



Western Cape  
Government

Local Government



Annual Report 2020/21  
Department of Local Government



# ANNUAL REPORT 2020/21

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Department of Local Government  
Western Cape Government

**Vote 14**



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PART A:  
**GENERAL  
INFORMATION**



General Information



## 1. DEPARTMENT'S GENERAL INFORMATION

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## 2. ABBREVIATIONS

AGSA:	Auditor General of South Africa
AO:	Accounting Officer
APP:	Annual Performance Plan
BAS:	Basic Accounting System
CDW:	Community Development Worker
CSC:	Corporate Service Centre
CWP:	Community Work Programme
D: ERM:	Directorate: Enterprise Risk Management
DCF:	District Co-ordinating Forum
DCFTECH:	District Co-ordinating Forum Technical Committee
DCOG:	Department of Co-operative Governance
DEADP:	Department of Environmental Affairs and Development Planning
DM:	District Municipality
DORA:	Division of Revenue Act
DPSA:	Department of Public Service and Administration
DRA	Drought Risk Atlas
EAP:	Employee Assistance Programme
EE:	Employment Equity
EH:	Employee Health
EHP:	Emergency Housing Programme
EHWP:	Employee Health and Wellness Programme
EME:	Exempted Micro Enterprise
EPWP:	Expanded Public Works Programme
ERM:	Enterprise Risk Management
ERMCO:	Enterprise Risk Management Committee
FFA:	Fire Fighting Aviation
FLSE:	Fire and Life Safety Education
GPSSBC:	The General Public Service Sector Bargaining Council
HAT:	High Altitude Training
HCT:	HIV & AIDS 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
IWP	Western Cape Integrated Work Plan
ID:	Identity Document
IDP:	Integrated Development Plan
IFM:	Integrated Fire Management
IGR:	Intergovernmental Relations
IPSS:	Integrated Performance Support System
ISDF:	Integrated Strategic Development Framework
JPI:	Joint Planning Initiative



## GENERAL INFORMATION

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

### 3. MINISTER'S FOREWORD

Globally the year 2020 has been a historic year. COVID-19 spread across the globe bringing the world to a complete stand still and as a number of countries implemented lockdowns in an attempt to slow the spread of the virus, South Africa followed suit. Since March 2020, the risk adjusted strategy applied by national government saw the country move from Alert Level 5 to Level 1 and back to Adjusted Level 3 of the lockdown by mid-December 2020. This approach was intended to gradually ease the economy, whilst reducing the spread of the virus. As to be expected, the gradual easing of the economy has had a major impact on all sectors of the South African economy. This meant that government, across all spheres, needed to adjust its priorities and implement budget cuts in response to the realities brought on by the devastation of the Pandemic on the economy and the citizens of the country.

With a view to combat the devastating social and economic impact of the Pandemic, the Western Cape Government introduced a recovery plan that focused on three key priorities.

- Creating an enabling environment for job creation and employment growth particularly amongst our unemployed youth;
- Building a safer and compassionate Province; and
- Ensuring human dignity and the well-being of our citizens.

We have played a crucial interface role within municipalities to further augment the recovery plan at district level. For instance, in the Overberg Region the rail infrastructure has been upgraded from Somerset West to Grabouw; work was initiated to convert a fruit shed into a goods terminal and the Red Tape Reduction project was successfully completed in all municipalities. My Department continued to support the Central Karoo Region with the role-out of the Drought Response Plan which ensures water security for the Region.

A Human Settlements partnership with the Garden Route District Municipality to accelerate service delivery and an Investment Prospectus was developed, indicating catalytic programmes and



*Mr AW Bredell*

projects per local municipality. The Cape Winelands District Urbanisation Guide and Monitoring Mega-Human Settlement project requirements and District Unemployment Plan is in progress. To stimulate inclusive economic growth in the West Coast Region, the regeneration of the railway industry to enhance exports of goods, mobility for local communities and tourism as well as the development of strategies to use tourism in the District as a catalyst for economic transformation; and to facilitate partnerships between emerging farmers and commercial farmers will be pursued.

My 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.

In preparation for the Local Government Elections, the Department collaborated with the Municipal Demarcation Board (MDB) in considering inputs and objections in relation to Municipal Ward



Boundaries and leading to the publication of the final Ward Delimitation for municipalities in the Province. This enables the Department to initiate the amendment of Establishment Notices of Municipalities, which is a precursor to the Local Government Elections.

To save lives and infrastructure, the Department continued to support District Municipalities with Aerial Fire Fighting support. During the year under review, the Western Cape experienced numerous fires across the Province, worth noting, is the Franschhoek fire which occurred in the Cape Winelands District Municipal area. The fire which occurred in February 2021, continued for over a week and spread through three municipalities which included the Cape Winelands District Municipality, the Overberg District Municipality, CapeNature, and the City of Cape Town, destroying more than 13 600 hectares. We thank the efforts of the fire and emergency services workers who bravely continued to show their commitment in tackling the blaze despite the adverse conditions.

In conclusion, it is inspiring to note that municipalities in the Province continued to perform well when compared to municipalities in the country, as demonstrated in the report released by ratings Afrika. Wherein 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. This news bears testimony that we are headed in the right direction. This does not in any way indicate that there are no challenges in those municipalities, my Department continues to work diligently with all municipalities to ensure that there is continuous improvement in governance.

**Mr AW Bredell**  
**Minister of Local Government,**  
**Environmental Affairs and Development Planning**

## 4. REPORT OF THE ACCOUNTING OFFICER

During the 2020/21 financial year, the Department of Local Government guided by COVID-19 regulations, the Department of Public Service and Administration circulars as well as the Provincial circulars, has had to adopt new innovative ways of working to ensure that targets which were set in the Annual Performance Plan were achieved. This report is an account of the Department's performance during the 2020/21 financial year, wherein achieving 88%, partially achieving 10% with 2% of its planned targets not achieved. The Department has received an unqualified audit opinion with no findings, this is the eighth consecutive year that the Department has received an unqualified audit opinion. I express my gratitude to my colleagues at all levels as this is evident of their hard work and commitment to ensuring that the Department embodies the values of good governance and improved service delivery for the benefit of our citizens.

The Pandemic has not only had a devastating impact on the health of the citizens of this Province but has also taken a serious toll on the socio-economic conditions and livelihood of our communities. The implementation of various levels of lockdown since March 2020 as a response to curb the rise in infections, further brought to light the challenges faced by many members of our society. Food security became a distinct reminder of this reality as the movement of people was largely restricted, impacting the livelihood of many informal workers who cannot operate or trade remotely. This meant that municipalities, being at the forefront, found themselves with the added responsibility of setting up of shelters for the homeless and ensuring we provide food security; setting up quarantine and isolation sites; ensuring the sanitisation of public spaces as well as the provision of Personal Protective Equipment and the additional cost incurred from delays on construction activities during the lockdown period. The Department has had to reprioritise its budget during the 2020/21 financial year in response to the Pandemic. For example, an amount of R16.2 million was transferred to municipalities for the provision of humanitarian relief, to further augment the efforts of municipalities in implementing food security programmes.



*Mr G Paulse*

In addition, economic hardships brought on by the Pandemic resulted in a significant loss in revenue for several municipalities, with the potential to affect municipalities' cashflow in the immediate and the long term. The Department, in collaboration with the Hanns Seidel Foundation, commissioned the University of Stellenbosch to design a financial and operational sustainability model for municipalities. The model will assist in identifying alternative revenue streams, as well as a basket of services and the minimum level of services which municipalities should render to communities.

The adoption of the Joint District and Metro Approach in the Province fundamentally changed the way the Province functions. With the manifestation of positive outcomes on projects implemented through this approach in several districts, the methodology was applied to respond to COVID-19 while reporting on the Western Cape Recovery Plan. The Department played a key role in facilitating the Hotspot Strategy which was a geographic response to COVID-19, and through this, strengthened its interface between the provincial government and municipalities to streamline reporting to the extended Provincial Cabinet.



# GENERAL INFORMATION

During the year under review, the Department prioritised undertaking municipal investigations and to this end, the Municipal Forensic Unit has been established, with the organisational design process commenced to strengthen the internal capacity to conduct investigations in municipalities.

Notwithstanding governance challenges identified in some municipalities, the 2019/20 municipal audit outcomes indicate an improvement as 18 out of 30 municipalities received unqualified audit opinions with no findings, while nine (9) municipalities received unqualified opinions with findings.

## Departmental Receipts

	2020/2021			2019/2020		
	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	92	115	(23)	87	110	(23)
Transfers Received	-	-	-	-	-	-
Fines, penalties and forfeits	-	-	-	-	-	-
Interest, dividends and rent on land	-	-	-	-	-	-
Sales of capital assets	-	-	-	-	-	-
Financial transactions in assets and liabilities	17	392	(375)	16	4 195	(4 179)
<b>Total</b>	<b>109</b>	<b>507</b>	<b>(398)</b>	<b>103</b>	<b>4 305</b>	<b>(4 202)</b>

## Departmental Expenditure

Department of Local Government	2020/21			2019/20		
	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	52 545	51 754	791	48 257	47 027	1 230
Programme 2: Local Governance	148 029	144 283	3 746	148 339	147 211	1 128
Programme 3: Development and Planning	83 104	83 104	-	122 698	119 511	3 187
Programme 4: Traditional Intuitional Management	1	-	1	1	-	1
<b>Grant Total</b>	<b>283 679</b>	<b>279 141</b>	<b>4 538</b>	<b>319 295</b>	<b>313 749</b>	<b>5 546</b>

## SPENDING TRENDS

The final appropriation for the Department of Local Government (DLG) amounts to R 283,679 million and the expenditure incurred by DLG amounts to R 279,141 million as at 31 March 2021, this reflects an underspending of R4,538 million as it relates to the following:

- Compensation of employees (CoE) due to delays and challenges with the filling of the capacity funded from earmarked funds and resignations of officials within the Department;
- Goods and services (G &S) relate to Information Technology (IT) equipment procured during 2020/21, however, the supplier could not deliver by 31 March 2021. A rollover application has been submitted to Provincial Treasury (PT) to fund the commitment during 2021/22 financial year;
- Transfers and subsidies relate to the amount of R3,625 million as published in Gazette number 8358 dated 26 November 2020 "Western Cape Municipal Interventions Grant" for Kannaland Local Municipality. Due to the prevailing instability in the Kannaland Local Municipality, the Department withheld the transfer of funding, in terms of the Intervention Grant since it will not yield the intended impact in the current environment; and
- Payment of capital assets relates to the purchasing of IT equipment and the procurement audio equipment for the upgrade of the 9th floor at Waldorf Building during 2020/21, however, the supplier could not deliver by 31 March 2021. A rollover application has been submitted to PT to fund the commitment during 2021/22 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 relating to COVID-19, responsible water usage and drowning prevention within the Province;
- Programme 1: additional funds allocated towards the upgrade of the 9th floor at Waldorf building;

- Programme 3: to increase CoE due to an outstanding salary claim received from Department of the Premier;
- Programme 3: additional funds allocated towards Aerial fire support to maintain adequate response for the remainder of the season and to cover variable expenditure, namely hourly flying costs.

The virements were undertaken within the guidelines of Provincial Treasury.

## SUPPLY CHAIN MANAGEMENT

- **Indicate whether SCM processes and systems are in place to prevent irregular expenditure**  
Yes, there are systems in place.
- **Challenges experienced in SCM and how they were resolved**  
No challenges were experienced during the year under review.
- **List all unsolicited bid proposals concluded for the year under review**  
No unsolicited bids have been received for the period under review.
- **Gifts and Donations received in kind from non-related parties**  
The information related to in kind donations is available on page 176 of the Annual Report.
- **Exemptions and deviations received from the National Treasury**  
No exemption from the PFMA or TR or deviation from financial reporting requirements received for the current and/or previous financial year can be reported.
- **Events after the reporting date**  
No events after the reporting date can be reported.
- **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





### 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 2021.

Yours faithfully

**Mr Graham Paulse**  
**Accounting Officer**  
**Department of Local Government**



## 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, co-ordinate and support municipalities to be effective in fulfilling their developmental mandate and facilitate service delivery and disaster resilience through engagement with government spheres and social partners.

### 6.3 VALUES

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

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

### 6.4 LEGISLATIVE AND OTHER MANDATES

#### 6.4.1 Constitutional Mandates

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

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



## 6.4.2 Legislative Mandates

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

No	Legislation	Mandate
A	Local Government: Municipal Demarcation Act, 1998 (Act 27 of 1998)	This Act provides for <ul style="list-style-type: none"> <li>• criteria and procedures for the determination of municipal boundaries by an independent authority.</li> </ul>
B	Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)	This Act provides for <ul style="list-style-type: none"> <li>• the establishment of municipalities in accordance with the requirements relating to the categories and types of municipalities;</li> <li>• the establishment of criteria for determining the category of municipality to be established in the area;</li> <li>• a definition of the type of municipality that may be established within each category;</li> <li>• an appropriate division of functions and powers between categories of municipality; and</li> <li>• the regulation of the internal systems, structures and office bearers of municipalities.</li> </ul>
C	Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)	This Act provides for <ul style="list-style-type: none"> <li>• the core principals, mechanisms and processes that are necessary to enable municipalities to move progressively towards the social and economic upliftment of local communities;</li> <li>• ensuring universal access to essential services that are affordable to all;</li> <li>• defining the legal nature of a municipality, including the local community within the municipal area;</li> <li>• municipal powers and functions;</li> <li>• community participation;</li> <li>• the establishment of an enabling framework for the core processes of planning, performance management, resource mobilisation and organisational change;</li> <li>• a framework for local public administration and human resource development;</li> <li>• empowerment of the poor, ensuring that municipalities establish service tariffs and credit control policies that take their needs into account; and</li> <li>• investigations in relation to allegations of fraud, maladministration, corruption and/or failures to adhere to statutory obligations at a municipal level.</li> </ul>
D	Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA)	This Act provides for <ul style="list-style-type: none"> <li>• securing sound and sustainable management of the financial affairs of municipalities and other institutions in the local sphere of government; and</li> <li>• establishing treasury norms and standards for the local sphere of government.</li> </ul>

A

No	Legislation	Mandate
E	<p>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>	<p>This Act provides for</p> <ul style="list-style-type: none"> <li>• securing sound and sustainable management of the financial affairs of municipalities;</li> <li>• the establishment of norms and standards against which the financial affairs can be monitored and measured;</li> <li>• regulating the power of a municipality to impose rates on a property;</li> <li>• excluding certain properties from rating, to make provision for municipalities to implement a transparent and fair system of exemptions;</li> <li>• introducing a rebate through rating policies;</li> <li>• making provision for fair and equitable valuation methods of properties; and</li> <li>• making provision for an 'objection and appeal' process.</li> </ul> <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	<p>Disaster Management Act, 2002 (Act 57 of 2002)</p>	<p>This Act provides for</p> <ul style="list-style-type: none"> <li>• integration and co-ordinating disaster management policy, which focuses on preventing or reducing the risk of disasters mitigating the severity of disasters;</li> <li>• emergency preparedness, rapid and effective response to disasters and post-disaster recovery;</li> <li>• the establishment of national, provincial and municipal disaster management centres;</li> <li>• disaster management volunteers; and</li> <li>• matters incidental thereto.</li> </ul>
G	<p>Disaster Management Amendment Act, 2015 (Act 16 of 2015)</p>	<p>This Act provides for</p> <ul style="list-style-type: none"> <li>• clarification of the policy focus on rehabilitation and functioning of disaster management centres;</li> <li>• the alignment of the functions of the National Disaster Management Advisory Forum to accommodate the South African National Platform for Disaster Risk Reduction;</li> <li>• the South African National Defence Force, South African Police Service and any other organ of state to assist the disaster management structures; and</li> <li>• the strengthening of the disaster risk reporting systems in order to improve the country's ability to manage potential disasters.</li> </ul>



No	Legislation	Mandate
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"> <li>to establish a framework for national government, provincial governments and municipalities to promote and facilitate inter-governmental relationships; and</li> <li>to provide mechanisms and procedures to facilitate the settlement of inter-governmental disputes.</li> </ul>
I	Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)	<p>This Act</p> <ul style="list-style-type: none"> <li>provides for a framework for spatial planning and land use management in the republic</li> <li>specifies the relationship between the spatial planning and the land use management system and other kinds of planning</li> <li>the inclusive, developmental, equitable and efficient spatial planning at the different spheres of government</li> <li>provides a framework for the monitoring, co-ordination and review of the spatial planning and land use management system</li> <li>provides a framework for policies, principles, norms and standards for spatial development planning and land use management</li> <li>addresses past spatial and regulatory imbalances</li> <li>promotes greater consistency and uniformity in the application procedures and decision-making by authorities responsible for land use decision and development applications</li> <li>provides for the establishment, functions and operations of Municipal Planning Tribunals</li> <li>directs the facilitation and enforcement of land use and development measures.</li> </ul>



### 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

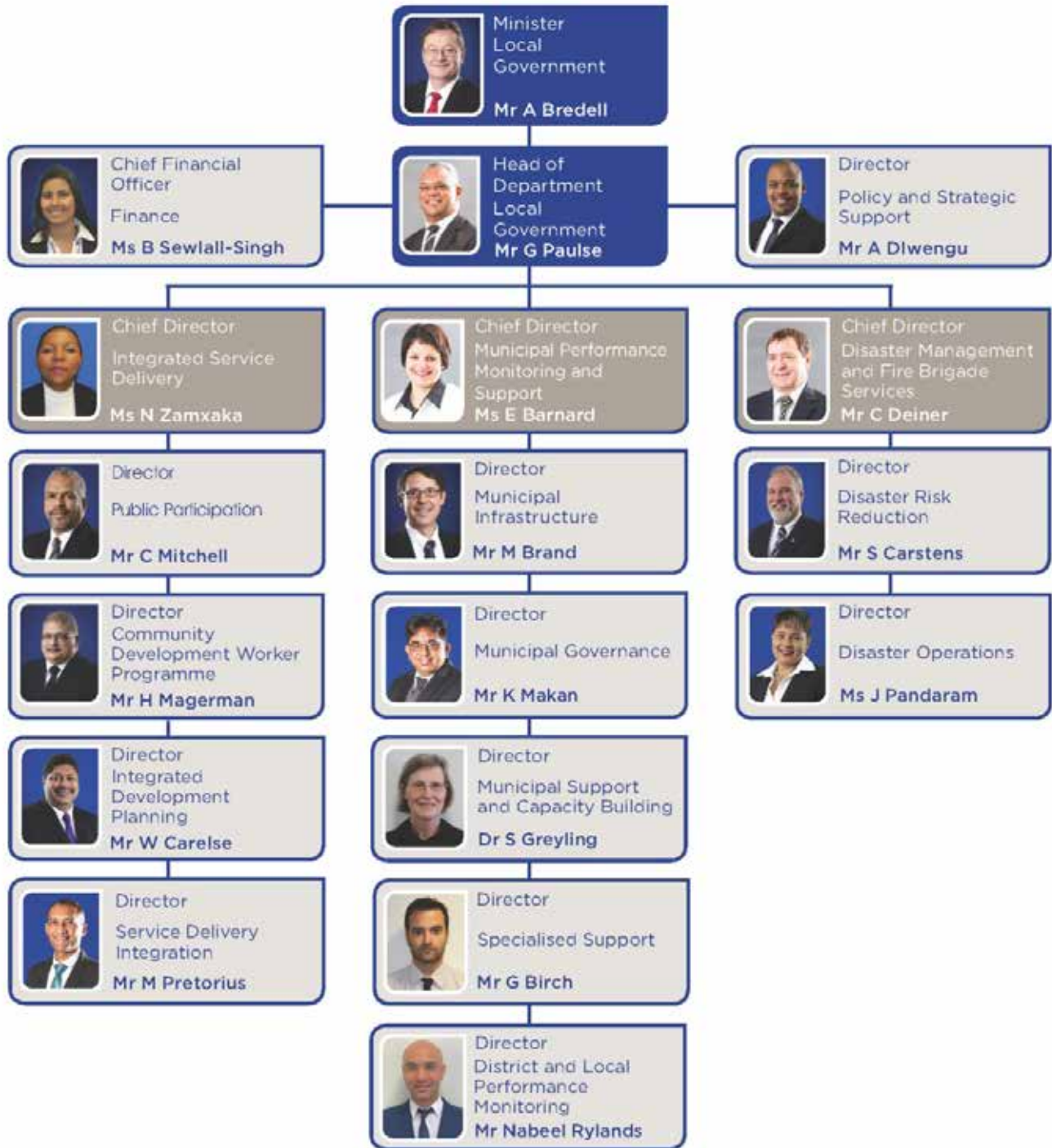
### 6.4.6 Other policy mandates

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



A



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: page 138).

## 2. OVERVIEW OF DEPARTMENTAL PERFORMANCE

### 2.1 Service Delivery Environment

#### Facilitating co-planning, co-budgeting and co-implementation through the Joint District and Metro Approach in the Province

Prior to the COVID-19 pandemic, the Joint District and Metro Approach (JDMA) Teams met on a regular basis and using the five District Coordinating Forums (DCFs) as governance structures, 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. Through the JDMA, the Province has learnt key lessons for coordination and include the following:

- New way of working: sector departments communicating through the JDMA Teams, regarding activities in an area and driving the principle of co-planning to influence provincial and national planning and budgeting processes;
- National and provincial representatives as ambassadors and trouble shooters to address service delivery obstacles;
- District Mayor as Champion for the model: drive the active participation of Mayors and District Municipal Manager to ensure support of local municipalities;

With the outbreak of the COVID-19 pandemic, the District JDMA structures (DCFs/DCF Technical Committees) were “activated” to lead the management of the Pandemic and the implementation of the Hotspot Strategy using the JDMA and Whole of Government/Society Approach. Hotspot Coordination Teams were established at a district and sub-district level to assist with the hotspot coordination. Provincial Ministers and Head of Departments were allocated to each district and the four metro sub-districts as part of increasing the coordination and management of the Pandemic. The valuable lessons learnt working together in the activation of the JDMA structures and implementing the Provincial Hotspot Strategy have been taken forward in implementing the three provincial priorities which aims to provide sustainable jobs, safety and wellbeing. This is the basis of the Western Cape Recovery Plan being implemented by the provincial and local spheres of government.

#### Improving capacity and support to municipalities as an enabler in sustaining Good Governance

The municipal council is an important enabler to ensure that service delivery is achieved in a municipality. It is the responsibility of the Department to ensure that Councillors are well capacitated and can fulfil their roles and responsibilities as mandated by the relevant prescripts, while adhering to good governance principles.

The values of an individual play a critical role in how they perform their given responsibilities. In 2020, a Seasonal School for Councillors was conducted, in partnership with the Hanns Seidel Foundation and the University of Stellenbosch, building on the 2019 financial year's Summer School's theme of Values. It was designed to answer the question: “What are the hindrances in fulfilling the effective and efficient implementation and adherence to the guiding principles of the Constitution and the relevant Legislation, Policies and Procedures?”. A total of 128 councillors attended the school presented in each District Municipality.

The Department has an oversight role in terms of the implementation of the Municipal Property Rates Act (MPRA), which for the fourth consecutive financial year has received accolades from the National Department of Co-operative Governance. The



consistent monitoring of compliance and provision of support with the implementation of the MPRA by the Department has contributed positively in supporting all 25 municipalities, that are required to comply to the MPRA within the Western Cape.

In preparation for the post 2021 local government elections, and in partnership with the Hanns Seidel Foundation, the Department appointed the University of the Western Cape to assess the councillor training programmes. This exercise was aimed at understanding the strengths and weaknesses of previous Councillor Development Programmes. The research has been completed and the recommendations will assist the Department with the design and development of a multi-faceted curriculum for Councillor development programmes.

Several Legal support initiatives such as the reviewing and amending of by-laws, the hosting of legal forum meetings with municipal legal officials, specialized training of Councillors on various subject matter including inter alia, MPACs, Roles and Responsibilities, Code of Conduct, Rules of Order, was conducted in ensuring the sustenance of good governance within municipalities in the Province. The Department continuously for the financial period, provides legal advice and guidance in relation to the recruitment and selection process relating to the appointment of senior managers, to promote and ensure adherence to legislative prescripts in this respect.

As part of its monitoring and supporting mandate of municipalities, the Department persistently monitors the functioning of Municipal Public Accounts Committees (MPACs) in municipalities, thereby determining their level of functionality, capability and exercises its oversight functions. Through such objective assessments, the Department is able to ascertain the MPACs capabilities and gaps, so as to develop the measure of support required by the Municipal Public Accounts Committees.

Furthermore, the Department conducted assessments of a number senior management appointments in municipalities and ensuring adherence to the applicable regulations, regulating the recruitment and selection process and where necessary, enforcing the requisites of the applicable legislative prescripts to maintain good governance and accountability in municipalities.

## Dealing with the allegations of fraud, corruption and maladministration in municipalities

The current instability experienced within local government is linked to the number of the reported allegations of fraud, corruption and maladministration. Where the Provincial Minister had reason to believe, based on assessments conducted, that a municipality could not or did not fulfil its statutory obligation or that maladministration, fraud, corruption or any other serious malpractice had occurred; or is occurring in a municipality, independent forensic investigators were designated to undertake formal investigations as provided for in section 106 of the Local Government Municipal Systems Act (Act No. 32 of 2000). The Department prioritised the undertaking of municipal investigations and to this end, the Municipal Forensic Unit has been established, with the organisational design process commenced to strengthen the internal capacity to conduct investigations in municipalities.

## Strengthening Service Delivery in municipalities

### (a) Sustainable Infrastructure Development and Financially Facility (SIDAFF)

To improve infrastructure planning, the SIDAFF programme was established to offer a solution to infrastructure challenges that exist in the Western Cape. The overall goal of the programme is to identify catalytic projects within the pipeline projects in the municipalities of the Western Cape and to enable preparation of these projects through grant support.

### (b) Drought Response Action Plan (DRAP)

While the Department observed a positive recovery to the drought as a result of the successful implementation of the respective drought recovery actions plans, there still remains the need to continue implementing current and new actions in order to ensure water security for the Greater Karoo.

### (c) Improving Citizen Interface

As part of strengthening the citizen interface the Department in collaboration with Beaufort West Municipality, during the year under review, coordinated an outreach programme for the communities of Murraysburg and Nelspoort.



The outreach took the form of civic education where members of the public were empowered with knowledge, on not only their rights and responsibilities, but the knowledge to also understand and appreciate the role they should play to influence municipal decision-making processes. As part of this project, the Department showcased videos on public participation which was followed by robust conversations on possible remedial actions and interventions to enhance meaningful community involvement in the affairs of the Beaufort West Municipality. The interactive sessions with communities focused on the following Civic Education themes:

- **What are municipal services?** (focus on the services that municipalities are constitutionally mandated to provide, where municipalities get the money to provide these services, how they spend that money and why it is so important that citizens pay for these services);
- **What is a responsive citizen?** (how local government functions. In order to be responsible citizens and shape the country citizens want, they need to know how government functions and how they can engage);
- **What is the role of ward committees in a municipality?** (defines what ward committees are as well as the nature and functions. It also looks at how ward committees are established and what typical memberships look like); and
- **What is the role of a municipal Ward Councillor?** (defines the role of the Ward Councillor and its responsibility as representative of the residents of a ward).

Through the distribution of flyers, loud hailing and door-to-door mobilisation done by the Community Development Workers, all five sessions were well attended by community members. Three sessions were held in Murraysburg which attracted between 75 - 80 community members per session, while the two sessions in Nelspoort attracted between 60 - 70 persons per session. Due to the success of the sessions and on request of the Beaufort West Municipality, the Department will roll-out the Civic Education Project in other areas. The municipality undertook to in the interim, explore the option of loading the Civic Education videos on its Facebook page, the Municipal Webpage as well as broadcasting it on the local radio station.

In addition, through the Thusong Programme, the Department in partnership with District Municipalities, the Department of Social Development (DSD), Government Communications and Information Systems and Non-Governmental Organisations, added a safety awareness element to the Thusong Outreach Programmes by implementing various Gender Based Violence Prevention and Awareness Programmes: These include:

- Signing of pledges by community members in all local municipal areas of the West Coast District Municipality; and
- Working with DSD and the South African Police Service (SAPS), a helpdesk was implemented to do awareness and citizen engagement around Gender Based Violence and the various Outreach events reaching over 2 000 citizens.

## The establishment of Thusong Satellite Service Centres

The Department has been exploring new approaches for the Thusong Programme to increase its impact, sustainability and accessibility. One of these approaches is to establish satellite centres in existing municipal buildings to ensure the increase of access to communities. The Thusong Satellite Centres (TSC) provide services on a scheduled basis and in some cases, departments may also be based at the TSC and provide access to quality information and bring services closer to our citizens. To date, we have partnered with four municipalities to establish new Satellites Centres in 2020/21 at Kranshoek, Lamberts Bay, De Doorns and Dysselsdorp. The Department has commenced with branding & marketing materials in partnership with the Government Communication Information Systems (GCIS) for these sites.

## Activation of the Disaster Management Centre to coordinate the responses to the COVID-19 pandemic

The Disaster Management Centre has been activated for the coordination of the COVID-19 pandemic since March 2020. The level of activation has, during this period been adjusted based on the changing trends of the Pandemic. The centre initially provided a physical venue for the Department of Health's COVID-19 Hotline call takers, representatives

from the South African Police Service (SAPS), Department of Transport and Public Works as well as Department of Social Development. The integration and coordination by the mentioned role-players and Disaster Management Centre was critical in the initial outbreak of the Pandemic. The public was assisted holistically and timeously. The centre utilised the UNITI software system for the COVID-19 pandemic activation, which assisted in the integration of data critical to the management and response to the Pandemic by the various stakeholders. Data integrated into the system included Quarantine and Isolation (Q&I) admissions into public facilities and the Red Dot Taxi service. In this way, the Province became more patient centric and could track patients. All Q&I is to date, still captured onto the system by the Department of Health.

During this period, the team identified the need for an international stakeholder engagement to benchmark the key lessons learnt in the co-ordination of the Pandemic, as well as fostering future collaboration. Through innovation, the online platform afforded us the opportunity to connect and learn from other countries in the coordination and management of the COVID-19 pandemic. During the reporting year, the Department hosted two Disaster Management International Webinars (a first for the Country) where we shared lessons with Madagascar, Malawi, the World Health Organisation (WHO) African region, Peru, Malaysia and Brazil. The webinars were attended by approximately 160 attendees per session, with attendees from fourteen different countries as well as five national and international tertiary institutions.

National Treasury allocated R 7 927 000 to 29 local municipalities and R53 292 000 to the Department of Health in the Province in support of efforts to reduce and mitigate the impact of COVID-19. Through this funding, municipalities were able to ensure the sanitation and decontamination of municipal spaces, procure Personal Protective Equipment (PPE) and hygiene packs as well as ensure the proper measures for waste management. The Department of Health was also able to procure PPE, Ventilators and Medical consumables. The Department supported the application process of the funds as well as ensured the monitoring and evaluation of the projects. The Western Cape Province was one of the few Provinces that managed to spend 99.8% of the amount allocated.

The Western Cape Disaster Management Centre further embarked on a mid-disaster debriefing programme covering the period March - October 2020. The purpose of the debriefing was to catalogue the lessons learnt, innovations implemented, best practices, challenges experienced and key recommendations to prepare and develop future response and readiness strategies. Through a qualitative data collection method, representatives from the National Disaster Management Centre, the Western Cape Disaster Management Centre, Heads of Municipal Disaster Management Centres across the Province, the Department of the Premier (DotP) and cluster leaders provided invaluable inputs that will improve disaster management systems going forward. Key recommendations include a review of the reporting regime deployed during response, capacitating municipalities, strengthening and streamlining institutional arrangements for enhanced collaborative efforts.

A second debriefing was conducted to catalogue the response and management of the second wave in comparison to the first wave response, as well as to determine the readiness of stakeholders to manage the anticipated third wave. Data collection was delineated to an array of participants with a direct interaction with the functioning of the Western Cape Provincial Disaster Management Centre during the period under review. These included representatives from the Western Cape Disaster Management Centre, Head of the District Disaster Management Centres across the Province and cluster leaders. The key findings were a more consultative and differential approach in the drafting of the regulations and restriction:

- to streamline reporting.
- the enforcement of Disaster Management Institutional arrangements as per the Disaster Management Act;
- the development of a unified communications strategy that targets public education and awareness and:
- a provincial readiness to response to the third wave.



## 2.2 Service Delivery Improvement Plan

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

### Main services and standards

Main services	Beneficiaries	Current/actual standard of service	Desired standard of service	Actual achievement
Thusong Outreaches and Services Centres	Communities	1 303 141 services were accessed through the Thusong Outreaches and Service Centres	1 200 000 citizens accessing government services.  In anticipation of the impact of COVID-19, this target was adjusted to 500 000.	337 682 services were accessed through the Thusong Outreaches and Service Centres.  The Thusong Outreaches were only conducted during lockdown alert level 1. whilst Service Delivery at the Thusong Service Centres followed strict COVID-19 safety protocols which impacted the Programmes' ability to fully achieve the target.
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 initiatives to improve access to government services were held in the Province.

B

### Batho Pele arrangements with beneficiaries (Consultation access etc.)

Current/actual arrangements	Desired arrangements	Actual achievements
<b>Thusong Outreaches and Service Centres</b>		
<b>Consultation</b>		
a) Thusong Outreach programmes are carefully planned, using community needs analysis and information gathered through CDWs and door to door campaigns	a) Quarterly engagements with host communities/citizens to ascertain the needed services	a) Thusong Outreach programmes were planned with stakeholders, using community needs analysis and information gathered through CDWs and door to door campaigns.
b) 8 Consultation/ planning and review meetings were held with stakeholders (national, provincial, local, state-owned enterprises and private), these meetings were held during the 1st & 3rd quarters	b) Quarterly consultation/ planning meetings with departments and communities to plan outreaches quarterly engagements with the Thusong Centre managers to improve services	b) 4 visual consultation/ planning and review meetings were held with stakeholders (national, provincial, local, state-owned enterprises and private).

Current/actual arrangements	Desired arrangements	Actual achievements
<b>Thusong Outreaches and Service Centres (continued)</b>		
<b>Consultation</b>		
<p>c) Stakeholders were invited and consulted through online and physical engagements. All stakeholders received annual planned schedule for each district</p> <p>d) Client surveys completed by communities at the end of each Outreach, these are analysed to inform improvements for future sessions</p> <p><u>Additional Achievement:</u></p> <p>e) A total of 14 Thusong Outreaches were held throughout the Province during the period under review</p>	<p>c) Written correspondence to stakeholders inviting them to provide services</p> <p>d) Evaluation forms completed by the communities where applicable</p>	<p>c) Stakeholders were invited and consulted online, due to COVID-19 most engagements were conducted through virtual platforms.</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><u>Additional Achievement:</u></p> <p>e) Due to COVID-19, the Department was only able to complete 3 Thusong Outreaches throughout the Province.</p>
<b>Access</b>		
<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>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 km 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>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>



Current/actual arrangements	Desired arrangements	Actual achievements
<b>Thusong Outreaches and Service Centres (continued)</b>		
<b>Access</b>		
<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. In cases where someone is not able to attend, 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><u>Additional Achievement:</u></p> <p>g) Relevant stakeholders participated to ensure that vulnerable members of the community are supported and received the relevant services.</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>d) There are 22 functioning Thusong Centres and 6 satellites throughout the Province allowing citizens direct access.</p> <p>e) Thusong Outreaches and Centres are accessible to all community members. In cases where someone is not able to attend, the CDWs facilitate access to services.</p> <p>f) Thusong Outreaches were planned and scheduled ahead of time. Key community concerns were 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> <p>g) Relevant stakeholders participated to ensure that vulnerable members of the community are supported and received the relevant services.</p>

**B**

Current/actual arrangements	Desired arrangements	Actual achievements
<b>Thusong Outreaches and Service Centres (continued)</b>		
<b>Courtesy</b>		
<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>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 listen and engage with 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>a) Client survey forms were completed and analysed, recommendations are used to make improvements for the next sessions. In addition, COVID-19 highlighted the extended need for certain departments, for instance Department of Labour, SARS, and the CCMA proved to be vital departments as many citizens were either unemployed or unfairly dismissed from their workplaces due to the COVID-19 pandemic.</p> <p>b) All stakeholders at Outreaches/Centres were always clearly identifiable through designated stations at the Outreaches/Centres.</p> <p>c) Complaints desks were situated at each Thusong Outreach and Centres. No complaints were lodged during this period.</p> <p>d) Due to the Pandemic, only immediate reporting 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>





Current/actual arrangements	Desired arrangements	Actual achievements
<b>Thusong Outreaches and Service Centres (continued)</b>		
<b>Openness and Transparency</b>		
<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 &amp; 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>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 cost the Department 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>a) 4 Virtual 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 3 Thusong Outreaches were held during the period under view, costing around R456 600.</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>
<b>Value for Money</b>		
<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>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>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>



Current/actual arrangements	Desired arrangements	Actual achievements
<b>Thusong Outreaches and Service Centres (continued)</b>		
<b>Value for Money</b>		
<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>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>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>
<b>Access to Government Services</b>		
<b>Consultation</b>		
<p>a) CDWs utilised existing community structures, formal external structures and door-to-door campaign methods, to ensure effective and relevant support to communities.</p> <p>b) CDWs participated in different community engagement platforms and safety forums, such as Ward Committee meetings, Community meetings and IDP engagements.</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>In communities CDWs participate in different community engagements platforms and safety forums such as Ward Committee meetings.</p> <p>a) Door-to-door campaigns by CDWs.</p> <p>b) Community meetings.</p> <p>c) CDWs in communities daily.</p>	<p>a) CDWs utilised existing community structures, formal external structures and door-to-door campaign methods, to ensure effective and relevant support to communities.</p> <p>b) CDWs participated in different community engagement platforms and safety forums, such as Ward Committee meetings, community meetings and IDP engagements</p> <p>c) CDWs attended 25 IDP, 36 Ward Committee meetings and 31 Community meetings held at various communities in each district throughout the Province.</p>



Current/actual arrangements	Desired arrangements	Actual achievements
<b>Access to Government Services</b>		
<b>Consultation</b>		
<p>d) A total of 143 CDWs are located throughout the Province.</p> <p>e) CDWs are located within communities and are easily accessible.</p> <p>f) Community engagements provided communities with a platform to provide input in matters that affect them.</p> <p>g) CDWs utilised existing community structures, formal external structures and door-to-door campaign methods to ensure effective and relevant support to communities.</p>	<p>d) CDWs are spread throughout the Province.</p> <p>e) Community meetings allow engagements and for communities to make input.</p> <p>f) Consultation can be improved through regular engagements with various community structures (i.e. churches, sports grounds, schools etc.).</p> <p>g) Since the CDWs reside in the community they work in formal structures such as churches which could be used during weekends to consult citizens.</p>	<p>d) A total of 148 CDWs are located throughout the Province.</p> <p>e) CDWs are located within communities and are easily accessible.</p> <p>f) Community engagements provided communities with a platform to provide input in matters that affect them.</p> <p>g) CDWs utilised existing community structures, formal external structures and door-to-door campaign methods to ensure effective and relevant support to communities.</p>
<b>Access</b>		
<p>a) CDWs are located within communities and are easily accessible.</p> <p>b) CDWs have utilised existing community structures, formal external structures and door-to-door campaign methods to ensure effective and relevant support to communities</p> <p>c) All Outreach programmes/engagements/community projects were implemented within communities.</p> <p>d) Inter-governmental support is provided through the different government departments and state-owned enterprises.</p>	<p>a) CDWs are situated in communities.</p> <p>b) Community members have direct access to the CDWs during door-to-door campaigns.</p> <p>c) Outreach programmes.</p> <p>d) Inter-governmental support projects all occur daily.</p>	<p>a) CDWs are located within communities and are easily accessible.</p> <p>b) CDWs have utilised existing community structures, formal external structures and door-to-door campaign methods to ensure effective and relevant support to communities.</p> <p>c) All Outreach programmes/engagements/community projects were implemented within communities.</p> <p>d) Inter-governmental support is provided through the different government departments and state-owned enterprises.</p>

**B**

Current/actual arrangements	Desired arrangements	Actual achievements
<b>Access to Government Services</b>		
<b>Access</b>		
<p>e) CDWs offer a 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 which caters for the unique needs of the communities they serve.</p>	<p>e) Information sessions.</p> <p>f) CDWs are trained to deal with any query relating to Government services.</p>	<p>e) CDWs offer 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 which caters for the unique needs of the communities they serve.</p>
<b>Courtesy</b>		
<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 co-ordinators, co-ordinate 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 direct complaints and CDWs supervisors. Regional co-ordinators and officials are in place to address the complaints as they arise.</p>	<p>Communities have direct access to:</p> <p>a) CDWs.</p> <p>b) CDW supervisors.</p> <p>c) Regional co-ordinators.</p> <p>d) Municipal offices.</p> <p>e) Behaviour can also be reported to the Department.</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 co-ordinators, co-ordinate 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 co-ordinators and officials are in place to address the complaints as they arise.</p>



**B**

Current/actual arrangements	Desired arrangements	Actual achievements
<b>Access to Government Services</b>		
<b>Courtesy</b>		
<p>f) Client surveys are 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 of the Department's performance for the reporting period.</p> <p>h) Posters, pamphlets, loud hailing, community newsletters and radio stations were used for awareness purposes.</p> <p>i) Contact details of the Departmental officials are available at Thusong Centres/ Outreaches and in the annual Citizens' Report.</p> <p>All these avenues were utilised to ensure effective service delivery.</p>	<p>f) Conduct quarterly surveys with communities to measure satisfactory levels.</p> <p>g) Annually to ensure that the Departmental Citizens' Report is distributed to all municipal areas in the community</p> <p>h) To ensure on monthly basis the CDWs information packs reach all citizens for awareness purposes.</p> <p>i) List all contact details of CDW teams in community structures.</p> <p>All these avenues can be utilised to ensure effective service delivery.</p>	<p>f) Client surveys are 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 of the Department's performance for the reporting period</p> <p>h) Posters, pamphlets, loud hailing, community newsletters and radio stations were used for awareness purposes.</p> <p>i) Contact details of the Departmental officials are available at Thusong Centres/ Outreaches and in the annual Citizens' Report.</p>
<b>Openness and Transparency</b>		
<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>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>a) CDWs participated in a total of 92 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>

Current/actual arrangements	Desired arrangements	Actual achievements
<b>Access to Government Services</b>		
<b>Value for Money</b>		
<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><u>Additional Achievement:</u></p> <p>f) The CDW staff component consist of 143 CDWs, 14 supervisors and 7 regional co-ordinators who are employed by the Department (staff are based at the various regions). The total compensation budget for the Directorate, amounted to R65 million for this year.</p>	<p>a) These services are extremely cost effective to the citizen as communities can access the support by engaging directly 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>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 were held for information sharing purposes.</p> <p><u>Additional Achievement:</u></p> <p>f) The CDW staff component consist of 148 CDWs, 13 supervisors and 7 regional co-ordinators who are employed by the Department (staff are based at the various regions). The total compensation budget for the Directorate, amounted to R65million for this year.</p>



## Service delivery information tool

Current/actual information tools	Desired information tools	Actual achievements
<b>Thusong Outreaches and Service Centres</b>		
	Information is provided in the following methods:	
a) 5 000 Posters were printed and made available at various Centres and Outreaches.	a) +/- 5000 Posters in all local languages – updated with specific quarterly dates per outreach.	a) 5 000 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) 5 000 Pamphlets were printed and made available at various Centres and Outreaches.
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 community radio broadcasting stations were utilised during the period.
f) E-mails/telephone communication with hosting municipalities or stakeholders were conducted prior to each engagement.	f) E-mails/telephone.	f) E-mails/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.
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.

**B**

## Service delivery information tool

Current/actual information tools	Desired information tools	Actual achievements
<b>Access to Government Services</b>		
<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 communication to alert communities of an upcoming session.</p> <p>c) CDWs attended 71 IDP, 109 ward committee meetings and 123 community meetings held in 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 use 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) 30 000± Posters and pamphlets were made available at various information sessions.</p> <p>b) Loud-hailing is used as one form of communication to alert communities of an upcoming session.</p> <p>c) CDWs attended 25 IDP, 36 ward committee meetings and 31 community meetings held in various communities in each district throughout the Province.</p>



## Complaints mechanism

Current/actual complaints mechanism	Desired complaints mechanism	Actual achievements
<b>Thusong Outreaches and Service Centres</b>		
<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 such as the Road Accident Fund and the Department of Labour not being present at the Outreaches. The Department addressed and resolved these concerns with both stakeholders.</p> <p>d) Thusong Outreache officials are proficient in at least one of the official languages.</p> <p>e) Information sessions and door-to-door campaigns were held. These assisted the programme to engage directly with citizens and provide relevant support.</p> <p>f) Quarterly progress on the functioning of the Centres and Outreaches were provided to top management on a quarterly basis.</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>d) Information desk/complaints centre at Thusong Outreaches.</p> <p>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.</p> <p>f) Quarterly report by project manager.</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) Two complaints received from citizens were about stakeholders such as the Road Accident Fund and the Department of Labour not being present at the Outreaches. The Department addressed and resolved these concerns with both stakeholders.</p> <p>d) Thusong Outreache officials are proficient in at least one of the official languages.</p> <p>e) Information sessions and door-to-door campaigns were held. These assisted the programme to engage directly with citizens and provide relevant support.</p> <p>f) Quarterly progress on the functioning of the Centres and Outreaches were provided to top management on a quarterly basis.</p>

**B**



Current/actual complaints mechanism	Desired complaints mechanism	Actual achievements
<b>Access to Government Services</b>		
<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>a) Communities can make use of CDWs.</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 co-ordinators and officials at the municipal offices address the complaints received from the public.</p>	<p>b) The CDW have regional supervisors as well provincial project managers where redress issues can directly be reported.</p>	<p>b) CDWs supervisors, regional co-ordinators and 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 course of the year.</p>	<p>c) CDW supervisors, regional co-ordinators and municipal offices and the Department.</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>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>d) CDWs have utilised common community structures, formal external structures and door-to-door campaign methods.</p>
	<p>e) More radio and print campaigns on local stations to make the work of the CDWs visible to communities.</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 368 active posts, of which 99.4 % of the positions were filled as at 31 March 2021, resulting in a vacancy rate of 0.5 %. 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.

The Department guided by COVID-19 regulations, the Department of Public Service and Administration circulars as well as the Provincial circulars, has had to adopt new innovative ways of working to ensure that targets which were set in the Annual Performance Plan were achieved. Additional resources had to be allocated to allow staff to be able to work remotely, and also ensuring Covid safe working conditions for all employees.

### Employment and vacancies by programme, as at 31 March 2021

Programme	Number of active posts	Number of posts filled	Vacancy rate %
Programme 1	66	65	1,5
Programme 2	244	244	-
Programme 3	58	57	1,7
<b>Total</b>	<b>368</b>	<b>366</b>	<b>0,5</b>

### Key policy developments and legislative changes

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

B

## 3. PROGRESS TOWARDS ACHIEVEMENT OF INSTITUTIONAL IMPACTS AND OUTCOMES

### The Department has identified four impacts statements

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

## Departmental outcomes

The following are eight departmental outcomes:

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

Some of the key successes towards the achievement of the Institutional Impacts and outcomes include the following:

- The Department has played a crucial interface role within municipalities which manifested into positive outcomes on projects implemented through this approach in several districts and streamlined reporting to the extended Provincial Cabinet.
- Notwithstanding governance challenges identified in some municipalities, the 2019/20 municipal audit outcomes indicate continuous improvement as 18 out of 30 municipalities received unqualified audit opinions with no findings, while nine (9) municipalities received unqualified opinions with findings.
- 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 was critical in the initial out break 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.



## 4. INSTITUTIONAL PROGRAMME PERFORMANCE INFORMATION

### 4.1 Programme 1: Administration

<b>Programme Purpose</b>	Provide overall management in the Department in accordance with all applicable acts and policies.
<b>Sub-Programme: Office of the MEC</b>	
<b>Sub-Programme Purpose</b>	To provide for the functioning of the Office of the MEC (provided for in Vote 9: Environmental Affairs and Development Planning).
<b>Sub-Programme: Corporate Services</b>	
<b>Sub-Programme Purpose</b>	Provide overall management in the Department in accordance with all applicable acts and policies.
<b>Outcome</b>	Well governed department enabling programmes to deliver on their mandates
<b>Progress towards Outcome</b>	During the 2020/21 financial year, the Department had to reprioritise the budget in response to the Pandemic, resulting in the Department achieving 88% of its planned targets, partially achieving 10% targets, while not completing 2% of planned targets, 98% of the budget was utilised

## B

### 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 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for 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%	-	
		1.2 Level of compliance with financial legislative framework	-	-	100%	100%	-	

#### Strategy to overcome areas of underperformance/Changes to planned targets

- There were no changes to planned targets, all targets met.
- The Department received an unqualified audit opinion with no findings, this is the eighth consecutive year that the Department has received an unqualified audit opinion.

## B. Linking Performance with Budgets: Programme 1: Administration

### Sub-Programme Expenditure

Sub-programmes	2020/21			2019/20		
	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000
Office of the MEC <sup>1</sup>	-	-	-	-	-	-
Corporate Services	52 545	51 754	791	48 257	47 027	1 230
<b>Total</b>	<b>52 545</b>	<b>51 754</b>	<b>791</b>	<b>48 257</b>	<b>47 027</b>	<b>1 230</b>

<sup>1</sup> The budget of the MEC is reflected under the Department of Environmental Affairs and Development Planning.

## 4.2 Programme 2: Local Governance

<b>Programme Purpose</b>	To promote viable and sustainable developmental local governance, to promote integrated and sustainable planning and community participation in developmental processes.
<b>Sub-programme 2.1: Municipal Administration: Municipal Governance and Specialised Support</b>	
<b>Sub-Programme Purpose</b>	To provide management and support services to local government within a regulatory framework.
<b>Outcome</b>	Well governed municipalities through efficient and effective oversight, capacity-building and governance structures
<b>Progress towards Outcome</b>	<p>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 <i>inter alia</i>, MPACs, roles and responsibilities, code of conduct, rules of order, with legal guidance provided to municipalities to ensure good governance.</p> <p>Municipalities were also supported in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution.</p> <p>Notwithstanding governance challenges identified in some municipalities, the 2019/20 municipal audit outcomes indicate an improvement as 18 out of 30 municipalities received unqualified audit opinions with no findings, while nine (9) municipalities received unqualified opinions with findings.</p>
<b>Sub-programme 2.2: Public Participation</b>	
<b>Sub-Programme Purpose</b>	To strengthen interface between government and citizens through public participation for maximum service delivery.
<b>Outcome</b>	Improved interface between government and citizens
<b>Progress towards Outcome</b>	Municipalities were supported with public participation programmes such as Policy Development, Ward Operational Plan, Public Participation Training and Client Service Charter Development and Customised Municipal Communication Support.



Sub-programme 2.3: Capacity Development	
<b>Sub-Programme Purpose</b>	To capacitate municipalities to deliver effective services.
<b>Outcome</b>	Well governed municipalities through efficient and effective oversight, capacity-building and governance structures.
<b>Progress towards Outcome</b>	Ensuring capacity in the municipal space, programmes such as, Shared Services, HR Strategies, Indigent Policies, Councillor, Officials and Graduate Training, and MPRA related matters were provided to municipalities
Sub-programme 2.4: Municipal Performance, Monitoring, Reporting and Evaluation	
<b>Sub-Programme Purpose</b>	To monitor and evaluate municipal performance.
<b>Outcome</b>	Data and Knowledge Management Hub that informs decision making, planning and budget allocations within local government
<b>Progress towards Outcome</b>	<p>As part of establishing a capable knowledge management within the Department, the Department has commenced with its two-pronged approach by firstly conducting knowledge management assessments, this will inform the knowledge management strategy that will be developed.</p> <p>The Department has also developed a GIS APP to track and monitor all Humanitarian Covid Relief Grants. The Department has also continued to support municipalities to interpret primary and secondary data, compiled a municipal performance report and to monitor municipal performance in order to identify gaps, interventions and support on municipal performance.</p>
Sub-programme 2.5: Service Delivery Integration	
<b>Sub-Programme Purpose</b>	To manage the Thusong Programme and support co-operative governance between the three spheres of government.
<b>Outcome</b>	Reduction in poverty
<b>Progress towards Outcome</b>	The Thusong Outreaches were only conducted during lockdown alert level 1; this affected the programme's ability to fully achieve the target set for the current financial year.
Sub-programme 2.6: Community Development Worker Programme	
<b>Sub-Programme Purpose</b>	To provide information to communities to access government services and to facilitate community access to socio-economic opportunities.
<b>Outcome</b>	Reduction in poverty
<b>Progress towards Outcome</b>	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 Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for 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	6	4	4	-	Various legislation development initiatives were conducted such as, commenting on various bills, proposed amendments to Provincial Legislation and reviewing of by-laws.
		2.1.2 Number of assessments conducted on senior management appointments in accordance with legal prescripts	19	19	15	14	(1)	The actual achievement was based on reports as submitted by municipalities and accordingly assessed during the period.
		2.1.3 Support initiative towards Local Government elections	-	-	1	1	-	Support was provided regarding the Municipal Demarcation Board (MDB) Ward Delimitation Process leading up to the Local Government Elections.
		2.1.4 Number of assessments on Municipal Public Account Committees (MPACs) conducted	8	11	10	10	-	
		2.1.5 Code of Conduct cases assessed to ensure legislative compliance	5	6	6	0	(6)	No code of conduct assessments undertaken during the year under-review





## B. Re-tabled Outcomes, Outputs, Performance Indicators, Targets and actual achievements

Programme 2: Local Governance									
Sub-programme 2.1: Municipal Administration: Municipal Governance									
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments	Reasons for revisions to the Outputs / Output indicators / Annual Targets
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	6	5	5	9	4	The Department initially anticipated not meeting the target due to the COVID-19 pandemic, however based on appeal by municipalities the target was over-achieved	As part of reprioritisation the Department reviewed the targets for this indicator due to limited period of the year remaining after the lockdown

B

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

	Output Indicator	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments
SPI:1.	Number of municipalities supported to comply with MSA regulations on the appointment of senior managers (Outcome 9, Sub-outcome 4) (B2B Pillar 5)	24	30	30	29	(1)	Municipalities were supported to comply with MSA regulations on the appointment of senior managers.  Kannaland Municipality did not submit senior manager information as prescribed in terms of Item 12 of the Upper Limits Notice.
SPI:2.	Number of municipalities monitored on the extent to which anti-corruption measures are implemented (Outcome 9, Sub-outcome 4 (B2B Pillar 3))	10	30	30	30	-	

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

Programme 2: Local Governance								
Sub-programme 2.2: Specialised Support								
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for 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 maladministration 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 Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments
Improved interface between government and citizens	2.3 Actions implemented, monitored and supported to improve citizen interface	2.3.1 Number of support actions to improve citizen interface	4	5	5	5	-	Support actions included, development of Client Service Charters, Ward Committee Policy Guidelines, Ward Committee operational plans, Ward Committee Induction and Civic Education
		2.3.2 Number of municipalities supported with communication programmes	22	28	15	30	15	In response to COVID-19 pandemic the Department supported all municipalities with various campaigns such as Covid awareness, communication strategies and through the quarterly Comtech forums.
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	-	

B

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

	Output Indicator	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for 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 respond to community (Outcome-9: Sub-outcome 2) (B2B Pillar 1)	10	5	1	1	-	All municipalities in the WC have functional complaints systems.

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

Programme 2: Local Governance								
Sub-programme 2.3: Capacity Development								
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for 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	2	1	3	3	-	Programmes implemented were Municipal Support Plans, HR Strategy and Municipal Shared services.
		2.5.2 Monitor compliance to the Skills Development Act	-	-	1	1	-	



## B. Re-tabled Outcomes, Outputs, Performance Indicators, Targets and actual achievements

Programme 2: Local Governance									
Sub-programme 2.3: Capacity Development									
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments	Reasons for revisions to the Outputs / Output indicators / Annual Targets
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	2.5.3 Number of training and development programmes implemented in municipalities	3	3	2	3	1	Municipalities applied for roll over, as a result the Department was required to support the implementation of the Municipal Graduate Internship Programme	The Department anticipated that it would not be able to implement all training encompassed in this indicator due to re-prioritisation of the Budget.

## B

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

	Output Indicator	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments
SPI:5	Number of capacity-building interventions conducted in municipalities (Outcome 9, Sub-outcome 3) (B2B Pillar 5).	2	1	3	3	-	
SPI:6	Number of municipalities guided to comply with the MPRA (Outcome 9, Sub-outcome) (B2B Pillar 4).	25	25	25	25	-	Municipalities were supported through the MPRA focus groups and MPRA help desks.
SPI: 7	Report on the implementation of Back-to-Basics action plans by municipalities (Outcome 9, Sub-outcome 4) (B2B Pillar 5)	1	1	1	1	-	
SPI:8	Number of municipalities supported to institutionalise the performance management system (PMS) (Outcome 9, Sub-outcome 4) (B2B Pillar 5)	2	4	4	4	-	
SPI:9	Number of municipalities supported to implement indigent policies (Outcome 9, Sub-outcome 1) (B2B Pillar 2)	24	6	6	6	-	

**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 Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for 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	2	-	The first phase of establishing a single repository within the Department, was completed.
		2.6.2 Number of reports providing insight into municipal status and functioning produced	-	-	2	2	-	Bi-annual municipal status reports were compiled.
		2.6.3 Number of programmes implemented to institutionalise GIS in the municipal space	-	-	2	2	-	The Department conducted a phase 1 GIS maturity assessment at municipalities as well as completed a GIS Humanitarian grant APP and dashboard.
		2.6.4 Number of programmes implemented to institutionalise ICT in the municipal space	3	3	2	2	-	Municipalities were supported through the ICT forums and general ICT support.



# PERFORMANCE INFORMATION

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

		Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments
SPI:10	Number of Section 47 reports compiled as prescribed by the MSA (Outcome 9, Sub-outcome 4) (B2B Pillar 5)	1	1	1	1	-	A consolidated Municipal report was compiled in terms of Section 47 of the MSA.

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

Programme 2: Local Governance								
Sub-programme 2.5: Service Delivery Integration								
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments
Improved integrated planning, budgeting and implementation	2.9 Functional IGR platforms	2.9.1 Support actions to improve district IGR platforms	2	2	3	3	-	
		2.9.2 Support actions to improve provincial IGR platforms	-	-	4	4	-	

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**B. Re-tabled Outcomes, Outputs, Performance Indicators, Targets and actual achievements**

Programme 2: Local Governance									
Sub-programme 2.5: Service Delivery Integration									
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments	Reasons for revisions to the Outputs / Output indicators / Annual Targets
Reduction in poverty	2.7 Opportunities created through the Thusong Programme	2.7.1 Socio-economic projects facilitated	-	-	2	2	-		Funds to support economic projects were reduced to respond to Covid-19 related matters.
	2.8 Effective Thusong Programme	2.8.1 Number of services accessed through the Thusong Programme	1 453 775	1 303 141	500 000	337 682	(162 318)	The Thusong Outreaches were only conducted during lockdown alert level 1. whilst Service Delivery at the Thusong Service Centres followed strict COVID-19 safety protocols as well which impacted the Programmes' ability to fully achieve the target.	The Directorate anticipated that it would not be able to achieve the target set for this indicator due to the lockdown restrictions.



Programme 2: Local Governance									
Sub-programme 2.5: Service Delivery Integration									
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments	Reasons for revisions to the Outputs / Output indicators / Annual Targets
Reduction in poverty	2.8 Effective Thusong Programme	2.8.2 Support actions to ensure effective functioning of the Thusong Programme	4	4	2	2	-		The Thusong Centres were not fully operational and sustainability support plans could not be fully implemented as these required physical site visits.

## B

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

Programme 2: Local Governance									
Sub-programme 2.6: Community Development Worker Programme									
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments	
Reduction in poverty	2.10 Opportunities created through the Community Development Worker Programme	2.10.1 Government initiatives to enhance social wellbeing	15	15	5	5	-	A variety of support initiatives were conducted to enhance wellbeing amongst others, social services, education, health, safety and security as well as human settlements.	
		2.10.2 Initiatives to support informal economy	5	5	4	4	-	Small scale economic opportunities include support to informal traders, NPO development, co-operative development and small business support.	

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

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

**Sub-Programme Expenditure**

Sub-programmes	2020/21			2019/20		
	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 Administration	10 912	10 888	24	11 333	10 850	483
Public Participation	9 193	9 184	9	10 318	10 301	17
Capacity Development	10 268	10 266	2	11 653	11 520	133
Municipality Performance Monitoring, Reporting and Evaluation	36 303	32 675	3 628	27 225	27 116	109
Service Delivery Integration	9 444	9 432	12	11 749	11 658	91
Community Development Worker Programme	71 909	71 838	71	76 061	75 766	295
<b>Total</b>	<b>148 029</b>	<b>144 283</b>	<b>3 746</b>	<b>148 339</b>	<b>147 211</b>	<b>1 128</b>



## 4.3 Programme 3: Development and Planning

<b>Programme Purpose</b>	To promote and facilitate effective disaster management practices, ensure well-maintained municipal infrastructure, and promote integrated planning.
<b>Sub-programme 3.1: Municipal Infrastructure</b>	
<b>Sub-Programme Purpose</b>	To facilitate and monitor infrastructure development within municipalities to ensure sustainable municipal infrastructure.
<b>Outcome</b>	The provision and maintenance of infrastructure towards Infrastructure-led economic growth.
<b>Progress towards Outcome</b>	Due to COVID-19 the sub-programme had to cancel two of its planned programmes, this to accommodate budget adjustments to respond to COVID-19 related matters. Notwithstanding the above, 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.
<b>Sub-programme 3.2: Disaster Management</b>	
<b>Sub-Programme Purpose</b>	To manage disaster management at the provincial and local level to ensure the establishment of effective and efficient disaster management mechanisms.
<b>Outcome</b>	Safer, Resilient communities and Sustainable Development
<b>Progress towards Outcome</b>	The Disaster management centre became the hub for implementing and monitoring all COVID-19 related projects. The need to ensure that the Province is disaster resilient became clear during the unexpected onset of the COVID-19 pandemic, to this end, the Centre remained activated throughout the Pandemic. Various partnerships were strengthened with different key stakeholders throughout the Province and Country, this to ensure better preparedness and response to the Pandemic. Support provided include: the declaration, facilitation and assessment of all disasters and supported municipalities with projects to ensure adequate fire services.
<b>Sub-programme 3.3: Integrated Development Planning</b>	
<b>Sub-Programme Purpose</b>	To strengthen inter-governmental planning and budgeting through establishment of IDP as the single co-ordinating plan of government.
<b>Outcome</b>	Improved integrated planning, budgeting and implementation
<b>Progress towards Outcome</b>	The Department played a key role in facilitating the implementation of the Joint District and Metro Approach in the Province which fundamentally changed the way the Province functions. With the manifestation of positive outcomes on projects implemented through this approach in several districts, the methodology was applied to respond to COVID-19 while reporting on the Western Cape Recovery Plan.

**B**

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

Programme 3: Development and Planning Sub-programme 3.1: Municipal Infrastructure								
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments
The provision and maintenance of infrastructure towards infrastructure-led economic growth.	3.1 Strengthen basic service delivery	3.1.1 Number of programmes to strengthen basic service delivery	2	2	2	2	-	Municipalities were supported with Electricity Master Plans as well as monitoring the spending of the MIG Grant.
		3.1.2 Programme to enhance integrated and co-ordinated municipal infrastructure planning	1	1	1	1	-	Municipalities were supported with Infrastructure Master Plans.
		3.1.5 Municipal water security programme supported and monitored	1	1	1	1	-	Municipalities were supported with drought assessments, projects and relief grants.



## B. Re-tabled Outcomes, Outputs, Performance Indicators, Targets and actual achievements

Programme 3: Development and Planning									
Sub-programme 3.1: Municipal Infrastructure									
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments	Reasons for revisions to the Outputs / Output indicators / Annual Targets
The provision and maintenance of infrastructure towards infrastructure-led economic growth.	3.1 Strengthen basic service delivery	3.1.3 Programmes designed and implemented to promote labour intensive construction and small contractor development	-	-	-	-	-	-	As part of reprioritisation to respond to COVID-19 the Department reviewed the continuation of this indicator.
		3.1.4 Asset care Programme designed for municipalities	-	-	-	-	-	As part of reprioritisation to respond to COVID-19 the Department reviewed the continuation of this indicator.	

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

	Output Indicator	Actual Achievement 2017/18	Actual Achievement 2018/19	Actual Achievement 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments
SPI:11	Number of municipalities monitored on the implementation of infrastructure delivery programmes (Outcome 9, Sub-outcome 1) (B2B Pillar 5).	24	24	24	24	22	(2)	Stellenbosch and Drakenstein Municipalities are now receiving the Integrated Urban Development Framework Grant (IUDG) and therefore no longer receiving MIG.

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

Programme 3: Development and Planning								
Sub-programme 3.2: Disaster Management and Fire Brigade Service								
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for 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	-	-	10	13	3	The Department facilitated more disaster engagements than anticipated as a result of the COVID-19 pandemic.
		3.2.2 Monitor & evaluate the implementation of disaster management	4	4	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	-	A draft disaster framework and a draft Disaster Management Plan was drafted.
	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	4	6	2	Organs of state were supported with various preparedness plans such as the winter and summer readiness plans, Electricity Disruption Plans, Debrief and COVID-19 Resurgence Plans.  Over-achievement was due to the COVID-19 pandemic: COVID-19 Resurgence Plan, as well the activation and management of the Centre throughout the Pandemic.
			3.3.2 Co-ordinate disaster recovery process to enhance resilience	2	3	1	3	2
		3.3.3						





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

Programme 3: Development and Planning								
Sub-programme 3.2: Disaster Management and Fire Brigade Service								
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments
Safer, Resilient communities and Sustainable Development	3.4 Institutionalisation and advocacy of Disaster Risk Reduction	3.4.2 Upgrade & maintain Disaster Management Spatial Data Repository	2	1	1	1	-	
		3.4.4 Hazard Awareness Programme 3	1	1	1	1	-	
	3.5 Fire and Rescue Services capability improved	3.5.1 Number of training programmes to improve fire & life safety in the Province	8	5	6	4	(2)	Quarter 1 and 2 training programmes were cancelled due to lockdown regulations.
		3.5.2 Number of training programmes to improve Emergency & Special Capacity capability in the Province	3	2	3	2	(1)	Quarter 1 training programme was cancelled due to lockdown regulations.
		3.5.3 Aerial Firefighting and Ground Support Programme implemented	3	1	1	1	-	

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B. Re-tabled Outcomes, Outputs, Performance Indicators, Targets and actual achievements

Programme 3: Development and Planning									
Sub-programme 3.2: Disaster Management and Fire Brigade Service									
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments	Reasons for revisions to the Outputs / Output indicators/ Annual Targets
Safer, Resilient communities and Sustainable Development	3.4 Institution-alisation and advocacy of Disaster Risk Reduction	3.4.1 Number of Risk and Vulnerability Assessments conducted	3	3	1	1	-	-	Changes were made with the anticipation of impact of COVID-19 on stakeholder engagement and travelling.
		3.4.3 Number of municipalities supported in developing Disaster Risk Reduction measures in their IDPs	3	2	1	1	-	-	Changes were made with the anticipation of impact of COVID-19 on stakeholder engagement and travelling.



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

	Output Indicator	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments
SPI:12	Number of municipalities supported to maintain functional Disaster Management Centres	6	6	6	6	-	All municipal Disaster Management Centres in the Province are functional. The centres are situated in all districts and metro.
SPI:13	Number of municipalities supported on Fire Brigade Services	22	11	5	7	2	Municipalities were supported with grant funding to support with Fire Brigade Services:

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

Programme 3: Development and Planning								
Sub-programme 3.3: Integrated Development Planning								
Outcome	Outputs	Output Indicators	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for 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 the quality of IDPs were: <ul style="list-style-type: none"> <li>• Assessment of IDPs</li> <li>• Provincial IDP Managers Forum Meetings</li> <li>• Assessment of planning alignment of the district with respective local municipalities.</li> </ul>
	3.7 Joint District Approach implemented	3.7.1 Number of Functional District Interface Teams as part of the Joint District and Metro	-	-	5	5	-	All five district interface teams were established.

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

	Output Indicator	Audited Actual Performance 2018/19	Audited Actual Performance 2019/20	Planned Annual Target 2020/21	Actual Achievement 2020/21	Deviation from planned target to Actual Achievement for 2020/21	Reason for deviations/ General comments
SPI:14	Number of municipalities with legally compliant IDPs (Outcome 9, Sub-outcome 1)	30	30	30	30	-	Municipalities were supported with the development of IDPs through capacity-building sessions, workshops, IDP forums and IDP assessments.

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

- Changes to targets and reasons for underperformance have been addressed in detail in the Indicators tables above.

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

**Sub-Programme Expenditure**

Sub-programmes	2020/21			2019/20		
	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	35 072	35 072	-	62 418	60 586	1 832
Disaster Management	40 940	40 940	-	52 861	52 060	801
Integrated Development Planning	7 092	7 092	-	7 419	6 865	554
<b>Total</b>	<b>83 104</b>	<b>83 104</b>	<b>-</b>	<b>122 698</b>	<b>119 511</b>	<b>3 187</b>



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

Sub-programmes	2020/21			2019/20		
	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
<b>Total</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>1</b>
<b>Grand Departmental Total</b>	<b>283 679</b>	<b>279 141</b>	<b>4 538</b>	<b>319 295</b>	<b>313 749</b>	<b>5 546</b>

## D. Reporting on the Institutional Response to the COVID-19 pandemic

Table: Progress on Institutional Response to the COVID-19 pandemic

Budget Programme	Intervention	Geographic location (Province/District/local municipality) (Where Possible)	No. of beneficiaries (Where Possible)	Dis-aggregation of beneficiaries (Where Possible)	Total budget allocation per intervention (R'000)	Budget spent per intervention	Contribution to the Outputs in the APP (where applicable)	Immediate outcomes
District and Local Performance Monitoring	Data Management	Province wide	N/A	N/A	Operation Budget	Operation Budget spend	A single repository for the management and dissemination of information relating to municipalities established.	Monitoring COVID-19 Humanitarian Grants
Services Delivery Integration	Municipal Humanitarian Grant	Province Wide	Province Wide	30 municipalities benefited	16 200	14 932	Socio-economic projects facilitated	Reduction in poverty
Public Participation	Communication and Awareness	Province wide	Province wide	30 municipalities benefited	Operation budget and additional of amount of 2 796	Operation budget spend and additional of amount of 2 796	Number of municipalities supported with communication programmes	Awareness
Disaster Management and Fire Brigade Services	Disaster Facility Management	Province wide	Province wide	30 municipalities benefited	Operation budget and additional of amount of 1 451	Operation budget spend and additional of amount of 1 451	Support organs of state to ensure disaster readiness and response	Slowing COVID-19 spread

## 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 2020 to 31 March 2021)

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
<b>Community Development Workers (CDW) Operational Support Grant</b>					
Beaufort West	CDW Operational	Yes	206	85	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Bitou	CDW Operational	Yes	19	5	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Breede Valley	CDW Operational	Yes	94	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Cape Agulhas	CDW Operational	Yes	56	18	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Cape Winelands District	CDW Operational	Yes	75	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Cederberg	CDW Operational	Yes	169	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
City of Cape Town	CDW Operational	Yes	1 034	507	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Drakenstein	CDW Operational	Yes	113	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
George	CDW Operational	Yes	94	2	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Hessequa	CDW Operational	Yes	38	23	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Kannaland	CDW Operational	Yes	112	44	Funds were paid to the municipality during 2020/21 financial year 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
Knysna	CDW Operational	Yes	56	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Laingsburg	CDW Operational	Yes	94	50	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Langeberg	CDW Operational	Yes	38	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Matzikama	CDW Operational	Yes	94	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Mossel Bay	CDW Operational	Yes	56	6	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Oudtshoorn	CDW Operational	Yes	56	15	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Overberg District	CDW Operational	Yes	56	19	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Overstrand	CDW Operational	Yes	75	13	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Prince Albert	CDW Operational	Yes	56	14	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Saldanha Bay	CDW Operational	Yes	75	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Stellenbosch	CDW Operational	Yes	56	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Swartland	CDW Operational	Yes	38	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Thee-waterskloof	CDW Operational	Yes	112	79	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
West Coast District	CDW Operational	Yes	57	-	Funds were paid to the municipality during 2020/21 financial year 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
Witzenberg	CDW Operational	Yes	131	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
<b>Thusong Operational Support Grant</b>					
Beaufort West	Thusong Operational Support	Yes	150	21	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Drakenstein	Thusong Operational Support	Yes	150	44	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
George	Thusong Operational Support	Yes	150	41	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Matzikama	Thusong Operational Support	Yes	150	33	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for roll-over for unspent funds.
Swartland	Thusong Operational Support	Yes	150	137	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for roll-over for unspent funds.
Thee-waterskloof	Thusong Operational Support	Yes	150	150	Funds fully spent by municipality at the end of 2020/21 financial year.
<b>Municipal Electrical Master Plan Grant</b>					
Bitou	Municipal Electrical Master Plan	Yes	800	327	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Langeberg	Municipal Electrical Master Plan	Yes	770	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
<b>Fire Service Capacity Building Grant</b>					
Bitou	Fire Service Capacity Building	Yes	734	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
George	Fire Service Capacity Building	Yes	732	-	Funds were paid to the municipality during 2020/21 financial year 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
Overberg District	Fire Service Capacity Building	Yes	732	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Overstrand	Fire Service Capacity Building	Yes	732	732	Funds fully spent by municipality at the end of 2020/21 financial year.
Saldanha Bay	Fire Service Capacity Building	Yes	732	732	Funds fully spent by municipality at the end of 2020/21 financial year.
Swartland	Fire Service Capacity Building	Yes	732	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
<b>Municipal Drought Relief Grant</b>					
Beaufort West	Municipal Drought Relief	Yes	600	600	Funds fully spent by municipality at the end of 2020/21 financial year.
Cape Aghulas	Municipal Drought Relief	Yes	3 050	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Central Karoo District	Municipal Drought Relief	Yes	250	250	Funds fully spent by municipality at the end of 2020/21 financial year.
Kannaland	Municipal Drought Relief	Yes	2 600	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Laingsburg	Municipal Drought Relief	Yes	1 200	926	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Prince Albert	Municipal Drought Relief	Yes	1 818	1 300	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Swellendam	Municipal Drought Relief	Yes	1 250	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
Thee-waterskloof	Municipal Drought Relief	Yes	1 750	-	Funds were paid to the municipality during 2020/21 financial year and the municipality will apply for the roll-over of unspent funds.
<b>Disaster Management Grant</b>					
Breede Valley	Disaster Management	Yes	236	236	Funds fully spent by municipality at the end of 2020/21 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
<b>Local Government Support Grant</b>					
Beaufort-West	Local Government Support Grant	Yes	550	503	The rollover application was approved, and the municipality will utilise the outstanding funds for the same purpose.
Bergriver	Local Government Support Grant	Yes	600	600	Funds fully spent by municipality at the end of 2020/21 financial year.
Bitou	Local Government Support Grant	Yes	600	600	Funds fully spent by municipality at the end of 2020/21 financial year.
Breede Valley	Local Government Support Grant	Yes	850	850	Funds fully spent by municipality at the end of 2020/21 financial year.
Cape Agulhas	Local Government Support Grant	Yes	500	500	Funds fully spent by municipality at the end of 2020/21 financial year.
Cape Winelands District	Local Government Support Grant	Yes	100	78	The unspent amount was paid back to the Department by the municipality during 2020/21 financial year.
Cederberg	Local Government Support Grant	Yes	550	550	Funds fully spent by municipality at the end of 2020/21 financial year.
Central Karoo District	Local Government Support Grant	Yes	100	100	Funds fully spent by municipality at the end of 2020/21 financial year.
Drakenstein	Local Government Support Grant	Yes	1 000	1 000	Funds fully spent by municipality at the end of 2020/21 financial year.
Garden Route District	Local Government Support Grant	Yes	100	100	Funds fully spent by municipality at the end of 2020/21 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
George	Local Government Support Grant	Yes	1 000	1 000	Funds fully spent by municipality at the end of 2020/21 financial year.
Hessequa	Local Government Support Grant	Yes	550	550	Funds fully spent by municipality at the end of 2020/21 financial year.
Kannaland	Local Government Support Grant	Yes	450	449	Funds fully spent by municipality at the end of 2020/21 financial year.
Knysna	Local Government Support Grant	Yes	550	550	Funds fully spent by municipality at the end of 2020/21 financial year.
Laingsburg	Local Government Support Grant	Yes	400	400	Funds fully spent by municipality at the end of 2020/21 financial year.
Langeberg	Local Government Support Grant	Yes	700	700	Funds fully spent by municipality at the end of 2020/21 financial year.
Matzikama	Local Government Support Grant	Yes	600	600	Funds fully spent by municipality at the end of 2020/21 financial year.
Mossel Bay	Local Government Support Grant	Yes	650	650	Funds fully spent by municipality at the end of 2020/21 financial year.
Oudtshoorn	Local Government Support Grant	Yes	550	550	Funds fully spent by municipality at the end of 2020/21 financial year.
Overberg District	Local Government Support Grant	Yes	100	100	Funds fully spent by municipality at the end of 2020/21 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
Overstrand	Local Government Support Grant	Yes	650	650	Funds fully spent by municipality at the end of 2020/21 financial year.
Prince Albert	Local Government Support Grant	Yes	400	400	Funds fully spent by municipality at the end of 2020/21 financial year.
Saldanha	Local Government Support Grant	Yes	700	-	The rollover application was approved, and the municipality will utilise the outstanding funds for the same purpose.
Stellenbosch	Local Government Support Grant	Yes	900	900	Funds fully spent by municipality at the end of 2020/21 financial year.
Swartland	Local Government Support Grant	Yes	850	850	Funds fully spent by municipality at the end of 2020/21 financial year.
Swellendam	Local Government Support Grant	Yes	500	500	Funds fully spent by municipality at the end of 2020/21 financial year.
Thee-waterskloof	Local Government Support Grant	Yes	800	800	Funds fully spent by municipality at the end of 2020/21 financial year.
West Coast District	Local Government Support Grant	Yes	100	100	Funds fully spent by municipality at the end of 2020/21 financial year.
Witzenberg	Local Government Support Grant	Yes	800	302	The rollover application was approved, and the municipality will utilise the outstanding funds for the same purpose.
<b>Other</b>					
Departmental agencies and accounts	NSRI (National Sea Rescue Institute)	Yes	380	380	N/A



## PERFORMANCE INFORMATION

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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
Departmental agencies and accounts	SABC	Yes	3	3	N/A
Non-Profit Institutions	Lifesaving WC	Yes	380	380	N/A
Households	Leave gratuities	Yes	506	506	N/A

**B**

#### 4.4.3 Transfers not made

Name of Transferee	Type of organisation	Purpose for which the funds were used	Amount budgeted (R'000)	Amount transferred	Reasons why funds were not transferred
Kannaland	Municipal Organisation	Western Cape Municipal Intervention Grant	3 625	-	Given the current instability in Kannaland Municipality and ongoing litigation against the council, the Accounting Officers of Departments of Local Government and Provincial Treasury agreed that the funding published in Gazette number 8358 dated 26 November 2020 "Western Cape Municipal Interventions Grant" be withheld and were not transferred to Kannaland Municipality.



## 4.5 Conditional grants and earmarked funds received

<b>Department who transferred earmarked allocation</b>	Provincial Treasury
<b>Purpose of the Grant</b>	To assist in strengthening its support interventions in municipalities as per section 139 of the Constitution
<b>Expected outputs of the grant</b>	Manage intervention and Administrator (Financial Recovery)
<b>Actual outputs achieved</b>	Administrator (Financial Recovery), where possible, performed his duties to take all steps necessary to ensure the proper implementation of the Financial Recovery Plan on behalf of the Provincial Executive.
<b>Amount per amended DORA</b>	N/A
<b>Amount transferred (R'000)</b>	R4 925
<b>Reasons if amount as per DORA not transferred</b>	N/A
<b>Amount spent by the department (R'000)</b>	R1 300
<b>Reasons for the funds unspent by the entity</b>	Given the current instability in Kannaland Municipality and ongoing litigation against the council, the Accounting Officers of Departments of Local Government and Provincial Treasury agreed that the funding published in Gazette number 8358 dated 26 November 2020 "Western Cape Municipal Interventions Grant" be withheld and were not transferred to Kannaland Municipality.
<b>Monitoring mechanism by the receiving department</b>	Weekly progress reports are prepared and reviewed. In instances where it is noted that the Municipality has taken decisions which are prejudicial to the implementation of the Financial Recovery Plan, appropriate action to be recommended to the Provincial Executive.

<b>Department who transferred earmarked allocation</b>	Provincial Treasury
<b>Purpose of the Grant</b>	Toward strengthening the forensic investigation unit
<b>Expected outputs of the grant</b>	Appoint contract staff to increase capacity of the forensic investigation unit.
<b>Actual outputs achieved</b>	Successfully appointed 4 Forensic Investigation officials on contract (2 Deputy Director and 2 Assistant Director).
<b>Amount per amended DORA</b>	N/A
<b>Amount transferred (R'000)</b>	R166
<b>Reasons if amount as per DORA not transferred</b>	N/A
<b>Amount spent by the department (R'000)</b>	R156
<b>Reasons for the funds unspent by the entity</b>	N/A
<b>Monitoring mechanism by the receiving department</b>	Performance agreements to be signed by contract staff.

**B**



<b>Department who transferred earmarked allocation</b>	Provincial Treasury
<b>Purpose of the Grant</b>	To ensure the timeous planning and implementation of interventions (policy, pricing, infrastructure, ecosystems etc.) and ensuring an integrated and co-ordinated provincial response to the impact of the drought.
<b>Expected outputs of the grant</b>	Commence with the development of the 15-year Western Cape Integrated Drought and Water Response Plan.
<b>Actual outputs achieved</b>	<p>The work commenced in August 2020 with an inception stage in order to clarify and confirm the objectives, tasks and deliverables of the plan and to formulate a detailed project implementation plan.</p> <p>The service provider has further commenced with all three phases of the WCIDWRP with several deliverables of phase 1 completed.</p> <p>The overall progress of the project stands at 45% achieved in 8 months of the 25-month duration of the project.</p>
<b>Amount per amended DORA</b>	N/A
<b>Amount transferred (R'000)</b>	R2 500
<b>Reasons if amount as per DORA not transferred</b>	N/A
<b>Amount spent by the department (R'000)</b>	R2 500
<b>Reasons for the funds unspent by the entity</b>	N/A
<b>Monitoring mechanism by the receiving department</b>	<p>The Project is managed and monitored in accordance with the Service Level Agreement signed between the appointed service provider and the Department. This includes monthly progress reports as well as regular project management meetings between the Department and the service provider.</p> <p>This information is captured and included in the Quarterly Earmarked Report submitted to Provincial Treasury.</p>



<b>Department who transferred earmarked allocation</b>	Provincial Treasury
<b>Purpose of the Grant</b>	To allow for improved disaster preparedness related to the increase in fire incidents experienced in the Province.
<b>Expected outputs of the grant</b>	Aerial firefighting support to municipalities during the fire season.
<b>Actual outputs achieved</b>	Aerial firefighting support provided from 1 December 2020-31 March 2021.
<b>Amount per amended DORA</b>	N/A
<b>Amount transferred (R'000)</b>	R10 357
<b>Reasons if amount as per DORA not transferred</b>	N/A
<b>Amount spent by the department (R'000)</b>	R10 357
<b>Reasons for the funds unspent by the entity</b>	N/A
<b>Monitoring mechanism by the receiving department</b>	The Service Level Agreement in place between DLG and service provider. Monitoring of all expenditure in line with approved budget. Aircraft log sheets (legal aviation requirement) compared with spreadsheet and invoices prior to processing payment and daily updating of resource placement and availability between DLG and Service provider. In addition, DLG submitted quarterly reports to Provincial Treasury in the prescribed format on the progress. Bi-weekly monitoring meetings between municipalities, service provider and DLG.

**B**

## 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**



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 to ensure that state resources are utilised effectively, efficiently and economically.

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

## 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, Treasury Regulation 3.2.1 and Public Service Regulations of 2016, Chapter 2, Part 1, 2 and 3. The ERMCO also reports that it has adopted an appropriate formal Terms of Reference (approved by the ERMCO chairperson on 25 March 2019) and regulated its affairs in compliance with this Terms of Reference and has discharged all its responsibilities as contained therein.

## ERMCO MEMBERS

The ERMCO comprises of the AO, top management and selected members of the Department's management team. As per its Terms of Reference, the ERMCO met four times (quarterly) during the year under review. Each meeting was attended by appointed members or a suitable representative from the relevant programme.

The table below discloses relevant information on ERMCO members:

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	4	14/03/2017
Mr A Dlwengu	Director: Policy and Strategic Support	4	14/03/2017
Ms E Barnard	Chief Director: Municipal Performance Monitoring and Support	4	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	4	14/03/2017

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

Name	Position	Meetings Attended
Ms A Haq	Director: Enterprise Risk Management (DotP)	3
Mr D Micketts	Chief Risk Advisor: Enterprise Risk Management (DotP)	4
Ms N Mabude	Assistant Director: Enterprise Risk Management (DotP)	4
Ms B Cebekhulu	Deputy Director: Provincial Forensic Services (DotP)	4
Ms V Simpson-Murray	Director: Internal Audit (DotP)	4
Ms Leone Arendse	Deputy Director: Internal Audit (DotP)	3
Mr L Naphakade	Security and Occupational Health and Safety (DLG)	4

## ERMCO KEY ACTIVITIES

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

- Reviewed the Department's Risk Management Strategy and Implementation Plan for recommendation by the Audit Committee and approval by the AO.
- Reported on risk awareness initiatives that were conducted.
- Monitored and reviewed risks in set grouped categories of appetite levels, reviewed and applied appropriate risk appetite and tolerances as per Provincial Enterprise Risk Management Policy and Strategy (PERMPS) adopted by Provincial Top Management.
- Reported to the AO any material changes to the risk profile of the Department.
- Identified and categorised risks that are citizen centric. This illustrates the Department's efforts in addressing the contributing factors and impacts that relate directly to the citizen.
- Presented risk intelligence and trend reports.
- Identified new and/or emerging risks;
- Assessed the implementation of the departmental Risk Management Policy, Strategy and Implementation Plan;
- Evaluated the effectiveness and mitigating strategies to address the material strategic, programme, ethics and economic crime risks;
- Reviewed the Fraud and Corruption Prevention Plan and concomitant Implementation Plan recommended for approval by the Accounting Officer.
- Discuss and receive feedback on IT Governance matters; and
- Feedback and oversight on matters relating to PAIA, Safety & Security and Occupational Health and Safety.

## KEY RISKS CONSIDERED AND ADDRESSED DURING THE YEAR

For the Department, the following key strategic risk was considered and reviewed during the year, including assessing the mitigations in place:

- An inability of the Department to continue operations in the event of a significant disruption or disaster. The Department has a detailed recovery plan which is updated on an ongoing basis and implemented when necessary.

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 risk owners that should be analysed more extensively and recommended additional mitigations or actions to manage risks.

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

## KEY EMERGING RISKS FOR THE FOLLOWING FINANCIAL YEAR

The Department is acutely aware of changes in the political and other external landscapes during election years and monitors and manages the indicators and potential risks on an ongoing basis. Tantamount to that, the economic realities and shrinking budget envelope versus societal exigencies are watched with an eagle's eye.

## 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 2020	0
New cases (2020/21)	0
Closed cases (2020/21)	0
Open cases as at 31 March 2021	0

## 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 four assurance engagements (including one transversal

engagement), and two consulting engagements (both transversal engagements). 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 management and audit report;
- Departmental In year Monitoring;
- Departmental Risk Management;
- Internal Control;
- Pre-determined objectives;
- Ethics and Forensic Investigations.

The table below discloses relevant information on the Audit Committee members:

Name	Qualifications	Internal or external	If internal, position in the department	Date appointed	Date Resign- ed	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 2019 (1 <sup>st</sup> 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 (1 <sup>st</sup> term)	N/a	7
Mr Mohamed Yaseen Ismail	BCom, PGDA, Certificate in Advanced Taxation, Certificate in Forensic and Investigative auditing, CA(SA), RA(SA), CFE	External	N/A	01 May 2019 (2 <sup>nd</sup> term)	30 June 2020	1
Mr Andrew Davids	BCom; Professional Post-Graduate Qualification: Company Secretarial and Governance Practice, ACG(CS)	External	N/A	01 January 2020 (1 <sup>st</sup> 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 <sup>st</sup> term)	N/A	2





## 5. AUDIT COMMITTEE REPORT

We are pleased to present our report for the financial year ended 31 March 2021.

### 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 National 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 all its responsibilities as contained therein.

### The Effectiveness of Internal Control

The Department is required to develop and maintain systems of internal control that would improve the likelihood of achieving its objectives, adapt to changes in the environment it operates in, promote efficiency and effectiveness of operations and support reliable reporting and compliance with laws and regulations.

The WCG adopted a Combined Assurance Framework which identifies and integrates assurance providers. The first level of assurance is management assurance, requiring 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 tested in the internal audit plan 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 engagements were approved by the audit committee during the year under review:

### Assurance Engagements:

- Thusong Programme
- Integrated Development Planning
- Transfer Payments
- COVID-19 Supply Chain Management Transactions (transversal engagement)

### Consulting Engagements:

- Corporate Governance Framework Baseline Maturity Assessment (transversal engagement)
- Water Risk: Water Security Governance (transversal engagement)

The above assignments were completed during the year.

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

### In-Year Management and Monthly/Quarterly Reports

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

### Evaluation of Financial Statements

The Audit Committee has:

- reviewed and discussed the Audited Annual Financial Statements to be included in the Annual Report with the Auditor-General South Africa (AGSA) and the Accounting Officer;
- reviewed the AGSA's Management Report and Management's responses thereto; 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 reviews 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**  
**31 August 2021**



## 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 2020/21 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	<ol style="list-style-type: none"> <li>Municipal Public Accounts Committees (MPACs) in the Western Cape indicating when they were established, the number of meetings held to date, the number of training sessions attended by members of the Committee; and composition of the various MPACs;</li> <li>Thusong Centres in the Western Cape and the government services provided by these centres.</li> </ol>	The Department responded with reports.	Yes

## 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 Western Cape Government (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 (Exempted Micro Enterprise [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**



Human Resource Management



## 1. INTRODUCTION

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

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

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

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

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

## 2. STATUS OF PEOPLE MANAGEMENT AT THE DEPARTMENT

### 2.1 Departmental Workforce Planning Priorities

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

## 2.2 Employee Performance Management

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

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

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

## 2.3 Employee Wellness

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

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

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

## 2.4 People Management Monitoring

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



## 3. PEOPLE MANAGEMENT OVERSIGHT STATISTICS

### 3.1 Personnel related expenditure

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

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

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

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

D

**Table 3.1.1: Personnel expenditure by programme, 2020/21**

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	51 754	33 352	814	13 723	64,4%	476	70
Programme 2	144 283	111 187	-	11 974	77,1%	434	256
Programme 3	83 104	37 334	172	26 137	44,9%	533	70
<b>Total</b>	<b>279 141</b>	<b>181 873</b>	<b>986</b>	<b>51 834</b>	<b>65,2%</b>	<b>459</b>	<b>396</b>

*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, 2020/21

Salary bands	Personnel Expenditure (R'000)	% of total personnel expenditure	Average personnel expenditure per employee (R'000)	Number of Employees
Interns	16	0,0	3	5
Lower skilled (Levels 1-2)	0	-	0	0
Skilled (Levels 3-5)	6 910	3,8	230	30
Highly skilled production (Levels 6-8)	78 916	43,2	349	226
Highly skilled supervision (Levels 9-12)	75 467	41,4	619	122
Senior management (Levels 13-16)	21 168	11,6	1 245	17
<b>Total</b>	<b>182 477</b>	<b>100,0</b>	<b>456</b>	<b>400</b>

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, 2020/21**

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	22 845	12,5	95	0,1	664	0,4	1 688	0,9
Programme 2	80 176	43,9	153	0,1	3 136	1,7	6 329	3,5
Programme 3	27 687	15,2	604	0,3	612	0,3	1 226	0,7
<b>Total</b>	<b>130 708</b>	<b>71,6</b>	<b>852</b>	<b>0,5</b>	<b>4 413</b>	<b>2,4</b>	<b>9 243</b>	<b>5,1</b>

*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, 2020/21

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
Interns	8	0,0	-	-	-	-	-	-
Lower skilled (Levels 1-2)	-	-	-	-	-	-	-	-
Skilled (Levels 3-5)	4 787	2,6	47	0,0	291	0,2	707	0,4
Highly skilled production (Levels 6-8)	57 072	31,3	228	0,1	2 908	1,6	5 931	3,3
Highly skilled supervision (Levels 9-12)	54 836	30,1	578	0,3	972	0,5	2 351	1,3
Senior management (Levels 13-16)	14 005	7,7	-	-	241	0,1	254	0,1
<b>Total</b>	<b>130 708</b>	<b>71,6</b>	<b>852</b>	<b>0,5</b>	<b>4 413</b>	<b>2,4</b>	<b>9 243</b>	<b>5,1</b>

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 2021**

Programme	Number of active posts	Number of posts filled	Vacancy rate %
Programme 1	66	65	1,5
Programme 2	244	244	-
Programme 3	58	57	1,7
<b>Total</b>	<b>368</b>	<b>366</b>	<b>0,5</b>

**Table 3.2.2: Employment and vacancies by salary band, as at 31 March 2021**

Salary bands	Number of active posts	Number of posts filled	Vacancy rate %
Lower skilled (Levels 1-2)	0	0	-
Skilled (Levels 3-5)	28	27	3,6
Highly skilled production (Levels 6-8)	211	210	0,5
Highly skilled supervision (Levels 9-12)	112	112	-
Senior management (Levels 13-16)	17	17	-
<b>Total</b>	<b>368</b>	<b>366</b>	<b>0,5</b>

**Table 3.2.3: Employment and vacancies by critical occupation, as at 31 March 2021**

Salary bands	Number of active posts	Number of posts filled	Vacancy rate %
Disaster Manager	21	21	-
Engineer	3	3	-
GIS Technologist	1	1	-
ICT Governance Specialist	1	1	-
Management Accountant	3	3	-
Supply Chain Management Practitioner	10	10	-
Town and Regional Planner	9	9	-
<b>Total</b>	<b>48</b>	<b>48</b>	<b>-</b>

*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 2020 to 31 March 2021**

Programme	Number of active posts as at 31 March 2021	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)	0	0	0,0	0	0,0	0	0,0
Skilled (Levels 3-5)	28	0	0,0	0	0,0	0	0,0
Highly skilled production (Levels 6-8)	211	3	0,8	0	0,0	0	0,0
Highly skilled supervision (Levels 9-12)	112	22	6,0	0	0,0	0	0,0
Senior Management Service Band A (Level 13)	13	0	0,0	0	0,0	0	0,0
Senior Management Service Band B (Level 14)	3	0	0,0	0	0,0	0	0,0
Senior Management Service Band C (Level 15)	1	0	0,0	0	0,0	0	0,0
<b>Total</b>	<b>368</b>	<b>25</b>	<b>6,8</b>	<b>0</b>	<b>0,0</b>	<b>0</b>	<b>0,0</b>

*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 2020 to 31 March 2021**

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 2020 to 31 March 2021**

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 2020 to 31 March 2021**

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 2020 to 31 March 2021**

Salary Band	Number of employees as at 31 March 2020	Turnover rate % 2019/20	Appointments into the Department	Transfers into the Department	Terminations out of the Department	Transfers out of the Department	Turnover rate % 2020/21
Lower skilled (Levels 1-2)	0	0,0	0	0	0	0	0,0
Skilled Levels 3-5)	27	22,2	5	0	3	1	14,8
Highly skilled production (Levels 6-8)	215	3,3	12	0	16	0	7,4
Highly skilled supervision (Levels 9-12)	107	14,8	12	1	11	0	10,3
Senior Management Service Band A (Level 13)	13	0,0	0	0	0	0	0,0
Senior Management Service Band B (Level 14)	3	0,0	0	0	0	0	0,0
Senior Management Service Band C (Level 15)	1	0,0	0	0	0	0	0,0
<b>Total</b>	<b>366</b>	<b>8,0</b>	<b>29</b>	<b>1</b>	<b>30</b>	<b>1</b>	<b>8,5</b>
			<b>30</b>		<b>31</b>		

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 2020).



**Table 3.4.2: Annual turnover rates by critical occupation, 1 April 2020 to 31 March 2021**

Critical Occupation	Number of employees as at 31 March 2020	Turnover rate % 2019/20	Appointments into the Department	Transfers into the Department	Terminations out of the Department	Transfers out of the Department	Turnover rate % 2020/21
Disaster Manager	20	14,3	2	0	2	0	10,0
Engineer	7	75,0	2	0	5	0	71,4
GIS Technologist	1	0,0	0	0	0	0	0,0
ICT Governance Specialist	1	100,0	0	0	0	0	0,0
Management Accountant	4	0,0	0	0	1	0	25,0
Supply Chain Management Practitioner	10	11,1	0	0	0	0	0,0
Town and Regional Planner	5	37,5	4	0	0	0	0,0
<b>Total</b>	<b>48</b>	<b>22,9</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>16,7</b>
			<b>8</b>		<b>8</b>		

*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 2020).*



**Table 3.4.3: Staff leaving the employ of the Department, 1 April 2020 to 31 March 2021**

Exit Category	Number	% of total exits	Number of exits as a % of total number of employees as at 31 March 2020
Death	4	12,9	1,1
Resignation *	9	29,0	2,5
Expiry of contract	12	38,7	3,3
Dismissal – operational changes	0	0,0	0,0
Dismissal – misconduct	2	6,5	0,5
Dismissal – inefficiency	0	0,0	0,0
Discharged due to ill-health	0	0,0	0,0
Retirement	3	9,7	0,8
Employee initiated severance package	0	0,0	0,0
Transfers to Statutory Body	0	0,0	0,0
Transfers to other Public Service departments	1	3,2	0,3
Promotion to another WCG Department	0	0,0	0,0
<b>Total</b>	<b>31</b>	<b>100,0</b>	<b>8,5</b>

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 2020 to 31 March 2021**

Resignation Reasons	Number	% of total resignations
Age	1	11,1
Emigration	1	11,1
Pursuing full-time studies	1	11,1
No reason provided	3	33,3
Current Remuneration	2	22,2
Lack of promotional opportunities	1	11,1
<b>Total</b>	<b>9</b>	<b>100,0</b>



**Table 3.4.5: Different age groups of staff who resigned, 1 April 2020 to 31 March 2021**

Age group	Number	% of total resignations
Ages <19	0	0,0
Ages 20 to 24	0	0,0
Ages 25 to 29	0	0,0
Ages 30 to 34	3	33,3
Ages 35 to 39	2	22,2
Ages 40 to 44	0	0,0
Ages 45 to 49	2	22,2
Ages 50 to 54	1	11,1
Ages 55 to 59	0	0,0
Ages 60 to 64	0	0,0
Ages 65 >	1	11,1
<b>Total</b>	<b>9</b>	<b>100,0</b>

**Table 3.4.6 Employee initiated severance packages.**

Total number of employee-initiated severance packages offered in 2020/21	None
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**Table 3.4.7: Promotions by salary band, 1 April 2020 to 31 March 2021**

Salary bands	Number of Employees as at 31 March 2020	Promotions to another salary level	Promotions as a % of total employees	Progressions to another notch within a salary level	Notch progressions as a % of total employees
Lower skilled (Levels 1-2)	0	0	0,0	0	0,0
Skilled (Levels 3-5)	27	0	0,0	14	51,9
Highly skilled production (Levels 6-8)	215	0	0,0	74	34,4
Highly skilled supervision (Levels 9-12)	107	2	1,9	63	58,9
Senior management (Levels 13-16)	17	0	0,0	14	82,4
<b>Total</b>	<b>366</b>	<b>2</b>	<b>0,5</b>	<b>165</b>	<b>45,1</b>

*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 2020 to 31 March 2021

Critical Occupation	Number of Employees as at 31 March 2020	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	20	2	10,0	14	70,0
Engineer	7	0	0,0	0	0,0
GIS Technologist	1	0	0,0	1	100,0
ICT Governance Specialist	1	0	0,0	0	0,0
Management Accountant	4	0	0,0	2	50,0
Supply Chain Management Practitioner	10	0	0,0	6	60,0
Town and Regional Planner	5	0	0,0	2	40,0
<b>Total</b>	<b>48</b>	<b>2</b>	<b>4,2</b>	<b>25</b>	<b>52,1</b>

*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.*



## 3.4. 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 2021**

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	0	1	0	0	0	0	0	0	0	0	1
Senior management (Levels 13-14)	1	5	1	4	1	1	1	2	0	0	16
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	20	22	0	8	19	35	1	7	0	0	112
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	21	47	0	0	59	75	1	7	0	0	210
Semi-skilled and discretionary decision making (Levels 3-5)	3	7	0	1	3	13	0	0	0	0	27
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>45</b>	<b>82</b>	<b>1</b>	<b>13</b>	<b>82</b>	<b>124</b>	<b>3</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>366</b>
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>Grand total</b>	<b>45</b>	<b>82</b>	<b>1</b>	<b>13</b>	<b>82</b>	<b>124</b>	<b>3</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>366</b>

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 2021**

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

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.



**Table 3.5.3: Recruitment, 1 April 2020 at 31 March 2021**

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

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 2020 at 31 March 2021

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

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 2020 at 31 March 2021**

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	0	0	0	0	0	0	0	0	0	0	0
Senior management (Levels 13-14)	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	0	1	0	4	4	1	0	1	0	0	11
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	1	3	0	1	5	5	0	1	0	0	16
Semi-skilled and discretionary decision making (Levels 3-5)	2	1	0	0	0	0	0	1	0	0	4
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>9</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>31</b>
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>Grand total</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>9</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>31</b>

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 2020 to 31 March 2021**

Disciplinary Actions	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Dismissal	1	0	0	0	0	1	0	0	0	0	2
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>Grand total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

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 2020 at 31 March 2021**

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management (Levels 15-16)	0	0	0	0	0	0	0	0	0
Senior management (Levels 13-14)	0	2	1	1	0	0	1	1	6
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	4	9	0	5	5	10	0	2	35
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	3	6	0	0	5	11	1	3	29
Semi-skilled and discretionary decision making (Levels 3-5)	3	2	0	1	2	11	0	1	20
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>10</b>	<b>19</b>	<b>1</b>	<b>7</b>	<b>12</b>	<b>32</b>	<b>2</b>	<b>7</b>	<b>90</b>
Temporary employees	0	0	0	0	0	0	0	0	0
<b>Grand total</b>	<b>10</b>	<b>19</b>	<b>1</b>	<b>7</b>	<b>12</b>	<b>32</b>	<b>2</b>	<b>7</b>	<b>90</b>

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 October 2020**

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
<b>Total</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>100,0</b>

*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. The due date for SMS members to sign Performance Agreements for the 2020/2021 performance cycle was extended to 31 October 2020, due to the COVID-19 pandemic, as per a DPSA circular issued in this regard*

D

**Table 3.6.2: Reasons for not having concluded Performance Agreements with all SMS Members on 31 October 2020**

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 October 2020**

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 2020**

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

*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 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	0	-
Salary Level 14	3	3	100,0	0	-
Salary Level 13	13	13	100,0	0	-
<b>Total</b>	<b>17</b>	<b>17</b>	<b>100,0</b>	<b>0</b>	<b>-</b>

*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 2021**

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

**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

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**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 because 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 2020 to 31 March 2021**

Salary Band	Employees as at 31 March 2020	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Lower skilled (Levels 1-2)	0	0	0,0
Skilled (Levels 3-5)	27	14	51,9
Highly skilled production (Levels 6-8)	215	74	34,4
Highly skilled supervision (Levels 9-12)	107	63	58,9
Senior management (Levels 13-16)	17	14	82,4
<b>Total</b>	<b>366</b>	<b>165</b>	<b>45,1</b>

**Table 3.8.2: Notch progressions by critical occupation, 1 April 2020 to 31 March 2021**

Critical Occupations	Employees as at 31 March 2020	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Disaster Manager	20	14	70,0
Engineer	7	0	0,0
GIS Technologist	1	1	100,0
ICT Governance Specialist	1	0	0,0
Management Accountant	4	2	50,0
Supply Chain Management Practitioner	10	6	60,0
Town and Regional Planner	5	2	40,0
<b>Total</b>	<b>48</b>	<b>25</b>	<b>52,1</b>



To encourage good performance, the Department has granted the following performance rewards to employees for the performance period 2019/20 but paid in the financial year 2020/21. The information is presented in terms of race, gender, and disability (Table 3.8.3), salary bands (Table 3.8.4 and Table 3.8.5) and critical occupations (Table 3.8.6).

**Table 3.8.3: Performance rewards by race, gender, and disability, 1 April 2020 to 31 March 2021**

Programme	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group as at 31 March 2020	% of total within group	Cost (R'000)	Average cost per beneficiary (R)
<b>African</b>	<b>1</b>	<b>126</b>	<b>0,8</b>	<b>25</b>	<b>25 362</b>
Male	1	43	2,3	25	25 362
Female	0	83	0,0	0	0
<b>Coloured</b>	<b>0</b>	<b>195</b>	<b>0,0</b>	<b>0</b>	<b>0</b>
Male	0	74	0,0	0	0
Female	0	121	0,0	0	0
<b>Indian</b>	<b>0</b>	<b>3</b>	<b>0,0</b>	<b>0</b>	<b>0</b>
Male	0	1	0,0	0	0
Female	0	2	0,0	0	0
<b>White</b>	<b>0</b>	<b>29</b>	<b>0,0</b>	<b>0</b>	<b>0</b>
Male	0	14	0,0	0	0
Female	0	15	0,0	0	0
<b>Employees with a disability</b>	<b>0</b>	<b>13</b>	<b>0,0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>1</b>	<b>366</b>	<b>0,3</b>	<b>25</b>	<b>25 362</b>

*Note: Performance bonus payment processed in 2020/21 for the 2017/18 performance cycle. The departmental moderating committee reconvened to resolve a dispute lodged by the employee post the outcome of the 2017/18 performance cycle.*

**Table 3.8.4: Performance rewards (cash bonus), by salary bands for personnel below Senior Management Service level, 1 April 2020 to 31 March 2021**

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2020	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of the total personnel expenditure
Lower skilled (Levels 1-2)	0	0	0,0	0	0	0,0
Skilled (Levels 3-5)	0	27	0,0	0	0	0,0
Highly skilled production (Levels 6-8)	1	215	0,5	25	25 362	0,02
Highly skilled supervision (Levels 9-12)	0	107	0,0	0	0	0,0
<b>Total</b>	<b>1</b>	<b>349</b>	<b>0,3</b>	<b>25</b>	<b>25 362</b>	<b>0,02</b>

Note: The cost is calculated as a percentage of the total personnel expenditure for salary levels 1-12 employees, reflected in Table 3.1.2. Performance bonus payment processed in 2020/21 for the 2017/18 performance cycle. The departmental moderating committee reconvened to resolve a dispute lodged by the employee post the outcome of the 2017/18 performance cycle.

**Table 3.8.5: Performance rewards (cash bonus), by salary band, for Senior Management Service level, 1 April 2020 to 31 March 2021**

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2020	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of the total personnel expenditure
Senior Management Service Band A (Level 13)	0	13	0,0	0	0	0,0
Senior Management Service Band B (Level 14)	0	3	0,0	0	0	0,0
Senior Management Service Band C (Level 15)	0	1	0,0	0	0	0,0
<b>Total</b>	<b>0</b>	<b>17</b>	<b>0,0</b>	<b>0</b>	<b>0</b>	<b>0,0</b>

Note: The cost is calculated as a percentage of the total personnel expenditure for those employees at salary levels 13-16, reflected in Table 3.1.2.



**Table 3.8.6: Performance rewards (cash bonus) by critical occupation, 1 April 2020 to 31 March 2021**

Critical Occupation	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2020	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of the total personnel expenditure
Disaster Manager	0	20	0,0	0	0	0,0
Engineer	0	7	0,0	0	0	0,0
GIS Technologist	0	1	0,0	0	0	0,0
ICT Governance Specialist	0	1	0,0	0	0	0,0
Management Accountant	0	4	0,0	0	0	0,0
Supply Chain Management Practitioner	0	10	0,0	0	0	0,0
Town and Regional Planner	0	5	0,0	0	0	0,0
<b>Total</b>	<b>0</b>	<b>48</b>	<b>0,0</b>	<b>0</b>	<b>0</b>	<b>0,0</b>



### 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 2020 to 31 March 2021**

Salary Bands	1 April 2020		31 March 2021		Change	
	Number	% of total	Number	% of total	Number	% change
<b>None</b>						

*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 2020 to 31 March 2021**

Major Occupation	1 April 2020		31 March 2021		Change	
	Number	% of total	Number	% of total	Number	% change
<b>None</b>						

*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 2020 TO 31 DECEMBER 2020

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 2020 to 31 December 2020**

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	8	37,5	3	9	33,3	3	2
Lower skilled (Levels 1-2)	0	0,0	0	0	0,0	0	0
Skilled Levels 3-5)	57	63,2	20	32	62,5	3	41
Highly skilled production (Levels 6-8)	582	84,5	115	229	50,2	5	594
Highly skilled supervision (Levels 9-12)	408	83,1	68	119	57,1	6	714
Senior management (Levels 13-16)	50	66,0	12	17	70,6	4	158
<b>Total</b>	<b>1 105</b>	<b>81,7</b>	<b>218</b>	<b>406</b>	<b>53,7</b>	<b>5</b>	<b>1 509</b>

*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 2020 to 31 December 2020**

Salary Band	Total days	% days with medical certification	Number of Employees using incapacity leave	Total number of employees	% of total employees using incapacity leave	Average days per employee	Estimated Cost (R'000)
Interns	0	0,0	0	9	0,0	0	0
Lower skilled (Levels 1-2)	0	0,0	0	0	0,0	0	0
Skilled Levels 3-5)	0	0,0	0	32	0,0	0	0
Highly skilled production (Levels 6-8)	363	100,0	4	229	1,7	91	340
Highly skilled supervision (Levels 9-12)	41	100,0	3	119	2,5	14	62
Senior management (Levels 13-16)	0	0,0	0	17	0,0	0	0
<b>Total</b>	<b>404</b>	<b>100,0</b>	<b>7</b>	<b>406</b>	<b>1,7</b>	<b>58</b>	<b>402</b>

*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 2020 to 31 December 2020**

Salary Band	Total days taken	Total number employees using annual leave	Average number of days taken per employee
Interns	45	8	6
Lower skilled (Levels 1-2)	0	0	0
Skilled (Levels 3-5)	386	31	12
Highly skilled production (Levels 6-8)	3 820	221	17
Highly skilled supervision (Levels 9-12)	1 963	116	17
Senior management (Levels 13-16)	319	17	19
<b>Total</b>	<b>6 533</b>	<b>393</b>	<b>17</b>



**Table 3.10.4: Capped leave, 1 January 2020 to 31 December 2020**

Salary Band	Total capped leave available as at 31 Dec 2019	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 2020	Total capped leave available as at 31 Dec 2020
Lower skilled (Levels 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	167	0	0	0	6	170
Highly skilled supervision (Levels 9-12)	319	4	1	4	14	318
Senior management (Levels 13-16)	184	0	0	0	4	184
<b>Total</b>	<b>670</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>24</b>	<b>672</b>

*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 2020 to 31 March 2021**

Reason	Total Amount (R'000)	Number of Employees	Average payment per employee
Leave pay-outs during 2020/21 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave pay-outs on termination of service	0	0	0
Current leave pay-outs on termination of service	506	26	19 464
<b>Total</b>	<b>506</b>	<b>26</b>	<b>19 464</b>

### 3.11. HEALTH PROMOTION PROGRAMMES, INCLUDING HIV AND AIDS

**Table 3.11.1: Steps taken to reduce the risk of occupational exposure, 1 April 2020 to 31 March 2021**

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
The nature of the Department's work does not expose employees to increased risk of contracting HIV & AIDS. Despite the very low occupational risk, all employees have been targeted at all levels within the Department.	<p>Due to the COVID-19 pandemic and lockdown 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"> <li>• 24/7/365 Telephone counselling.</li> <li>• Face to face counselling (4 session model).</li> <li>• Trauma and critical incident counselling.</li> <li>• Advocacy on HIV&amp;AIDS awareness, including online services.</li> <li>• Training, coaching and targeted Interventions as required.</li> </ul>

**Table 3.11.2: Details of Health Promotion including HIV & AIDS Programmes, 1 April 2020 to 31 March 2021**

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 Corporate Services Centre (CSC) within the Department of the Premier provides a transversal service to the eleven (11) departments, including the <b>Department of Local Government</b>.</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: R4.293 m</p>



Question	Yes	No	Details, if yes
<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>	✓		<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 the eleven (11) departments of the Corporate Services Centre (CSC).</p> <p>The following interventions were conducted: Debriefing sessions to the Employees and Managers in the Disaster Management Operational Centre, who needed to be available for duty since the start of and throughout the COVID-19 pandemic. Other employees and managers were supported with How to take care of yourself during COVID-19; Parents, COVID-19 and School; Work-life Balance while working from home; Inspirational Talks to the female employees; How to communicate effectively and Build relationships in times of a crisis; Men’s Talk on GBV; and Dealing with my anxieties and fears amidst COVID-19. Mental Health Awareness and EHW Information sessions were also facilitated.</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>
<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>	✓		<p>The Provincial Employee Health and Wellness Steering Committee has been established with members nominated by each department.</p> <p>The Department of Local Government is represented by Mr Franick Matthee and Mr Kirk Adams.</p>

Question	Yes	No	Details, if yes
<p>5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.</p>	✓		<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 &amp; AIDS and TB Management that responds to the prevention of discrimination against employees affected and infected by HIV &amp; 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 &amp; 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>
<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>	✓		<p>The Provincial Strategic Plan on HIV &amp; 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"> <li>• Reduce HIV and TB discrimination in the workplace. This included campaigns against unfair discrimination and empowerment of employees.</li> <li>• 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.</li> </ul> <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"> <li>• Wellness Screenings (Blood pressure, Glucose, Cholesterol, TB, BMI)</li> <li>• HCT Screenings</li> <li>• TB Talks and Screenings</li> <li>• Distributing posters and pamphlets.</li> <li>• Condom distribution and spot talks; and</li> <li>• Commemoration of World AIDS Day and Wellness events</li> </ul>



Question	Yes	No	Details, if yes
7. Does the department encourage its employees to undergo HIV counselling and testing (HCT)? If so, list the results that you have you achieved.	✓		<b>HCT SESSIONS</b> There were no Wellness and HCT screening sessions in this reporting period due to COVID-19 restrictions.
8. Has the department developed measures/ indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.	✓		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.



## 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 2020 to 31 March 2021**

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

**Table 3.12.2: Misconduct and disciplinary hearings finalised, 1 April 2020 to 31 March 2021**

Outcomes of disciplinary hearings	Number of cases finalised	% of total
Dismissal	2	100,0
<b>Total</b>	<b>2</b>	<b>100,0</b>
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 2020 to 31 March 2021**

Type of misconduct	Number	% of total
Absent from work without reason or permission	1	50,0
Falsifies records or any documents	1	50,0
<b>Total</b>	<b>2</b>	<b>100,0</b>

**Table 3.12.4: Grievances lodged, 1 April 2020 to 31 March 2021**

Grievances lodged	Number	% of total
Number of grievances resolved	2	100,0
Number of grievances not resolved	0	0,0
<b>Total number of grievances lodged</b>	<b>2</b>	<b>100,0</b>

*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 2020 to 31 March 2021**

Disputes lodged with Councils	Number	% of total
Number of disputes upheld	0	0,0
Number of disputes dismissed	3	100,0
<b>Total number of disputes lodged</b>	<b>3</b>	<b>100,0</b>

*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 2020 to 31 March 2021**

Strike actions	Number
Total number of persons working days lost	0
Total cost (R'000) of working days lost	0
Amount (R'000) recovered because of no work no pay	0

D

**Table 3.12.7: Precautionary suspensions, 1 April 2020 to 31 March 2021**

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

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

### 3.13. SKILLS DEVELOPMENT

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

**Table 3.13.1: Training needs identified, 1 April 2020 to 31 March 2021**

Occupational Categories	Gender	Number of employees as at 1 April 2020	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers (Salary Band 13 - 16)	Female	5	0	5	0	5
	Male	12	0	12	0	12
Professionals (Salary Band 9 - 12)	Female	60	0	86	0	86
	Male	48	0	85	0	85
Technicians and associate professionals (Salary Band 6 - 8)	Female	144	0	290	0	290
	Male	71	0	172	0	172
Clerks (Salary Band 3 - 5)	Female	17	0	19	0	19
	Male	9	0	28	0	28
Elementary occupations (Salary Band 1 - 2)	Female	0	0	0	0	0
	Male	0	0	0	0	0
Sub Total	Female	226	0	400	0	400
	Male	140	0	297	0	297
<b>Total</b>		<b>366</b>	<b>0</b>	<b>697</b>	<b>0</b>	<b>697</b>
Employees with disabilities	Female	5	0	20	0	20
	Male	8	0	25	0	25

*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 2020 to 31 March 2021**

Occupational Categories	Gender	Number of employees as at 31 March 2021	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	0	7	0	7
	Male	12	0	5	0	5
Professionals (Salary Band 9 - 12)	Female	62	0	38	0	38
	Male	50	0	40	0	40
Technicians and associate professionals (Salary Band 6 - 8)	Female	142	0	50	0	50
	Male	68	0	34	0	34
Clerks (Salary Band 3 - 5)	Female	16	0	55	0	55
	Male	11	0	20	0	20
Elementary occupations (Salary Band 1 - 2)	Female	0	0	0	0	0
	Male	0	0	0	0	0
Sub Total	Female	225	0	150	0	150
	Male	141	0	99	0	99
<b>Total</b>		<b>366</b>	<b>0</b>	<b>249</b>	<b>0</b>	<b>249</b>
Employees with disabilities	Female	6	0	1	0	1
	Male	8	0	0	0	0

*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 2020 to 31 March 2021

Nature of injury on duty	Number	% of total
Required basic medical attention only	0	0,0
Temporary disablement	0	0,0
Permanent disablement	0	0,0
Fatal	0	0,0
<b>Total</b>	<b>0</b>	<b>0,0</b>
Percentage of total employment		0,0



## 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 /Months	Contract Value in Rand	Total Number of Projects	BBBEE level
1	Capitol Press	Annual Report 2019/20	Design, layout, proof reading, translation and printing	1	2 months	69,000.00	1	1
		Citizens Report 2019/20	Design, layout, proof reading, translation and printing	1	2 months	2,300.01	1	1
	DHL International	Logistics and General Support	Assistance with the logistics and general support in response to the COVID-19 pandemic donations management	3	3 months	1,945,040.00	1	0
	Tredco Marketing Consultants	Annual Performance Plan 2020/21	Design, layout, proof reading, translation and printing	1	2 months	69,115.00	1	4
2	Ignite Advisory Services	Status Audit	Conduct a shared services/ inter-municipal co-operation (IMC) status audit and business operations strategy in the Cape Winelands district and local municipalities	2	340 hours	287,040.00	1	0
	Development Bank of Southern Africa	Infrastructure and growth plans	Support with the Infrastructure and growth plans	2	12 months	2,506,449.75	1	N/A
	HS Business Solutions	Research Study	Scientific Research on the number of staff supporting political office bearers in municipalities	1	6 months	247,500.00	1	4
	Department of the Premier	Inter Departmental Claims	Development of a municipal data governance framework for implementation within the local government space	1	12 months	1,222,900.80	2	N/A
			IPSS Hosting Fees	1	12 months	80,000.00	1	N/A
WP Rabbets	Provincial Intervention	Professional Services: Administrator- Financial Recovery, Kannaland Municipality	1	12 months	1,200,000.00	1	0	

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours /Months	Contract Value in Rand	Total Number of Projects	BBBEE level
2	Cinnabar Graphic Design	Client Service Charter Booklets	Design, layout, proof reading, translation, printing and delivery	1	1 month	7,750.00	1	4
3	Disaster Risk Management	Disaster Risk Assessment	Review and update of the Garden Route District Municipality Disaster Risk Assessment	1	4 months	199,250.61	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 Garden Route District Municipality	6	3 months	247,940.00	1	2
	Department of the Premier	Inter Departmental Claim	Geographic Information Systems: Development of a mobile application and operational dashboard to capture and monitor humanitarian relief within municipalities	1	3 months	75,000.00	1	N/A
	GEOSS South Africa	Hydro-geological Consulting Services	General Hydrogeological professional services, technical advisory services and project management services to support municipalities with overall groundwater related interventions and initiatives	4	3 months	3,902,399.83	9	3
	ZUTARI (PTY) LTD	Advisory Consulting Service	Compilation of the Western Cape Integrated Drought and Water Response Plan (WCIDWRP)	4	12 months	5,499,283.00	1	1
						R 17,560,969.00		





PART E:  
**FINANCIAL  
INFORMATION**



Financial Information



# FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

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# FINANCIAL INFORMATION



WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

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## REPORT OF THE AUDIT COMMITTEE for the year ended 31 March 2021

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Please refer to Part C pages 82-83 for the full report of the Audit Committee.



## REPORT OF THE ACCOUNTING OFFICER for the year ended 31 March 2021

### 1. General review of the state of financial affairs

#### Spending trends:

The final appropriation for the Department of Local Government (DLG) amounts to R 283,679 million and the expenditure incurred by DLG amounts to R 279,141 million as at 31 March 2021, this reflects an underspending of R4,538 million as it relates to the following:

- Compensation of employees (CoE) due to delays and challenges with the filling of the capacity funded from earmarked funds and resignations of officials within the Department.
- Goods and services (G &S) for Information Technology (IT) equipment procured during 2020/21, however, the supplier could not deliver by 31 March 2021. A rollover application has been submitted to Provincial Treasury (PT) to fund the commitment during 2021/22 financial year.
- Transfers and subsidies an amount of R3,625 million as published in gazette number 8358 dated 26 November 2020 "Western Cape Municipal Interventions Grant" for Kannaland Local Municipality. Due to the prevailing instability in the Kannaland Local Municipality, the Department withheld the transfer of funding, in terms of the Municipal Intervention Grant since it will not yield the intended impact in the current environment; and
- Payment of capital assets for the purchasing of IT equipment and the procurement audio equipment for the upgrade of the 9th floor at Waldorf Building during 2020/21, however, the supplier could not deliver by 31 March 2021. A rollover application has been submitted to PT to fund the commitment during 2021/22 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 relating to COVID-19, responsible water usage and drowning prevention within the Province.

- Programme 1 additional funds allocated towards the upgrade of the 9th floor at Waldorf building.
- Programme 3 to increase CoE due to an outstanding salary claim received from Department of the Premier.
- Programme 3 additional funds allocated towards Aerial fire support to maintain adequate response for the remainder of the season and to cover variable expenditure, namely hourly flying costs.
- The virements were undertaken within the guidelines of Provincial Treasury.

### 2. Capacity constraints

- Compensation of employees (CoE) due to delays and challenges with the filling of the capacity funded from earmarked funds and resignations of officials within the Department.

### 3. Utilisation of donor funds

- None.

### 4. Trading entities and public entities

- None

### 5. Organisations to whom transfer payments have been made

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

### 6. Public private partnerships (PPP)

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

## REPORT OF THE ACCOUNTING OFFICER for the year ended 31 March 2021

### 7. Corporate governance arrangements

- This is covered under Section C.

### 8. Discontinued activities/activities to be discontinued

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

### 9. New/proposed activities

- None.

### 10. Events after the reporting date

- None.

### 11. Service Delivery Environment

During the 2020/21 financial year, the Department of Local Government guided by COVID-19 regulations, the Department of Public Service and Administration circulars as well as the Provincial circulars, has had to adopt new innovative ways of working to ensure that targets which were set in the Annual Performance Plan were achieved. This report is an account of the Department's performance during the 2020/21 financial year, wherein achieving 88%, partially achieving 10% with 2% of its planned targets not achieved. The Department has received an unqualified audit opinion with no findings, this is the eighth consecutive year that the Department has received an unqualified audit opinion. I express my gratitude to my colleagues at all levels as this is evident of their hard work and commitment to ensuring that the Department embodies the values of good governance and improved service delivery for the benefit of our citizens.

The Pandemic has not only had a devastating impact on the health of the citizens of this Province but has also taken a serious toll on the socio-economic conditions and livelihood of our communities. The implementation of various levels of lockdown since March 2020 as a response to curb the rise in infections, further brought to light the challenges faced by many members of our society. Food

security became a distinct reminder of this reality as the movement of people was largely restricted, impacting the livelihood of many informal workers who cannot operate or trade remotely. This meant that municipalities, being at the forefront, found themselves with the added responsibility of setting up of shelters for the homeless and ensuring we provide food security; setting up quarantine and isolation sites; ensuring the sanitisation of public spaces as well as the provision of Personal Protective Equipment and the additional cost incurred from delays on construction activities during the lockdown period. The Department has had to reprioritise its budget during the 2020/21 financial year in response to the Pandemic. For example, an amount of R 16.2 million was transferred to municipalities for the provision of humanitarian relief, to further augment the efforts of municipalities in implementing food security programmes.

In addition, economic hardships brought on by the Pandemic resulted in a significant loss in revenue for several municipalities, with the potential to affect municipalities' cashflow in the immediate and the long term. The Department, in collaboration with the Hanns Seidel Foundation, commissioned the University of Stellenbosch to design a financial and operational sustainability model for municipalities. The model will assist in identifying alternative revenue streams, as well as a basket of services and the minimum level of services which municipalities should render to communities.

The adoption of the Joint District and Metro Approach in the Province fundamentally changed the way the Province functions. With the manifestation of positive outcomes on projects implemented through this approach in several districts, the methodology was applied to respond to COVID-19 while reporting on the Western Cape Recovery Plan. The Department played a key role in facilitating the Hotspot Strategy which was a geographic response to COVID-19, and through this, strengthened its interface between the provincial government and municipalities to streamline reporting to the extended Provincial Cabinet.



## REPORT OF THE ACCOUNTING OFFICER for the year ended 31 March 2021

During the year under review, the Department prioritised undertaking municipal investigations and to this end, the Municipal Forensic Unit has been established, with the organisational design process commenced to strengthen the internal capacity to conduct investigations in municipalities.

Notwithstanding governance challenges identified in some municipalities, the 2019/20 municipal audit outcomes indicate an improvement as 18 out of 30 municipalities received unqualified audit opinions with no findings, while nine (9) municipalities received unqualified opinions with findings.

### 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 141 to 202 have been approved by the Accounting Officer.

Mr Graham Paulse  
ACCOUNTING OFFICER  
DATE: 31 August 2021

## REPORT OF THE AUDITOR-GENERAL for the year ended 31 March 2021

# 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 141 to 202, which comprise the appropriation statement, statement of financial position as at 31 March 2021, 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 2021, and its financial performance and cash flows for the year then ended in accordance with the Modified Cash Standard (MCS) 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.

### Other matter

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

## Unaudited supplementary schedules

7. The supplementary information set out on pages 203 to 213 does not form part of the financial statements and is presented as additional information. I have not audited these schedules and, accordingly, I do not express an opinion thereon.

## Responsibilities of the accounting officer for the financial statements

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



## REPORT OF THE AUDITOR-GENERAL for the year ended 31 March 2021

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

10. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.
11. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor’s report.

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.

14. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected programme presented in the department’s annual performance report for the year ended 31 March 2021:

Programme	Pages in the annual performance report
Programme 3 - development and planning	57 - 63

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

## Report on the audit of the annual performance report

### Introduction and scope

12. 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 selected programmes presented in the annual performance report. I performed procedures to identify material findings but not to gather evidence to express assurance.
13. My procedures address the usefulness and reliability of the reported performance information, which must be based on the 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. My procedures do not extend to any disclosures or assertions

### Other matter

17. I draw attention to the matter below.

### Achievement of planned targets

18. Refer to the annual performance report on pages 57 - 63 for information on the achievement of planned targets for the year and explanations provided for the under-/overachievement of a number of targets.



## REPORT OF THE AUDITOR-GENERAL for the year ended 31 March 2021

### Report on the audit of compliance with legislation

#### Introduction and scope

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

#### Other information

21. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report. The other information does not include the financial statements, the auditor's report and those selected programmes presented in the annual performance report that have been specifically reported in this auditor's report.
22. My opinion on the financial statements and findings on the reported performance information and compliance with legislation do not cover the other information and I do not express an audit opinion or any form of assurance conclusion 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 2021



AUDITOR-GENERAL  
SOUTH AFRICA

*Auditing to build public confidence*



## REPORT OF THE AUDITOR-GENERAL for the year ended 31 March 2021

### ANNEXURE – AUDITOR-GENERAL’S RESPONSIBILITY FOR THE AUDIT

1. As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements and the procedures performed on reported performance information for selected 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 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.

# FINANCIAL INFORMATION



WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Appropriation per programme

		2020/21						2019/20		
Voted funds and Direct charges	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	
<b>Programme</b>										
1.	Administration	52 454	-	91	<b>52 545</b>	51 754	791	98.5	48 257	47 027
2.	Local Governance	148 746	-	(717)	<b>148 029</b>	144 283	3 746	97.5	148 339	147 211
3.	Development and Planning	82 478	-	626	<b>83 104</b>	83 104	-	100.0	122 698	119 511
4.	Traditional Institutional Management	1	-	-	<b>1</b>	-	1	-	1	-
<b>Programme sub total</b>		<b>283 679</b>	<b>-</b>	<b>-</b>	<b>283 679</b>	<b>279 141</b>	<b>4 538</b>	<b>98.4</b>	<b>319 295</b>	<b>313 749</b>
<b>Statutory Appropriation</b>										
<b>Total</b>		<b>283 679</b>	<b>-</b>	<b>-</b>	<b>283 679</b>	<b>279 141</b>	<b>4 538</b>	<b>98.4</b>	<b>319 295</b>	<b>313 749</b>
<b>Reconciliation with Statement of Financial Performance</b>										
<b>Add:</b>										
Departmental receipts					<b>398</b>				<b>4 202</b>	
<b>Actual amounts per Statement of Financial Performance (Total Revenue)</b>					<b>284 077</b>				<b>323 497</b>	
<b>Actual amounts per Statement of Financial Performance Expenditure</b>						<b>279 141</b>				<b>313 749</b>



# FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Appropriation per programme

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>234 153</b>	<b>(279)</b>	-	<b>233 874</b>	<b>233 707</b>	<b>167</b>	<b>99.9</b>	<b>242 262</b>	<b>236 716</b>
<b>Compensation of employees</b>	<b>182 398</b>	<b>(380)</b>	-	<b>182 018</b>	181 873	<b>145</b>	<b>99.9</b>	<b>177 854</b>	<b>172 997</b>
Salaries and wages	157 063	(381)	-	<b>156 682</b>	156 537	145	99.9	153 322	148 783
Social contributions	25 335	1	-	<b>25 336</b>	25 336	-	100.0	24 532	24 214
<b>Goods and services</b>	<b>51 755</b>	<b>101</b>	-	<b>51 856</b>	<b>51 834</b>	<b>22</b>	<b>100.0</b>	<b>64 408</b>	<b>63 719</b>
Administrative fees	53	(21)	(3)	<b>29</b>	29	-	100.0	289	284
Advertising	3 854	205	83	<b>4 142</b>	4 142	-	100.0	2 960	2 926
Minor assets	114	(7)	-	<b>107</b>	85	22	79.4	162	162
Audit costs: External	2 677	(17)	-	<b>2 660</b>	2 660	-	100.0	3 047	3 047
Bursaries: Employees	289	(62)	-	<b>227</b>	227	-	100.0	234	234
Catering: Departmental activities	685	(181)	(20)	<b>484</b>	484	-	100.0	1 998	1 994
Communication (G&S)	1 106	(11)	-	<b>1 095</b>	1 095	-	100.0	944	936
Computer services	517	29	-	<b>546</b>	546	-	100.0	477	477
Consultants: Business and advisory services	16 632	929	-	<b>17 561</b>	17 561	-	100.0	15 755	15 323
Legal services	1 617	32	-	<b>1 649</b>	1 649	-	100.0	3 006	3 006
Contractors	15 451	62	602	<b>16 115</b>	16 115	-	100.0	16 924	16 924
Agency and support / outsourced services	-	-	-	-	-	-	-	44	44
Entertainment	36	(10)	-	<b>26</b>	26	-	100.0	62	62
Fleet services (including government motor transport)	1 555	(108)	-	<b>1 447</b>	1 447	-	100.0	2 682	2 682
Consumable supplies	673	(11)	-	<b>662</b>	662	-	100.0	978	978
Consumable: Stationery, printing and office supplies	254	(10)	-	<b>244</b>	244	-	100.0	682	682
Operating leases	199	4	-	<b>203</b>	203	-	100.0	248	248
Property payments	711	8	-	<b>719</b>	719	-	100.0	1 828	1 828

# FINANCIAL INFORMATION



WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Appropriation per programme

Economic classification	2020/21							2019/20	
	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
Transport provided: Departmental activity	118	(32)	(30)	56	56	-	100.0	632	632
Travel and subsistence	1 716	(217)	(30)	1 469	1 469	-	100.0	6 581	6 375
Training and development	1 398	(412)	-	986	986	-	100.0	2 527	2 527
Operating payments	2 019	(22)	(602)	1 395	1 395	-	100.0	1 361	1 361
Venues and facilities	81	(47)	-	34	34	-	100.0	971	971
Rental and hiring	-	-	-	-	-	-	-	16	16
<b>Transfers and subsidies</b>	<b>43 392</b>	<b>380</b>	<b>-</b>	<b>43 772</b>	<b>40 147</b>	<b>3 625</b>	<b>91.7</b>	<b>72 161</b>	<b>72 161</b>
Provinces and municipalities	42 503	-	-	42 503	38 878	3 625	91.5	70 996	70 996
Municipalities	42 503	-	-	42 503	38 878	3 625	91.5	70 996	70 996
Municipal bank accounts	42 503	-	-	42 503	38 878	3 625	91.5	70 996	70 996
Departmental agencies and accounts	383	-	-	383	383	-	100.0	403	403
Departmental agencies	383	-	-	383	383	-	100.0	403	403
Non-profit institutions	380	-	-	380	380	-	100.0	400	400
Households	126	380	-	506	506	-	100.0	362	362
Social benefits	126	380	-	506	506	-	100.0	362	362
<b>Payments for capital assets</b>	<b>6 035</b>	<b>(15)</b>	<b>-</b>	<b>6 020</b>	<b>5 274</b>	<b>746</b>	<b>87.6</b>	<b>4 842</b>	<b>4 842</b>
Machinery and equipment	6 035	(15)	-	6 020	5 274	746	87.6	4 842	4 842
Transport equipment	2 622	(6)	-	2 616	2 616	-	100.0	2 698	2 698
Other machinery and equipment	3 413	(9)	-	3 404	2 658	746	78.1	2 144	2 144
<b>Payment for financial assets</b>	<b>99</b>	<b>(86)</b>	<b>-</b>	<b>13</b>	<b>13</b>	<b>-</b>	<b>100.0</b>	<b>30</b>	<b>30</b>
<b>Total</b>	<b>283 679</b>	<b>-</b>	<b>-</b>	<b>283 679</b>	<b>279 141</b>	<b>4 538</b>	<b>98.4</b>	<b>319 295</b>	<b>313 749</b>



# FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Programme 1: ADMINISTRATION

		2020/21						2019/20		
Sub programme		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	52 454	-	91	52 545	51 754	791	98.5	48 257	47 027
<b>Total</b>		<b>52 454</b>	<b>-</b>	<b>91</b>	<b>52 545</b>	<b>51 754</b>	<b>791</b>	<b>98.5</b>	<b>48 257</b>	<b>47 027</b>

# FINANCIAL INFORMATION



WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## APPROPRIATION STATEMENT for the year ended 31 March 2021

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>46 962</b>	<b>75</b>	<b>83</b>	<b>47 120</b>	<b>47 075</b>	<b>45</b>	<b>99.9</b>	<b>44 386</b>	<b>43 156</b>
<b>Compensation of employees</b>	<b>33 396</b>	<b>(21)</b>	<b>-</b>	<b>33 375</b>	<b>33 352</b>	<b>23</b>	<b>99.9</b>	<b>32 005</b>	<b>30 784</b>
Salaries and wages	28 905	(18)	-	28 887	28 864	23	99.9	27 790	26 616
Social contributions	4 491	(3)	-	4 488	4 488	-	100.0	4 215	4 168
<b>Goods and services</b>	<b>13 566</b>	<b>96</b>	<b>83</b>	<b>13 745</b>	<b>13 723</b>	<b>22</b>	<b>99.8</b>	<b>12 381</b>	<b>12 372</b>
Administrative fees	7	-	-	7	7	-	100.0	91	91
Advertising	3 747	266	83	4 096	4 096	-	100.0	1 582	1 582
Minor assets	101	(7)	-	94	72	22	76.6	82	82
Audit costs: External	2 677	(17)	-	2 660	2 660	-	100.0	3 047	3 047
Bursaries: Employees	289	(62)	-	227	227	-	100.0	234	234
Catering: Departmental activities	349	(2)	-	347	347	-	100.0	70	70
Communication (G&S)	320	25	-	345	345	-	100.0	246	246
Computer services	312	(7)	-	305	305	-	100.0	308	308
Consultants: Business and advisory services	2 091	(6)	-	2 085	2 085	-	100.0	232	232
Contractors	12	-	-	12	12	-	100.0	69	69
Entertainment	9	(2)	-	7	7	-	100.0	10	10
Fleet services (including government motor transport)	1 533	(104)	-	1 429	1 429	-	100.0	2 481	2 481
Consumable supplies	396	(5)	-	391	391	-	100.0	514	514
Consumable: Stationery, printing and office supplies	197	-	-	197	197	-	100.0	578	578
Operating leases	135	4	-	139	139	-	100.0	166	166
Property payments	129	4	-	133	133	-	100.0	708	708
Travel and subsistence	26	4	-	30	30	-	100.0	414	405
Training and development	813	1	-	814	814	-	100.0	952	952



# FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## APPROPRIATION STATEMENT for the year ended 31 March 2021

Economic classification	2020/21							2019/20	
	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	419	4	-	<b>423</b>	423	-	100.0	411	411
Venues and facilities	4	-	-	<b>4</b>	4	-	100.0	186	186
<b>Transfers and subsidies</b>	<b>16</b>	<b>21</b>	<b>-</b>	<b>37</b>	<b>37</b>	<b>-</b>	<b>100.0</b>	<b>59</b>	<b>59</b>
Departmental agencies and accounts	3	-	-	<b>3</b>	3	-	100.0	3	3
Departmental agencies	3	-	-	<b>3</b>	3	-	100.0	3	3
Households	13	21	-	<b>34</b>	34	-	100.0	56	56
Social benefits	13	21	-	<b>34</b>	34	-	100.0	56	56
<b>Payments for capital assets</b>	<b>5 377</b>	<b>1</b>	<b>8</b>	<b>5 386</b>	<b>4 640</b>	<b>746</b>	<b>86.1</b>	<b>3 782</b>	<b>3 782</b>
Machinery and equipment	5 377	1	8	<b>5 386</b>	4 640	746	86.1	3 782	3 782
Transport equipment	2 622	(6)	-	<b>2 616</b>	2 616	-	100.0	2 604	2 604
Other machinery and equipment	2 755	7	8	<b>2 770</b>	2 024	746	73.1	1 178	1 178
<b>Payment for financial assets</b>	<b>99</b>	<b>(97)</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>100.0</b>	<b>30</b>	<b>30</b>
<b>Total</b>	<b>52 454</b>	<b>-</b>	<b>91</b>	<b>52 545</b>	<b>51 754</b>	<b>791</b>	<b>98.5</b>	<b>48 257</b>	<b>47 027</b>

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# FINANCIAL INFORMATION



WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Subprogramme: 1.2: CORPORATE SERVICES

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>46 962</b>	<b>75</b>	<b>83</b>	<b>47 120</b>	<b>47 075</b>	<b>45</b>	<b>99.9%</b>	<b>44 386</b>	<b>43 156</b>
Compensation of employees	33 396	(21)	-	<b>33 375</b>	33 352	23	99.9%	32 005	30 784
Goods and services	13 566	96	83	<b>13 745</b>	13 723	22	99.8%	12 381	12 372
<b>Transfers and subsidies</b>	<b>16</b>	<b>21</b>	<b>-</b>	<b>37</b>	<b>37</b>	<b>-</b>	<b>100.0%</b>	<b>59</b>	<b>59</b>
Provinces and municipalities	-	-	-	-	-	-	0.0%	-	-
Departmental agencies and accounts	3	-	-	<b>3</b>	3	-	100.0%	3	3
Households	13	21	-	<b>34</b>	34	-	100.0%	56	56
<b>Payments for capital assets</b>	<b>5 377</b>	<b>1</b>	<b>8</b>	<b>5 386</b>	<b>4 640</b>	<b>746</b>	<b>86.1%</b>	<b>3 782</b>	<b>3 782</b>
Machinery and equipment	5 377	1	8	<b>5 386</b>	4 640	746	86.1%	3 782	3 782
<b>Payment for financial assets</b>	<b>99</b>	<b>(97)</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>100.0%</b>	<b>30</b>	<b>30</b>
<b>Total</b>	<b>52 454</b>	<b>-</b>	<b>91</b>	<b>52 545</b>	<b>51 754</b>	<b>791</b>	<b>98.5%</b>	<b>48 257</b>	<b>47 027</b>



# FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Programme 2: LOCAL GOVERNANCE

		2020/21							2019/20	
Sub programme		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 ADMINISTRATION	10 904	8	-	<b>10 912</b>	10 888	24	99.8%	11 333	10 850
2.	PUBLIC PARTICIPATION	9 810	(15)	(602)	<b>9 193</b>	9 184	9	99.9%	10 318	10 301
3.	CAPACITY DEVELOPMENT	10 955	(687)	-	<b>10 268</b>	10 266	2	100.0%	11 653	11 520
4.	MUNICIPAL PERFORMANCE, MONITORING, REPORTING AND EVALUATION	35 395	932	(24)	<b>36 303</b>	32 675	3 628	90.0%	27 225	27 116
5.	SERVICE DELIVERY INTEGRATION	9 755	(228)	(83)	<b>9 444</b>	9 432	12	99.9%	11 749	11 658
6.	COMMUNITY DEVELOPMENT WORKER PROGRAMME	71 927	(10)	(8)	<b>71 909</b>	71 838	71	99.9%	76 061	75 766
<b>Total</b>		<b>148 746</b>	<b>-</b>	<b>(717)</b>	<b>148 029</b>	<b>144 283</b>	<b>3 746</b>	<b>97.5%</b>	<b>148 339</b>	<b>147 211</b>

# FINANCIAL INFORMATION



WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## APPROPRIATION STATEMENT for the year ended 31 March 2021

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>124 265</b>	<b>(274)</b>	<b>(709)</b>	<b>123 282</b>	<b>123 161</b>	<b>121</b>	<b>99.9%</b>	<b>129 020</b>	<b>127 892</b>
<b>Compensation of employees</b>	<b>111 616</b>	<b>(284)</b>	<b>(24)</b>	<b>111 308</b>	<b>111 187</b>	<b>121</b>	<b>99.9%</b>	<b>110 822</b>	<b>109 711</b>
Salaries and wages	94 943	(270)	(24)	<b>94 649</b>	94 528	121	99.9%	94 755	93 737
Social contributions	16 673	(14)	-	<b>16 659</b>	16 659	-	100.0%	16 067	15 974
<b>Goods and services</b>	<b>12 649</b>	<b>10</b>	<b>(685)</b>	<b>11 974</b>	<b>11 974</b>	<b>-</b>	<b>100.0%</b>	<b>18 198</b>	<b>18 181</b>
Administrative fees	33	(10)	(3)	<b>20</b>	20	-	100.0%	116	116
Advertising	2	-	-	<b>2</b>	2	-	100.0%	72	72
Catering: Departmental activities	304	(152)	(20)	<b>132</b>	132	-	100.0%	666	666
Communication (G&S)	407	(5)	-	<b>402</b>	402	-	100.0%	360	360
Computer services	60	36	-	<b>96</b>	96	-	100.0%	-	-
Consultants: Business and advisory services	4 519	1 033	-	<b>5 552</b>	5 552	-	100.0%	4 324	4 307
Legal services	1 617	32	-	<b>1 649</b>	1 649	-	100.0%	3 006	3 006
Contractors	2 450	(402)	-	<b>2 048</b>	2 048	-	100.0%	2 387	2 387
Agency and support / outsourced services	-	-	-	-	-	-	0.0%	44	44
Entertainment	15	(6)	-	<b>9</b>	9	-	100.0%	32	32
Fleet services (including government motor transport)	22	(4)	-	<b>18</b>	18	-	100.0%	200	200
Consumable supplies	16	(4)	-	<b>12</b>	12	-	100.0%	33	33
Consumable: Stationery, printing and office supplies	51	(5)	-	<b>46</b>	46	-	100.0%	98	98
Operating leases	9	-	-	<b>9</b>	9	-	100.0%	9	9
Property payments	201	-	-	<b>201</b>	201	-	100.0%	232	232
Transport provided: Departmental activity	118	(32)	(30)	<b>56</b>	56	-	100.0%	632	632
Travel and subsistence	993	(35)	(30)	<b>928</b>	928	-	100.0%	3 934	3 934



# FINANCIAL INFORMATION

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## APPROPRIATION STATEMENT for the year ended 31 March 2021

Economic classification	2020/21							2019/20	
	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
Training and development	413	(413)	-	-	-	-	0.0%	1 112	1 112
Operating payments	1 395	(22)	(602)	771	771	-	100.0%	631	631
Venues and facilities	24	(1)	-	23	23	-	100.0%	294	294
Rental and hiring	-	-	-	-	-	-	0.0%	16	16
<b>Transfers and subsidies</b>	<b>23 870</b>	<b>284</b>	<b>-</b>	<b>24 154</b>	<b>20 529</b>	<b>3 625</b>	<b>85.0%</b>	<b>18 495</b>	<b>18 495</b>
Provinces and municipalities	23 785	-	-	23 785	20 160	3 625	84.8%	18 430	18 430
Municipalities	23 785	-	-	23 785	20 160	3 625	84.8%	18 430	18 430
Municipal bank accounts	23 785	-	-	23 785	20 160	3 625	84.8%	18 430	18 430
Households	85	284	-	369	369	-	100.0%	65	65
Social benefits	85	284	-	369	369	-	100.0%	65	65
<b>Payments for capital assets</b>	<b>611</b>	<b>(17)</b>	<b>(8)</b>	<b>586</b>	<b>586</b>	<b>-</b>	<b>100.0%</b>	<b>824</b>	<b>824</b>
Machinery and equipment	611	(17)	(8)	586	586	-	100.0%	824	824
Transport equipment	-	-	-	-	-	-	0.0%	92	92
Other machinery and equipment	611	(17)	(8)	586	586	-	100.0%	732	732
<b>Payment for financial assets</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>7</b>	<b>7</b>	<b>-</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>148 746</b>	<b>-</b>	<b>(717)</b>	<b>148 029</b>	<b>144 283</b>	<b>3 746</b>	<b>97.5%</b>	<b>148 339</b>	<b>147 211</b>

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## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Subprogramme: 2.1: MUNICIPAL ADMINISTRATION

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>10 856</b>	<b>(16)</b>	<b>-</b>	<b>10 840</b>	<b>10 816</b>	<b>24</b>	<b>99.8%</b>	<b>11 333</b>	<b>10 850</b>
Compensation of employees	9 402	(24)	-	<b>9 378</b>	9 354	24	99.7%	9 099	8 616
Goods and services	1 454	8	-	<b>1 462</b>	1 462	-	100.0%	2 234	2 234
<b>Transfers and subsidies</b>	<b>48</b>	<b>24</b>	<b>-</b>	<b>72</b>	<b>72</b>	<b>-</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>
Households	48	24	-	<b>72</b>	72	-	100.0%	-	-
<b>Total</b>	<b>10 904</b>	<b>8</b>	<b>-</b>	<b>10 912</b>	<b>10 888</b>	<b>24</b>	<b>99.8%</b>	<b>11 333</b>	<b>10 850</b>

### Subprogramme: 2.2: PUBLIC PARTICIPATION

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>9 810</b>	<b>(114)</b>	<b>(602)</b>	<b>9 094</b>	<b>9 085</b>	<b>9</b>	<b>99.9%</b>	<b>10 234</b>	<b>10 217</b>
Compensation of employees	8 131	(99)	-	<b>8 032</b>	8 023	9	99.9%	8 207	8 190
Goods and services	1 679	(15)	(602)	<b>1 062</b>	1 062	-	100.0%	2 027	2 027
<b>Transfers and subsidies</b>	<b>-</b>	<b>99</b>	<b>-</b>	<b>99</b>	<b>99</b>	<b>-</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>
Households	-	99	-	<b>99</b>	99	-	100.0%	-	-
<b>Payments for capital assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>84</b>	<b>84</b>
Machinery and equipment	-	-	-	<b>-</b>	-	-	0.0%	84	84
<b>Total</b>	<b>9 810</b>	<b>(15)</b>	<b>(602)</b>	<b>9 193</b>	<b>9 184</b>	<b>9</b>	<b>99.9%</b>	<b>10 318</b>	<b>10 301</b>



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## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Subprogramme: 2.3: CAPACITY DEVELOPMENT

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>10 955</b>	<b>(687)</b>	<b>-</b>	<b>10 268</b>	<b>10 266</b>	<b>2</b>	<b>100.0%</b>	<b>11 653</b>	<b>11 520</b>
Compensation of employees	9 873	-	-	<b>9 873</b>	9 871	2	100.0%	10 140	10 007
Goods and services	1 082	(687)	-	<b>395</b>	395	-	100.0%	1 513	1 513
<b>Total</b>	<b>10 955</b>	<b>(687)</b>	<b>-</b>	<b>10 268</b>	<b>10 266</b>	<b>2</b>	<b>100.0%</b>	<b>11 653</b>	<b>11 520</b>

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

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>15 570</b>	<b>932</b>	<b>(24)</b>	<b>16 478</b>	<b>16 475</b>	<b>3</b>	<b>100.0%</b>	<b>15 918</b>	<b>15 809</b>
Compensation of employees	8 604	-	(24)	<b>8 580</b>	8 577	3	100.0%	7 232	7 140
Goods and services	6 966	932	-	<b>7 898</b>	7 898	-	100.0%	8 686	8 669
<b>Transfers and subsidies</b>	<b>19 825</b>	<b>-</b>	<b>-</b>	<b>19 825</b>	<b>16 200</b>	<b>3 625</b>	<b>81.7%</b>	<b>11 293</b>	<b>11 293</b>
Provinces and municipalities	19 825	-	-	<b>19 825</b>	16 200	3 625	81.7%	11 264	11 264
Households	-	-	-	-	-	-	0.0%	29	29
<b>Payments for capital assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>14</b>	<b>14</b>
Machinery and equipment	-	-	-	-	-	-	0.0%	14	14
<b>Total</b>	<b>35 395</b>	<b>932</b>	<b>(24)</b>	<b>36 303</b>	<b>32 675</b>	<b>3 628</b>	<b>90.0%</b>	<b>27 225</b>	<b>27 116</b>

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### Subprogramme: 2.5: SERVICE DELIVERY INTEGRATION

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>8 848</b>	<b>(228)</b>	<b>(83)</b>	<b>8 537</b>	<b>8 525</b>	<b>12</b>	<b>99.9%</b>	<b>10 701</b>	<b>10 610</b>
Compensation of employees	7 928	-	-	<b>7 928</b>	7 916	12	99.8%	8 382	8 291
Goods and services	920	(228)	(83)	<b>609</b>	609	-	100.0%	2 319	2 319
<b>Transfers and subsidies</b>	<b>900</b>	<b>-</b>	<b>-</b>	<b>900</b>	<b>900</b>	<b>-</b>	<b>100.0%</b>	<b>1 046</b>	<b>1 046</b>
Provinces and municipalities	900	-	-	<b>900</b>	900	-	100.0%	1 046	1 046
<b>Payments for capital assets</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>7</b>	<b>7</b>	<b>-</b>	<b>100.0%</b>	<b>2</b>	<b>2</b>
Machinery and equipment	7	-	-	<b>7</b>	7	-	100.0%	2	2
<b>Total</b>	<b>9 755</b>	<b>(228)</b>	<b>(83)</b>	<b>9 444</b>	<b>9 432</b>	<b>12</b>	<b>99.9%</b>	<b>11 749</b>	<b>11 658</b>



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## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Subprogramme: 2.6: COMMUNITY DEVELOPMENT WORKER PROGRAMME

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>68 226</b>	<b>(161)</b>	<b>-</b>	<b>68 065</b>	<b>67 994</b>	<b>71</b>	<b>100%</b>	<b>69 181</b>	<b>68 886</b>
Compensation of employees	67 678	(161)	-	<b>67 517</b>	67 446	71	100%	67 762	67 467
Goods and services	548	-	-	<b>548</b>	548	-	100%	1 419	1 419
<b>Transfers and subsidies</b>	<b>3 097</b>	<b>161</b>	<b>-</b>	<b>3 258</b>	<b>3 258</b>	<b>-</b>	<b>100%</b>	<b>6 156</b>	<b>6 156</b>
Provinces and municipalities	3 060	-	-	<b>3 060</b>	3 060	-	100%	6 120	6 120
Households	37	161	-	<b>198</b>	198	-	100%	36	36
<b>Payments for capital assets</b>	<b>604</b>	<b>(17)</b>	<b>(8)</b>	<b>579</b>	<b>579</b>	<b>-</b>	<b>100%</b>	<b>724</b>	<b>724</b>
Machinery and equipment	604	(17)	(8)	<b>579</b>	579	-	100%	724	724
Software and other intangible assets	-	-	-	-	-	-	0%	-	-
<b>Payment for financial assets</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>7</b>	<b>7</b>	<b>-</b>	<b>100%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>71 927</b>	<b>(10)</b>	<b>(8)</b>	<b>71 909</b>	<b>71 838</b>	<b>71</b>	<b>100%</b>	<b>76 061</b>	<b>75 766</b>



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## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Programme 3: DEVELOPMENT AND PLANNING

		2020/21						2019/20		
Sub programme		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 INFRA-STRUCTURE	35 335	(263)	-	<b>35 072</b>	35 072	-	100.0%	62 418	60 586
2.	DISASTER MANAGEMENT	40 015	323	602	<b>40 940</b>	40 940	-	100.0%	52 861	52 060
3.	INTEGRATED DEVELOPMENT PLANNING COORDINATION	7 128	(60)	24	<b>7 092</b>	7 092	-	100.0%	7 419	6 865
<b>Total</b>		<b>82 478</b>	<b>-</b>	<b>626</b>	<b>83 104</b>	<b>83 104</b>	<b>-</b>	<b>100.0%</b>	<b>122 698</b>	<b>119 511</b>



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Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>62 925</b>	<b>(80)</b>	<b>626</b>	<b>63 471</b>	<b>63 471</b>	<b>-</b>	<b>100.0%</b>	<b>68 855</b>	<b>65 668</b>
<b>Compensation of employees</b>	<b>37 385</b>	<b>(75)</b>	<b>24</b>	<b>37 334</b>	<b>37 334</b>	<b>-</b>	<b>100.0%</b>	<b>35 026</b>	<b>32 502</b>
Salaries and wages	33 214	(93)	24	<b>33 145</b>	33 145	-	100.0%	30 776	28 430
Social contributions	4 171	18	-	<b>4 189</b>	4 189	-	100.0%	4 250	4 072
<b>Goods and services</b>	<b>25 540</b>	<b>(5)</b>	<b>602</b>	<b>26 137</b>	<b>26 137</b>	<b>-</b>	<b>100.0%</b>	<b>33 829</b>	<b>33 166</b>
Administrative fees	13	(11)	-	<b>2</b>	2	-	100.0%	82	77
Advertising	105	(61)	-	<b>44</b>	44	-	100.0%	1 306	1 272
Minor assets	13	-	-	<b>13</b>	13	-	100.0%	80	80
Catering: Departmental activities	32	(27)	-	<b>5</b>	5	-	100.0%	1 262	1 258
Communication (G&S)	379	(31)	-	<b>348</b>	348	-	100.0%	338	330
Computer services	145	-	-	<b>145</b>	145	-	100.0%	169	169
Consultants: Business and advisory services	10 022	(98)	-	<b>9 924</b>	9 924	-	100.0%	11 199	10 784
Contractors	12 989	464	602	<b>14 055</b>	14 055	-	100.0%	14 468	14 468
Entertainment	12	(2)	-	<b>10</b>	10	-	100.0%	20	20
Fleet services (including government motor transport)	-	-	-	<b>-</b>	-	-	-	1	1
Consumable supplies	261	(2)	-	<b>259</b>	259	-	100.0%	431	431
Consumable: Stationery, printing and office supplies	6	(5)	-	<b>1</b>	1	-	100.0%	6	6
Operating leases	55	-	-	<b>55</b>	55	-	100.0%	73	73
Property payments	381	4	-	<b>385</b>	385	-	100.0%	888	888
Travel and subsistence	697	(186)	-	<b>511</b>	511	-	100.0%	2 233	2 036
Training and development	172	-	-	<b>172</b>	172	-	100.0%	463	463
Operating payments	205	(4)	-	<b>201</b>	201	-	100.0%	319	319
Venues and facilities	53	(46)	-	<b>7</b>	7	-	100.0%	491	491

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Economic classification	2020/21							2019/20	
	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
<b>Transfers and subsidies</b>	<b>19 506</b>	<b>75</b>	<b>-</b>	<b>19 581</b>	<b>19 581</b>	<b>-</b>	<b>100.0%</b>	<b>53 607</b>	<b>53 607</b>
Provinces and municipalities	18 718	-	-	<b>18 718</b>	18 718	-	100.0%	52 566	52 566
Municipalities	18 718	-	-	<b>18 718</b>	18 718	-	100.0%	52 566	52 566
Municipal bank accounts	18 718	-	-	<b>18 718</b>	18 718	-	100.0%	52 566	52 566
Departmental agencies and accounts	380	-	-	<b>380</b>	380	-	100.0%	400	400
Departmental agencies	380	-	-	<b>380</b>	380	-	100.0%	400	400
Non-profit institutions	380	-	-	<b>380</b>	380	-	100.0%	400	400
Households	28	75	-	<b>103</b>	103	-	100.0%	241	241
Social benefits	28	75	-	<b>103</b>	103	-	100.0%	241	241
<b>Payments for capital assets</b>	<b>47</b>	<b>1</b>	<b>-</b>	<b>48</b>	<b>48</b>	<b>-</b>	<b>100.0%</b>	<b>236</b>	<b>236</b>
Machinery and equipment	47	1	-	<b>48</b>	48	-	100.0%	236	236
Transport equipment	-	-	-	-	-	-	0.0%	2	2
Other machinery and equipment	47	1	-	<b>48</b>	48	-	100.0%	234	234
<b>Payment for financial assets</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>4</b>	<b>-</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>82 478</b>	<b>-</b>	<b>626</b>	<b>83 104</b>	<b>83 104</b>	<b>-</b>	<b>100.0%</b>	<b>122 698</b>	<b>119 511</b>



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### Subprogramme: 3.1: MUNICIPAL INFRASTRUCTURE

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>21 219</b>	<b>(335)</b>	-	<b>20 884</b>	<b>20 884</b>	-	<b>100.0%</b>	<b>21 692</b>	<b>19 860</b>
Compensation of employees	11 249	(18)	-	<b>11 231</b>	11 231	-	100.0%	10 520	8 906
Goods and services	9 970	(317)	-	<b>9 653</b>	9 653	-	100.0%	11 172	10 954
<b>Transfers and subsidies</b>	<b>14 116</b>	<b>72</b>	-	<b>14 188</b>	<b>14 188</b>	-	<b>100.0%</b>	<b>40 726</b>	<b>40 726</b>
Provinces and municipalities	14 088	-	-	<b>14 088</b>	14 088	-	100.0%	40 540	40 540
Households	28	72	-	<b>100</b>	100	-	100.0%	186	186
<b>Total</b>	<b>35 335</b>	<b>(263)</b>	-	<b>35 072</b>	<b>35 072</b>	-	<b>100.0%</b>	<b>62 418</b>	<b>60 586</b>

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## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Subprogramme: 3.2: DISASTER MANAGEMENT

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>34 578</b>	<b>315</b>	<b>602</b>	<b>35 495</b>	<b>35 495</b>	<b>-</b>	<b>100.0%</b>	<b>39 753</b>	<b>38 952</b>
Compensation of employees	19 248	( 72)	-	19 176	19 176	-	100.0%	17 914	17 558
Goods and services	15 330	387	602	16 319	16 319	-	100.0%	21 839	21 394
<b>Transfers and subsidies</b>	<b>5 390</b>	<b>3</b>	<b>-</b>	<b>5 393</b>	<b>5 393</b>	<b>-</b>	<b>100.0%</b>	<b>12 881</b>	<b>12 881</b>
Provinces and municipalities	4 630	-	-	4 630	4 630	-	100.0%	12 026	12 026
Departmental agencies and accounts	380	-	-	380	380	-	100.0%	400	400
Non-profit institutions	380	-	-	380	380	-	100.0%	400	400
Households	-	3	-	3	3	-	100.0%	55	55
<b>Payments for capital assets</b>	<b>47</b>	<b>1</b>	<b>-</b>	<b>48</b>	<b>48</b>	<b>-</b>	<b>100.0%</b>	<b>227</b>	<b>227</b>
Machinery and equipment	47	1	-	48	48	-	100.0%	227	227
<b>Payment for financial assets</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>4</b>	<b>-</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>40 015</b>	<b>323</b>	<b>602</b>	<b>40 940</b>	<b>40 940</b>	<b>-</b>	<b>100.0%</b>	<b>52 861</b>	<b>52 060</b>

### Subprogramme: 3.3: INTEGRATED DEVELOPMENT PLANNING COORDINATION

Economic classification	2020/21							2019/20	
	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
<b>Current payments</b>	<b>7 128</b>	<b>(60)</b>	<b>24</b>	<b>7 092</b>	<b>7 092</b>	<b>-</b>	<b>100.0%</b>	<b>7 410</b>	<b>6 856</b>
Compensation of employees	6 888	15	24	6 927	6 927	-	100.0%	6 592	6 038
Goods and services	240	(75)	-	165	165	-	100.0%	818	818
<b>Payments for capital assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>9</b>	<b>9</b>
Machinery and equipment	-	-	-	-	-	-	0.0%	9	9
<b>Total</b>	<b>7 128</b>	<b>(60)</b>	<b>24</b>	<b>7 092</b>	<b>7 092</b>	<b>-</b>	<b>100.0%</b>	<b>7 419</b>	<b>6 865</b>



# FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## APPROPRIATION STATEMENT for the year ended 31 March 2021

### Programme 4: TRADITIONAL INSTITUTIONAL MANAGEMENT

2020/21								2019/20	
Sub programme	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	0.0%	1	-
<b>Total</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>0.0%</b>	<b>1</b>	<b>-</b>

2020/21								2019/20	
Economic classification	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
<b>Current payments</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>0.0%</b>	<b>1</b>	<b>-</b>
Compensation of employees	1	-	-	1	-	1	0.0%	1	-
Salaries and wages	1	-	-	1	-	1	0.0%	1	-
<b>Total</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>0.0%</b>	<b>1</b>	<b>-</b>

### Subprogramme: 4.1: TRADITIONAL INSTITUTIONAL ADMINISTRATION

2020/21								2019/20	
Economic classification	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
<b>Current payments</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>0.0%</b>	<b>1</b>	<b>-</b>
Compensation of employees	1	-	-	1	-	1	0.0%	1	-
<b>Total</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>0.0%</b>	<b>1</b>	<b>-</b>

## NOTES TO THE APPROPRIATION STATEMENT for the year ended 31 March 2021

### 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	Actual Expenditure	Variance	Variance as a % of Final Approp.
	R'000	R'000	R'000	%
ADMINISTRATION	52 545	51 754	791	1.5%

Explanation of variance: The savings on Compensation of employees (CoE) is due to delays in the recruitment and selection process for the appointment of additional drought capacity within the Department. Furthermore, the underspending on Goods and Services and Payment for capital assets relates to the procurement of Information Technology (IT) and audiovisual equipment purchased during 2020/21 financial year.

LOCAL GOVERNANCE	148 029	144 283	3 746	2.5%
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Explanation of variance: The savings on CoE relates to delays in the filling of vacant posts. Furthermore, the underspending on Transfer and subsidies relates to the amount of R3.625 million published in Gazette number 8358 dated 26 November 2020 "Western Cape Municipal Interventions Grant" for Kannaland Local Municipality. Due to the prevailing instability in the Kannaland Local Municipality, the Department withheld the transfer of funding, in terms of the Intervention Grant since it will not yield the intended impact in the current environment.

DEVELOPMENT AND PLANNING	83 104	83 104	-	0.0%
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## NOTES TO THE APPROPRIATION STATEMENT for the year ended 31 March 2021

### 4.2 Per economic classification

Per economic classification:	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Approp.
	R'000	R'000	R'000	%
<b>Current expenditure</b>				
Compensation of employees	182 018	181 873	145	0.1%
Goods and services	51 856	51 834	22	0.04%
<b>Transfers and subsidies</b>				
Provinces and municipalities	42 503	38 878	3 625	8.5%
Departmental agencies and accounts	383	383	-	0.0%
Non-profit institutions	380	380	-	0.0%
Households	506	506	-	0.0%
<b>Payments for capital assets</b>				
Buildings and other fixed structures				
Machinery and equipment	6 020	5 274	746	12.4%
<b>Payments for financial assets</b>	<b>13</b>	<b>13</b>	<b>-</b>	<b>0.0%</b>

#### Explanation of variance: The underspending relates to the following:

- Compensation of employees**  
 Due to delays and challenges with the filling of the additional capacity funded from earmarked funds and resignations of officials within the Department of Local Government (DLG).
- Goods and services**  
 Due to the purchasing of Information Technology (IT) during 2020/21 financial year, the supplier was not able to deliver the equipment by 31 March 2021. A rollover application has been submitted to Provincial Treasury (PT) to fund the commitment during 2021/22 financial year.
- Provinces and municipalities**  
 R3.625 million as published in Gazette number 8358 dated 26 November 2020 "Western Cape Municipal Interventions Grant" for Kannaland Local Municipality. Due to the prevailing instability in the Kannaland Local Municipality, the Department withheld the transfer of funding, in terms of the Intervention Grant since it will not yield the intended impact in the current environment.
- Machinery and equipment**  
 Due to the purchasing of IT equipment and the procurement of audiovisual equipment for the upgrade of the 9<sup>th</sup> floor at Waldorf Building during 2020/21 financial year, the supplier was not able to deliver the equipment by 31 March 2021. A rollover application has been submitted to PT to fund the commitment during 2021/22 financial year.



# FINANCIAL INFORMATION



WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## STATEMENT OF FINANCIAL PERFORMANCE for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>REVENUE</b>			
Annual appropriation	1	283 679	319 295
Departmental revenue	2	398	4 202
<b>TOTAL REVENUE</b>		<b>284 077</b>	<b>323 497</b>
<b>EXPENDITURE</b>			
<b>Current expenditure</b>			
Compensation of employees	4	181 873	172 997
Goods and services	5	51 834	63 719
<b>Total current expenditure</b>		<b>233 707</b>	<b>236 716</b>
<b>Transfers and subsidies</b>			
Transfers and subsidies	7	40 147	72 161
<b>Total transfers and subsidies</b>		<b>40 147</b>	<b>72 161</b>
<b>Expenditure for capital assets</b>			
Tangible assets	8	5 274	4 842
<b>Total expenditure for capital assets</b>		<b>5 274</b>	<b>4 842</b>
<b>Payments for financial assets</b>	6	13	30
<b>TOTAL EXPENDITURE</b>		<b>279 141</b>	<b>313 749</b>
<b>SURPLUS FOR THE YEAR</b>		<b>4 936</b>	<b>9 748</b>
<b>Reconciliation of Net Surplus/(Deficit) for the year</b>			
Voted Funds		4 538	5 546
Annual appropriation		4 538	5 546
Departmental revenue and NRF Receipts	13	398	4 202
<b>SURPLUS FOR THE YEAR</b>		<b>4 936</b>	<b>9 748</b>



# FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## STATEMENT OF FINANCIAL POSITION for the year ended 31 March 2021

	<i>Note</i>	<b>2020/21 R'000</b>	<b>2019/20 R'000</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	9	4 457	5 453
Receivables	11	605	205
<b>Non-Current Assets</b>			
Receivables	11	47	-
<b>TOTAL ASSETS</b>		<b>5 109</b>	<b>5 658</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Voted funds to be surrendered to the Revenue Fund	12	4 538	5 546
Departmental revenue to be surrendered to the Revenue Fund	13	9	35
Payables	14	92	32
<b>TOTAL LIABILITIES</b>		<b>4 639</b>	<b>5 613</b>
<b>NET ASSETS</b>		<b>470</b>	<b>45</b>
<b>Represented by:</b>			
Recoverable revenue		470	45
<b>TOTAL</b>		<b>470</b>	<b>45</b>

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# FINANCIAL INFORMATION



WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## STATEMENT OF CHANGES IN NET ASSEST for the year ended 31 March 2021

	<i>Note</i>	<b>2020/21</b> <b>R'000</b>	<b>2019/20</b> <b>R'000</b>
<b>NET ASSETS</b>			
<b>Recoverable revenue</b>			
Opening balance		45	4
Transfers		<b>425</b>	<b>41</b>
Debts recovered (included in departmental receipts)		(24)	-
Debts raised		449	41
Closing balance		<b>470</b>	<b>45</b>
<b>TOTAL</b>		<b>470</b>	<b>45</b>



# FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## CASH FLOW STATEMENT for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>		<b>284 186</b>	<b>323 600</b>
Annual appropriated funds received	1.1	283 679	319 295
Departmental revenue received	2	507	4 305
Net (increase)/ decrease in working capital		(340)	(233)
Surrendered to Revenue Fund		(6 079)	(5 760)
Current payments		(233 707)	(236 716)
Payments for financial assets		(13)	(30)
Transfers and subsidies paid		(40 147)	(72 161)
<b>Net cash flow available from operating activities</b>	15	<b>3 900</b>	<b>8 700</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for capital assets	8	(5 274)	(4 842)
(Increase)/decrease in non-current receivables	11	(47)	-
<b>Net cash flows from investing activities</b>		<b>(5 321)</b>	<b>(4 842)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/ (decrease) in net assets		425	41
<b>Net cash flows from financing activities</b>		<b>425</b>	<b>41</b>
Net increase/ (decrease) in cash and cash equivalents		(996)	3 899
Cash and cash equivalents at beginning of period		5 453	1 554
<b>Cash and cash equivalents at end of period</b>	16	<b>4 457</b>	<b>5 453</b>

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## ACCOUNTING POLICIES for the year ended 31 March 2021

### 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).



## ACCOUNTING POLICIES for the year ended 31 March 2021

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.

### 8.3 Accruals and payables not recognised

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

### 8.4 Leases

#### 8.4.1 Operating leases

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

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

## ACCOUNTING POLICIES for the year ended 31 March 2021

### 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.

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

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

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

## 9 Aid Assistance

### 9.1 Aid assistance received

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

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

### 9.2 Aid assistance paid

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

## 10 Cash and cash equivalents

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

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

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

## 11 Prepayments and advances

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

Prepayments and advances are initially and subsequently measured at cost.

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

## 12 Loans and receivables

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

## 13 Investments

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



## ACCOUNTING POLICIES for the year ended 31 March 2021

### 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.

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.



## ACCOUNTING POLICIES for the year ended 31 March 2021

### 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 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.



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## ACCOUNTING POLICIES for the year ended 31 March 2021

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### 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. The amount recorded is equal to the value of the irregular expenditure incurred unless it is impracticable to determine, in which case reasons therefor are provided in the note.

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

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

### 21 Changes in accounting estimates and errors

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

Correction of errors is applied retrospectively in the period in which the error has occurred in accordance with MCS requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the error. In such cases the department shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

### 22 Events after the reporting date

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

### 23 Principal-Agent arrangements

The Department does not have any Principal-Agent arrangements.

## ACCOUNTING POLICIES for the year ended 31 March 2021

### 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.

### 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.



## ACCOUNTING POLICIES for the year ended 31 March 2021

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### 31 Transfers of functions

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

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

### 32 Mergers

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

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

# FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021



## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

### 1. Appropriation

#### 1.1 Annual Appropriation

Programmes	2020/21			2019/20	
	Final Appropriation R'000	Actual Funds Received R'000	Funds not requested/ not received R'000	Final Appropriation R'000	Appropriation Received R'000
ADMINISTRATION	52 545	52 545		48 257	48 257
LOCAL GOVERNANCE	148 029	148 029		148 339	148 339
DEVELOPMENT AND PLANNING	83 104	83 104		122 698	122 698
TRADITIONAL INSTITUTIONAL MANAGEMENT	1	1		1	1
<b>Total</b>	<b>283 679</b>	<b>283 679</b>		<b>319 295</b>	<b>319 295</b>

	Note	2020/21 R'000	2019/20 R'000
<b>2. Departmental Revenue</b>			
Sales of goods and services other than capital assets	2.1	115	110
Transactions in financial assets and liabilities	2.2	392	4 195
Total revenue collected		<b>507</b>	<b>4 305</b>
Less: Own revenue included in appropriation	13	109	103
<b>Departmental revenue collected</b>		<b>398</b>	<b>4 202</b>
<b>2.1 Sales of goods and services other than capital assets</b>	2		
Sales of goods and services produced by the department		<b>115</b>	<b>110</b>
Other sales		115	110
<b>Total</b>		<b>115</b>	<b>110</b>

Other sales consists of commission on insurance and garnishees.

<b>2.2 Transactions in financial assets and liabilities</b>	2		
Other Receipts including Recoverable Revenue		392	4 195
<b>Total</b>		<b>392</b>	<b>4 195</b>

Included in Other Receipts including Recoverable Revenue:  
Refunds received from Municipalities for unspent grants amounting to R365 220



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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>3. Aid assistance</b>			
<b>3.1 Donations received in kind (not included in the main note)</b>			
(Treasury Regulation 21.2.4)			
List in kind donations received			
Coke - Pensinsular Beverages: Beverages received for the Disaster Management Centre		101	17
<b>Total</b>		<b>101</b>	<b>17</b>
<b>4. Compensation of employees</b>			
<b>4.1 Salaries and wages</b>			
Basic salary		130 755	123 684
Performance award		-	936
Service Based		102	22
Compensative/circumstantial		1 056	1 505
Other non-pensionable allowances		24 624	22 636
<b>Total</b>		<b>156 537</b>	<b>148 783</b>
<b>4.2 Social contributions</b>			
<b>Employer contributions</b>			
Pension		16 109	15 781
Medical		9 188	8 398
Bargaining council		39	35
<b>Total</b>		<b>25 336</b>	<b>24 214</b>
<b>Total compensation of employees</b>		<b>181 873</b>	<b>172 997</b>
Average number of employees		375	366

# FINANCIAL INFORMATION



WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>5. Goods and services</b>			
Administrative fees		29	284
Advertising		4 142	2 926
Minor assets	5.1	85	162
Bursaries (employees)		227	234
Catering		484	1 994
Communication		1 095	936
Computer services	5.2	546	477
Consultants: Business and advisory services		17 561	15 323
Legal services		1 649	3 006
Contractors		16 115	16 924
Agency and support / outsourced services		-	44
Entertainment		26	62
Audit cost - external	5.3	2 660	3 047
Fleet services		1 447	2 682
Consumables	5.4	906	1 660
Operating leases		203	248
Property payments	5.5	719	1 828
Rental and hiring		-	16
Transport provided as part of the departmental activities		56	632
Travel and subsistence	5.6	1 469	6 375
Venues and facilities		34	971
Training and development		986	2 527
Other operating expenditure	5.7	1 395	1 361
<b>Total</b>		<b>51 834</b>	<b>63 719</b>

*Advertising includes the following:*

Webinar: Commtech Communications Masterclass (R100 000), WCG COVID-19 New normal behavioural change (R1 671 624), COVID-19 mobile banners, posters and radio advert (R1 123 231), Drowning prevention and water safety beach activation (R190 064), Flood awareness radio campaign (R399 704) and Responsible water use (R209 304)

*Consultants includes the following:*

Hydrogeological services (R3 902 400), ICT System analyst (R1 222 901), DBSA support (R2 506 450), Zutari (R5 499 283), Administrator appointed at Kannalnd Municipality (R1 200 000)

*Contractors includes:*

Aerial firefighting (R13 848 888), forensic investigators (R2 020 788)

*Training and development includes the following:*

MMC Training (R777 000) and firefighting training (R172 000)



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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>5.1 Minor assets</b>	5		
<b>Tangible assets</b>		85	162
Machinery and equipment		85	162
<b>Total</b>		<b>85</b>	<b>162</b>
<b>5.2 Computer services</b>	5		
SITA computer services		292	308
External computer service providers		254	169
<b>Total</b>		<b>546</b>	<b>477</b>
<p>External computer service providers consist mainly of: Online resource centre (R96 408) and appointment of a service provider to develop a disaster management information and communication system (R144 641)</p>			
<b>5.3 Audit cost-external</b>	5		
Regularity audits		2 660	3 047
<b>Total</b>		<b>2 660</b>	<b>3 047</b>
<b>5.4 Consumables</b>	5		
Consumable supplies		662	978
Uniform and clothing		-	2
Household supplies		123	528
Building material and supplies		315	413
IT consumables		10	34
Other consumables		214	1
Stationery, printing and office supplies		244	682
<b>Total</b>		<b>906</b>	<b>1 660</b>
<p>Included in other consumables are PPE purchased e.g. masks, hand sanitizer</p>			



# FINANCIAL INFORMATION



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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>5.5 Property payments</b>	5		
Municipal services		13	21
Property management fees		39	-
Property maintenance and repairs		-	700
Other		667	1 107
<b>Total</b>		<b>719</b>	<b>1 828</b>

Other includes the safeguarding and security (R364 194), cleaning services (R183 750) and fumigation of offices (R93 819)

<b>5.6 Travel and subsistence</b>	5		
Local		1 462	6 277
Foreign		7	98
<b>Total</b>		<b>1 469</b>	<b>6 375</b>

<b>5.7 Other operating expenditure</b>	5		
Professional bodies, membership and subscription fees		5	3
Resettlement costs		-	32
Other		1 390	1 326
<b>Total</b>		<b>1 395</b>	<b>1 361</b>

*Other includes printing and publications:*

Photocopies (R88 377), Client service charter (R274 646), ward committee booklets (R468 123), Activity booklets, fire truck cutouts and flyers (R167 772), printing and binding of the Annual Report and Annual Performance Plan (R205 853)



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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>6. Payments for financial assets</b>			
Other material losses written off	6.1	11	20
Debts written off	6.2	2	10
<b>Total</b>		<b>13</b>	<b>30</b>
<b>6.1 Other material losses written off</b>	<b>6</b>		
<b>Nature of losses</b>			
GG Vehicle Damage		4	13
Damage to equipment		7	7
<b>Total</b>		<b>11</b>	<b>20</b>
<i>Write-off consists of:</i> Damage to 2 laptops and 1 government vehicle			
<b>6.2 Debts written off</b>	<b>6</b>		
<b>Nature of debts written off</b>			
Other debt written off			
Leave without pay		1	10
Fruitless and wasteful		1	-
<b>Total debt written off</b>		<b>2</b>	<b>10</b>
Debt write-off of fruitless and wasteful amount is in respect of a deceased estate			
<b>7. Transfer and Subsidies</b>			
Provinces and municipalities	29	38 878	70 996
Departmental agencies and accounts	ANNEXURE 1B	383	403
Non-profit institutions	ANNEXURE 1C	380	400
Households	ANNEXURE 1D	506	362
<b>Total</b>		<b>40 147</b>	<b>72 161</b>

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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>8. Expenditure for capital assets</b>			
<b>Tangible assets</b>		<b>5 274</b>	<b>4 842</b>
Machinery and equipment	26	5 274	4 842
<b>Total</b>		<b>5 274</b>	<b>4 842</b>

### 8.1 Analysis of funds utilised to acquire capital assets - 2020/21

	Voted Funds R'000	Aid assistance R'000	Total R'000
<b>Tangible assets</b>	<b>5 274</b>	<b>-</b>	<b>5 274</b>
Machinery and equipment	5 274	-	5 274
<b>Total</b>	<b>5 274</b>	<b>-</b>	<b>5 274</b>

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

	Voted Funds R'000	Aid assistance R'000	Total R'000
<b>Tangible assets</b>	<b>4 842</b>	<b>-</b>	<b>4 842</b>
Machinery and equipment	4 842	-	4 842
<b>Total</b>	<b>4 842</b>	<b>-</b>	<b>4 842</b>

	Note	2020/21 R'000	2019/20 R'000
<b>8.3. Finance lease expenditure included in Expenditure for capital assets</b>			
<b>Tangible assets</b>			
Machinery and equipment		3 510	3 638
<b>Total</b>		<b>3 510</b>	<b>3 638</b>

### 9. Cash and Cash Equivalents

Consolidated Paymaster General Account	4 407	5 433
Cash on hand	50	20
<b>Total</b>	<b>4 457</b>	<b>5 453</b>



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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

### 10. Prepayments and Advances

#### 10.1 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 pre- payments R'000	Amount as at 31 March 2021 R'000
<i>Listed by economic classification</i>					
Goods and services	512	( 534)	-	24	2
<b>Total</b>	<b>512</b>	<b>( 534)</b>	<b>-</b>	<b>24</b>	<b>2</b>

#### Prepayments (Expensed)

	Balance as at 1 April 2019 R'000	Less: Received in the current year R'000	Add/Less: Other R'000	Add: Current Year pre- payments R'000	Amount as at 31 March 2020 R'000
<i>Listed by economic classification</i>					
Goods and services	5	( 27)	-	534	512
<b>Total</b>	<b>5</b>	<b>( 27)</b>	<b>-</b>	<b>534</b>	<b>512</b>

Included in prepayments is a training amount of R500 000 that had to be postponed due to the National lockdown as a result of the COVID-19 pandemic

### 11 Receivables

	Note	2020/21			2019/20		
		Current R'000	Non- current R'000	Total R'000	Current R'000	Non- current R'000	Total R'000
Recoverable expenditure	11.1	45	-	45	49	-	49
Staff debt	11.2	558	47	605	151	-	151
Fruitless and wasteful expenditure	11.3	2	-	2	5	-	5
<b>Total</b>		<b>605</b>	<b>47</b>	<b>652</b>	<b>205</b>	<b>-</b>	<b>205</b>

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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>11.1 Recoverable expenditure (disallowance accounts)</b>	<i>11</i>		
Damages: GG Vehicles		26	19
Theft and damages: Assets		19	30
<b>Total</b>		<b>45</b>	<b>49</b>
<b>11.2 Staff debt</b>	<i>11</i>		
Bursary		29	29
Leave without pay		462	56
Income Tax		12	18
Salary		98	48
Telephone		2	-
Theft and losses		2	-
<b>Total</b>		<b>605</b>	<b>151</b>
<b>11.3 Fruitless and wasteful expenditure</b>	<i>11</i>		
Opening balance		5	2
Less amounts recovered		(4)	(3)
Less amounts written off		(1)	-
Transfers from note 23 Fruitless and Wasteful expenditure		2	6
<b>Total</b>		<b>2</b>	<b>5</b>
<b>11.4 Impairment of receivables</b>			
Estimate of impairment of receivables		488	205
<b>Total</b>		<b>488</b>	<b>205</b>

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.

### 12 Voted Funds to be surrendered to the Revenue Fund

Opening balance	5 546	1 481
As restated	5 546	1 481
Transfer from statement of financial performance (as restated)	4 538	5 546
Paid during the year	(5 546)	(1 481)
<b>Closing balance</b>	<b>4 538</b>	<b>5 546</b>



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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>13 Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund</b>			
Opening balance		35	9
As restated		35	9
Transfer from Statement of Financial Performance (as restated)		398	4 202
Own revenue included in appropriation		109	103
Paid during the year		(533)	(4 279)
<b>Closing balance</b>		<b>9</b>	<b>35</b>
<b>14 Payables - current</b>			
Clearing accounts	14.1	92	32
<b>Total</b>		<b>92</b>	<b>32</b>
<b>14.1 Clearing accounts</b>			
Sal: GEHS refund control account: CL	14	60	-
Sal: Income Tax: CL		32	32
<b>Total</b>		<b>92</b>	<b>32</b>
<b>15 Net cash flow available from operating activities</b>			
Net surplus/(deficit) as per Statement of Financial Performance		4 936	9 748
Add back non cash/cash movements not deemed operating activities		(1 036)	(1 048)
(Increase)/decrease in receivables		(400)	(67)
Increase/(decrease) in payables - current		60	(166)
Expenditure on capital assets		5 274	4 842
Surrenders to Revenue Fund		(6 079)	(5 760)
Own revenue included in appropriation		109	103
<b>Net cash flow generated by operating activities</b>		<b>3 900</b>	<b>8 700</b>
<b>16 Reconciliation of cash and cash equivalents for cash flow purposes</b>			
Consolidated Paymaster General account		4 407	5 433
Cash on hand		50	20
<b>Total</b>		<b>4 457</b>	<b>5 453</b>

## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

### 17 Contingent liabilities and contingent assets

#### 17.1 Contingent liabilities

The Labour Appeal Court (LAC) declared the salary increases for the 2020/2021 financial year unlawful and invalid. The LAC ruling has been appealed and referred to the Constitutional Court. The ruling by the Constitutional Court will confirm if the department will be obligated to pay the salary increases in dispute. The amount cannot be reliably estimated.

#### 17.2 Contingent assets

A total number of 12 PILIR cases were received by Corporate Service Centre (CSC), of which 7 were approved and 5 were declined

At this stage the Department is not able to reliably measure the contingent asset in terms of the Government Employees Housing Scheme of the Individually Linked Savings Facility (ILSF), relating to resignations and termination of service

	Note	2020/21 R'000	2019/20 R'000
<b>18 Capital commitments</b>			
Computer equipment		733	931
<b>Total</b>		<b>733</b>	<b>931</b>

### 19 Accruals and payables not recognised

#### 19.1 Accruals

	R'000 30 days	R'000 30 + days	R'000 Total	R'000 Total
<b>Listed by economic classification</b>				
Goods and services	489	-	489	665
Capital assets	-	-	-	25
<b>Total</b>	<b>489</b>	<b>-</b>	<b>489</b>	<b>690</b>
<b>Listed by programme level</b>				
Programme 1: Administration			163	155
Programme 2: Local Governance			234	528
Programme 3: Development and Planning			92	7
<b>Total</b>			<b>489</b>	<b>690</b>



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	Note	2020/21 R'000	2019/20 R'000	
	R'000 30 days	R'000 30 + days	R'000 Total	R'000 Total
<b>19.2 Payables not recognised</b>				
<b>Listed by economic classification</b>				
Goods and services	18	-	18	2
Capital assets	4	-	4	-
<b>Total</b>	<b>22</b>	<b>-</b>	<b>22</b>	<b>2</b>
<b>Listed by programme level</b>				
Programme 1: Administration			7	1
Programme 2: Local Governance			13	1
Programme 3: Development and Planning			2	-
<b>Total</b>			<b>22</b>	<b>2</b>
<b>Included in the above totals are the following:</b>				
Confirmed balances with departments	<i>Annex 2</i>		218	-
Confirmed balances with other government entities	<i>Annex 2</i>		5	2
<b>Total</b>			<b>223</b>	<b>2</b>
<b>20. Employee benefits</b>				
Leave entitlement			11 148	6 074
Service bonus			4 475	4 476
Performance awards			-	941
Capped leave			1 505	1 486
Other			137	153
<b>Total</b>			<b>17 265</b>	<b>13 130</b>

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 R51 168.

Other includes: Long service amounting to R87 190



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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

### 21. Lease commitments

#### 21.1 Operating lease

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

#### 2019/20

Not later than 1 year	-	-	-	169	169
Later than 1 year and not later than 5 years	-	-	-	76	76
<b>Total lease commitments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>245</b>	<b>245</b>

#### 21.2 Finance leases

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

#### 2019/20

Not later than 1 year	-	-	-	3 059	3 059
Later than 1 year and not later than 5 years	-	-	-	3 221	3 221
<b>Total lease commitments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6 280</b>	<b>6 280</b>

Included in finance leases are datacards and GG vehicles

The Department leased 38 vehicles from Government Motor Transport (GMT) as at 31 March 2021, and 36 as at 31 December 2020. 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.



# FINANCIAL INFORMATION

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	Note	2020/21 R'000	2019/20 R'000
<b>22 Irregular expenditure</b>			
<b>22.1 Reconciliation of irregular expenditure</b>			
Opening balance		40	40
As restated		40	40
Add: Irregular expenditure - relating to current year	22.2	469	-
Less: Prior year amounts condoned	22.3	(40)	-
<b>Closing balance</b>		<b>469</b>	<b>40</b>
Analysis of closing balance			
Current year		469	-
Prior years		-	40
<b>Total</b>		<b>469</b>	<b>40</b>
<b>22.2 Details of current and prior year irregular expenditure - added current year (under determination and investigation)</b>			<b>2020/21 R'000</b>
<b>Incident</b>	<b>Disciplinary steps taken/ criminal proceedings</b>		
Non compliance to Supply Chain Management delegations and process			285
Non compliance to Supply Chain Management delegations and process			34
Non compliance to Financial Delegations			150
<b>Total</b>			<b>469</b>
<b>22.3 Details of irregular expenditure condoned</b>			
<b>Incident</b>	<b>Condoned by (relevant authority)</b>		
Non compliance of Supply Chain Management Policy	Provincial Treasury		7
Non compliance PPR: Local Content	Provincial Treasury		33
<b>Total</b>			<b>40</b>
<b>22.4 Details of irregular expenditure under assessment (not included in the main note)</b>			
<b>Incident</b>			
Non compliance to supply chain legislation			1
			<b>1</b>

# FINANCIAL INFORMATION



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	Note	2020/21 R'000	2019/20 R'000
<b>23 Fruitless and wasteful expenditure</b>			
<b>23.1 Reconciliation of fruitless and wasteful expenditure</b>			
Fruitless and wasteful expenditure - relating to current year		-	9
Less: Amounts recoverable		-	(9)
<b>Closing balance</b>		<b>-</b>	<b>-</b>

## 24 Related party transactions

### In kind goods and services provided/received

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	2020/21 R'000	2019/20 R'000
Officials:			
Level 15 to 16	1	1 750	1 724
Level 14 (incl CFO if at a lower level)	4	5 302	5 223
<b>Total</b>		<b>7 052</b>	<b>6 947</b>



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### 26 Movable Tangible Capital Assets

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

	Opening balance	Value adjustments	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
<b>MACHINERY AND EQUIPMENT</b>	19 399	-	1 764	127	21 036
Transport assets	-	-	-	-	-
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	-	229	-	5 680
<b>TOTAL MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>19 399</b>	<b>-</b>	<b>1 764</b>	<b>127</b>	<b>21 036</b>

#### Movable Tangible Capital Assets under investigation

	Number	Value R'000
<b>Included in the above total of the movable tangible capital assets per the asset register are assets that are under investigation:</b>		
Machinery and equipment	31	377

23 Assets reported and under investigation

8 Assets not presented for verification during the annual asset verification process

## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

### 26.1 Additions

#### ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2021

	Cash	Non-cash	(Capital work-in-progress current costs and finance lease payments)	Received current, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
<b>MACHINERY AND EQUIPMENT</b>	5 274	-	(3 510)	-	1 764
Transport assets	2 616	-	(2 616)	-	-
Computer equipment	1 471	-	-	-	1 471
Furniture and office equipment	64	-	-	-	64
Other machinery and equipment	1 123	-	(894)	-	229
<b>TOTAL MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>5 274</b>	<b>-</b>	<b>(3 510)</b>	<b>-</b>	<b>1 764</b>

### 26.2 Disposals

#### DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2021

	Sold for cash	Non-cash disposal	Total disposals	Cash received Actual
	R'000	R'000	R'000	R'000
<b>MACHINERY AND EQUIPMENT</b>	-	127	127	-
Transport assets	-	-	-	-
Computer equipment	-	117	117	-
Furniture and office equipment	-	10	10	-
<b>TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>-</b>	<b>127</b>	<b>127</b>	<b>-</b>



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### 26.3 Movement for 2019/20

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

	Opening balance	Prior period error	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
<b>MACHINERY AND EQUIPMENT</b>	18 202	18	1 203	24	19 399
Transport assets	-	-	-	-	-
Computer equipment	9 227	-	860	24	10 063
Furniture and office equipment	3 810	18	57	-	3 885
Other machinery and equipment	5 165	-	286	-	5 451
<b>TOTAL MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>18 202</b>	<b>18</b>	<b>1 203</b>	<b>24</b>	<b>19 399</b>

2019/20  
R'000

#### 26.3.1 Prior period error

Nature of prior period error

Relating to 2019/20 (affecting the opening balance)

Office furniture previously minor assets that were capitalised

Assets identified during verification

**Total**

18

8

10

**18**

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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

### 26.4 Minor assets

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

	Special-ised military assets	In-tangible assets	Herit-age assets	Machin-ery and equip-ment	Bio-logical assets	Total
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Opening balance</b>	-	-	-	6 094	-	6 094
Additions	-	-	-	85	-	85
Disposals	-	-	-	99	-	99
<b>TOTAL MINOR ASSETS</b>	-	-	-	<b>6 080</b>	-	<b>6 080</b>
Number of minor assets at cost	-	-	-	3 464	-	3 464
<b>TOTAL NUMBER OF MINOR ASSETS</b>	-	-	-	<b>3 464</b>	-	<b>3 464</b>

#### Minor Capital Assets under investigation

	Number	Value R'000
<b>Included in the above total of the minor capital assets per the asset register are assets that are under investigation:</b>		
Machinery and equipment	52	103

27 Assets reported and under investigation

25 Assets not presented for verification during the annual asset verification process



# FINANCIAL INFORMATION

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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

### 26.4 Minor assets

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

	Special-ised military assets	In-tangible assets	Herit-age assets	Machin-ery and equip-ment	Bio-logical assets	Total
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Opening balance</b>			-	5 963	-	5 963
Prior period error			-	6	-	6
Additions				162		162
Disposals			-	37	-	37
<b>TOTAL MINOR ASSETS</b>			-	<b>6 094</b>	-	<b>6 094</b>
Number of minor assets at cost	-	-	-	3 466	-	3 466
<b>TOTAL NUMBER OF MINOR ASSETS</b>	-	-	-	<b>3 466</b>	-	<b>3 466</b>

2019/20  
R'000

#### 26.4.1 Prior period error

##### Nature of prior period error

Relating to 2019/20 (affecting the opening balance)

Office furniture previously classified as minor assets that were capitalised

Assets identified during verification

**Total**

6

(8)

14

**6**

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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

### 26.5 Movable assets written off

#### MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2021

	Special- ised military assets R'000	In- tangible assets R'000	Herit- age assets R'000	Machin- ery and equip- ment R'000	Bio- logical assets R'000	Total R'000
Assets written off			-	67	-	67
<b>TOTAL MOVABLE ASSETS WRITTEN OFF</b>			-	<b>67</b>	-	<b>67</b>

#### MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2020

Assets written off	-	-	-	24	-	24
<b>TOTAL MOVABLE ASSETS WRITTEN OFF</b>	-	-	-	<b>24</b>	-	<b>24</b>

### 27 Intangible Capital Assets

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

	Opening balance R'000	Value adjust- ments R'000	Additions R'000	Disposals R'000	Closing balance R'000
SOFTWARE	498	-	-	-	498
<b>TOTAL INTANGIBLE CAPITAL ASSETS</b>	<b>498</b>	-	-	-	<b>498</b>

#### Movement for 2019/20

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

	Opening balance R'000	Prior period error R'000	Additions R'000	Disposals R'000	Closing balance R'000
SOFTWARE	498	-	-	-	498
<b>TOTAL INTANGIBLE CAPITAL ASSETS</b>	<b>498</b>	-	-	-	<b>498</b>



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### 28 Prior period errors

	Note	Amount bef error correction R'000	Prior period error R'000	Restated amount R'000
<b>28.1 Correction of prior period errors</b>				
<b>Expenditure: (e.g. Compensation of employees, Goods and services, Tangible capital assets, etc.)</b>				
Movable tangible capital assets	26.3.1	19 381	18	19 399
Minor assets	26.4.1	6 088	6	6 094
<b>Net effect</b>		<b>25 469</b>	<b>24</b>	<b>25 493</b>

# FINANCIAL INFORMATION



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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

### 29. Statement of Conditional Grants and other transfers to municipalities

Name of municipality	2020/21							2019/20	
	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		
<b>CDW Operational support grant</b>									
Beaufort West	206	-	-	206	206	-	-	408	408
Bitou	19	-	-	19	19	-	-	38	38
Breedee Valley	94	-	-	94	94	-	-	186	186
Cape Agulhas	56	-	-	56	56	-	-	112	112
Cape Winelands District	75	-	-	75	75	-	-	148	148
Cederberg	169	-	-	169	169	-	-	334	334
City of Cape Town	1 034	-	-	1 034	1 034	-	-	2,034	2,034
Drakenstein	113	-	-	113	113	-	-	222	222
George	94	-	-	94	94	-	-	186	186
Hessequa	38	-	-	38	38	-	-	57	57
Kannaland	112	-	-	112	112	-	-	222	222
Knysna	56	-	-	56	56	-	-	112	112
Laingsburg	94	-	-	94	94	-	-	186	186
Langeberg	38	-	-	38	38	-	-	57	57
Matzikama	94	-	-	94	94	-	-	222	222
Mossel Bay	56	-	-	56	56	-	-	112	112
Oudtshoorn	56	-	-	56	56	-	-	112	112
Overberg District	56	-	-	56	56	-	-	112	112
Overstrand	75	-	-	75	75	-	-	148	148
Prince Albert	56	-	-	56	56	-	-	148	148
Saldanha Bay	75	-	-	75	75	-	-	148	148
Stellenbosch	56	-	-	56	56	-	-	112	112
Swartland	38	-	-	38	38	-	-	74	74
Theewaterskloof	112	-	-	112	112	-	-	260	260
West Coast District	57	-	-	57	57	-	-	74	74
Witzenberg	131	-	-	131	131	-	-	296	296



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Name of municipality	2020/21							2019/20	
	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		
<b>Thusong Operational Support Grant</b>									
Beaufort West	150	-	-	150	150	-	-		
Breede Valley	-	-	-	-	-	-	-	220	220
Cederberg	-	-	-	-	-	-	-	200	200
Drakenstein	150	-	-	150	150	-	-		
George	150	-	-	150	150	-	-	200	200
Matzikama	150	-	-	150	150	-	-	-	-
Mossel Bay	-	-	-	-	-	-	-	120	120
Overstrand	-	-	-	-	-	-	-	106	106
Prince Albert	-	-	-	-	-	-	-	100	100
Swartland	150	-	-	150	150	-	-	100	100
Theewaterskloof	150	-	-	150	150	-	-	-	-
<b>Municipal Electrical Master Plan Grant</b>									
Bitou	800	-	-	800	800	-	-	-	-
Knysna	-	-	-	-	-	-	-	490	490
Langeberg	770	-	-	770	770	-	-	-	-
Swellendam	-	-	-	-	-	-	-	1 000	1 000
<b>Municipal Service Delivery and Capacity Building Grant</b>									
Bitou	-	-	-	-	-	-	-	80	80
Breede Valley	-	-	-	-	-	-	-	80	80
Cape Winelands District	-	-	-	-	-	-	-	160	160
Cederberg	-	-	-	-	-	-	-	345	345
Central Karoo District	-	-	-	-	-	-	-	80	80
Drakenstein	-	-	-	-	-	-	-	2 038	2 038
Garden Route District	-	-	-	-	-	-	-	80	80
George	-	-	-	-	-	-	-	80	80
Kannaland	-	-	-	-	-	-	-	494	494
Matzikama	-	-	-	-	-	-	-	200	200

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	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		
Oudtshoorn	-	-	-	-	-	-	-	200	200
Overberg District	-	-	-	-	-	-	-	80	80
Prince Albert	-	-	-	-	-	-	-	180	180
Stellenbosch	-	-	-	-	-	-	-	80	80
Theewaterskloof	-	-	-	-	-	-	-	2 233	2 233
West Coast District	-	-	-	-	-	-	-	693	693
Unallocated	6,794	-	(6,794)	-	-	-	-	-	-
<b>Fire Service Capacity Building Grant</b>									
Bergriver	-	-	-	-	-	-	-	830	830
Bitou	734	-	-	734	734	-	-	-	-
Cape Winelands District	-	-	-	-	-	-	-	1 046	1 046
George	732	-	-	732	732	-	-	-	-
Hessequa	-	-	-	-	-	-	-	830	830
Kannaland	-	-	-	-	-	-	-	830	830
Mossel Bay	-	-	-	-	-	-	-	1 000	1 000
Oudtshoorn	-	-	-	-	-	-	-	830	830
Overberg District	732	-	-	732	732	-	-	-	-
Overstrand	732	-	-	732	732	-	-	-	-
Prince Albert	-	-	-	-	-	-	-	830	830
Saldanha Bay	732	-	-	732	732	-	-	-	-
Swartland	732	-	-	732	732	-	-	-	-
Witzenberg	-	-	-	-	-	-	-	830	830
<b>Western Cape Municipal Interventions Grant</b>									
Kannaland	-	-	3 625	3 625	-	3 625	-	4 161	4 161
Unallocated	4 245	-	(4 245)	-	-	-	-	-	-
<b>Disaster Management Grant</b>									
Breede Valley	-	-	236	236	236	-	-	-	-
Overstrand	-	-	-	-	-	-	-	5 000	5 000



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	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		
<b>Municipal Drought Relief Grant</b>									
Beaufort West	2 050	-	(1 450)	600	600	-	-	9 500	9 500
Cape Aghulas	-	-	3 050	3 050	3 050	-	-	500	500
Cederberg	-	-	-	-	-	-	-	3 500	3 500
Central Karoo District	250	-	-	250	250	-	-	-	-
Kannaland	2 600	-	-	2 600	2 600	-	-	4 300	4 300
Laingsburg	2 200	-	(1 000)	1 200	1 200	-	-	6 100	6 100
Matzikama	-	-	-	-	-	-	-	2 800	2 800
Mossel Bay	-	-	-	-	-	-	-	3 400	3 400
Prince Albert	2 418	-	( 600)	1 818	1 818	-	-	8 450	8 450
Swellendam	1 250	-	-	1 250	1 250	-	-	-	-
Theewaterskloof	1 750	-	-	1 750	1 750	-	-	500	500
<b>Local Government Support Grant</b>									
Beaufort-West	-	-	550	550	550	-	-	-	-
Bergriver	-	-	600	600	600	-	-	-	-
Bitou	-	-	600	600	600	-	-	-	-
Breede Valley	-	-	850	850	850	-	-	-	-
Cape Agulhas	-	-	500	500	500	-	-	-	-
Cape Winelands District	-	-	100	100	100	-	-	-	-
Cederberg	-	-	550	550	550	-	-	-	-
Central Karoo District	-	-	100	100	100	-	-	-	-
Drakenstein	-	-	1 000	1 000	1 000	-	-	-	-
Garden Route District	-	-	100	100	100	-	-	-	-
George	-	-	1 000	1 000	1 000	-	-	-	-
Hessequa	-	-	550	550	550	-	-	-	-
Kannaland	-	-	450	450	450	-	-	-	-
Knysna	-	-	550	550	550	-	-	-	-

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Name of municipality	2020/21							2019/20	
	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		
Laingsburg	-	-	400	400	400	-	-	-	-
Langeberg	-	-	700	700	700	-	-	-	-
Matzikama	-	-	600	600	600	-	-	-	-
Mossel Bay	-	-	650	650	650	-	-	-	-
Oudtshoorn	-	-	550	550	550	-	-	-	-
Overberg District	-	-	100	100	100	-	-	-	-
Overstrand	-	-	650	650	650	-	-	-	-
Prince Albert	-	-	400	400	400	-	-	-	-
Saldanha	-	-	700	700	700	-	-	-	-
Stellenbosch	-	-	900	900	900	-	-	-	-
Swartland	-	-	850	850	850	-	-	-	-
Swellendam	-	-	500	500	500	-	-	-	-
Theewaterskloof	-	-	800	800	800	-	-	-	-
West Coast District	-	-	100	100	100	-	-	-	-
Witzenberg	-	-	800	800	800	-	-	-	-
<b>Total</b>	<b>33 481</b>	<b>-</b>	<b>9 022</b>	<b>42 503</b>	<b>38 878</b>	<b>3 625</b>	<b>-</b>	<b>70 996</b>	<b>70 996</b>



# FINANCIAL INFORMATION

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## NOTES TO THE ANNUAL FINANCIAL STATEMENT for the year ended 31 March 2021

	Note	2020/21 R'000	2019/20 R'000
<b>30. BROAD BASED BLACK ECONOMIC EMPOWERMENT PERFORMANCE</b>			
Information on compliance with the B-BBEE Act is included in the annual report under the section titled B-BBEE Compliance Performance Information.			
<b>31. COVID-19 Response Expenditure</b>			
Covid 19 Response Expenditure	Annex 3		
Compensation of employees		1 451	-
Goods and services		5 695	472
Transfers and subsidies		16 211	-
Expenditure for capital assets		909	-
Other		-	-
<b>Total</b>		<b>24 266</b>	<b>472</b>



# FINANCIAL INFORMATION



WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
ANNUAL FINANCIAL STATEMENTS For the year ended 31 March 2021

## ANNEUXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2021

### ANNEXURE 1A

#### STATEMENT OF CONDITIONAL GRANTS AND OTHER TRANSFERS PAID TO MUNICIPALITIES

Name of municipality	Grant Allocation				Transfer			Spent				2019/20
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds With-held 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
<b>CDW Operational support grant</b>												
Beaufort West	206	-	-	206	206	-	-	206	85	-	41%	408
Bitou	19	-	-	19	19	-	-	19	5	-	26%	38
Breede Valley	94	-	-	94	94	-	-	94	-	-	0%	186
Cape Agulhas	56	-	-	56	56	-	-	56	18	-	32%	112
Cape Winelands District	75	-	-	75	75	-	-	75	-	-	0%	148
Cederberg	169	-	-	169	169	-	-	169	-	-	0%	334
City of Cape Town	1 034	-	-	1 034	1 034	-	-	1 034	507	-	49%	2 034
Drakenstein	113	-	-	113	113	-	-	113	-	-	0%	222
George	94	-	-	94	94	-	-	94	2	-	2%	186
Hessequa	38	-	-	38	38	-	-	38	23	-	61%	57
Kannaland	112	-	-	112	112	-	-	112	44	-	39%	222
Knysna	56	-	-	56	56	-	-	56	-	-	0%	112
Laingsburg	94	-	-	94	94	-	-	94	50	-	53%	186
Langeberg	38	-	-	38	38	-	-	38	-	-	0%	57
Matzikama	94	-	-	94	94	-	-	94	-	-	0%	222
Mossel Bay	56	-	-	56	56	-	-	56	6	-	11%	112
Oudtshoorn	56	-	-	56	56	-	-	56	15	-	27%	112
Overberg District	56	-	-	56	56	-	-	56	19	-	34%	112
Overstrand	75	-	-	75	75	-	-	75	13	-	17%	148
Prince Albert	56	-	-	56	56	-	-	56	14	-	25%	148
Saldanha Bay	75	-	-	75	75	-	-	75	-	-	0%	148
Stellenbosch	56	-	-	56	56	-	-	56	-	-	0%	112
Swartland	38	-	-	38	38	-	-	38	-	-	0%	74



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Name of municipality	Grant Allocation				Transfer			Spent				2019/20
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds With-held 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
Thee-waterskloof	112	-	-	112	112	-	-	112	79	-	71%	260
West Coast District	57	-	-	57	57	-	-	57	-	-	0%	74
Witzenberg	131	-	-	131	131	-	-	131	-	-	0%	296
<b>Thusong Operational Support Grant</b>												
Beaufort West	150	-	-	150	150	-	-	150	21	-	-	-
Breede Valley	-	-	-	-	-	-	-	-	-	-	0%	220
Cederberg	-	-	-	-	-	-	-	-	-	-	0%	200
Drakenstein	150	-	-	150	150	-	-	150	44	-	29%	-
George	150	-	-	150	150	-	-	150	41	-	27%	200
Matzikama	150	-	-	150	150	-	-	150	33	-	22%	120
Mossel Bay	-	-	-	-	-	-	-	-	-	-	0%	106
Overstrand	-	-	-	-	-	-	-	-	-	-	0%	100
Prince Albert	-	-	-	-	-	-	-	-	-	-	0%	100
Swartland	150	-	-	150	150	-	-	150	137	-	91%	-
Thee-waterskloof	150	-	-	150	150	-	-	150	150	-	100%	-
<b>Municipal Electrical Master Plan Grant</b>												
Bitou	800	-	-	800	800	-	-	800	327	-	40.9%	-
Knysna	-	-	-	-	-	-	-	-	-	-	0%	490
Langeberg	770	-	-	770	770	-	-	770	-	-	0%	-
Swellendam	-	-	-	-	-	-	-	-	-	-	0%	1 000
<b>Municipal Service Delivery and Capacity Building Grant</b>												
Bitou	-	-	-	-	-	-	-	-	-	-	0%	80
Breede Valley	-	-	-	-	-	-	-	-	-	-	0%	80
Cape Winelands District	-	-	-	-	-	-	-	-	-	-	0%	160
Cederberg	-	-	-	-	-	-	-	-	-	-	0%	345
Central Karoo District	-	-	-	-	-	-	-	-	-	-	0%	80
Drakenstein	-	-	-	-	-	-	-	-	-	-	0%	2 038

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Name of municipality	Grant Allocation				Transfer			Spent				2019/20
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds With-held 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
Garden Route District	-	-	-	-	-	-	-	-	-	-	0%	80
George	-	-	-	-	-	-	-	-	-	-	0%	80
Kannaland	-	-	-	-	-	-	-	-	-	-	0%	494
Matzikama	-	-	-	-	-	-	-	-	-	-	0%	200
Oudtshoorn	-	-	-	-	-	-	-	-	-	-	0%	200
Overberg District	-	-	-	-	-	-	-	-	-	-	0%	80
Prince Albert	-	-	-	-	-	-	-	-	-	-	0%	180
Stellenbosch	-	-	-	-	-	-	-	-	-	-	0%	80
Thee-waterskloof	-	-	-	-	-	-	-	-	-	-	0%	2 233
West Coast District	-	-	-	-	-	-	-	-	-	-	0%	693
Unallocated	6 794	-	(6 794)	-	-	-	-	-	-	-	-	-
<b>Fire Service Capacity Building Grant</b>												
Bergriver	-	-	-	-	-	-	-	-	-	-	0%	830
Bitou	734	-	-	734	734	-	-	734	-	-	0%	-
Cape Winelands District	-	-	-	-	-	-	-	-	-	-	-	1 046
George	732	-	-	732	732	-	-	732	-	-	0%	-
Hessequa	-	-	-	-	-	-	-	-	-	-	-	830
Kannaland	-	-	-	-	-	-	-	-	-	-	0%	830
Mossel Bay	-	-	-	-	-	-	-	-	-	-	0%	1 000
Oudtshoorn	-	-	-	-	-	-	-	-	-	-	0%	830
Overberg District	732	-	-	732	732	-	-	732	-	-	0%	-
Overstrand	732	-	-	732	732	-	-	732	732	-	100%	-
Prince Albert	-	-	-	-	-	-	-	-	-	-	0%	830
Saldanha Bay	732	-	-	732	732	-	-	732	732	-	100%	-
Swartland	732	-	-	732	732	-	-	732	-	-	0%	-
Witzenberg	-	-	-	-	-	-	-	-	-	-	0%	830



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Name of municipality	Grant Allocation				Transfer			Spent				2019/20 Division of Revenue Act R'000
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds With-held 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 %	
<b>Western Cape Municipal Interventions Grant</b>												
Kannaland	-	-	3 625	3 625	-	3 625	-	-	-	-	0.0%	4 161
Unallocated	4 245	-	(4 245)	-	-	-	-	-	-	-	0.0%	-
<b>Disaster Management Grant</b>												
Breede Valley	-	-	236	236	236	-	-	236	236	-	100.0%	-
Overstrand	-	-	-	-	-	-	-	-	-	-	0.0%	5 000
<b>Municipal Drought Relief Grant</b>												
Beaufort West	2 050	-	(1 450)	600	600	-	-	600	600	-	100.0%	9 500
Cape Aghulas	-	-	3 050	3 050	3 050	-	-	3 050	-	-	0.0%	500
Cederberg	-	-	-	-	-	-	-	-	-	-	0.0%	3 500
Central Karoo District	250	-	-	250	250	-	-	250	250	-	100.0%	-
Kannaland	2 600	-	-	2 600	2 600	-	-	2 600	-	-	0.0%	4 300
Laingsburg	2 200	-	(1 000)	1 200	1 200	-	-	1 200	926	-	77.2%	6 100
Matzikama	-	-	-	-	-	-	-	-	-	-	0.0%	2 800
Mossel Bay	-	-	-	-	-	-	-	-	-	-	0.0%	3 400
Prince Albert	2 418	-	( 600)	1 818	1 818	-	-	1 818	1 300	-	71.5%	8 450
Swellendam	1 250	-	-	1 250	1 250	-	-	1 250	-	-	0.0%	-
Thee-waterskloof	1 750	-	-	1 750	1 750	-	-	1 750	-	-	0.0%	500
<b>Local Government Support Grant</b>												
Beaufort-West	-	-	550	550	550	-	-	550	503	-	91.5%	-
Bergriver	-	-	600	600	600	-	-	600	600	-	100.0%	-
Bitou	-	-	600	600	600	-	-	600	600	-	100.0%	-
Breede Valley	-	-	850	850	850	-	-	850	850	-	100.0%	-
Cape Agulhas	-	-	500	500	500	-	-	500	500	-	100.0%	-
Cape Winelands District	-	-	100	100	100	-	-	100	78	-	78.0%	-
Cederberg	-	-	550	550	550	-	-	550	550	-	100.0%	-
Central Karoo District	-	-	100	100	100	-	-	100	100	-	100.0%	-

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Name of municipality	Grant Allocation				Transfer			Spent				2019/20
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds With-held 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
Drakenstein	-	-	1 000	1 000	1 000	-	-	1 000	1 000	-	100.0%	-
Garden Route District	-	-	100	100	100	-	-	100	100	-	100.0%	-
George	-	-	1 000	1 000	1 000	-	-	1 000	1 000	-	100.0%	-
Hessequa	-	-	550	550	550	-	-	550	550	-	100.0%	-
Kannaland	-	-	450	450	450	-	-	450	449	-	99.8%	-
Knysna	-	-	550	550	550	-	-	550	550	-	100.0%	-
Laingsburg	-	-	400	400	400	-	-	400	400	-	100.0%	-
Langeberg	-	-	700	700	700	-	-	700	700	-	100.0%	-
Matzikama	-	-	600	600	600	-	-	600	600	-	100.0%	-
Mossel Bay	-	-	650	650	650	-	-	650	650	-	100.0%	-
Oudtshoorn	-	-	550	550	550	-	-	550	550	-	100.0%	-
Overberg District	-	-	100	100	100	-	-	100	100	-	100.0%	-
Overstrand	-	-	650	650	650	-	-	650	650	-	100.0%	-
Prince Albert	-	-	400	400	400	-	-	400	400	-	100.0%	-
Saldanha	-	-	700	700	700	-	-	700	-	-	0.0%	-
Stellenbosch	-	-	900	900	900	-	-	900	900	-	100.0%	-
Swartland	-	-	850	850	850	-	-	850	850	-	100.0%	-
Swellendam	-	-	500	500	500	-	-	500	500	-	100.0%	-
Thee-waterskloof	-	-	800	800	800	-	-	800	800	-	100.0%	-
West Coast District	-	-	100	100	100	-	-	100	100	-	100.0%	-
Witzenberg	-	-	800	800	800	-	-	800	302	-	37.8%	-
<b>Total</b>	<b>33 481</b>	<b>-</b>	<b>9 022</b>	<b>42 503</b>	<b>38 878</b>	<b>3 625</b>	<b>-</b>	<b>38 878</b>	<b>21 341</b>	<b>-</b>		<b>70 996</b>



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WESTERN CAPE GOVERNMENT, DEPARTMENT OF LOCAL GOVERNMENT VOTE 14  
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## ANNEUXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2021

### ANNEXURE 1B

#### STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

Department/Agency/Account	Transfer Allocation				Transfer		2019/20
	Adjusted appropriation R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds %	Final Appropriation R'000
NSRI (National Sea Rescue Institute)	380	-	-	380	380	100%	400
SABC	3	-	-	3	3	100%	3
<b>Total</b>	<b>383</b>	<b>-</b>	<b>-</b>	<b>383</b>	<b>383</b>		<b>403</b>

### ANNEXURE 1C

#### STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS

Department/Agency/Account	Transfer Allocation				Expenditure		2019/20
	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
<b>Transfers</b>							
Lifesaving WC	380	-	-	380	380	100%	400
<b>Total</b>	<b>380</b>	<b>-</b>	<b>-</b>	<b>380</b>	<b>380</b>	<b>100%</b>	<b>400</b>

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ANNEUXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2021

## ANNEXURE 1D STATEMENT OF TRANSFERS TO HOUSEHOLDS

Households	Transfer Allocation				Expenditure		2019/20
	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
<b>Transfers</b>							
Leave gratuities	126	-	380	506	506	100%	359
Injury on duty	-	-	-	-	-		3
<b>Total</b>	<b>126</b>	<b>-</b>	<b>380</b>	<b>506</b>	<b>506</b>		<b>362</b>

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

Name of organisation	Nature of gift, donation or sponsorship	2020/21 R'000	2019/20 R'000
<b>Received in kind</b>			
Coke - Peninsula Beverages	Beverages for Disaster Management Centre	101	17
<b>TOTAL</b>		<b>101</b>	<b>17</b>



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## ANNEUXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2021

### ANNEXURE 2 INTER-GOVERNMENT PAYABLES

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total		Cash in transit at year end 2020/21*	
	31/03/2021 R'000	31/03/2020 R'000	31/03/2021 R'000	31/03/2020 R'000	31/03/2021 R'000	31/03/2020 R'000	Receipt date up to six (6) working days after year end	Amount R'000
<b>Departments</b>								
Current								
Justice and Constitutional Development	215	-	-	-	215	-		-
Department of the Premier	3	8	-	-	3	8		-
<b>Total Departments</b>	<b>218</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>218</b>	<b>8</b>		<b>-</b>
<b>Other Government Entity</b>								
Current								
WC: Government Motor Transport	9	5	-	-	9	5		-
<b>Total Other Government Entities</b>	<b>9</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>9</b>	<b>5</b>		<b>-</b>
<b>Total Inter-governmental</b>	<b>227</b>	<b>13</b>	<b>-</b>	<b>-</b>	<b>227</b>	<b>13</b>		<b>-</b>

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## ANNEUXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2021

### 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'004	2020/21 Total R'000	2019/2020 Total R'000
<b>Compensation of employees</b>	<b>39</b>	<b>573</b>	<b>656</b>	<b>183</b>	<b>1 451</b>	-
<b>Goods services</b>	<b>1 585</b>	<b>1 684</b>	<b>955</b>	<b>1 471</b>	<b>5 695</b>	<b>472</b>
Advertising	-	664	744	1 387	2 795	-
Catering: Departmental Activities	140	192	-	-	332	19
Consumable Supplies	202	91	6	65	364	453
Consult: Business & Advisory Services	1 243	702	-	-	1 945	-
Property payments	-	35	72	19	126	-
Operating payments	-	-	133	-	133	-
<b>Transfers and subsidies</b>	<b>16 200</b>	<b>-</b>	<b>-</b>	<b>11</b>	<b>16 211</b>	<b>-</b>
Municipalities: Municipal bank accounts	16 200	-	-	-	16 200	-
H/H: Employee social benefits	-	-	-	11	11	-
<b>Expenditure for capital assets</b>	<b>446</b>	<b>442</b>	<b>-</b>	<b>21</b>	<b>909</b>	<b>-</b>
Other Machinery and equipment	446	442	-	21	909	-
<b>TOTAL COVID-19 RESPONSE EXPENDITURE</b>	<b>18 270</b>	<b>2 699</b>	<b>1 611</b>	<b>1 686</b>	<b>24 266</b>	<b>472</b>



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## ANNEUXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2021

### ANNEXURE 4

#### TRANSPORT ASSETS AS PER FINANCE LEASE REGISTER YEAR ENDED 31 MARCH 2021

##### Movable Tangible Capital Assets

	Opening balance	Current year adjustments to prior year balances	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
Government Motor vehicles	7 268	-	659	(144)	7 783

##### Transport assets as per finance lease register year ended 31 March 2020

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

As at 31 March 2021 the department used 38 (March 2020:36) motor vehicles which were under a financing arrangement unique to the Western Cape and this annexure enhance the minimum requirement in terms of the Modified Cash Standard.

## ANNEUXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2021

### ANNEXURE 4

### IRREGULAR EXPENDITURE ANNEXURE TO THE ANNUAL FINANCIAL STATEMENTS

Description	Stage of completion	No. of cases	Total R'000
Alleged irregular expenditure - identified by Institution (A) Current year occurrences	Stage 1	1	1
<b>Total Alleged irregular expenditure</b>		<b>1</b>	<b>1</b>
Total confirmed irregular expenditure	Stage 2	5	509
IE - no losses incurred	Stage 3	2	319
IE - determination in-progress	Stage 3	1	150
IE - referred for condonation/ condoned	Stage 7	2	40

Notes
<p>“irregular expenditure” means expenditure, other than unauthorised expenditure, incurred in contravention of or that that is not in accordance with a requirement of any applicable legislation, including -</p> <p>(a) this Act; or</p> <p>(b) the State Tender Board Act, 1968 (Act No. 86 of 1968), or any regulations made in terms of that Act; or</p> <p>(c) any provincial legislation providing for procurement procedures in that provincial government;</p> <p>Stage 1 - Discovery</p> <p>Stage 2 - Assessment</p> <p>Stage 3 - Determination</p> <p>Stage 4 - Investigation</p> <p>Stage 5 - Recovery of Losses</p> <p>Stage 6 - Disciplinary</p> <p>Stage 7 - Condonement/ Removal</p>

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**Western Cape  
Government**

Local Government

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