit and management reports;
- Departmental In year Monitoring;
- Departmental Risk Management;
- Internal Control;
- Pre-determined objectives;
- Ethics, Fraud and Corruption

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

Name	Qualifications	Internal or external	If internal, position in the WCPP	Date appointed	Date Resigned	No. of Meetings attended
Mr Francois Barnard (Chairperson)	BProc; BCompt (Hons); CTA; Postgrad Diploma Auditing; MCom; CA (SA) MTP (SA)	External	N/A	01 January 2022 (2 nd term)	N/A	7
Ms Merle Kinnes	BA; LLB; Higher Certificate in Forensics Examination Attorney of the High Court	External	N/A	01 January 2019 (2 nd term)	Contract expired 31 December 2021	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	7
Ms Crystal Abdoll	BCom; BCompt (Hons); Certificate in the Theory of Accounting; CA (SA); Post-graduate Diploma: Certified Internal Auditing	External	N/A	01 March 2021 (1 st term)	N/A	7
Mr Comfort Bunting	ND: Internal Auditing MBA	External	N/A	01 January 2022 (1 st term)	N/A	2

5. Audit Committee Report

We are pleased to present our report for the financial year ended 31 March 2022.

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 as its Audit Committee Charter, has regulated its affairs in compliance with this charter and has discharged 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 and assurance coverage of risks. 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 and effectiveness of controls mitigating the risks and the Audit Committee monitoring implementation of corrective actions.

The following internal audit assurance engagements were approved by the Audit Committee for the year under review:

- District and Local Performance Monitoring
- Disaster Management – Spatial Data Repository
- Transfer Payments

The areas for improvements, as noted by internal audit during performance of their work, were agreed to by management. The Audit committee continues to monitor the current actions and previously reported actions on an on-going basis.

In-Year Monitoring 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 of South Africa (AGSA) and the Accounting Officer;
- Reviewed the AGSA's Management Report and Management's responses thereto; and
- Reviewed changes to accounting policies and practices as reported in the Annual Financial Statements.

Compliance

The Audit Committee has reviewed the department's processes for compliance with legal and regulatory provisions. Feedback on new provisions that has an impact on the department are provided quarterly by the department to the Audit Committee.

Provincial Forensics Services

The Audit Committee has reviewed the reports presented by Provincial Forensic Services (PFS) 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.

The Audit Committee wishes to express their appreciation to the management of the department, the AGSA and the WCG Corporate Assurance Branch for the information and co-operation that they provided to enable us to compile this report.



Mr Francois Barnard

**Chairperson of the Governance and
Administration Cluster Audit Committee**

Western Cape Department of Local Government

Date: 12 August 2022

6. 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 representative.)
- 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

7. Promotion of Access to Information

During the 2021/22 financial year, the Department of Local Government received one request 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 three official languages.

8. Scopa Resolutions

Resolution No.	Subject	Response by the Department	Resolved (Yes/No)
11/4/1/2/5	The reports on the functionality of the Thusong Centres for the year under review	The Department provided the reports to the committee.	Yes
	A status report on the establishment of the Municipal Forensic Unit and its organizational design to conduct investigations in municipalities		
	A status report on the establishment of Municipal Councils and the appointment of senior officials at municipalities		

9. Prior modifications to audit reports

N/A

10. 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 2021 - 2026 is therefore aligned to the vision and mission of the department’s Strategic Plan.
- 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:
 - Identifying and developing the required organisational capability;
 - Values and Competency based recruitment practices (which includes the possibility of an online Application and Screening system

to enhance the recruitment practices and attract the right candidates that are future and culture-fit;

- Diversity the talent pool;
- Talent and skills development for employees on new emerging skills (e.g., 4IR Meta competencies/functional and technical skills as well as behavioural skills that are critically needed to support the future-fit organisation);
- Prioritise training interventions to address Departmental Critical Competencies and CDP requirements;
- Development and implementation of the Future Fit Skills Strategy (FFSS);
- Youth development programmes for assisting with creating talent pipelines (internships);
- Reconfiguration of PTI into a provincial learning and innovation centre;
- EE priorities as indicated in the departmental EE Plan to guide the Recruitment and Selection decisions of the department;
- Provide Health and Wellness interventions/services in support of employee wellbeing;
- Develop and implement the transition to a New Way of Work/WCG citizen-centric culture project

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 Department of the Premier (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 Department of the Premier 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 SHERQ (Safety Health Environment Risk and Quality).

2.4 People Management Monitoring

The Department, in collaboration with the Department of the Premier 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 Department of the Premier, 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, 2021/22

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	50 589	34 760	542	10 175	68.7%	476	73
Programme 2	200 120	115 482	218	13 287	57.7%	485	238
Programme 3	79 762	38 286	1 782	32 281	48.0%	638	60
Total	330 471	188 528	2 542	55 743	57.0%	508	371

Note: The number of employees refers to all individuals remunerated during the reporting period, including interns (i.e. Premier's Advancement of Youth [PAY], matric, graduate and student], but excluding the Provincial Minister. The number of employees is cumulative and not a snapshot as at a specific date.

Table 3.1.2: Personnel expenditure by salary band, 2021/22

Salary bands	Personnel expenditure R'000	% of total personnel expenditure	Average personnel expenditure per employee R'000	Number of Employees
Interns	207	0.1%	41	5
Lower skilled (Levels 1-2)	-	-	-	-
Skilled (Levels 3-5)	7 874	4.2%	254	31
Highly skilled production (Levels 6-8)	79 317	41.9%	366	217
Highly skilled supervision (Levels 9-12)	80 450	42.5%	644	125
Senior management (Levels 13-16)	21 537	11.4%	1 267	17
Total	189 383	100.0%	480	395

Note: The number of employees refers to all individuals remunerated during the reporting period, including interns (i.e. Premier's Advancement of Youth [PAY], matric, graduate and student], but excluding the Provincial Minister. The number of employees is cumulative 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, 2021/22

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	23 963	12.7%	41	-	716	0.4%	1 877	1.0%
Programme 2	80 010	42.2%	157	0.1%	3 074	1.6%	6 599	3.5%
Programme 3	26 845	14.2%	45	-	726	0.4%	1 371	0.7%
Total	130 817	69.1%	243	0.1%	4 516	2.4%	9 847	5.2%

Note: The figures in Table 3.1.3 and 3.1.4 are drawn from the PERSAL [Personnel Salary] system and not the Basic Accounting 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 expenditure reflected on these systems, e.g. Salaries, Overtime, Housing and Medical Assistance. Further to this, the table above does not make provision for other expenditure such as Pensions, Performance Bonus and other allowances, which make up the total personnel expenditure. The above expenditure reflects for all individuals remunerated during the reporting period, including interns (PAY, matric, graduate and student), but excluding the Provincial Minister.

Table 3.1.4: Salaries, Overtime, Housing Allowance and Medical Assistance by salary band, 2021/22

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	206	0.1%	-	-	-	-	-	-
Lower skilled (Levels 1-2)	-	-	-	-	-	-	-	-
Skilled (Levels 3-5)	5 106	2.7%	6	-	376	0.2%	795	0.4%
Highly skilled production (Levels 6-8)	54 490	28.8%	152	0.1%	2 806	1.5%	6 274	3.3%
Highly skilled supervision (Levels 9-12)	57 156	30.2%	85	-	1 094	0.6%	2 524	1.3%
Senior management (Levels 13-16)	13 860	7.3%	-	-	241	0.1%	254	0.1%
Total	130 817	69.1%	243	0.1%	4 516	2.4%	9 847	5.2%

Note: The figures in Table 3.1.3 and 3.1.4 are drawn from the PERSAL [Personnel Salary] system and not the Basic Accounting 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 expenditure reflected on these systems, e.g. Salaries, Overtime, Housing and Medical Assistance. Further to this, the table above does not make provision for other expenditure such as Pensions, Performance Bonus and other allowances, which make up the total personnel expenditure. The above expenditure reflects for all individuals remunerated during the reporting period, including interns (PAY, matric, graduate and student), but excluding the Provincial Minister.

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 Provincial 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 2022

Programme	Number of active posts	Number of posts filled	Vacancy rate %
Programme 1	70	68	2.9%
Programme 2	244	238	2.5%
Programme 3	62	60	3.2%
Total	376	366	2.7%

Table 3.2.2: Employment and vacancies by salary band, as at 31 March 2022

Salary Band	Number of active posts	Number of posts filled	Vacancy rate %
Lower skilled (Levels 1-2)	-	-	-
Skilled (Levels 3-5)	30	30	-
Highly skilled production (Levels 6-8)	206	202	1.9%
Highly skilled supervision (Levels 9-12)	123	118	4.1%
Senior management (Levels 13-16)	17	16	5.9%
Total	376	366	2.7%

Table 3.2.3: Employment and vacancies by critical occupation, as at 31 March 2022

Critical Occupations	Number of active posts	Number of posts filled	Vacancy rate %
Disaster Manager	21	20	4.8%
Engineer	5	5	-
GIS Technologist	-	-	-
ICT Governance Specialist	3	2	33.3%
Management Accountant	4	4	-
Supply Chain Management Practitioner	9	9	-
Total	42	40	4.8%

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 summarises the number of posts that were evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

Table 3.3.1: Job evaluation, 1 April 2021 to 31 March 2022

Salary Band	Number of active posts as at 31 March 2022	Number of posts evaluated	% of posts evaluated	Posts Upgraded		Posts Downgraded	
				Number	Posts upgraded as a % of total posts	Number	Posts downgraded as a % of total posts
Lower skilled (Levels 1-2)	-	-	-	-	-	-	-
Skilled (Levels 3-5)	30	-	-	-	-	-	-
Highly skilled production (Levels 6-8)	206	1	0.3%	-	-	-	-
Highly skilled supervision (Levels 9-12)	123	1	0.3%	-	-	-	-
Senior Management Service Band A (Level 13)	13	1	0.3%	-	-	-	-
Senior Management Service Band B (Level 14)	3	-	-	-	-	-	-
Senior Management Service Band C (Level 15)	1	-	-	-	-	-	-
Total	376	3	0.8%	-	-	-	-

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

Table 3.3.2: Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2021 to 31 March 2022

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 2021 to 31 March 2022

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 2021 to 31 March 2022

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 2021 to 31 March 2022

Salary Band	Number of employees as at 31 March 2021	Turnover rate % 2020/21	Appointments into the Department	Transfers into the Department	Terminations out of the Department	Transfers out of the Department	Turnover rate % 2021/22
Lower skilled (Levels 1-2)	-	-	-	-	-	-	-
Skilled (Levels 3-5)	27	14.8%	5	1	2	-	7.4%
Highly skilled production (Levels 6-8)	210	7.4%	8	-	16	1	8.1%
Highly skilled supervision (Levels 9-12)	112	10.3%	14	2	10	-	8.9%
Senior Management Service Band A (Level 13)	13	-	-	-	1	-	7.7%
Senior Management Service Band B (Level 14)	3	-	-	-	-	-	-
Senior Management Service Band C (Level 15)	1	-	-	-	-	-	-
Total	366	8.5%	27	3	29	1	8.2%
			30		30		

Note: "Transfers" refer to the lateral movement of employees from one Public Service Department to another (Both Provincially & Nationally). The turnover rate is determined by calculating the total exits as a percentage of the baseline (Number of employees as at 31 March 2021).

Table 3.4.2: Annual turnover rates by critical occupation, 1 April 2021 to 31 March 2022

Critical Occupation	Number of employees as at 31 March 2021	Turnover rate % 2020/21	Appointments into the Department	Transfers into the Department	Terminations out of the Department	Transfers out of the Department	Turnover rate % 2021/22
Disaster Manager	21	10.0%	-	-	1	-	4.8%
Engineer	3	71.4%	3	1	2	-	66.7%
GIS Technologist	1	-	-	-	1	-	100.0%
ICT Governance Specialist	1	-	-	-	-	-	-
Management Accountant	3	25.0%	-	1	-	-	-
Supply Chain Management Practitioner	10	-	-	-	-	-	-
Total	39	16.7%	3	2	4	-	10.3%
			5		4		

Note: "Transfers" refer to the lateral movement of employees from one Public Service Department to another (Both Provincially & Nationally). The turnover rate is determined by calculating the total exits as a percentage of the baseline (Number of employees as at 31 March 2021).

Table 3.4.3: Staff leaving the employ of the Department, 1 April 2021 to 31 March 2022

Exit Category	Number	% of total exits	Number of exits as a % of total number of employees as at 31 March 2021
Death	3	10.0%	0.8%
Resignation *	13	43.3%	3.6%
Expiry of contract	7	23.3%	1.9%
Dismissal - operational changes	-	-	-
Dismissal - misconduct	1	3.3%	0.3%
Dismissal - inefficiency	-	-	-
Discharged due to ill-health	1	3.3%	0.3%
Retirement	4	13.3%	1.1%
Employee initiated severance package	-	-	-
Transfers to Statutory Body	-	-	-
Transfers to other Public Service departments	-	-	-
Promotion to another WCG Department	1	3.3%	0.3%
Total	30	100.0%	8.2%

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 2021 to 31 March 2022

Resignation Reasons	Number	% of total resignations
Better Remuneration	1	7.7%
Family/ personal circumstances (e.g., Transfer of husband/wife/life partner)	1	7.7%
No reason provided	9	69.2%
Other Occupation	1	7.7%
Starting own business	1	7.7%
Total	13	100.0%

Table 3.4.5: Different age groups of staff who resigned, 1 April 2021 to 31 March 2022

Age group	Number	% of total resignations
Ages <19	-	-
Ages 20 to 24	2	15.4%
Ages 25 to 29	-	-
Ages 30 to 34	2	15.4%
Ages 35 to 39	5	38.5%
Ages 40 to 44	-	-
Ages 45 to 49	2	15.4%
Ages 50 to 54	-	-
Ages 55 to 59	1	7.7%
Ages 60 to 64	1	7.7%
Ages 65 >	-	-
Total	13	100.0%

Table 3.4.6 Employee initiated severance packages.

Total number of employee-initiated severance packages offered in 2021/22	None
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Table 3.4.7: Promotions by salary band, 1 April 2021 to 31 March 2022

Salary Band	Number of Employees as at 31 March 2021	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)	-	-	-	-	-
Skilled (Levels 3-5)	27	-	-	-	-
Highly skilled production (Levels 6-8)	210	1	0.5%	-	-
Highly skilled supervision (Levels 9-12)	112	1	0.9%	-	-
Senior management (Levels 13-16)	17	-	-	-	-
Total	366	2	0.5%	-	-

Note: Promotions refer to the total number of employees who have advanced to a higher post level within the department by applying and being successful for an advertised post through the recruitment and selection process. The information reflects the salary level of an employee after he/she was promoted. Employee who do not qualify for notch progressions are not included.

Table 3.4.8: Promotions by critical occupation, 1 April 2021 to 31 March 2022

Critical Occupation	Number of Employees as at 31 March 2021	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	-	-	-	-
Engineer	3	-	-	-	-
GIS Technologist	1	-	-	-	-
ICT Governance Specialist	1	-	-	-	-
Management Accountant	3	-	-	-	-
Supply Chain Management Practitioner	10	1	10.0%	-	-
Total	39	1	2.6%	-	-

Note: Promotions refer to the total number of employees who have advanced to a higher post level within the department by applying and being successful for an advertised post through the recruitment and selection process. The information reflects the salary level of an employee after he/she was promoted. Employee 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 2022

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	1	-	-	-	-	-	-	-	-	1
Senior management (Levels 13-14)	1	4	1	4	1	1	1	2	-	-	15
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	22	25	-	6	18	36	1	9	1	-	118
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and super-intendents (Levels 6-8)	21	45	-	-	55	74	1	6	-	-	202
Semi-skilled and discretionary decision making (Levels 3-5)	3	9	-	1	4	13	-	-	-	-	30
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-	-	-
Total	47	84	1	11	78	124	3	17	1	-	366
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand total	47	84	1	11	78	124	3	17	1	-	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 2022

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

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 2021 to 31 March 2022

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-	-	-
Senior management (Levels 13-14)	-	-	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-man- agement (Levels 9-12)	3	4	-	2	1	2	1	2	1	-	16
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superinten- dents (Levels 6-8)	2	1	-	-	1	4	-	-	-	-	8
Semi-skilled and discretionary decision making (Levels 3-5)	-	4	-	-	1	1	-	-	-	-	6
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-	-	-
Total	5	9	-	2	3	7	1	2	1	-	30
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand total	5	9	-	2	3	7	1	2	1	-	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 2021 to 31 March 2022

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

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, by applying and being successful for an advertised post, through the recruitment and selection process as per Table 3.4.7.

Table 3.5.5: Terminations, 1 April 2021 to 31 March 2022

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-	-	-
Senior management (Levels 13-14)	-	1	-	-	-	-	-	-	-	-	1
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	1	1	-	4	2	1	1	-	-	-	10
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	2	3	-	-	5	6	-	1	-	-	17
Semi-skilled and discretionary decision making (Levels 3-5)	-	2	-	-	-	-	-	-	-	-	2
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-	-	-
Total	3	7	-	4	7	7	1	1	-	-	30
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand total	3	7	-	4	7	7	1	1	-	-	30

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 2021 to 31 March 2022

Disciplinary Actions	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Suspension without pay coupled with a Final Written Warning	1	-	-	-	-	-	-	-	-	-	1
Desertion/Abscondment (Dismissal)	-	-	-	-	-	1	-	-	-	-	1
Total	1	-	-	-	-	1	-	-	-	-	2
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand total	1	-	-	-	-	1	-	-	-	-	2

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

Note: The disciplinary actions total refers to formal outcomes only and not headcount. For further information on the outcomes of the disciplinary hearings and the types of misconduct addressed at disciplinary hearings, refer to Tables 3.12.2 and Table 3.12.3.

Table 3.5.7: Skills development, 1 April 2021 to 31 March 2022

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-
Senior management (Levels 13-14)	-	3	-	1	-	1	1	1	7
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	6	17	-	2	9	20	-	8	62
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	-	13	-	-	7	15	1	4	40
Semi-skilled and discretionary decision making (Levels 3-5)	1	2	-	-	1	9	-	-	13
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-
Total	7	35	-	3	17	45	2	13	122
Temporary employees	-	-	-	-	-	-	-	-	-
Grand total	7	35	-	3	17	45	2	13	122

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 2021

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	13	13	100.0%
Total	17	17	17	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 2021

Reasons for not concluding Performance Agreements with all SMS
None

Table 3.6.3: Disciplinary steps taken against SMS Members for not having concluded Performance Agreements on 31 May 2021

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 2021

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%	-	-
Salary Level 14	3	3	100.0%	-	-
Salary Level 13	13	13	100.0%	-	-
Total	17	17	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.

Table 3.7.2: SMS posts information, as at 31 March 2022

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%	-	-
Salary Level 14	3	3	100.0%	-	-
Salary Level 13	13	12	92.3%	1	7,7
Total	17	16	94.1%	1	5,9

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 2022

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	1	1	-
Salary Level 14	-	-	-
Salary Level 13	2	-	-
Total	3	1	-

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 2021 to 31 March 2022

Salary Band	Employees as at 31 March 2021	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Lower skilled (Levels 1-2)	-	-	-
Skilled (Levels 3-5)	27	-	-
Highly skilled production (Levels 6-8)	210	-	-
Highly skilled supervision (Levels 9-12)	112	-	-
Senior management (Levels 13-16)	17	-	-
Total	366	-	-

Table 3.8.2: Notch progressions by critical occupation, 1 April 2021 to 31 March 2022

Critical Occupations	Employees as at 31 March 2021	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Disaster Manager	21	-	-
Engineer	3	-	-
GIS Technologist	1	-	-
ICT Governance Specialist	1	-	-
Management Accountant	3	-	-
Supply Chain Management Practitioner	10	-	-
Total	39	-	-

Table 3.8.3: Performance rewards by race, gender, and disability, 1 April 2021 to 31 March 2022

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group as at 31 March 2021	% of total within group	Cost (R'000)	Average cost per beneficiary (R)
African	-	122	-	-	-
Male	-	44	-	-	-
Female	-	78	-	-	-
Coloured	-	199	-	-	-
Male	-	76	-	-	-
Female	-	123	-	-	-
Indian	-	4	-	-	-
Male	-	1	-	-	-
Female	-	3	-	-	-
White	-	27	-	-	-
Male	-	12	-	-	-
Female	-	15	-	-	-
Employees with a disability	-	14	-	-	-
Total	-	366	-	-	-

Table 3.8.4: Performance rewards (cash bonus), by salary bands for personnel below Senior Management Service level, 1 April 2021 to 31 March 2022

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2021	% 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)	-	-	-	-	-	-
Skilled (Levels 3-5)	-	27	-	-	-	-
Highly skilled production (Levels 6-8)	-	210	-	-	-	-
Highly skilled supervision (Levels 9-12)	-	112	-	-	-	-
Total	-	349	-	-	-	-

Table 3.8.5: Performance rewards (cash bonus), by salary band, for Senior Management Service level, 1 April 2021 to 31 March 2022

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2021	% 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)	-	13	-	-	-	-
Senior Management Service Band B (Level 14)	-	3	-	-	-	-
Senior Management Service Band C (Level 15)	-	1	-	-	-	-
Total	-	17	-	-	-	-

Table 3.8.6: Performance rewards (cash bonus) by critical occupation, 1 April 2021 to 31 March 2022

Critical Occupation	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2021	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of total personnel expenditure
Disaster Manager	-	21	-	-	-	-
Engineer	-	3	-	-	-	-
GIS Technologist	-	1	-	-	-	-
ICT Governance Specialist	-	1	-	-	-	-
Management Accountant	-	3	-	-	-	-
Supply Chain Management Practitioner	-	10	-	-	-	-
Total	-	39	-	-	-	-

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 2021 to 31 March 2022

Salary Band	1 April 2021		31 March 2022		Change	
	Number	% of total	Number	% of total	Number	% change
Lower skilled (Levels 1-2)	-	-	-	-	-	-
Skilled (Levels 3-5)	-	-	-	-	-	-
Highly skilled production (Levels 6-8)	-	-	-	-	-	-
Highly skilled supervision (Levels 9-12)	-	-	1	100.0%	1	100.0%
Senior management (Levels 13-16)	-	-	-	-	-	-
Total	-	-	1	100.0%	1	100.0%

Note: The table above includes non-citizens with permanent residence in the Republic of South Africa.

Table 3.9.2: Foreign Workers by major occupation, 1 April 2021 to 31 March 2022

Major Occupation	1 April 2021		31 March 2022		Change	
	Number	% of total	Number	% of total	Number	% change
Chief Engineer	-	-	1	100,0%	1	100,0
Total	0	0	1	100,0%	1	100,0

Note: The table above includes non-citizens with permanent residence in the Republic of South Africa.

3.10 Leave Utilisation for the period 1 January 2021 to 31 December 2021

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 2021 to 31 December 2021

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	12	66.7%	4	5	80.0%	3	2
Lower skilled (Levels 1-2)	-	-	-	-	-	-	-
Skilled (Levels 3-5)	129	86.0%	21	32	65.6%	6	91
Highly skilled production (Levels 6-8)	653	87.7%	89	225	39.6%	7	687
Highly skilled supervision (Levels 9-12)	526	86.9%	72	129	55.8%	7	957
Senior management (Levels 13-16)	183	94.5%	11	17	64.7%	17	595
Total	1 503	88.0%	197	408	48.3%	8	2 332

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 2021 to 31 December 2021

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	-	-	-	5	-	-	-
Lower skilled (Levels 1-2)	-	-	-	-	-	-	-
Skilled Levels 3-5)	31	100,0	1	32	3.1%	31	23
Highly skilled production (Levels 6-8)	227	100,0	5	225	2.2%	45	216
Highly skilled supervision (Levels 9-12)	21	100,0	2	129	1.6%	11	41
Senior management (Levels 13-16)	99	100,0	1	17	5.9%	99	331
Total	378	100,0	9	408	2.2%	42	611

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 summarises the utilisation of annual leave. The wage agreement concluded with trade unions in the Public Service Coordinating Bargaining Council (PSCBC) in 2000 requires

management of annual leave to prevent high levels of accrued leave having to be paid at the time of termination of service.

Table 3.10.3: Annual Leave, 1 January 2021 to 31 December 2021

Salary Band	Total days taken	Total number employees using annual leave	Average number of days taken per employee
Interns	28	5	6
Lower skilled (Levels 1-2)	-	-	-
Skilled (Levels 3-5)	670	31	22
Highly skilled production (Levels 6-8)	4 562	197	23
Highly skilled supervision (Levels 9-12)	2 776	122	23
Senior management (Levels 13-16)	440	17	26
Total	8 476	372	23

Table 3.10.4: Capped leave, 1 January 2021 to 31 December 2021

Salary Band	Total capped leave available as at 31 Dec 2020	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 2021	Total capped leave available as at 31 Dec 2021
Lower skilled (Levels 1-2)	-	-	-	-	-	-
Skilled (Levels 3-5)	-	-	-	-	-	-
Highly skilled production (Levels 6-8)	170	-	-	-	6	170
Highly skilled supervision (Levels 9-12)	318	-	-	-	14	318
Senior management (Levels 13-16)	184	-	-	-	4	184
Total	672	-	-	-	24	672

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 2021 to 31 March 2022

Reason	Total Amount (R'000)	Number of Employees	Average payment per employee
Leave pay-outs during 2021/22 due to non-utilisation of leave for the previous cycle	-	-	-
Capped leave pay-outs on termination of service	-	-	-
Current leave pay-outs on termination of service	479	19	25 202

3.11 Health Promotion Programmes, including HIV & AIDS

Table 3.11.1: Steps taken to reduce the risk of occupational exposure, 1 April 2021 to 31 March 2022

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
<p>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>	<p>Due to the COVID-19 pandemic and lock-down conditions the HCT and wellness services were suspended.</p> <p>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 services. • Training, coaching and targeted Interventions as required.

Table 3.11.2: Details of Health Promotion including HIV & AIDS Programmes, 1 April 2021 to 31 March 2022

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 Letitia Isaacs, 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 Department of the Premier provides a transversal service to 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: R3,5 m</p>
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 Metropolitan Health (external service provider) to render an Employee Health and Wellness Service to eleven (11) provincial departments.</p> <p>The following interventions were conducted: Dealing with fear and anxieties amidst COVID-19, GBV - Consent/ Non Consent, In Celebration of Women - Cultivation of Resilience, Transversal webinar: Leading from a Place of Personal Wellbeing Creates a Stronger Sense of Connectedness During Times of Crisis and Confusion, GRIT for Leaders, Identifying Employee In Crises, Positivity and Resilience, Responsive Leader, Psychological Impact of COVID, Psych First Aid, 11 provincial departments (excluding Health and Education) Youth webinar: Stress, Self-care & Resilience, GBV and Mental Health, Self-Care and Well-Being during COVID, Getting over your own anxieties, Managing Trauma, Coping During a Crisis - Managing COVID-19 stress and anxiety, Transversal webinar: Developing and Managing my own Personal Brand.</p> <p>These interventions are based on the outbreak of COVID-19 and 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 providing support, updated knowledge and coping skills during the pandemic. This involved online sessions facilitated through MS Teams. Targeted Interventions were also implemented to equip managers with tools to engage employees in the workplace upon their return to the office.</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</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 Mathee and Mr Kirk Adams.</p>

Question	Yes	No	Details, if yes
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; and is currently under review.</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.</p> <p>During the reporting period, the transversal EHW policies including the HIV, AIDS and TB Management Policy have been reviewed 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>
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>Due to the COVID-19 pandemic, the department could not implement the planned measures to address the stigma and discrimination against those infected or perceived to be infective with HIV, which are the following:</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</p> <p>World Aids Day: 01 December 2021 No Attendees from DLG</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 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 2021 to 31 March 2022

Total collective agreements	None
------------------------------------	------

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 2021 to 31 March 2022

Outcomes of disciplinary hearings	Number of cases finalised	% of total
Suspension without pay coupled with a Final Written Warning	1	50.0%
Desertion/Abscondment	1	50.0%
Total	2	100.0%
Percentage of total employment		0.5%

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

Table 3.12.3: Types of misconduct addressed at disciplinary hearings, 1 April 2021 to 31 March 2022

Type of misconduct	Number	% of total
Absent From Work Without Reason Or Permission	1	50.0%
Abscondment	1	50.0%
Total	2	100.0%

Table 3.12.4: Grievances lodged, 1 April 2021 to 31 March 2022

Grievances lodged	Number	% of total
Number of grievances resolved	2	66.7%
Number of grievances not resolved	1	33.3%
Total number of grievances lodged	3	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 2021 to 31 March 2022

Disputes lodged with Councils	Number	% of total
Number of disputes upheld	-	-
Number of disputes dismissed	1	100.0%
Total number of disputes lodged	1	100.0%

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 2021 to 31 March 2022

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

Table 3.12.7: Precautionary suspensions, 1 April 2021 to 31 March 2022

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

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 2021 to 31 March 2022

Occupational Categories	Gender	Number of employees as at 1 April 2021	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	-	13	-	13
	Male	12	-	15	-	15
Professionals (Salary Band 9 - 12)	Female	61	-	38	-	38
	Male	50	-	40	-	40
Technicians and associate professionals (Salary Band 6 - 8)	Female	141	-	179	-	179
	Male	68	-	97	-	97
Clerks (Salary Band 3 - 5)	Female	16	-	21	-	21
	Male	11	-	9	-	9
Elementary occupations (Salary Band 1 - 2)	Female	-	-	-	-	-
	Male	-	-	-	-	-
Sub Total	Female	223	-	251	-	251
	Male	141	-	161	-	161
Total		364	-	412	-	412
Employees with disabilities	Female	6	-	9	-	9
	Male	8	-	18	-	18

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 2021 to 31 March 2022

Occupational Categories	Gender	Number of employees as at 31 March 2022	Training provided during the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers (Salary Band 13 - 16)	Female	5	-	6	-	6
	Male	11	-	16	-	16
Professionals (Salary Band 9 - 12)	Female	64	-	104	-	104
	Male	54	-	88	-	88
Technicians and associate professionals (Salary Band 6 - 8)	Female	136	-	120	-	120
	Male	66	-	38	-	38
Clerks (Salary Band 3 - 5)	Female	17	-	17	-	17
	Male	13	-	7	-	7
Elementary occupations (Salary Band 1 - 2)	Female	-	-	-	-	-
	Male	-	-	-	-	-
Sub Total	Female	222	-	247	-	247
	Male	144	-	149	-	149
Total		366	-	396	-	396
Employees with disabilities	Female	7	-	7	-	7
	Male	5	-	4	-	4

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 2021 to 31 March 2022

Nature of injury on duty	Number	% of total
Required basic medical attention only	-	-
Temporary disablement	1	100.0%
Permanent disablement	-	-
Fatal	-	-
Total	1	100.0%
Percentage of total employment		0.3%

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	B-BBEE level
1	Capital Press	Annual Performance Plan 2022/23	Proofreading, layout, design, translation and printing	1	3 months	R 61 525,00	1	1
	Tredco Marketing Consultants	Citizens Report 2020/21	Proofreading, layout, design and translation	1	1 month	R 4 370,00	1	4
	Wilfred Jewell Consultancy	Annual Report 2020/21	Proofreading, layout, design and editing	1	3 months	R 80 385,00	1	1
2	Capital Press	Translation	Translation of 13 draft establishment amendment notices: English to Afrikaans and isiXhosa	1	6 days	R 7 475,00	1	1
	Department of Cultural Affairs and Sport	Translations	Translation of rules of order for meetings of Council and Committees and pounds bylaw: English to isiXhosa	1	1 month	R 16 931,20	1	N/A
			Translation of rules of order for meetings of Council and Committees and pounds bylaw: English to Afrikaans	1	1 month	R 16 960,00	1	N/A
	Capital Press	Translation	Translation of the Bergriver Municipality's Client Service Charter Booklets and Poster: English to Afrikaans and isiXhosa	1	2 weeks	R 7 475,00	1	1
	Cinnabar Graphic Design	Translation	Translation of the George Municipality's Client Service Charter Booklets: English to Afrikaans and isiXhosa	1	2 weeks	R 7 750,00	1	4
	Tredco Marketing Consultants	Translation	Translation of the Knysna Municipality's Client Service Charter Booklets: English to Afrikaans and isiXhosa	1	2 weeks	R 13 972,50	1	4
	Wilfred Jewell Consultancy	Translation	Translation of the Stellenbosch Municipality's Client Service Charter Booklets: English to Afrikaans and isiXhosa	1	2 Weeks	R 3 680,00	1	1
	Development Bank of Southern Africa	Infrastructure and growth plans	Support with the Infrastructure and growth plans	1	12 months	R 1 306 449,75	1	N/A

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	B-BBEE level
2	Department of the Premier	Inter Departmental Claim	Professional Services - Systems Analyst	1	6 months	R 579 623,60	1	N/A
			Hosting of the Integrated Performance and Support System (IPSS)	1	12 months	R 144 000,00	1	N/A
	University of Stellenbosch	Council and Administration Interface Guideline	Development of a Council and Administration Interface Guideline	3	9 days	R 338 831,40	1	8
	WP Rabbets	Provincial Intervention	Professional Services: Administrator (Financial Recovery), Kannaland Municipality	1	7 months	R 700 000,00	1	0
3	Geoss South Africa	Hydro-geological Consulting Services	Hydrogeological professional services, technical advisory services and project management services to support municipalities with sustainable groundwater development, as well as management and monitoring of existing boreholes.	4	12 months	R 5 485 842,74	1	3
	Zutari (Pty) Ltd	Advisory Consulting Service	Compilation of the Western Cape Integrated Drought and Water Response Plan (WCIDWRP)	1	12 months	R 5 466 722,96	1	1
	NCC Environmental Services	Fire Risk Assessment and Pre-attack Plan	Development and production of a Fire Risk Assessment and Pre-attack Plan for the Overberg District Municipal Area	5	6 Weeks	R 188 427,50	1	2
			Development and production of a Fire Risk Assessment and Pre-attack Plan for the West Coast District Municipal Area	4	6 weeks	R 135 987,50	1	2
	Resilience Agents/ Luticento	Disaster Risk Assessment	Review and update of the Disaster Risk Assessment for the Central Karoo District Municipality	3	6 months	R 307 377,00	1	4
Vulcan Wildfire Management	Fire Risk Assessment and Pre-attack Plan	Development and production of a Fire Risk Assessment and Pre-attack Plan for the Witzenberg Municipal Area	3	5 months	R 170 177,00	1	4	
						R 15 043 963,15		

Table 3.15.2: Consultant appointments using Donor funds

N/A

PART E



FINANCIAL INFORMATION

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**REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 March 2022**

1. General review of the state of financial affairs

Spending trends:

The final appropriation for the department amounts to R 342,646 million and the expenditure incurred by DLG amounts to R 330,471 million as at 31 March 2022, this reflects an underspending of R 12,175 million as it relates to the following:

- Compensation of employees (CoE) is due to delays in the filling of vacant posts within the department, the appointment of additional capacity to support the JDMA (earmarked funding) in the Province and to strengthen internal capacity to be able to conduct investigations and interventions (earmarked funding).
- Goods and services (G&S) is due to the Thusong Outreach Programme, the earmarked funds allocated to support municipalities with the Know Your Ward Committee Campaign, the challenges experienced with the Supply Chain Management process relating to Councillor Training Programme post Local Government elections and the contract increase and expansion on the Geohydrologist consultants. Furthermore, the unspent amount on Goods and Services relates to the procurement of IT equipment purchased during 2021/22 financial year which was not delivered due to worldwide shortage of computer chips. A rollover application has been submitted to Provincial Treasury to fund the commitments during 2022/23 financial year.
- Transfers and subsidies is due to the unallocated earmarked funds for Municipal Interventions. The Department has surrendered the unallocated amount of R3,417 million as published in gazette number 8531 dated 15 December 2021 to the Provincial Revenue Fund at the end of the 2021/22 financial year; and
- Payment of capital assets relates to the procurement of IT equipment purchased during 2021/22 financial year which was not delivered due to worldwide shortage of computer chips. A rollover application has been submitted to PT to fund the commitments during 2022/23 financial year.

Virements/rollover

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

- Programme 1: additional funds allocated towards awareness campaigning for hazard awareness (flood), fire prevention, responsible water usage and drowning prevention within the Province as well as the invoices received from the Auditor-General South Africa were higher than anticipated.
- Programme 3: additional funds allocated towards Aerial fire support to maintain adequate response due to the vast number of fires that occurred over the period of December 2021 to January 2022 in the Province.

The virements were undertaken within the guidelines of PT.

2. Capacity constraints

- Compensation of employees (CoE) due to delays in the filling of vacant posts within the department, the appointment of additional capacity to support the JDMA (earmarked funding) in the Province and to strengthen internal capacity to be able to conduct investigations and interventions (earmarked funding).

3. Utilisation of donor funds

- None.

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**REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 March 2022****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 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 2021/21 financial year

9. New/proposed activities

- None.

10. Events after the reporting date

- None.

11. Service Delivery Environment

I have the pleasure in reporting that, the department has received its ninth consecutive unqualified audit opinion without findings from the Auditor-General South Africa. As an Accounting Officer, I am grateful to the management team and the entire staff who have worked with dedication and energy even under difficult circumstances to ensure that the department delivers on its mandate. The department has achieved 97% percent of the targets set for the 2021/22 financial year, and the reasons for the under achievement of 3% have been provided in the relevant sections.

While dealing with the effects of the COVID-19 pandemic on municipal financial and operational sustainability, we provided support to municipalities to ensure they remain functional so that service delivery continues post 2021 Local Government Elections.

Notwithstanding that the pandemic has made it more difficult for municipalities to balance sustainability and affordability of trading services in the face of large-scale loss of jobs and livelihoods, our assessment revealed that rates and user charges which are critical for the survival of municipalities were not as undermined as they could have been. However, municipal own revenue sources were hard hit by the lockdown restrictions. We have seen Western Cape municipalities showing remarkable resilience, even after the devastating drought and once again making it through the most devastating pandemic and the related lockdown restrictions. This can largely be attributed to maturity and stability coupled with good working relationships between the administration and political heads. Most importantly is the drive for provincial, national, local government, the private sector and the non-governmental organisations to work together towards a common goal of service delivery.

The importance of building working relationships with provincial departments, municipalities and national departments for the benefit of our

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

**REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 March 2022**

communities, cannot be overemphasized, as citizens view government as a single entity. In practical terms, the citizen does not distinguish between the three spheres of government and expect municipalities and government departments to take responsibility. Through the Civic Education outreach sessions which were conducted in collaboration with municipalities, we have taken strides in educating citizens on their role in local government, so that we can take them along the journey as we strive to improve service delivery for their benefit.

Through the Thusong Programme the department continues to improve citizen's access to services. In partnership with various municipalities and the Government Communications and Information Services (GCIS), Thusong Satellite Centres were established in Dysselsdorp, Hex River, Citrusdaland Kranshoek. These satellite centres provide government departments an opportunity to render periodic service delivery points, according to service delivery schedules.

Investment in infrastructure remains a key enabler for service delivery. The Sustainable Infrastructure Development and Financing Facility Programme is tailored to offer solution to infrastructure challenges that municipalities are faced with, as it explores alternative financing options for infrastructure development.

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 146 to 214 have been approved by the Accounting Officer.


Mr Graham Paulse**ACCOUNTING OFFICER**

DATE: 31 August 2022

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

**REPORT OF THE AUDIT COMMITTEE
for the year ended 31 March 2022**

Please refer to Part C 93 to 94 for the full report of the Audit Committee.

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**REPORT OF THE AUDITOR-GENERAL
for the year ended 31 March 2022****Report of the Auditor-General to Western Cape Provincial
Parliament on vote no. 14:
Western Cape Department of Local Government****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 146 to 200, which comprise the appropriation statement, statement of financial position as at 31 March 2022, the statement of financial performance, statement of changes in net assets, and cash flow statement for the year then ended, as well as 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 2022, and its financial performance and cash flows for the year then ended in accordance with the Modified Cash Standard (MCS) as prescribed by the National Treasury and the requirements of the Public Finance Management Act 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 my report.
4. I am independent of the department in accordance with the International Ethics Standards Board for Accountants' International code of ethics for professional accountants (including International Independence

Standards) (IESBA code) as well as other ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.

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

Emphasis of matter

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

Underspending of the budget

7. As disclosed in appropriation statement, the department materially underspent the budget by R12,2 million (2020-21: R4,5 million).

Other matter

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

Unaudited Supplementary Schedules

9. The supplementary information set out on pages 201 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.

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

**REPORT OF THE AUDITOR-GENERAL
for the year ended 31 March 2022****Responsibilities of the accounting officer for the financial statements**

10. The AO 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.
11. In preparing the financial statements, the AO is responsible for assessing the department's ability to continue as a going concern, disclosing, as applicable, matters relating thereto 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.

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

12. 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 at a high level 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.
13. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

**REPORT OF THE AUDITOR-GENERAL
for the year ended 31 March 2022****Report on the audit of the annual performance report****Introduction and scope**

14. In accordance with the Public Audit Act 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 the selected programme presented in the annual performance report. I performed procedures to identify material findings but not to gather evidence to express assurance.
15. My procedures address the usefulness and reliability of the reported performance information, which must be based on the department's approved performance planning documents. I have not evaluated the completeness and appropriateness of the performance indicators included in the planning documents. My procedures do not examine whether the actions taken by the department enabled service delivery; they do not extend to any disclosures or assertions relating to the extent of achievements in the current year or 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.
16. 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 the selected programme presented in the department's annual performance report for the year ended 31 March 2022:

Programme	Pages in the annual performance report
Programme 3 - Development and planning	55-61

17. I performed procedures to determine whether the reported performance information was properly presented and whether performance was consistent with the approved 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.
18. I did not identify any material findings on the usefulness and reliability of the reported performance information for this programme: Programme 3: Development and planning.

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

**REPORT OF THE AUDITOR-GENERAL
for the year ended 31 March 2022****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 raise 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 the selected programme 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 does not cover the other information and I do not express an audit opinion or any form of assurance conclusion on it.
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 programme 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
31 July 2022



**AUDITOR - GENERAL
SOUTH AFRICA**

Auditing to build public confidence

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

**REPORT OF THE AUDITOR-GENERAL
for the year ended 31 March 2022****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 the selected programme 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 Western Cape Department of Local Government 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 provide the accounting officer with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and, where applicable, actions taken to eliminate threats or safeguards applied.

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

**APPROPRIATION STATEMENT
for the year ended 31 March 2022**

Appropriation per programme									
Voted funds and Direct charges	2021/22							2020/21	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Programme									
1. Administration	51 841	-	413	52 254	50 589	1 665	96.8%	52 545	51 754
2. Local Governance	210 358	-	(1 986)	208 372	200 120	8 252	96.0%	148 029	144 283
3. Development and Planning	80 446	-	1 573	82 019	79 762	2 257	97.2%	83 104	83 104
4. Traditional Institutional Management	1	-	-	1	-	1	-	1	-
TOTAL	342 646	-	-	342 646	330 471	12 175	96.4%	283 679	279 141
Reconciliation with Statement of Financial Performance									
Add:									
Departmental receipts				6 704				398	
Actual amounts per Statement of Financial Performance (Total Revenue)				349 350				284 077	
Actual amounts per Statement of Financial Performance Expenditure					330 471				279 141

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT
for the year ended 31 March 2022

Appropriation per programme									
Economic Classification	2021/22							2020/21	
	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	251 407	(262)	-	251 145	244 271	6 874	97.3%	233 874	233 707
Compensation of employees	191 236	(315)	-	190 921	188 528	2 393	98.7%	182 018	181 873
Salaries and wages	165 064	(287)	-	164 777	162 563	2 214	98.7%	156 682	156 537
Social contributions	26 172	(28)	-	26 144	25 965	179	99.3%	25 336	25 336
Goods and services	60 171	53	-	60 224	55 743	4 481	92.6%	51 856	51 834
Administrative fees	112	(17)	(5)	90	80	10	88.9%	29	29
Advertising	1 689	650	-	2 339	2 282	57	97.6%	4 142	4 142
Minor assets	242	(94)	(4)	144	100	44	69.4%	107	85
Audit costs: External	2 676	308	-	2 984	2 984	-	100.0%	2 660	2 660
Bursaries: Employees	336	(2)	-	334	334	-	100.0%	227	227
Catering: Departmental activities	676	(100)	(37)	539	405	134	75.1%	484	484
Communication (G&S)	1 570	(51)	(153)	1 366	1 358	8	99.4%	1 095	1 095
Computer services	523	(63)	(21)	439	439	-	100.0%	546	546
Consultants: Business and advisory services	18 789	(390)	(734)	17 665	15 044	2 621	85.2%	17 561	17 561
Legal services	2 442	-	(66)	2 376	2 376	-	100.0%	1 649	1 649
Contractors	15 697	645	1 271	17 613	17 211	402	97.7%	16 115	16 115
Agency and support/outsourced services	26	9	-	35	35	-	100.0%	-	-
Entertainment	84	(25)	(12)	47	42	5	89.4%	26	26
Fleet services (including government motor)	1 890	59	413	2 362	2 362	-	100.0%	1 447	1 447
Consumable supplies	559	74	(2)	631	599	32	94.9%	662	662
Consumable: Stationery printing and office supplies	562	(68)	(11)	483	474	9	98.1%	244	244
Operating leases	192	(18)	-	174	174	-	100.0%	203	203
Property payments	1 682	(78)	-	1 604	1 535	69	95.7%	719	719
Transport provided: Departmental activity	268	-	-	268	243	25	90.7%	56	56
Travel and subsistence	3 850	(94)	(156)	3 600	3 383	217	94.0%	1 469	1 469
Training and development	3 418	(212)	(198)	3 008	2 542	466	84.5%	986	986

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT
for the year ended 31 March 2022

Appropriation per programme									
Economic Classification	2021/22							2020/21	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Operating payments	2 265	(234)	(260)	1 771	1 516	255	85.6%	1 395	1 395
Venues and facilities	558	(246)	(25)	287	202	85	70.4%	34	34
Rental and hiring	65	-	-	65	23	42	35.4%	-	-
Transfers and subsidies	83 563	315	-	83 878	80 435	3 443	95.9%	43 772	40 147
Provinces and municipalities	82 341	-	-	82 341	78 898	3 443	95.8%	42 503	38 878
Municipalities	82 341	-	-	82 341	78 898	3 443	95.8%	42 503	38 878
Municipal bank accounts	82 341	-	-	82 341	78 898	3 443	95.8%	42 503	38 878
Departmental agencies and accounts	382	-	-	382	382	-	100.0%	383	383
Departmental agencies	382	-	-	382	382	-	100.0%	383	383
Non-profit institutions	676	-	-	676	676	-	100.0%	380	380
Households	164	315	-	479	479	-	100.0%	506	506
Social benefits	164	315	-	479	479	-	100.0%	506	506
Payments for capital assets	7 621	(34)	-	7 587	5 729	1 858	75.5%	6 020	5 274
Machinery and equipment	7 621	(34)	-	7 587	5 729	1 858	75.5%	6 020	5 274
Transport equipment	2 813	19	-	2 832	2 813	19	99.3%	2 616	2 616
Other machinery and equipment	4 808	(53)	-	4 755	2 916	1 839	61.3%	3 404	2 658
Payment for financial assets	55	(19)	-	36	36	-	100.0%	13	13
Total	342 646	-	-	342 646	330 471	12 175	96.4%	283 679	279 141

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT
for the year ended 31 March 2022

Programme 1: Administration									
Sub programme	2021/22							2020/21	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
1. Office of the MEC	-	-	-	-	-	-	-	-	-
2. Corporate Services	51 841	-	413	52 254	50 589	1 665	96.8%	52 545	51 754
Total	51 841	-	413	52 254	50 589	1 665	96.8%	52 545	51 754

Economic classification	2021/22							2020/21	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	45 269	85	413	45 767	44 935	832	98.2%	47 120	47 075
Compensation of employees	35 487	(27)	-	35 460	34 760	700	98.0%	33 375	33 352
Salaries and wages	30 719	(27)	-	30 692	30 023	669	97.8%	28 887	28 864
Social contributions	4 768	-	-	4 768	4 737	31	99.3%	4 488	4 488
Goods and services	9 782	112	413	10 307	10 175	132	98.7%	13 745	13 723
Administrative fees	18	(5)	-	13	13	-	100.0%	7	7
Advertising	1 058	657	-	1 715	1 715	-	100.0%	4 096	4 096
Minor assets	212	(82)	-	130	86	44	66.2%	94	72
Auditcosts: External	2 676	308	-	2 984	2 984	-	100.0%	2 660	2 660
Bursaries: Employees	336	(2)	-	334	334	-	100.0%	227	227
Catering: Departmental activities	45	(30)	-	15	15	-	100.0%	347	347
Communication (G&S)	356	(22)	-	334	334	-	100.0%	345	345
Computer services	271	13	-	284	284	-	100.0%	305	305
Consultants: Business and advisory services	114	32	-	146	146	-	100.0%	2 085	2 085
Contractors	148	66	-	214	214	-	100.0%	12	12
Agency and support/outsourced services	26	9	-	35	35	-	100.0%	-	-
Entertainment	17	(3)	-	14	14	-	100.0%	7	7
Fleet services (including government motor transport)	1 873	50	413	2 336	2 336	-	100.0%	1 429	1 429

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT
for the year ended 31 March 2022

Economic classification	2021/22							2020/21	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Consumable supplies	99	69	-	168	144	24	85.7%	391	391
Consumable: Stationery printing and office supplies	464	(68)	-	396	396	-	100.0%	197	197
Operating leases	131	(10)	-	121	121	-	100.0%	139	139
Property payments	24	-	-	24	24	-	100.0%	133	133
Travel and subsistence	212	(56)	-	156	92	64	59.0%	30	30
Training and development	899	(357)	-	542	542	-	100.0%	814	814
Operating payments	565	(305)	-	260	260	-	100.0%	423	423
Venues and facilities	238	(152)	-	86	86	-	100.0%	4	4
Transfers and subsidies	30	27	-	57	57	-	100.0%	37	37
Departmental agencies and accounts	6	-	-	6	6	-	100.0%	3	3
Departmental agencies	6	-	-	6	6	-	100.0%	3	3
Households	24	27	-	51	51	-	100.0%	34	34
Social benefits	24	27	-	51	51	-	100.0%	34	34
Payments for capital assets	6 495	(68)	-	6 427	5 594	833	87.0%	5 386	4 640
Machinery and equipment	6 495	(68)	-	6 427	5 594	833	87.0%	5 386	4 640
Transport equipment	2 767	19	-	2 786	2 786	-	100.0%	2 616	2 616
Other machinery and equipment	3 728	(87)	-	3 641	2 808	833	77.1%	2 770	2 024
Payment for financial assets	47	(44)	-	3	3	-	100.0%	2	2
Total	51 841	-	413	52 254	50 589	1 665	96.8%	52 545	51 754

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT
for the year ended 31 March 2022

Programme 2: Local Governance									
Sub programme	2021/22							2020/21	
	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	17 475	-	(413)	17 062	16 366	696	95.9%	10 912	10 888
2. Public Participation	10 460	-	(259)	10 201	9 907	294	97.1%	9 193	9 184
3. Capacity Development	11 957	-	(685)	11 272	10 659	613	94.6%	10 268	10 266
4. Municipal Performance Monitoring Reporting and Evaluation	35 514	-	(488)	35 026	29 964	5 062	85.5%	36 303	32 675
5. Service Delivery Integration	61 238	-	-	61 238	60 924	314	99.5%	9 444	9 432
6. Community Development Worker Programme	73 714	-	(141)	73 573	72 300	1 273	98.3%	71 909	71 838
Total	210 358	-	(1 986)	208 372	200 120	8 252	96.0%	148 029	144 283

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT
for the year ended 31 March 2022

Economic classification	2021/22							2020/21	
	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	134 700	(140)	(1 986)	132 574	128 769	3 805	97.1%	123 282	123 161
Compensation of employees	116 915	(103)	-	116 812	115 482	1 330	98.9%	111 308	111 187
Salaries and wages	99 995	(75)	-	99 920	98 726	1 194	98.8%	94 649	94 528
Social contributions	16 920	(28)	-	16 892	16 756	136	99.2%	16 659	16 659
Goods and services	17 785	(37)	(1 986)	15 762	13 287	2 475	84.3%	11 974	11 974
Administrative fees	74	(10)	(5)	59	49	10	83.1%	20	20
Advertising	149	-	-	149	149	-	100.0%	2	2
Minor assets	30	(12)	(4)	14	14	-	100.0%	-	-
Catering: Departmental activities	436	(31)	(37)	368	343	25	93.2%	132	132
Communication (G&S)	880	(1)	(153)	726	718	8	98.9%	402	402
Computer services	96	(75)	(21)	-	-	-	-	96	96
Consultants: Business and advisory services	4 766	41	(734)	4 073	3 143	930	77.2%	5 552	5 552
Legal services	2 442	-	(66)	2 376	2 376	-	100.0%	1 649	1 649
Contractors	3 002	-	(302)	2 700	2 298	402	85.1%	2 048	2 048
Entertainment	39	(4)	(12)	23	18	5	78.3%	9	9
Fleet services (including government motor transport)	17	9	-	26	26	-	100.0%	18	18
Consumable supplies	48	6	(2)	52	44	8	84.6%	12	12
Consumable: Stationery, printing and office supplies	98	-	(11)	87	78	9	89.7%	46	46
Operating leases	10	(1)	-	9	9	-	100.0%	9	9
Property payments	236	(7)	-	229	160	69	69.9%	201	201

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT
for the year ended 31 March 2022

Economic classification	2021/22							2020/21	
	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	268	-	-	268	243	25	90.7%	56	56
Travel and subsistence	2 624	91	(156)	2 559	2 406	153	94.0%	928	928
Training and development	864	1	(198)	667	218	449	32.7%	-	-
Operating payments	1 463	(8)	(260)	1 195	940	255	78.7%	771	771
Venues and facilities	178	(36)	(25)	117	32	85	27.4%	23	23
Rental and hiring	65	-	-	65	23	42	35.4%	-	-
Transfers and subsidies	74 524	103	-	74 627	71 205	3 422	95.4%	24 154	20 529
Provinces and municipalities	74 394	-	-	74 394	70 972	3 422	95.4%	23 785	20 160
Municipalities	74 394	-	-	74 394	70 972	3 422	95.4%	23 785	20 160
Municipal bank accounts	74 394	-	-	74 394	70 972	3 422	95.4%	23 785	20 160
Households	130	103	-	233	233	-	100.0%	369	369
Social benefits	130	103	-	233	233	-	100.0%	369	369
Payments for capital assets	1 126	12	-	1 138	113	1 025	9.9%	586	586
Machinery and equipment	1 126	12	-	1 138	113	1 025	9.9%	586	586
Transport equipment	46	-	-	46	27	19	58.7%	-	-
Other machinery and equipment	1 080	12	-	1 092	86	1 006	7.9%	586	586
Payment for financial assets	8	25	-	33	33	-	100.0%	7	7
Total	210 358	-	(1 986)	208 372	200 120	8 252	96.0%	148 029	144 283

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT
for the year ended 31 March 2022

Programme 3: Development and Planning									
Sub programme	2021/22							2020/21	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
1. Municipal Infrastructure	30 006	(239)	-	29 767	27 731	2 036	93.2%	35 072	35 072
2. Disaster Management	42 292	224	1 573	44 089	43 927	162	99.6%	40 940	40 940
3. Integrated Development Planning Coordination	8 148	15	-	8 163	8 104	59	99.3%	7 092	7 092
Total	80 446	-	1 573	82 019	79 762	2 257	97.2%	83 104	83 104

Programme 3: Development and Planning									
Economic Classification	2021/22							2020/21	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	71 437	(207)	1 573	72 803	70 567	2 236	96.9%	63 471	63 471
Compensation of employees	38 833	(185)	-	38 648	38 286	362	99.1%	37 334	37 334
Salaries and wages	34 349	(185)	-	34 164	33 814	350	99.0%	33 145	33 145
Social contributions	4 484	-	-	4 484	4 472	12	99.7%	4 189	4 189
Goods and services	32 604	(22)	1 573	34 155	32 281	1 874	94.5%	26 137	26 137
Administrative fees	20	(2)	-	18	18	-	100.0%	2	2
Advertising	482	(7)	-	475	418	57	88.0%	44	44
Minor assets	-	-	-	-	-	-	-	13	13
Catering: Departmental activities	195	(39)	-	156	47	109	30.1%	5	5
Communication (G&S)	334	(28)	-	306	306	-	100.0%	348	348
Computer services	156	(1)	-	155	155	-	100.0%	145	145
Consultants: Business and advisory services	13 909	(463)	-	13 446	11 755	1 691	87.4%	9 924	9 924
Contractors	12 547	579	1 573	14 699	14 699	-	100.0%	14 055	14 055
Entertainment	28	(18)	-	10	10	-	100.0%	10	10
Inventory: Other supplies	-	-	-	-	-	-	-	-	-

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT
for the year ended 31 March 2022

Programme 3: Development and Planning									
Economic Classification	2021/22							2020/21	
	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
Consumable supplies	412	(1)	-	411	411	-	100.0%	259	259
Consumable: Stationery, printing and office supplies	-	-	-	-	-	-	-	1	1
Operating leases	51	(7)	-	44	44	-	100.0%	55	55
Property payments	1 422	(71)	-	1 351	1 351	-	100.0%	385	385
Travel and subsistence	1 014	(129)	-	885	885	-	100.0%	511	511
Training and development	1 655	144	-	1 799	1 782	17	99.1%	172	172
Operating payments	237	79	-	316	316	-	100.0%	201	201
Venues and facilities	142	(58)	-	84	84	-	100.0%	7	7
Transfers and subsidies	9 009	185	-	9 194	9 173	21	99.8%	19 581	19 581
Provinces and municipalities	7 947	-	-	7 947	7 926	21	99.7%	18 718	18 718
Municipalities	7 947	-	-	7 947	7 926	21	99.7%	18 718	18 718
Municipal bank accounts	7 947	-	-	7 947	7 926	21	99.7%	18 718	18 718
Departmental agencies and accounts	376	-	-	376	376	-	100.0%	380	380
Departmental agencies	376	-	-	376	376	-	100.0%	380	380
Non-profit institutions	676	-	-	676	676	-	100.0%	380	380
Households	10	185	-	195	195	-	100.0%	103	103
Social benefits	10	185	-	195	195	-	100.0%	103	103
Payments for capital assets	-	22	-	22	22	-	100.0%	48	48
Machinery and equipment	-	22	-	22	22	-	100.0%	48	48
Transport equipment	-	-	-	-	-	-	-	-	-
Other machinery and equipment	-	22	-	22	22	-	100.0%	48	48
Payment for financial assets	-	-	-	-	-	-	-	4	4
Total	80 446	-	1 573	82 019	79 762	2 257	97.2%	83 104	83 104

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT
for the year ended 31 March 2022

Programme 4: Traditional Institutional Management									
Sub programme	2021/22							2020/21	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
1. Traditional Institutional Administration	1	-	-	1	-	1	-	1	-
Total	1	-	-	1	-	1	-	1	-

Economic Classification	2021/22							2020/21	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	1	-	-	1	-	1	-	1	-
Compensation of employees	1	-	-	1	-	-	-	1	-
Salaries and wages	1	-	-	1	-	1	-	1	-
Social contributions	-	-	-	-	-	-	-	-	-
Total	1	-	-	1	-	1	-	1	-

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

**NOTES TO THE APPROPRIATION STATEMENT
for the year ended 31 March 2022**

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**

Per programme:	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Approp. %
ADMINISTRATION	52 254	50 589	1 665	96.8%

Explanation of variance: The savings on Compensation of employees (CoE) is as a result of delays with the filling of vacant posts due to staff exiting the department. The delays with the appointment of staff to support the Joint District and Metro Approach (JDMA) in the Province (earmarked funding) added to the overall savings. Furthermore, the underspending on Goods and services and Payment for capital assets relates to the procurement of Information Technology (IT) equipment purchased during 2021/22 financial year which was not delivered due to worldwide shortage of computer chips. A rollover application has been submitted to Provincial Treasury (PT) to fund the commitments during 2022/23 financial year.

LOCAL GOVERNANCE	208 372	200 120	8 252	96.0%
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Explanation of variance: The savings/underspending is mainly due to the following:

- the savings on CoE is as a result of delays with the filling of vacant posts. Furthermore, delays with the appointment of staff to strengthen internal capacity in order to conduct investigations and interventions (earmarked funding) created more savings;
- the underspending on Goods and services mainly relates to the Thusong outreach programme, the earmarked funds allocated to support municipalities with the Know Your Ward Committee Campaign and the challenges experienced with the Supply Chain Management process relating to councilor training programme post LG elections;
- the underspending on Provinces and municipalities relates to the unallocated earmarked funds for Municipal Interventions. The Department has surrendered the unallocated amount of R3,417 million as published in gazette number 8531 dated 15 December 2021 to the Provincial Revenue Fund at the end of the 2021/22 financial year; and
- the underspending on Payment for capital assets relates to the procurement of IT equipment purchased during 2021/22 financial year which was not delivered due to worldwide shortage of computer chips. A rollover application has been submitted to PT to fund the commitments during 2022/23 financial year.

DEVELOPMENT AND PLANNING	82 019	79 762	2 257	97.2%
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Explanation of variance: The savings on CoE is as a result of delays with the filling of vacant posts. The underspending on Goods and services is mainly due to the delays in contract increase and expansion on the Geohydrologist consultants.

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

**NOTES TO THE APPROPRIATION STATEMENT
for the year ended 31 March 2022**

4.2 Per economic classification

Per programme:	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Approp. %
Current expenditure				
Compensation of employees	190 921	188 528	2 393	98.7%
Goods and services	60 224	55 743	4 481	92.6%
Transfers and subsidies				
Provinces and municipalities	82 341	78 898	3 443	95.8%
Departmental agencies and accounts	382	382	-	100.0%
Non-profit institutions	676	676	-	100.0%
Households	479	479	-	100.0%
Payments for capital assets				
Machinery and equipment	7 587	5 729	1 858	75.5%
Payments for financial assets	36	36	-	100.0%

Explanation of variance: The savings/underspending relates to the following:

- **Compensation of employees -**
the savings is due to delays in the filling of vacant posts within the department, the appointment of additional capacity to support the JDMA (earmarked funding) in the Province and to strengthen internal capacity to be able to conduct investigations and interventions (earmarked funding).
- **Goods and services -**
the underspending relates to the Thusong outreach programme, the earmarked funds allocated to support municipalities with the Know Your Ward Committee Campaign, the challenges experienced with the Supply Chain Management process relating to councilor training programme post LG elections and the contract increase and expansion on the Geohydrologist consultants. Furthermore, the unspent amount on Goods and services relates to the procurement of IT equipment purchased during 2021/22 financial year which was not delivered due to worldwide shortage of computer chips. A rollover application has been submitted to PT to fund the commitments during 2022/23 financial year.
- **Provinces and municipalities -**
the underspending on Provinces and municipalities relates to the unallocated earmarked funds for Municipal Interventions. The Department has surrendered the unallocated amount of R3,417 million as published in gazette number 8531 dated 15 December 2021 to the Provincial Revenue Fund at the end of the 2021/22 financial year.
- **Machinery and equipment -**
the underspending on Payment for capital assets relates to the procurement of IT equipment purchased during 2021/22 financial year which was not delivered due to worldwide shortage of computer chips. A rollover application has been submitted to PT to fund the commitments during 2022/23 financial year.

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

STATEMENT OF FINANCIAL PERFORMANCE
for the year ended 31 March 2022

	<i>Note</i>	2021/22 R'000	2020/21 R'000
REVENUE			
Annual appropriation	1	342 646	283 679
Departmental revenue	2	6 704	398
TOTAL REVENUE		349 350	284 077
EXPENDITURE			
Current expenditure			
Compensation of employees	3	188 528	181 873
Goods and services	4	55 743	51 834
Total current expenditure		244 271	233 707
Transfers and subsidies			
Transfers and subsidies	6	80 435	40 147
Total transfers and subsidies		80 435	40 147
Expenditure for capital assets			
Tangible assets	7	5 729	5 274
Total expenditure for capital assets		5 729	5 274
Payments for financial assets	5	36	13
TOTAL EXPENDITURE		330 471	279 141
SURPLUS FOR THE YEAR		18 879	4 936
Reconciliation of Net Surplus for the year			
Voted Funds		12 175	4 538
Annual appropriation		12 175	4 538
Departmental revenue and NRF Receipts	12	6 704	398
SURPLUS/(DEFICIT) FOR THE YEAR		18 879	4 936

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

STATEMENT OF FINANCIAL POSITION
as at 31 March 2022

	<i>Note</i>	2021/22 R'000	2020/21 R'000
ASSETS			
Current Assets			
Cash and cash equivalents	8	12 090	4 457
Receivables	10	564	605
Non-Current Assets			
Receivables	10	-	47
TOTAL ASSETS		12 654	5 109
LIABILITIES			
Current Liabilities			
Voted funds to be surrendered to the Revenue Fund	11	12 175	4 538
Departmental revenue to be surrendered to the Revenue Fund	12	30	9
Payables	13	42	92
TOTAL LIABILITIES		12 247	4 639
NET ASSETS		407	470
Represented by:			
Recoverable revenue		407	470
TOTAL		407	470

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

STATEMENT OF CHANGES IN NET ASSETS
as at 31 March 2022

	<i>Note</i>	2021/22 R'000	2020/21 R'000
NET ASSETS			
Recoverable revenue			
Opening balance		470	45
Transfers		(63)	425
Debts recovered (included in departmental receipts)		(308)	(24)
Debts raised		245	449
Closing balance		407	470
TOTAL		407	470

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

CASH FLOW STATEMENT
for the year ended 31 March 2022

	<i>Note</i>	2021/22 R'000	2020/21 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		349 459	284 186
Annual appropriated funds received	1.1	342 646	283 679
Departmental revenue received	2	6 813	507
Net (increase)/decrease in working capital		(9)	(340)
Surrendered to Revenue Fund		(11 330)	(6 079)
Current payments		(244 271)	(233 707)
Payments for financial assets		(36)	(13)
Transfers and subsidies paid		(80 435)	(40 147)
Net cash flow available from operating activities	14	13 378	3 900
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	7	(5 729)	(5 274)
(Increase)/decrease in non-current receivables	10	47	(47)
Net cash flows from investing activities		(5 682)	(5 321)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/ (decrease) in net assets		(63)	425
Net cash flows from financing activities		(63)	425
Net increase/ (decrease) in cash and cash equivalents		7 633	(996)
Cash and cash equivalents at beginning of period		4 457	5 453
Cash and cash equivalents at end of period	15	12 090	4 457

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

ACCOUNTING POLICIES
for the year ended 31 March 2022

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).

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ACCOUNTING POLICIES
for the year ended 31 March 2022

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 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.

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

ACCOUNTING POLICIES
for the year ended 31 March 2022

8.3 Accrued expenditure payable

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. Operating lease payments received are recognised as departmental revenue.

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. Finance lease payments received are recognised as departmental revenue.

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.

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ACCOUNTING POLICIES
for the year ended 31 March 2022

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 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.

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ACCOUNTING POLICIES
for the year ended 31 March 2022

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.

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

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

ACCOUNTING POLICIES
for the year ended 31 March 2022

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 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 after its assessment. 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 reduced 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.

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ACCOUNTING POLICIES
for the year ended 31 March 2022

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 a 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 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.

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ACCOUNTING POLICIES
for the year ended 31 March 2022

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. Transfer of functions

Transfer 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.

Transfer of functions are accounted for by the transfer of 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.

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022

1. Appropriation**1.1 Annual Appropriation**

Programmes	2021/22			2020/21		
	Final Appropriation	Actual Funds Received	Funds not requested/ not received	Final Appropriation	Appropriation Received	Funds not requested/ not received
	R'000	R'000	R'000	R'000	R'000	R'000
Administration	52 254	52 254	-	52 545	52 545	-
Local Governance	208 372	208 372	-	148 029	148 029	-
Development and Planning	82 019	82 019	-	83 104	83 104	-
Traditional Institutional Management	1	1	-	1	1	-
Total	342 646	342 646	-	283 679	283 679	-

2. Departmental Revenue

	Note	2021/22 R'000	2020/21 R'000
Sales of goods and services other than capital assets	2.1	112	115
Transactions in financial assets and liabilities	2.2	6 701	392
Total revenue collected		6 813	507
Less: Own revenue included in appropriation	12	109	109
Departmental revenue collected		6 704	398

2.1 Sales of goods and services other than capital assets 2

Sales of goods and services produced by the department	112	115
Other sales	112	115
Total	112	115

Other sales consists of commission on insurance and garnishees

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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	Note	2021/22 R'000	2020/21 R'000
2.2 Transactions in financial assets and liabilities	2		
Other Receipts including Recoverable Revenue		6 701	392
Total		6 701	392

Included in Other Receipts including Recoverable Revenue:
Refunds received from Municipalities for unspent grants amounting to R6 412 million

2.3 Donations received in-kind (not included in main note)

(Treasury Regulation 21.2.4) List in-kind donations received		-	101
Coke - Pensinsular Beverages: Beverages received for the Disaster Management Centre			
Total		-	101

Due to a template change, the amount was previously disclosed under Aid Assistance - Donations received in kind

3. Compensation of employees

3.1 Salaries and wages

Basic salary		130 935	130 755
Performance award		28	-
Service Based		66	102
Compensative/circumstantial		676	1 056
Other non-pensionable allowances		30 858	24 624
Total		162 563	156 537

3.2 Social contributions

Pension		16 131	16 109
Medical		9 794	9 188
Bargaining council		40	39
Total		25 965	25 336

Total compensation of employees

		188 528	181 873
Average number of employees		371	375

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022

	Note	2021/22 R'000	2020/21 R'000
4. Goods and services			
Administrative fees		80	29
Advertising		2 282	4 142
Minor assets	4.1	100	85
Bursaries (employees)		334	227
Catering		405	484
Communication		1 358	1 095
Computer services	4.2	439	546
Consultants: Business and advisory services		15 044	17 561
Legal services		2 376	1 649
Contractors		17 211	16 115
Agency and support / outsourced services		35	-
Entertainment		42	26
Audit cost - external	4.3	2 984	2 660
Fleet services		2 362	1 447
Consumables	4.4	1 073	906
Operating leases		174	203
Property payments	4.5	1 535	719
Rental and hiring		23	-
Transport provided as part of the departmental activities		243	56
Travel and subsistence	4.6	3 383	1 469
Venues and facilities		202	34
Training and development		2 542	986
Other operating expenditure	4.7	1 516	1 395
Total		55 743	51 834

Advertising includes the following:

Fire prevention awareness campaign (R423 959), Drowning and prevention campaign (R279 233), Hazard awareness campaign (Dunoon) (R310 032), Flooding and disaster campaign (R1 188 848), Responsible water use (R80 000)

Consultants includes mainly the following:

Hydrogeological Services (R5 485 843), Development Bank of Southern Africa (R1 306 449)
Provincial Water Response Plan (R5 466 723), ICT Systems Analyst (R579 624), Risk Assessments (R586 805)

Contractors includes:

Aerial firefighting (R14 450 378), forensic investigators (R2 265 278)

Training and development includes mainly the following:

MMC training (R516 099), Ward committee training (R217 454) and firefighting training (R1 782 312)

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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	Note	2021/22 R'000	2020/21 R'000
4.1 Minor assets	4		
Tangible assets		100	85
Machinery and equipment		100	85
Total		100	85
4.2 Computer services	4		
SITA computer services		284	292
External computer service providers		155	254
Total		439	546
4.3 Audit cost – external	4		
Regularity audits		2 984	2 660
Total		2 984	2 660
4.4 Consumables	4		
Consumable supplies		599	662
Household supplies		97	123
Building material and supplies		425	315
IT consumables		77	10
Other consumables		-	214
Stationery, printing and office supplies		474	244
Total		1 073	906

Building material and supplies includes mainly the following:
Smoke detectors (R394 500)
Stationery, printing and office supplies includes mainly the following: Printer cartridges (R305 327)

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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	Note	2021/22 R'000	2020/21 R'000
4.5 Property payments	4		
Municipal services		15	13
Property management fees		13	39
Property maintenance and repairs		177	-
Other		1 330	667
Total		1 535	719

Property maintenance and repairs includes:
Cleaning services (R140 400) and gardening services (R36 200)

Other includes:
Firefighting and protection services (R872 637), safeguarding and security (R446 492), and fumigation of offices (R10 650)

4.6 Travel and subsistence	4		
Local		3 380	1462
Foreign		3	7
Total		3 383	1 469

4.7 Other operating expenditure	4		
Professional bodies, membership and subscription fees		3	5
Resettlement costs		107	-
Other		1 406	1 390
Total		1 516	1 395

Other includes mainly the following:
Courier fees (R30 154), photocopies (R116 607), printing client service charter (R557 185), ward committee calendars, booklets and posters (R344 305), printing and binding of the Annual Report and Annual Performance Plan (R142 795), printing of fire services training material and firefighting cutouts (R176 875)

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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	Note	2021/22 R'000	2020/21 R'000
5. Payments for financial assets			
Other material losses written off	5.1	36	11
Debts written off	5.2	-	2
Total		36	13
5.1 Other material losses written off	5		
Nature of losses			
GG Vehicle Damage		24	4
Damage to equipment		12	7
Total		36	11
Write-off consists of: Damage to 2 laptops and 5 government vehicles			
5.2 Debts written off	5		
Other debt written off			
Leave without pay		-	1
Fruitless and wasteful		-	2
Total		-	2
Total debt written off		-	2
6 Transfers and Subsidies			
Provinces and municipalities	29	78 898	38 878
Departmental agencies and accounts	ANNEXURE 1B	382	383
Non-profit institutions	ANNEXURE 1C	676	380
Households	ANNEXURE 1D	479	506
Total		80 435	40 147
The increase is mainly due to transfers to Local and District municipalities to coordinate and ensure the implementation of targeted, short term public employment programmes for communities identified as being in distress.			

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022

	Note	2021/22 R'000	2020/21 R'000	
7 Expenditure for capital assets				
Tangible assets		5 729	5 274	
Machinery and equipment	26	5 729	5 274	
Total		5 729	5 274	
7.1 Analysis of funds utilised to acquire capital assets - 2021/22				
		Voted Funds R'000	Aid assistance R'000	TOTAL R'000
Tangible assets		5 729	-	5 729
Machinery and equipment		5 729	-	5 729
Total		5 729	-	5 729
7.2 Analysis of funds utilised to acquire capital assets - 2020/21				
		Voted Funds R'000	Aid assistance R'000	TOTAL R'000
Tangible assets		5 274	-	5 274
Machinery and equipment		5 274	-	5 274
Total		5 274	-	5 274
	Note	2021/22 R'000	2020/21 R'000	
7.3 Finance lease expenditure included in Expenditure for capital assets				
Tangible assets				
Machinery and equipment		3 168	3 510	
Total		3 168	3 510	

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022**

	Note	2021/22 R'000	2020/21 R'000
8 Cash and cash equivalents			
Consolidated Paymaster General Account		12 040	4 407
Cash on hand		50	50
Total		12 090	4 457

9. Prepayments and advances

9.1 Prepayments (Expensed)

	Balance as at 1 April 2021 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 2022 R'000
Goods and services	2	(2)	-	-	-
Total	2	(2)	-	-	-

9.2 Prepayments (Expensed)

	Balance as at 1 April 2020 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 2021 R'000
Goods and services	512	(534)	-	24	2
Total	512	(534)	-	24	2

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022

10 Receivables

	Note	2021/22			2020/21		
		Current R'000	Non-current R'000	Total R'000	Current R'000	Non-current R'000	Total R'000
Recoverable expenditure	10.1	38	-	38	45	-	45
Staff debt	10.2	524	-	524	558	47	605
Fruitless and wasteful expenditure	10.3	2	-	2	2	-	2
Total		564	-	564	605	47	652

	Note	2021/22 R'000	2020/21 R'000
10.1 Recoverable expenditure (disallowance accounts)	10		
Damages: GG Vehicles		8	26
Theft and damages: Assets		30	19
Total		38	45
10.2 Staff debt	10		
Bursary		29	29
Leave without pay		339	462
Income Tax		8	12
Salary		111	98
Telephone		1	2
Assets		36	2
Total		524	605

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022

	Note	2021/22 R'000	2020/21 R'000
10.3 Fruitless and wasteful expenditure	10		
Opening balance		2	5
Less amounts recovered		-	(4)
Less amounts written off		-	(1)
Transfers from note 32 Fruitless and Wasteful expenditure		-	2
Total		2	2
10.4 Impairment of receivables			
Estimate of impairment of receivables		499	488
Total		499	488
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		4 538	5 546
As restated		4 538	5 546
Transfer from statement of financial performance (as restated)		12 175	4 538
Paid during the year		(4 538)	(5 546)
Closing balance		12 175	4 538
12 Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund			
Opening balance		9	35
As restated		9	35
Transfer from Statement of Financial Performance (as restated)		6 704	398
Own revenue included in appropriation		109	109
Paid during the year		(6 792)	(533)
Closing balance		30	9

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022

	Note	2021/22 R'000	2020/21 R'000
13 Payables – current	13.1		
Clearing accounts		42	92
Total		42	92
13.1 Clearing accounts	13		
Sal: GEHS refund control account: CL		42	60
Sal: Income Tax: CL		-	32
Total		42	92
14 Net cash flow available from operating activities			
Net surplus/(deficit) as per Statement of Financial Performance		18 879	4 936
Add back non cash/cash movements not deemed operating activities		(5 501)	(1 036)
(Increase)/decrease in receivables		41	(400)
Increase/(decrease) in payables – current		(50)	60
Expenditure on capital assets		5 729	5 274
Surrenders to Revenue Fund		(11 330)	(6 079)
Own revenue included in appropriation		109	109
Net cash flow generated by operating activities		13 378	3 900
15 Reconciliation of cash and cash equivalents for cash flow purposes			
Consolidated Paymaster General account		12 040	4 407
Cash on hand		50	50
Total		12 090	4 457

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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16. Contingent liabilities and contingent assets

16.1 Contingent assets

There are 2 PILIR cases under investigation which were not finalised by the Department of Local Government as at 31 March 2022.

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	2021/22 R'000	2020/21 R'000
17 Capital Commitments			
Machinery and equipment		1 692	733
Total		1 692	733

18 Accruals and payables not recognised

18.1 Accruals

Listed by economic classification	30 days	30+ days	Total	Total
Goods and services	289	-	289	489
Capital assets	34	-	34	-
Total	323	-	323	489

Listed by programme level

Programme 1: Administration	77	163
Programme 2: Local Governance	212	234
Programme 3: Development and Planning	34	92
Total	323	489

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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	Note	2021/22 R'000	2020/21 R'000	
18.2 Payables not recognised				
Listed by economic classification				
	30 days	30+ days	Total	Total
Goods and services	50	-	50	18
Capital assets	1	-	1	-
Other	-	-	-	4
Total	51	-	51	22
Listed by programme level				
Programme 1: Administration		31	7	
Programme 2: Local Governance		6	13	
Programme 3: Development and		14	2	
Total		51	22	
Included in the above totals are the following:				
Confirmed balances with departments	Annex 2	25	218	
Confirmed balances with other government entities	Annex 2	-	5	
Total		25	223	
19. Employee benefits				
Leave entitlement		10 449	11 148	
Service bonus		4 579	4 475	
Capped leave		1 595	1 505	
Other		205	137	
Total		16 828	17 265	

At this stage the department is not able to reliably measure the long term portion of the long service awards.

Included in leave entitlement are leave credits amounting to R59 101

Other includes: Long service amounting to R54 493 and CoE accruals R150 582

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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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
2021/22					
Not later than 1 year	-	-	-	227	227
Later than 1 year and not later than 5 years	-	-	-	202	202
Total lease commitments	-	-	-	429	429

	Specialised military assets R'000	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total R'000
2020/21					
Not later than 1 year	-	-	-	120	120
Later than 1 year and not later than 5 years	-	-	-	186	186
Total lease commitments	-	-	-	306	306

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
2021/22					
Not later than 1 year	-	-	-	3 032	3 032
Later than 1 year and not later than 5 years	-	-	-	3 370	3 370
Total lease commitments	-	-	-	6 402	6 402

	Specialised military assets R'000	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total R'000
2020/21					
Not later than 1 year	-	-	-	3 139	3 139
Later than 1 year and not later than 5 years	-	-	-	3 455	3 455
Total lease commitments	-	-	-	6 594	6 594

Included in finance leases are datacards

The Department leased 38 vehicles from Government Motor Transport (GMT) as at 31 March 2022, and 38 as at 31 March 2021.

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
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	Note	2021/22 R'000	2020/21 R'000
21. Accrued departmental revenue			
Transactions in financial assets and liabilities		1 328	1 748
Total		1 328	1 748

The accrued revenue relates to the amount owed by the municipalities. The prior year's figure was restated due to unspent conditional grants by municipalities not being recognised.

21.1 Analysis of accrued departmental revenue

Opening balance	1 748	-
Less: Amounts received	6 412	365
Add: Amounts recognised	5 992	2 113
Closing balance	1 328	1 748

22. Irregular expenditure**22.1 Reconciliation of irregular expenditure**

Opening balance	469	40
As restated	469	40
Add: Irregular expenditure - relating to current year	-	469
Less: Prior year amounts condoned	(469)	(40)
Closing balance	-	469
Analysis of closing balance		
Prior years	-	469
Total	-	469

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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22.2 Details of irregular expenditure condoned

Incident	Condoned by (relevant authority)	2021/22 R'000
Non compliance to Supply Chain Management delegations and process	Provincial Treasury's Condonation Working Committee	285
Non compliance to Supply Chain Management delegations and process	Provincial Treasury's Condonation Working Committee	34
Non compliance to Financial Delegations	Provincial Treasury's Condonation Working Committee	150
Total		469

23. Fruitless and wasteful expenditure

23.1 Reconciliation of fruitless and wasteful expenditure

	Note	2021/22 R'000	2020/21 R'000
Opening balance		-	-
Fruitless and wasteful expenditure - relating to current year	23.2	21	-
Closing balance		21	-
Analysis of awaiting resolution per economic classification			
Current		21	-
Total		21	-

23.2 Details of current and prior year fruitless and wasteful expenditure - added current year (under determination and investigation)

Details of current and prior year		2021/22 R'000
Incident	Disciplinary steps taken/criminal proceedings	
Accommodation not utilised	Under investigation, referred to Legal Services	6
Non-attendance of training	Under investigation	8
Damages to hired vehicle	Under investigation, referred to Legal Services	7
Total		21

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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24. 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.

25. Key management personnel

	No. of Individuals	2021/22 R'000	2020/21 R'000
Political office bearers (provide detail below)			
Officials:			
Level 15 to 16	1	1 804	1 750
Level 14 (incl CFO if at a lower level)	4	5 462	5 302
Total		7 266	7 052

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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26. Movable Tangible Capital Assets

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2022

	Opening balance R'000	Value adjustments R'000	Additions R'000	Disposals R'000	Closing balance R'000
MACHINERY AND EQUIPMENT	21 063	-	2 584	1 174	22 473
Computer equipment	11 417	-	2 485	326	13 576
Furniture and office equipment	3 939	-	12	40	3 911
Other machinery and equipment	5 707	-	87	808	4 986
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	21 063	-	2 584	1 174	22 473

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	30	430

18 Assets reported and under investigation
12 Assets not presented for verification during the annual asset verification process

26.1 Movement for 2020/21

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2021

	Opening balance R'000	Value adjustments R'000	Additions R'000	Disposals R'000	Closing balance R'000
MACHINERY AND EQUIPMENT	19 399	27	1 764	127	21 063
Computer equipment	10 063	-	1 471	117	11 417
Furniture and office equipment	3 885	-	64	10	3 939
Other machinery and equipment	5 451	27	229	-	5 707
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	19 399	27	1 764	127	21 063

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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26.1.1 Prior period error

	Note	2020/21 R'000
Nature of prior period error		
Relating to 2020/21 (affecting the opening balance)		27
Assets identified during verification		27

26.2 Minor assets

**MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED
31 MARCH 2022**

	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	-	-	-	6 475	-	6 475
Additions	-	-	-	99	-	99
Disposals	-	-	-	566	-	566
TOTAL MINOR ASSETS	-	-	-	6 008	-	6 008

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets	-	-	-	3	-	3
Number of minor assets at cost	-	-	-	3 379	-	3 379
TOTAL NUMBER OF MINOR ASSETS	-	-	-	3 382	-	3 382

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	82	147

45 Assets reported and under investigation
37 Assets not presented for verification during the annual asset verification process

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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Minor assets

**MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED
31 MARCH 2021**

	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	-	-	-	6 094	-	6 094
Prior period error	-	-	-	395	-	395
Additions	-	-	-	85	-	85
Disposals	-	-	-	99	-	99
TOTAL NUMBER OF MINOR ASSETS	-	-	-	6 475	-	6 475

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets	-	-	-	3	-	3
Number of minor assets at cost	-	-	-	3 629	-	3 629
TOTAL NUMBER OF MINOR ASSETS	-	-	-	3 632	-	3 632

26.2.1 Prior period error

	Note	2020/21 R'000
Nature of prior period error		
Relating to 2020/21 (affecting the opening balance)		395
Assets transferred from Finance leases to asset register		372
Assets identified during verification		23
Total		395

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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26.3 Movable assets written off**MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2022**

	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	-	-	-	235	-	235
TOTAL MOVABLE ASSETS WRITTEN OFF	-	-	-	235	-	235

MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2021

	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	-	-	-	67	-	67
TOTAL MOVABLE ASSETS WRITTEN OFF	-	-	-	67	-	67

27. Intangible Capital Assets**MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2022**

	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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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022**

27.1 Movement for 2020/21

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2021

	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

28. Prior period error

28.1 Correction of prior period errors

	Note	2020/21		Restated amount R'000
		Amount before error correction R'000	Prior period error R'000	
Expenditure				
Movable tangible capital assets	26.1.1	21 036	27	21 063
Minor assets	26.2.1	6 080	395	6 475
Net effect		27 116	422	27 538

The assets identified during verification were added to the asset register (capital and minor assets).
Assets transferred from Finance leases to the asset register

Assets

Accrued departmental revenue	21	-	1 748	1 748
Net effect		-	1 748	1 748

The prior year's error is in respect of the unspent grants that were not paid back by municipalities. The correction was made to restate the accrued revenue due to the department.

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022

29. Statement of Conditional Grants and other transfers to municipalities

NAME OF MUNICIPALITY	2021/22							2020/21	
	GRANT ALLOCATION				TRANSFER			Division of Revenue Act R'000	Actual Transfer R'000
	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		
Community Development Worker Operational Support Grant									
Beaufort West	226	-	-	226	226	-	-	206	206
Bitou	19	-	-	19	19	-	-	19	19
Breede Valley	94	-	-	94	94	-	-	94	94
Cape Agulhas	57	-	-	57	57	-	-	56	56
Cape Winelands District Municipality	76	-	-	76	76	-	-	75	75
Cederberg	151	-	-	151	151	-	-	169	169
City of Cape Town	1 001	-	-	1 001	1 001	-	-	1 034	1 034
Drakenstein	113	-	-	113	113	-	-	113	113
George	94	-	-	94	94	-	-	94	94
Hessequa	38	-	-	38	38	-	-	38	38
Kannaland	113	-	-	113	113	-	-	112	112
Knysna	57	-	-	57	57	-	-	56	56
Laingsburg	94	-	-	94	94	-	-	94	94
Langeberg	38	-	-	38	38	-	-	38	38
Matzikama	94	-	-	94	94	-	-	94	94
Mossel Bay	57	-	-	57	57	-	-	56	56
Oudtshoorn	57	-	-	57	57	-	-	56	56
Overberg District Municipality	57	-	-	57	57	-	-	56	56
Overstrand	76	-	-	76	76	-	-	75	75
Prince Albert	57	-	-	57	57	-	-	56	56
Saldanha Bay	75	-	-	75	75	-	-	75	75

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NAME OF MUNICIPALITY	2021/22							2020/21	
	GRANT ALLOCATION				TRANSFER			Division of Revenue Act R'000	Actual Transfer R'000
	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		
Stellenbosch	38	-	-	38	38	-	-	56	56
Swartland	38	-	-	38	38	-	-	38	38
Theewaterskloof	132	-	-	132	132	-	-	112	112
West Coast District Municipality	76	-	-	76	76	-	-	57	57
Witzenberg	132	-	-	132	132	-	-	131	131
Thusong Operational Support Grant									
Beaufort West	150	-	-	150	150	-	-	150	150
Breede Valley	150	-	-	150	150	-	-	-	-
Bitou	150	-	-	150	150	-	-	-	-
Cape Agulhas	150	-	-	150	150	-	-	-	-
Cederberg	150	-	-	150	150	-	-	-	-
Drakenstein	-	-	-	-	-	-	-	150	150
George	-	-	-	-	-	-	-	150	150
Matzikama	-	-	-	-	-	-	-	150	150
Oudtshoorn	150	-	-	150	150	-	-	-	-
Swartland	-	-	-	-	-	-	-	150	150
Theewaterskloof	-	-	-	-	-	-	-	150	150
Municipal Electrical Master Plan Grant									
Bitou	-	-	-	-	-	-	-	800	800
Langeberg	-	-	-	-	-	-	-	770	770
Mossel Bay	603	-	-	603	603	-	-	-	-
Overstrand	1 000	-	-	1 000	1 000	-	-	-	-

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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NAME OF MUNICIPALITY	2021/22							2020/21	
	GRANT ALLOCATION				TRANSFER			Division of Revenue Act R'000	Actual Transfer R'000
	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		
Municipal Service Delivery and Capacity Building Grant									
Breede Valley	-	-	694	694	693	-	-	-	-
Cape Agulhas	-	-	1 300	1 300	1 300	-	-	-	-
Cape Winelands District Municipality	-	-	70	70	70	-	-	-	-
Cederberg	-	-	400	400	400	-	-	-	-
Central Karoo District Municipality	-	-	70	70	70	-	-	-	-
Garden Route District Municipality	-	-	350	350	350	-	-	-	-
Hessequa	200	-	-	200	200	-	-	-	-
Knysna	-	-	400	400	400	-	-	-	-
Mossel Bay	150	-	-	150	150	-	-	-	-
Overberg District Municipality	-	-	350	350	350	-	-	-	-
Overstrand	244	-	-	244	244	-	-	-	-
Saldanha Bay	-	-	300	300	300	-	-	-	-
Theewaterskloof	300	-	700	1 000	1 000	-	-	-	-
West Coast District Municipality	-	-	420	420	420	-	-	-	-
Witzenberg	-	-	600	600	600	-	-	-	-
Unallocated	4 753	-	(4 753)	-	-	-	-	-	-
Fire Service Capacity Building Grant									
Bitou	-	-	-	-	-	-	-	734	734
Central Karoo District Municipality	1 925	-	-	1 925	1 925	-	-	-	-
George	-	-	-	-	-	-	-	732	732
Overberg District Municipality	-	-	-	-	-	-	-	732	732
Overstrand	-	-	-	-	-	-	-	732	732

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for the year ended 31 March 2022**

NAME OF MUNICIPALITY	2021/22							2020/21	
	GRANT ALLOCATION				TRANSFER			Division of Revenue Act R'000	Actual Transfer R'000
	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		
Saldanha Bay	-	-	-	-	-	-	-	732	732
Swartland	-	-	-	-	-	-	-	732	732
Western Cape Municipal Interventions Grant									
Knysna	400	-	-	400	400	-	-	-	-
Laingsburg	500	-	-	500	500	-	-	-	-
Saldanha Bay	300	-	(300)	-	-	-	-	-	-
Theewaterskloof	850	-	(700)	150	150	-	-	-	-
Witzenberg	600	-	(600)	-	-	-	-	-	-
Unallocated	2 517	-	900	3 417	-	-	-	-	-
Disaster Management Grant									
Breede Valley	118	-	-	118	118	-	-	236	236
Municipal Drought Relief Grant									
Beaufort West	-	-	-	-	-	-	-	600	600
Cape Aghulas	-	-	-	-	-	-	-	3 050	3 050
Central Karoo District Municipality	2 850	-	100	2 950	2 929	-	-	250	250
Garden Route District Municipality	-	-	100	100	100	-	-	-	-
Kannaland	-	-	-	-	-	-	-	2 600	2 600
Laingsburg	-	-	-	-	-	-	-	1 200	1 200
Oudtshoorn	-	-	1 251	1 251	1 251	-	-	-	-
Prince Albert	-	-	-	-	-	-	-	1 818	1 818
Swellendam	-	-	-	-	-	-	-	1 250	1 250
Theewaterskloof	-	-	-	-	-	-	-	1 750	1 750
Unallocated	5 451	-	(5 451)	-	-	-	-	-	-

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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NAME OF MUNICIPALITY	2021/22							2020/21	
	GRANT ALLOCATION				TRANSFER			Division of Revenue Act R'000	Actual Transfer R'000
	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		
Local Government Public Employment Support Grant									
Beaufort-West	-	-	1 100	1 100	1 100	-	-	-	-
Bergriver	-	-	1 200	1 200	1 200	-	-	-	-
Bitou	-	-	1 200	1 200	1 200	-	-	-	-
Breede Valley	-	-	1 700	1 700	1 700	-	-	-	-
Cape Agulhas	-	-	1 000	1 000	1 000	-	-	-	-
Cape Winelands District Municipality	-	-	200	200	200	-	-	-	-
Cederberg	-	-	1 100	1 100	1 100	-	-	-	-
Central Karoo District Municipality	-	-	200	200	200	-	-	-	-
City of Cape Town	-	-	17 600	17 600	17 600	-	-	-	-
Drakenstein	-	-	2 000	2 000	2 000	-	-	-	-
Garden Route District Municipality	-	-	200	200	200	-	-	-	-
George	-	-	2 000	2 000	2 000	-	-	-	-
Hessequa	-	-	1 100	1 100	1 100	-	-	-	-
Kannaland	-	-	900	900	900	-	-	-	-
Knysna	-	-	1 100	1 100	1 100	-	-	-	-
Laingsburg	-	-	800	800	800	-	-	-	-
Langeberg	-	-	1 400	1 400	1 400	-	-	-	-
Matzikama	-	-	1 200	1 200	1 200	-	-	-	-
Mossel Bay	-	-	1 300	1 300	1 300	-	-	-	-
Oudtshoorn	-	-	1 100	1 100	1 100	-	-	-	-
Overberg District Municipality	-	-	200	200	200	-	-	-	-

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NAME OF MUNICIPALITY	2021/22							2020/21	
	GRANT ALLOCATION				TRANSFER			Division of Revenue Act R'000	Actual Transfer R'000
	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		
Overstrand	-	-	1 300	1 300	1 300	-	-	-	-
Prince Albert	-	-	800	800	796	-	-	-	-
Saldanha Bay	-	-	1 400	1 400	1 400	-	-	-	-
Stellenbosch	-	-	1 800	1 800	1 800	-	-	-	-
Swartland	-	-	1 700	1 700	1 700	-	-	-	-
Swellendam	-	-	1 000	1 000	1 000	-	-	-	-
Theewaterskloof	-	-	1 600	1 600	1 600	-	-	-	-
West Coast District Municipality	-	-	200	200	200	-	-	-	-
Witzenberg	-	-	1 600	1 600	1 600	-	-	-	-
Unallocated	50 000	-	(50 000)	-	-	-	-	-	-
Local Government Support Grant									
Beaufort-West	-	-	-	-	-	-	-	550	550
Bergriver	-	-	-	-	-	-	-	600	600
Bitou	-	-	-	-	-	-	-	600	600
Breede Valley	-	-	-	-	-	-	-	850	850
Cape Agulhas	-	-	-	-	-	-	-	500	500
Cape Winelands District Municipality	-	-	-	-	-	-	-	100	100
Cederberg	-	-	-	-	-	-	-	550	550
Central Karoo District Municipality	-	-	-	-	-	-	-	100	100
Drakenstein	-	-	-	-	-	-	-	1 000	1 000
Garden Route District Municipality	-	-	-	-	-	-	-	100	100
George	-	-	-	-	-	-	-	1 000	1 000

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NAME OF MUNICIPALITY	2021/22							2020/21	
	GRANT ALLOCATION				TRANSFER			Division of Revenue Act R'000	Actual Transfer R'000
	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		
Hessequa	-	-	-	-	-	-	-	550	550
Kannaland	-	-	-	-	-	-	-	450	450
Knysna	-	-	-	-	-	-	-	550	550
Laingsburg	-	-	-	-	-	-	-	400	400
Langeberg	-	-	-	-	-	-	-	700	700
Matzikama	-	-	-	-	-	-	-	600	600
Mossel Bay	-	-	-	-	-	-	-	650	650
Oudtshoorn	-	-	-	-	-	-	-	550	550
Overberg District Municipality	-	-	-	-	-	-	-	100	100
Overstrand	-	-	-	-	-	-	-	650	650
Prince Albert	-	-	-	-	-	-	-	400	400
Saldanha Bay	-	-	-	-	-	-	-	700	700
Stellenbosch	-	-	-	-	-	-	-	900	900
Swartland	-	-	-	-	-	-	-	850	850
Swellendam	-	-	-	-	-	-	-	500	500
Theewaterskloof	-	-	-	-	-	-	-	800	800
West Coast District Municipality	-	-	-	-	-	-	-	100	100
Witzenberg	-	-	-	-	-	-	-	800	800

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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NAME OF MUNICIPALITY	2021/22							2020/21	
	GRANT ALLOCATION				TRANSFER			Division of Revenue Act R'000	Actual Transfer R'000
	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		
Joint District and Metro Approach Grant									
Cape Winelands District Municipality	-	-	2 000	2 000	2 000	-	-	-	-
Central Karoo District Municipality	-	-	1 800	1 800	1 800	-	-	-	-
Garden Route District Municipality	-	-	2 000	2 000	2 000	-	-	-	-
Overberg District Municipality	-	-	1 799	1 799	1 799	-	-	-	-
West Coast District Municipality	-	-	1 820	1 820	1 820	-	-	-	-
Total	76 721	-	5 620	82 341	78 898	-	-	38 878	38 878

30. BROAD BASED BLACK ECONOMIC EMPOWERMENT PERFORMANCE

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

31. COVID-19 Response Expenditure

	Note	2021/22 R'000	2020/21 R'000
COVID 19 Response Expenditure	Annex 3		
Compensation of employees		-	1 451
Goods and services		46	5 695
Transfers and subsidies		-	16 211
Expenditure for capital assets		-	909
Total		46	24 266

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
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ANNEXURE 1A

STATEMENT OF CONDITIONAL GRANTS AND OTHER TRANSFERS PAID TO MUNICIPALITIES

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2020/21	
	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	Division of Revenue Act R'000	Actual Transfer R'000
Community Development Worker Operational Support Grant													
Beaufort West	226	-	-	226	226	-	-	226	122	104	54.0%	206	206
Bitou	19	-	-	19	19	-	-	19	2	17	10.5%	19	19
Breede Valley	94	-	-	94	94	-	-	94	-	94	0.0%	94	94
Cape Agulhas	57	-	-	57	57	-	-	57	30	27	52.6%	56	56
Cape Winelands District Municipality	76	-	-	76	76	-	-	76	22	54	28.9%	75	75
Cederberg	151	-	-	151	151	-	-	151	35	116	23.2%	169	169
City of Cape Town	1 001	-	-	1 001	1 001	-	-	1 001	760	241	75.9%	1 034	1 034
Drakenstein	113	-	-	113	113	-	-	113	7	106	6.2%	113	113
George	94	-	-	94	94	-	-	94	94	-	100.0%	94	94
Hessequa	38	-	-	38	38	-	-	38	38	-	100.0%	38	38
Kannaland	113	-	-	113	113	-	-	113	2	111	1.8%	112	112
Knysna	57	-	-	57	57	-	-	57	51	6	89.5%	56	56
Laingsburg	94	-	-	94	94	-	-	94	76	18	80.9%	94	94
Langeberg	38	-	-	38	38	-	-	38	38	-	100.0%	38	38
Matzikama	94	-	-	94	94	-	-	94	26	68	27.7%	94	94
Mossel Bay	57	-	-	57	57	-	-	57	5	52	8.8%	56	56
Oudtshoorn	57	-	-	57	57	-	-	57	8	49	14.0%	56	56
Overberg District Municipality	57	-	-	57	57	-	-	57	28	29	49.1%	56	56
Overstrand	76	-	-	76	76	-	-	76	49	27	64.5%	75	75
Prince Albert	57	-	-	57	57	-	-	57	13	44	22.8%	56	56
Saldanha Bay	75	-	-	75	75	-	-	75	10	65	13.3%	75	75
Stellenbosch	38	-	-	38	38	-	-	38	-	38	0.0%	56	56
Swartland	38	-	-	38	38	-	-	38	12	26	31.6%	38	38
Theewaterskloof	132	-	-	132	132	-	-	132	75	57	56.8%	112	112
West Coast District Municipality	76	-	-	76	76	-	-	76	21	55	27.6%	57	57
Witzenberg	132	-	-	132	132	-	-	132	40	92	30.3%	131	131

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NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2020/21	
	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	Division of Revenue Act R'000	Actual Transfer R'000
Thusong Service Centre Grant (Sustainability: Operational Support Grant)													
Beaufort West	150	-	-	150	150	-	-	150	-	150	0%	150	150
Breede Valley	150	-	-	150	150	-	-	150	-	150	0%	-	-
Bitou	150	-	-	150	150	-	-	150	45	105	30%	-	-
Cape Agulhas	150	-	-	150	150	-	-	150	-	150	0%	-	-
Cederberg	150	-	-	150	150	-	-	150	-	150	0%	-	-
Drakenstein	-	-	-	-	-	-	-	-	-	-	0%	150	150
George	-	-	-	-	-	-	-	-	-	-	0%	150	150
Matzikama	-	-	-	-	-	-	-	-	-	-	0%	150	150
Oudtshoorn	150	-	-	150	150	-	-	150	-	150	0%	-	-
Swartland	-	-	-	-	-	-	-	-	-	-	0%	150	150
Theewaterskloof	-	-	-	-	-	-	-	-	-	-	0%	150	150
Municipal Electrical Master Plan Grant													
Bitou	-	-	-	-	-	-	-	-	-	-	0%	800	800
Langeberg	-	-	-	-	-	-	-	-	-	-	0%	770	770
Mossel Bay	603	-	-	603	603	-	-	603	-	603	0%	-	-
Overstrand	1 000	-	-	1 000	1 000	-	-	1 000	-	1 000	0%	-	-
Municipal Service Delivery and Capacity Building Grant													
Breede Valley	-	-	694	694	693	-	-	693	693	-	100%	-	-
Cape Agulhas	-	-	1 300	1 300	1 300	-	-	1 300	765	535	58.8%	-	-
Cape Winelands District Municipality	-	-	70	70	70	-	-	70	6	64	8.6%	-	-
Cederberg	-	-	400	400	400	-	-	400	-	400	0%	-	-
Central Karoo District Municipality	-	-	70	70	70	-	-	70	24	46	34.3%	-	-
Garden Route District Municipality	-	-	350	350	350	-	-	350	-	350	0%	-	-
Hessequa	200	-	-	200	200	-	-	200	97	103	48.5%	-	-
Knysna	-	-	400	400	400	-	-	400	400	-	100%	-	-
Mossel Bay	150	-	-	150	150	-	-	150	136	14	90.7%	-	-
Overberg District Municipality	-	-	350	350	350	-	-	350	-	350	0%	-	-
Overstrand	244	-	-	244	244	-	-	244	133	111	54.5%	-	-

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NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2020/21	
	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	Division of Revenue Act R'000	Actual Transfer R'000
Saldanha Bay	-	-	300	300	300	-	-	300	300	-	100%	-	-
Theewaterskloof	300	-	700	1 000	1 000	-	-	1 000	930	70	93%	-	-
West Coast District Municipality	-	-	420	420	420	-	-	420	9	411	2.1%	-	-
Witzenberg	-	-	600	600	600	-	-	600	-	600	-	-	-
Unallocated	4 753	-	(4 753)	-	-	-	-	-	-	-	-	-	-
Fire Service Capacity Building Grant													
Bitou	-	-	-	-	-	-	-	-	-	-	-	734	734
Central Karoo District Municipality	1 925	-	-	1 925	1 925	-	-	1 925	-	1 925	-	-	-
George	-	-	-	-	-	-	-	-	-	-	-	732	732
Overberg District Municipality	-	-	-	-	-	-	-	-	-	-	-	732	732
Overstrand	-	-	-	-	-	-	-	-	-	-	-	732	732
Saldanha Bay	-	-	-	-	-	-	-	-	-	-	-	732	732
Swartland	-	-	-	-	-	-	-	-	-	-	-	732	732
Western Cape Municipal Interventions Grant													
Knysna	400	-	-	400	400	-	-	400	400	-	100%	-	-
Laingsburg	500	-	-	500	500	-	-	500	500	-	100%	-	-
Saldanha Bay	300	-	(300)	-	-	-	-	-	-	-	-	-	-
Theewaterskloof	850	-	(700)	150	150	-	-	150	150	-	100%	-	-
Witzenberg	600	-	(600)	-	-	-	-	-	-	-	-	-	-
Unallocated	2 517	-	900	3 417	-	-	-	-	-	-	-	-	-
Disaster Management Grant													
Breede Valley	118	-	-	118	118	-	-	118	-	118	0%	236	236
Municipal Drought Relief Grant													
Beaufort West	-	-	-	-	-	-	-	-	-	-	-	600	600
Cape Aghulas	-	-	-	-	-	-	-	-	-	-	-	3 050	3 050
Central Karoo District Municipality	2 850	-	100	2 950	2 929	-	-	2 929	1 579	1 350	53.9%	250	250
Garden Route District Municipality	-	-	100	100	100	-	-	100	-	100	-	-	-
Kannaland	-	-	-	-	-	-	-	-	-	-	-	2 600	2 600
Laingsburg	-	-	-	-	-	-	-	-	-	-	-	1 200	1 200

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
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NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2020/21	
	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	Division of Revenue Act R'000	Actual Transfer R'000
Oudtshoorn	-	-	1251	1251	1251	-	-	1251	-	1251	0%	-	-
Prince Albert	-	-	-	-	-	-	-	-	-	-	-	1818	1818
Swellendam	-	-	-	-	-	-	-	-	-	-	-	1250	1250
Theewaterskloof	-	-	-	-	-	-	-	-	-	-	-	1750	1750
Unallocated	5 451		(5 451)	-	-	-	-	-	-	-	-	-	-
Local Government Public Employment Support Grant													
Beaufort-West	-	-	1100	1100	1100	-	-	1100	-	1100	0%	-	-
Bergriver	-	-	1200	1200	1200	-	-	1200	-	1200	0%	-	-
Bitou	-	-	1200	1200	1200	-	-	1200	-	1200	0%	-	-
Breede Valley	-	-	1700	1700	1700	-	-	1700	-	1700	0%	-	-
Cape Agulhas	-	-	1000	1000	1000	-	-	1000	-	1000	0%	-	-
Cape Winelands District Municipality	-	-	200	200	200	-	-	200	-	200	0%	-	-
Cederberg	-	-	1100	1100	1100	-	-	1100	-	1100	0%	-	-
Central Karoo District Municipality	-	-	200	200	200	-	-	200	-	200	0%	-	-
City of Cape Town	-	-	17 600	17 600	17 600	-	-	17 600	-	17 600	0%	-	-
Drakenstein	-	-	2 000	2 000	2 000	-	-	2 000	-	2 000	0%	-	-
Garden Route District Municipality	-	-	200	200	200	-	-	200	-	200	0%	-	-
George	-	-	2 000	2 000	2 000	-	-	2 000	-	2 000	0%	-	-
Hessequa	-	-	1100	1100	1100	-	-	1100	-	1100	0%	-	-
Kannaland	-	-	900	900	900	-	-	900	-	900	0%	-	-
Knysna	-	-	1100	1100	1100	-	-	1100	-	1100	0%	-	-
Laingsburg	-	-	800	800	800	-	-	800	-	800	0%	-	-
Langeberg	-	-	1400	1400	1400	-	-	1400	-	1400	0%	-	-
Matzikama	-	-	1200	1200	1200	-	-	1200	-	1200	0%	-	-
Mossel Bay	-	-	1300	1300	1300	-	-	1300	-	1300	0%	-	-
Oudtshoorn	-	-	1100	1100	1100	-	-	1100	-	1100	0%	-	-
Overberg District Municipality	-	-	200	200	200	-	-	200	-	200	0%	-	-
Overstrand	-	-	1300	1300	1300	-	-	1300	-	1300	0%	-	-
Prince Albert	-	-	800	800	796	-	-	796	-	796	0%	-	-

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NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2020/21	
	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	Division of Revenue Act R'000	Actual Transfer R'000
Saldanha Bay	-	-	1400	1400	1400	-	-	1400	-	1400	0%	-	-
Stellenbosch	-	-	1800	1800	1800	-	-	1800	-	1800	0%	-	-
Swartland	-	-	1700	1700	1700	-	-	1700	-	1700	0%	-	-
Swellendam	-	-	1000	1000	1000	-	-	1000	-	1000	0%	-	-
Theewaterskloof	-	-	1600	1600	1600	-	-	1600	-	1600	0%	-	-
West Coast District Municipality	-	-	200	200	200	-	-	200	-	200	0%	-	-
Witzenberg	-	-	1600	1600	1600	-	-	1600	-	1600	0%	-	-
Unallocated	50 000	-	(50 000)	-	-	-	-	-	-	-	-	-	-
Local Government Support Grant													
Beaufort-West	-	-	-	-	-	-	-	-	-	-	-	550	550
Bergriver	-	-	-	-	-	-	-	-	-	-	-	600	600
Bitou	-	-	-	-	-	-	-	-	-	-	-	600	600
Breede Valley	-	-	-	-	-	-	-	-	-	-	-	850	850
Cape Agulhas	-	-	-	-	-	-	-	-	-	-	-	500	500
Cape Winelands District Municipality	-	-	-	-	-	-	-	-	-	-	-	100	100
Cederberg	-	-	-	-	-	-	-	-	-	-	-	550	550
Central Karoo District Municipality	-	-	-	-	-	-	-	-	-	-	-	100	100
Drakenstein	-	-	-	-	-	-	-	-	-	-	-	1000	1000
Garden Route District Municipality	-	-	-	-	-	-	-	-	-	-	-	100	100
George	-	-	-	-	-	-	-	-	-	-	-	1000	1000
Hessequa	-	-	-	-	-	-	-	-	-	-	-	550	550
Kannaland	-	-	-	-	-	-	-	-	-	-	-	450	450
Knysna	-	-	-	-	-	-	-	-	-	-	-	550	550
Laingsburg	-	-	-	-	-	-	-	-	-	-	-	400	400
Langeberg	-	-	-	-	-	-	-	-	-	-	-	700	700
Matzikama	-	-	-	-	-	-	-	-	-	-	-	600	600
Mossel Bay	-	-	-	-	-	-	-	-	-	-	-	650	650
Oudtshoorn	-	-	-	-	-	-	-	-	-	-	-	550	550
Overberg District Municipality	-	-	-	-	-	-	-	-	-	-	-	100	100

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**ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022**

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2020/21	
	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	Division of Revenue Act R'000	Actual Transfer R'000
Overstrand	-	-	-	-	-	-	-	-	-	-	-	650	650
Prince Albert	-	-	-	-	-	-	-	-	-	-	-	400	400
Saldanha Bay	-	-	-	-	-	-	-	-	-	-	-	700	700
Stellenbosch	-	-	-	-	-	-	-	-	-	-	-	900	900
Swartland	-	-	-	-	-	-	-	-	-	-	-	850	850
Swellendam	-	-	-	-	-	-	-	-	-	-	-	500	500
Theewaterskloof	-	-	-	-	-	-	-	-	-	-	-	800	800
West Coast District Municipality	-	-	-	-	-	-	-	-	-	-	-	100	100
Witzenberg	-	-	-	-	-	-	-	-	-	-	-	800	800
Joint District and Metro Approach Grant													
Cape Winelands District Municipality	-	-	2 000	2 000	2 000	-	-	2 000	-	2 000	0%	-	-
Central Karoo District Municipality	-	-	1 800	1 800	1 800	-	-	1 800	-	1 800	0%	-	-
Garden Route District Municipality	-	-	2 000	2 000	2 000	-	-	2 000	-	2 000	0%	-	-
Overberg District Municipality	-	-	1 799	1 799	1 799	-	-	1 799	-	1 799	0%	-	-
West Coast District Municipality	-	-	1 820	1 820	1 820	-	-	1 820	-	1 820	0%	-	-
Total	76 721	-	5 620	82 341	78 898	-	-	78 898	7 731	71 167	0.0%	38 878	38 878

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022

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

Department/Agency/Account	TRANSFER ALLOCATION				TRANSFER		2020/21
	Adjusted appropriation R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds transferred %	Final Appropriation R'000
National Sea Rescue Institute (NSRI)	376	-	-	376	376	100%	380
South African Broadcasting Corporation Limited	3	-	3	6	6	100%	3
Total	379	-	3	382	382		383

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022

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

	TRANSFER ALLOCATION				EXPENDITURE		2020/21
	Adjusted appropriation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds transferred %	Final Appropriation R'000
Non-Profit Institutions							
Transfers							
Lifesaving WC	376	-	-	376	376	100%	380
Southern African Foundation for the Conservation of Coastal Birds (SANCCOB)	-	-	300	300	300	100%	-
Total	376	-	300	676	676		380

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
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ANNEXURE 1D

STATEMENT OF TRANSFERS TO HOUSEHOLDS

	TRANSFER ALLOCATION				EXPENDITURE		2020/21
	Adjusted appropriation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds transferred %	Final Appropriation R'000
Households							
Transfers							
Leave gratuities	164	-	315	479	479	100%	506
Total	164	-	315	479	479		506

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**ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022**

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

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2021/22 R'000	2020/21 R'000
Received in kind			
Coke - Peninsula Beverages	Beverages for Disaster Management Centre	-	101
TOTAL		-	101

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022

ANNEXURE 2

INTER-GOVERNMENT PAYABLES

	Confirmed balance outstanding		Unconfirmed balance outstanding		Total		Cash in transit at year end 2021/22*	
	31/03/2022	31/03/2021	31/03/2022	31/03/2021	31/03/2022	31/03/2021	Payment date up to six (6) working days before year end	Amount R'000
GOVERNMENT ENTITY	R'000	R'000	R'000	R'000	R'000	R'000		
DEPARTMENTS								
Current								
Justice and Constitutional Development	25	215	-	-	25	215		-
Department of the Premier	-	3	-	-	-	3		-
Total Departments	25	218	-	-	25	218		-
OTHER GOVERNMENT ENTITY								
Current								
WC: Government Motor Transport	-	9	-	-	-	9		-
Total Other Government Entities	-	9	-	-	-	9		-
TOTAL INTERGOVERNMENTAL PAYABLES	25	227	-	-	25	227		-

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022
ANNEXURE 3**COVID-19 RESPONSE EXPENDITURE****Per quarter and in total**

Expenditure per economic classification	Subtotal Q1 R'000	Subtotal Q2 R'000	Subtotal Q3 R'000	Subtotal Q4 R'000	2021/22 TOTAL R'000	2020/21 TOTAL R'000
Compensation of employees	-	-	-	-	-	1 451
Goods services	14	23	3	6	46	5 695
Advertising	-	-	-	-	-	2 795
Catering: Departmental Activities	-	-	-	-	-	332
Consumable Supplies	-	19	3	6	28	364
Consult: Business & Advisory Services	-	-	-	-	-	1 945
Property payments	9	4	-	-	13	126
Operating payments	5	-	-	-	5	133
Transfers and subsidies	-	-	-	-	-	16 211
Municipalities: Municipal bank accounts	-	-	-	-	-	16 200
H/H: Employee social benefits	-	-	-	-	-	11
Expenditure for capital assets	-	-	-	-	-	909
Other Machinery and equipment	-	-	-	-	-	909
TOTAL COVID 19 RESPONSE EXPENDITURE	14	23	3	6	46	24 266

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022
ANNEXURE 4**TRANSPORT ASSETS AS PER FINANCE LEASE REGISTER YEAR ENDED 31 MARCH 2022****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	7 783	-	668	(441)	8 010

Transport assets as per finance lease register year ended 31 March 2021:

	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	7 268	-	659	(144)	7 783

As at 31 March 2022 the department used 38 motor vehicles (31 March 2021:38 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.

WESTERN CAPE PROVINCE - DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

**ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2022**
ANNEXURE 5**IRREGULAR EXPENDITURE ANNEXURE TO THE ANNUAL FINANCIAL STATEMENTS**

Description	Stage of completion	No. of cases	Total R'000
Total confirmed irregular expenditure	Stage 2	3	469
IE - no losses incurred	Stage 3	3	469
IE - referred for condonation/ condoned	Stage 7	3	469
Notes			
“irregular expenditure” means expenditure, other than unauthorised expenditure, incurred in contravention of/or that is not in accordance with a requirement of any applicable legislation, including-			
(a) this Act; or			
(b) the State Tender Board Act, 1968 (Act No. 86 of 1968), or any regulations made in terms of that Act; or (c) any provincial legislation providing for procurement procedures in that provincial government;			
Stage 1 - Discovery			
Stage 2 - Assessment			
Stage 3 - Determination			
Stage 4 - Investigation			
Stage 5 - Recovery of Losses			
Stage 6 - Disciplinary			
Stage 7 - Condonement/ Removal			



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