



Western Cape
Government

Local Government



Annual Report 2018/19
Local Government

Western Cape Government
Department of
Local Government
Vote 14

Annual Report
2018/19

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PART A



GENERAL INFORMATION

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2. Abbreviations

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

LGTAS:	Local Government Turnaround Strategy
LRA:	Labour Relations Act, 1995 (Act 66 of 1995)
M&E:	Monitoring & Evaluation
MEC:	Member of Executive Council
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

3 Minister's Foreword

This Annual Report contains the achievements against targets set in the Annual Performance Plan 2018 /19 towards the attainment of targeted elements within the mandate of the Western Cape Department of Local Government; as contained in the Constitution, the National Development Plan, mandated legislation and the Provincial Strategy.

The Department's Annual Performance Plan 2018/19 was developed during a period, where the Province found itself in an extremely volatile situation as a result of the worst prolonged drought. The low rainfall during 2015, 2016 and 2017 was the lowest for any other consecutive three-year period in the 90-year record.

The Department's Integrated Drought Response strategy, which was developed in collaboration with all stakeholders, clearly paid-off water scarcity was prevented. To date, the 2018 and 2019 winter rain has brought relief to the western and south western parts of the Province. The summer rainfall areas, mainly falling within the Greater Karoo parts of the Province remains at a medium to high water security risk. The Joint Regional Approach adopted for the execution of the Greater Karoo Drought Response Action Plan was a huge success. We managed to worn off a total collapse in water supply in Beaufort West, Laingsburg and Kannaland.

With an understanding that the year under review, preceded the year during which the national and provincial elections were held, my department continued to provide institutional support to local government in order to improve service delivery. This is evident in the recent Government Performance Index Research Report conducted by Good Governance Africa that was released in April 2019. The report indicates that twelve of the top twenty performing municipalities in the country are located in the Western Cape.



The Municipal IQ's Municipal Compliance and Governance Index further indicates that eight of the top ten performing municipalities are within the Western Cape. The latter index weighs up basic municipal compliance with legislated processes, governance outcomes, and reflects on whether a municipality has met basic legislated requirements. The focus is also extended to the audit opinion of the Auditor-General of South Africa, as well as the accuracy and outcomes of financial planning, capacity and leadership levels.

As the Province reaches yet another five-year milestone in government planning, I am encouraged by these outcomes as it demonstrates

that we indeed are on the right path towards improving the living conditions of the residents of this Province. However, there is always room for improvement. Along with the partners that work in the municipal space we have tested various approaches which on reflection indicates that co-planning and co-implementation of support plans need to be strengthened across all stakeholders involved to enhance the benefit for the people of this Province. Lessons learnt should also positively influence the approach required for improved impact over the next five years.

The Department has supported its colleagues in other Departments to put measures in place to address the spate of protests which manifested over the past few years, particularly closer to elections. There is also a need, going forward, for more resilience in addressing persistent challenges in the local government system.

I wish to express my appreciation to the Departments' officials for what has been achieved but urge that we aim to do more. This may require more innovative approaches despite less resources to our availability and more stringent clean governance requirements being instituted. More than ever we need to work together with all willing stakeholders. I also thank our stakeholders for their support in taking the hand of the Department in addressing complex challenges.



Mr AW Bredell

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

4. Accounting Officer's Overview

The slow economic growth and the continued budget cuts, trigger departments to be innovative and collaborative in carrying out their function and delivering on their mandates.

It is with this conviction that the Department spearheaded a collaborative approach both at national and provincial level. At national level, the Department facilitated the establishment of a forum for the Provincial Heads of Departments of Cooperative Governance and Traditional Affairs. The aim of the forum is to encourage a collaborative effort towards service delivery improvement through the exchange of good practice models that will also improve support required by municipalities.

The driving factor was an understanding that opportunities exist for the nine provincial departments to learn from one another and identify common areas of leverage.

At a provincial level, the Department with its key stakeholders is strengthening co-planning and co-implementation of support to municipalities to address lessons learnt. In the Province there is a recognition that the planning environment between the provincial and local spheres of government has evolved to a level of integrated planning. It was for this reason that the Department advocated for the Provincial and Local Government Interface for Service Delivery, which is a district and team based citizen-focused approach to government services. The approach seeks to ensure that co-planning and co-budgeting translates to service delivery in communities through recognising District Coordinating Forums as the governance vehicle for planning and implementation through a Single Support Plan.

Legislatively, the year under review was a challenging one for local government as on 9 March 2017, in the judgment of *SAMWU v Minister of Cooperative Governance and Traditional Affairs* and others, the Constitutional Court declared the Local Government: Municipal Systems Amendment



Act, 7 of 2011 (the Amendment Act) invalid. The order of invalidity was however suspended for a period of 24 months, and lapsed on 9 March 2019, without new legislation being introduced. The coming into effect of the order of invalidity, has had far-reaching effects for the administration of municipalities generally. It affected legislative prescripts and regulations that relate to the procedures of appointments of senior managers in municipalities, namely Municipal Managers and Managers directly accountable to Municipal Managers. The Department together with other Provinces engaged with the National Department of Co-operative Governance and Traditional Affairs on the development of a Circular in guiding municipalities on the implications and the applicability of provisions despite the declaration of invalidity.

The Department is proud of the successful outcomes achieved through the implementation of the Back to Basics Programme. The programme

was first implemented in 2015 in ten of our most vulnerable municipalities in the Province and, with the aim of providing support and addressing challenges in the respective municipalities. Since its implementation, a number of municipalities have matured sufficiently from the programme with some being able to function independently. To date six municipalities, remain in the programme.

In an effort to support councillors in the execution of their responsibilities, during the year under review, the Department in partnership with the Hanns Seidell Foundation expanded the training available to councillors, to include a Winter School Programme, with a particular focus on ethical and responsible leadership. Councillors indicated that the programme was of value to them.

As part of strengthening the citizen interface and deepening democracy, following the civic education programme that the Department introduced during the 2017/18 financial year, it was deemed necessary that institutional capacity for public participation be strengthened

in municipalities. To this end, the Department supported municipalities with an accredited training programme on Integrated Community Development Planning (ICDP). The main purpose of the training was to build the capacity of Municipal Public Participation Officials, using various topics and modern approaches to public participation. It is envisaged that the training will assist municipalities in strengthening community participation and governance processes such as IDP, budget process and service delivery projects.

Over the years, the Thusong and the Community Development Worker Programmes have been known to be the platforms for citizens to seamlessly access a wide range of integrated services in one location, irrespective of where they live. Due to growing concerns over the lack of access, farming communities continue to experience difficulties in accessing government services, it was for this reason that during the year under review, outreach events focusing on farming and rural communities were instituted and reached over 50 farms, and rural nodes.

Departmental Receipts

	2018/2019			2017/2018		
	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	41	108	(67)	52	101	(49)
Interest, dividends and rent on land	-	-	-	1	1	-
Sales of capital assets	-	-	-	-	32	(32)
Financial transactions in assets and liabilities	15	2 673	(2 658)	-	926	(926)
Total	56	2 781	(2 725)	53	1 060	(1 007)

Spending trends:

The Department utilised 99.5% of its total budget allocation. The total underspending during 2018/19 financial year amounting to R1,481 million relates to Compensation of employees due to delays in the recruitment and selection process and Goods and services due to services that could not be finalised and paid by the 31 March 2019, which includes the earmarked funds allocated towards municipal support. Furthermore, the underspending on Provinces and municipalities relates to earmarked funds allocated to Beaufort West Municipality towards drought.

Virements/rollover

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

- Provinces and municipalities due to reprioritisation of funds to assist with the drought priority projects identified due to the severe drought mainly in the Central Karoo District.
- Payment of capital assets due to the procurement of computer equipment in terms of the departmental ICT refresh plan, for the additional staff to assist with the management of drought within DLG as well as the increased costs for GG vehicles. The virement was undertaken within the guidelines of Provincial Treasury.

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

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

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

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

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

In my opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the Department for the financial year ended 31 March 2019.

Yours faithfully



Mr Graham Paulse
Accounting Officer
Department of Local Government

Date 31 August 2019

6. Strategic Overview

6.1 Vision

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

6.2 Mission

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

6.3 Values

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

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

6.4 Legislative and other Mandates

6.4.1 Constitutional Mandates

The Constitution of the Republic of South Africa (1996) provides the national overarching framework for the work of all government

departments in South Africa. Chapter 7 outlines the objectives and mandates in respect of local government. The following mandates for the Department can be extracted from this:

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

6.4.2 Legislative Mandates

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

No.	Legislation	Mandate
A	Local Government: Municipal Demarcation Act, 1998 (Act 27 of 1998)	<p>This Act provides for:</p> <ul style="list-style-type: none"> provide criteria and procedures for the determination of municipal boundaries by an independent authority.
B	Local Government: Municipal Structures Act, 1998	<p>This Act provides for:</p> <ul style="list-style-type: none"> the establishment of municipalities in accordance with the requirements relating to the categories and types of municipalities; the establishment of criteria for determining the category of a municipality to be established in the area; a definition of type of municipality that may be established within each category; an appropriate division of functions and powers between categories of municipality; and the regulation of the internal systems, structures and office bearers of municipalities.
C	Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)	<p>This Act provides for:</p> <ul style="list-style-type: none"> the core principals, mechanisms and processes that are necessary to enable municipalities to move progressively towards the social and economic upliftment of local communities; ensuring universal access to essential services that are affordable to all; defining the legal nature of a municipality, including the local community within the municipal area; municipal powers and functions, community participation; the establishment of an enabling framework for the core processes of planning, performance management, resource mobilisation and organisational change; a framework for local public administration and human resource development; and empowerment of the poor and ensure that municipalities establish service tariffs and credit control policies that take their needs into account.

No.	Legislation	Mandate
D	Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA)	<p>This Act provides for:</p> <ul style="list-style-type: none"> securing sound and sustainable management of the financial affairs of municipalities and other institutions in the local sphere of government; and the establishment of treasury norms and standards for the local sphere of government.
E	Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) as amended by the Local Government: Municipal Property Rates Amendment Act, 2014 (Act 29 of 2014)	<p>This Act provides for</p> <ul style="list-style-type: none"> securing sound and sustainable management of the financial affairs of municipalities; the establishment of norms and standards against which the financial affairs can be monitored and measured; regulating the power of a municipality to impose rates on a property; excluding certain properties from rating, to make provision for municipalities to implement a transparent and fair system of exemptions; introducing a rebate through rating policies; making provision for fair and equitable valuation methods of properties; and making provision for an 'objection and appeal' process. <p>The Local Government: Municipal Property Rates Amendment Act, 2014 came into operation on 1 July 2015.</p> <p>The Act aims to provide for the various amendments, insertions and deletions in order to enhance proper reporting, compliance and implementation of the processes and procedures pertaining to the Act.</p>
F	Disaster Management Act, 2002 (Act 57 of 2002)	<p>This act provides for:</p> <ul style="list-style-type: none"> integration and co-ordinate disaster management policy, which focuses on preventing or reducing the risk of disasters mitigating the severity of disasters, emergency preparedness, rapid and effective response to disasters and post-disaster recovery; the establishment of national, provincial and municipal disaster management centres; disaster management volunteers; and matters incidental thereto.
G	Disaster Management Amendment Act, 2015 (Act 16 of 2015)	<p>The act provides for:</p> <ul style="list-style-type: none"> clarification on the policy focus on rehabilitation and functioning of disaster management centres; the alignment of the functions of the National Disaster Management Advisory Forum to accommodate the South African National Platform for Disaster Risk Reduction; the South African National Defense Force, South African Police Service and any other organ of state to assist the disaster management structures; and strengthening of the disaster risk reporting systems in order to improve the country's ability to manage potential disasters.

No.	Legislation	Mandate
H	Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005)	<p>The Act provides for:</p> <ul style="list-style-type: none"> the establishment of municipalities, in accordance with the requirements relating to categories and types municipality; the establishment of determining the category of Municipality to be established in an area; an appropriate division of functions and powers between categories of municipality; regulating the internal systems, structures and office-bearers of municipalities; and appropriate electoral systems.
I	Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)	<p>The Act provides for:</p> <ul style="list-style-type: none"> a framework for spatial planning and land use management in the Republic; specifying the relationship between the spatial planning and the land use management system and other kinds of planning; the inclusive, developmental, equitable and efficient spatial planning at the different spheres of government; a framework for the monitoring, coordination and review of the spatial planning and land use management system; a framework for policies, principles, norms and standards for spatial development planning and land use management; addressing past spatial and regulatory imbalances; promotion of greater consistency and uniformity in the application procedures and decision-making by authorities responsible for land use decision and development applications; the establishment, functions and operations of Municipal Planning Tribunals; and the facilitation and enforcement of land use and development measures matters connected with

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:

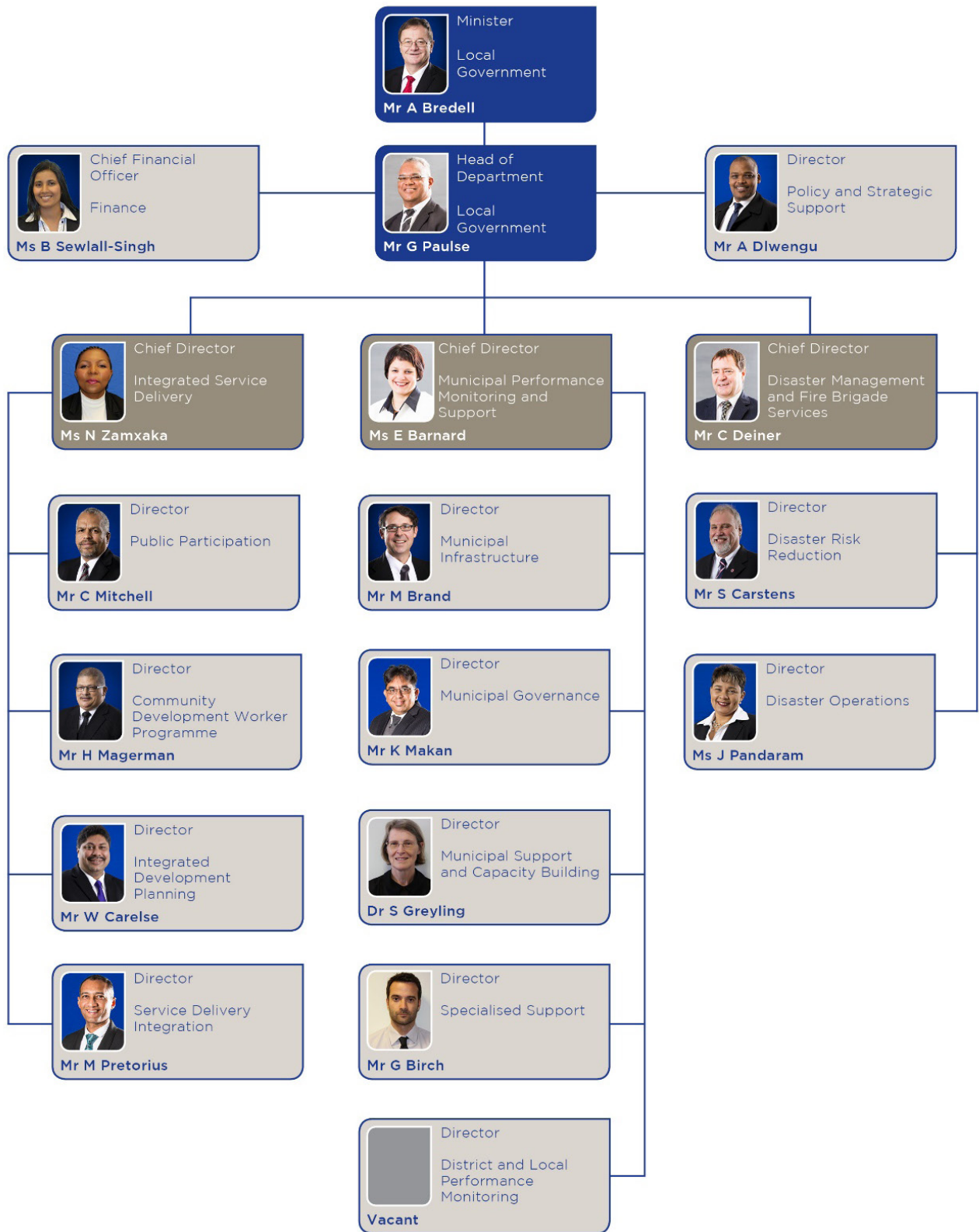
- White Paper on Local Government, 1998;
- National Local Government Turn Around Strategy 2009;
- Local Government Anti-Corruption Strategy, 2006;
- Free Basic Services Policy, 2000/01;
- National Public Participation Framework, 2007; and
- National Back to Basics Strategy, 2014

6.4.6 Other policy mandates

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

- Western Cape Disaster Management Framework, 2010;
- Batho Pele principles;
- Policy Framework for Government-Wide Monitoring and Evaluation System, 2007;
- Framework for Managing Programme Performance Information, 2007 (FMPPI);
- South African Statistical Quality Assurance Framework, 2007;
- National Spatial Development Perspective, 2002;
- Provincial Spatial Development Framework, 2014;
- National Disaster Management Framework, 2005; and
- National Development Plan (Vision 2030).

6.5 Organisational Structure



PART B



PERFORMANCE INFORMATION

1. Auditor General’s Report: Predetermined Objectives

The Auditor General reported no material findings on the Annual Performance Report concerning the usefulness and reliability of the information (see Part E: pages 125-128).

2. Overview of Departmental Performance

2.1 Service Delivery Environment

Strengthening co-planning and co-implementation

Lessons from various platforms and programmes promoting integrated planning in 2018/19 have revealed that the Province stand to benefit from greater collaboration amongst key role-players. Previous financial years have focused on assessing the compliance and responsiveness of the municipal Integrated Development Plans (IDPs) with the provisions of section 26 of Local Government Municipal Systems Act, 32 of 2000 and community requirements while ensuring the alignment with the sector plans. The year under review provided an opportunity for the Department, as part of its municipal function, to conduct a further assessment of IDPs with a view to determine how municipal priorities are informed by challenges identified through various processes and informants including the Municipal Economic Review Outlook analysis.

The prepare for the Provincial Strategic planning process an assessment was conducted to determine and prioritise the challenges and risks indicated by municipalities during the strategic and technical municipal engagements. Approximately twelve themes emerged from the assessments, where the provincial departments and municipalities further engaged on the priority areas identified. Going forward, the view is to have these priority areas influence the Annual Performance Plans and the Strategic Plans of both provincial and local government.

Towards strengthening Citizen Interface and improving access to government services

In an effort to strengthen citizen interface, the Department supported municipalities with a training programme on Integrated Community Development Planning (ICDP training) to public

participation officials from municipalities in the Western Cape.

The main purpose of the programme was to encourage participatory democracy and the use of other mechanisms to enhance institutionalisation of public participation in municipalities. The focus was to train and build the capacity of municipal public participation officials, using various topics and modern approaches to public participation. The accredited training course offered through the University of Stellenbosch, specifically demonstrated the use of modern and relevant case studies, to ensure that public participation is firmly entrenched and institutionalised within municipalities.

The training was aimed at assisting municipalities in strengthening community participation and governance processes such as the IDPs, Budget Processes and Service Delivery projects. Furthermore, the training also aimed to promote a conducive environment for communities to influence, direct, control and own development that should take place in their respective areas.

The Thusong Programme has been tailored to ensure that citizens of the Western Cape Province can seamlessly access a wide range of integrated services in one location, irrespective of where they live. For the year under review, the focus of the outreach events was on the farming community and rural communities reaching over fifty farms, and rural nodes. In addition, four emergency interventions were implemented in support of communities affected by the impact of drought, social unrest and fires.

In deepening the economic impact of the Thusong Programme, six municipalities were awarded funding for small scale job creation and for income generating economic development projects within rural areas.

Improving capacity in municipalities

The Western Cape Government continues to strengthen its approach to support municipalities in line with Section 154 of the Constitution, relevant legislation and the Department of Cooperative Governance National Capacity Building Framework. During 2015, in support of the national programme Back to Basics (B2B), a Provincial Support Framework / Strategy was developed and ten municipalities were identified in the Province for targeted support to strengthen institutional resilience. To date, four Municipalities have successfully exited the B2B Programme, namely Cape Agulhas in 2017/18 financial year, Swellendam in 2018/19 financial year, Oudtshoorn and Matzikama has been identified to exit the programme in 2019 / 20. Based on lessons learnt the Province will continue to refine its approach to ensure that impact made on the provision of support is consistently improved on.

To address individual capacity and the call in Chapter 13 of the National Development Plan to build a capable state and address relevant legislative requirements in this regard, during the year under review, the Department; in partnership with the Hanns Seidell Foundation, conducted a Winter School Programme for councillors. The Winter School focused on ethical and responsible leadership. This partnership also entailed co-funding the Middle Management Mentoring and Coaching Programme, which was co-ordinated by an entity affiliated to the University of Stellenbosch's School of Public Leadership. A total of 11 mentees participated in the programme, 3 mentees were nominated from the Department of Local Government and 8 from municipalities across the Province. During the mentoring sessions, the mentees spent three days in a month at a municipality or at the provincial office of the South African Local Government Association (SALGA) under the mentorship of the Municipal Manager or a Senior Manager. Over the last three years the programme has made a significant contribution towards the development of a competent pool of middle managers in the Western Cape municipalities, thus contributing towards the overall strengthening of good municipal governance.

Regarding the monitoring and support provided to municipalities with the implementation of the Municipal Property Rates Amendment Act, 2014 (Act No. 29 of 2014) (MPRA), the Department received accolades from the Department of Cooperative Governance for the best performing Province in terms of monitoring and supporting municipalities with the implementation and compliance of the MPRA. Furthermore, of the twenty-five municipalities in the Western Cape Province, being supported with the MPRA, the Department successfully twenty-four Valuation Appeal Boards.

The Department supported municipal councils in fulfilling their roles and responsibilities, by assisting with the review of the municipal systems of delegations, which is critical in ensuring administrative and operational efficiency and providing for adequate checks and balances within a municipality. The Department has also, in conjunction with SALGA and Provincial Treasury, provided training to Municipal Public Accounts Committee (MPAC) members on the implementation of the MPAC guideline and toolkit published by the Department of Co-operative Governance.

Efforts towards streamlining reporting in the Province

In an effort to improve data governance as well as data management in the municipal space, the Department of Local Government in collaboration with the Provincial Treasury embarked on a process of integrating and migrating the existing Integrated Performance Support System (IPSS) and Municipal Governance Action Plan (MGAP) systems which are used to gather local government data into Western Cape Monitoring and Evaluation System (WCMES) hosted in the Western Cape Government IT environment.

The main aim of this process is to align and consolidate the non-financial and financial data emanating from municipalities and ensure that a more holistic view of the state of governance in municipalities in the Province is achieved. The integrated WCMES will also reduce the reporting fatigue currently being experienced in the municipal space.

Coordination of drought response in the Province

The Department of Local Government is the lead Department, responsible for the co-ordination of the drought response in the Province. Working with various stakeholders, during the 2017/18 and 2018/19 financial years, the Department developed an Integrated Drought Response Strategy based on a two-pronged approach to ensure domestic water security in all towns within the Western Cape. The approach focused on reducing water consumption through water conservation and demand management programmes, while simultaneously increasing the availability of water through water supply augmentation programmes.

The prolonged drought being experienced in the Greater Karoo for the past four years has had a disastrous effect on agriculture and is also impacting severely on the water supply to towns in the area. All of the Towns in the area rely, to a greater or lesser extent, on underground water extracted either via springs or from boreholes.

When water supply reached critical levels in January 2019 in Beaufort West, Laingsburg and Kannaland the Department established a Central Karoo Drought Response Task Team under the leadership and guidance of the Department with the purpose to develop an Integrated Water Response Strategy for the entire Greater Karoo area.

In anticipation for the work to be performed by this Task Team, the Department deployed full time professional engineers to all the municipalities

in the Karoo, supported by professional geo hydrologists to explore all potential engineering, governance and financial solutions in support of the work to be covered in the Response Strategy. As part of the approved strategy, several priority projects were identified for urgent commencement to ensure water security in the Central Karoo District.

Mobilisation of community support on drought and hazards

Developing community support and positive responses to mitigating drought and hazards such as flood and fires is critical, therefore, raising awareness is important as it has been proven to change the knowledge and attitudes of people in responding to the related hazards or incidents.

Whilst other parts of the Province received reasonable rain to escape water scarcity, some parts, particularly those that receive rain in the summer seasons are still experiencing water shortages. As part of assisting municipalities with managing their water demand, in areas such as the Central Karoo, Oudtshoorn and Kannaland, the Department, in collaboration with the Department of the Premier (DotP) embarked on drought awareness campaigns to sensitise residents and visitors about water scarcity. The fire, flood and drought awareness campaigns were also conducted in eighty schools in the Central Karoo District area reaching a total of thirty-five thousand, two hundred and fifty-eight (35 258) learners.

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	1 388 253 services were accessed through Thusong Outreaches and Services Centres	1 200 000 citizens accessing government services	1 453 775 services were accessed through the Thusong Outreaches and Service Centres
Access to Government Services	Communities	43 initiatives to improve access to government services were held in the Province	15 support initiatives to improve access to government services	15 initiatives to improve access to government services were held in the Province

Batho Pele arrangements with beneficiaries (Consultation access etc.)

Current/actual arrangements	Desired arrangements	Actual achievements
Thusong Outreaches and Service Centres		
Consultation:	Consultation:	Consultation:
<ul style="list-style-type: none"> a) Consultation/planning meetings with stakeholder departments and communities were held prior to the Outreaches b) Written Correspondence was conducted prior to each Outreach c) 13 Thusong Outreaches were held throughout the Province during the period d) Evaluation forms completed by the communities were analysed to inform improvements 	<ul style="list-style-type: none"> a) Quarterly Engagements with host communities/citizens to ascertain the needed services b) Quarterly Consultation/planning meetings with departments and communities to plan quarterly outreach engagements with the Thusong Centre Managers to improve services c) Written Correspondence to stakeholders inviting them to provide services d) Evaluation forms completed by the communities where applicable 	<ul style="list-style-type: none"> a) Thusong Outreach programmes are carefully planned, using community needs analysis and information gathered through CDWs door to door campaigns b) 8 Consultation/planning/ review meetings were held with stakeholders c) Stakeholders were invited and reminded timeously of all planned outreach sessions d) Client Surveys completed by the communities were analysed to inform improvements <p>Additional achievement:</p> <ul style="list-style-type: none"> e) A total of 18 Thusong Outreaches were held throughout the Province during the period under review
Access:	Access:	Access:
<ul style="list-style-type: none"> a) 80 St Georges Mall, Waldorf Building b) There are 28 Thusong Centres throughout the Districts, all are functioning 	<ul style="list-style-type: none"> a) Departmental contact details to be made visible in all Thusong Centres and Mobile Outreaches: 80 St Georges Mall, Waldorf Building, Cape Town b) Thusong Outreaches are held at community halls or a central place within the community 	<ul style="list-style-type: none"> a) Departmental contact details to be made visible in all Thusong Centres and Mobile Outreaches: 80 St Georges Mall, Waldorf Building, Cape Town b) All Outreaches were held at central points in the communities such as community halls, this method is both practical and a cost saving measure

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Current/actual arrangements	Desired arrangements	Actual achievements
c) To cut cost, government facilities in the communities were used for some Outreaches	c) Thusong Service centres are situated within a 5km radius within the community	c) Thusong Service centres are situated within a 5km radius within the community
d) Thusong Outreaches were scheduled ahead of time to ensure all possible risks were addressed	<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 disabled to access the services</p>	<p>d) There are 22 functioning Thusong Centres throughout the Province. Six Thusong Centres, are not providing key services</p> <p>e) The banners and pamphlets available at all Thusong Centres and Outreaches indicate the Departmental contact details</p> <p>f) All Thusong Outreaches were planned, scheduled ahead of time, and key community concerns were identified prior to all sessions</p> <p>g) With the support of the CDWs, communities were mobilised on time and relevant assistance was provided everyone who attended</p> <p>h) All relevant stakeholders participated to ensure that venerable members of the community were supported and received the relevant services</p>
Courtesy:	Courtesy:	Courtesy:
<p>a) Evaluation forms were completed and analysed, recommendations were used to make improvements for the next sessions</p> <p>b) Quarterly progress reports were provided by Project Managers to SMS</p> <p>c) All officials assisting at the Thusong Outreaches were clearly identifiable, making it easier for citizens to ask for assistance or lodge complaints, where required</p> <p>d) Senior managers from the Service Delivery Integration Directorate, attended most of the Thusong Outreaches</p> <p>e) Information desk/complaints were made available at all Thusong Outreaches and Centres</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 that communities have someone to lodge complaints with immediately, when necessary</p> <p>d) Senior Managers of the Department randomly attend sessions to assess and engage with citizens to ensure effective services are provided</p> <p>e) Information desk/complaints centre at Thusong Outreaches</p>	<p>a) Client Survey forms were completed and analysed, recommendations were used to make improvements for the next sessions</p> <p>b) All stakeholders at Outreaches/ Centres were clearly identifiable through designated stations at the Outreaches/Centres</p> <p>c) Departmental staff attended all Outreaches and any complaints could be lodged directly with them</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>

Current/actual arrangements	Desired arrangements	Actual achievements
	f) Ensuring all serving departments have staff that are proficient in at least one of the local languages	f) All officials assisting at the Thusong Outreaches are proficient in at least one of the official languages, this made it easier for citizens to communicate with the officials
Openness and Transparency:	Openness and Transparency:	Openness and Transparency:
a) Consultation/planning engagements took place quarterly with stakeholders	a) Quarterly consultation / planning engagements platforms with departments and communities	a) Eight Consultation/ planning/ review meetings were held with stakeholder departments and communities
	b) Written and verbal communication to hosting municipalities a month before the actual Mobile	b) Written correspondence with the hosting community was done prior to each Outreach
c) Written correspondence to the hosting community was done prior to each Outreach	c) Actual Thusong Outreaches cost the Department approximately R1. 4 million annually	c) A total of 18 Thusong Outreaches were held during the period
d) A total of 13 Thusong Outreaches were held during the period under review	d) Evaluation forms completed by community where applicable	d) A total expenditure of R 1. 5 million was utilised during this year
e) Evaluation forms completed by communities were analysed to inform improvements	e) Detailed feedback in the Annual Report and 2 page Citizens Report	e) Client surveys completed by the communities were analysed to inform improvements
f) Final output will be reflected in both the Departmental Annual Report and Citizens Report		f) Final output will be reflected in both the Departmental Annual Report as well as the Citizens Report
Value for Money:	Value for Money:	Value for Money:
a) Communities were able to access services directly at a Thusong Outreach or Service Centre located close to their homes. The total expenditure budget for the project amounted to R 1 494 000.	a) Great value for money as communities are able to directly access services at close proximity due to the Thusong Outreaches and Centres	a) Communities were able to access services directly at a Thusong Outreach or Service Centres located close to their homes
	b) Thusong Outreaches at most use existing community structure to save on financial resources	b) All Outreaches were held at central points in communities such as community halls, this method is both practical and a cost saving measure
	c) Only services that are required in the community are brought to the Outreaches thus saving time and resources from all contributing Departmen	c) Communities were supported with services relevant to their needs by officials that are proficient in their home language. This contributed to effective and efficient service delivery
	d) Ensuring that staff at Centres/ Outreaches are able to speak the dominant local language increases efficiency and turnaround times at Outreaches/ Centres	d) Officials assisting at the Thusong Outreaches are proficient in at least one of the official languages. This made it easier for citizens to communicate with the officials

Current/actual arrangements	Desired arrangements	Actual achievements
Access to Government Services		
<p>Consultation:</p> <p>a) CDWs participated in different community engagement platforms and safety forums such as Ward Committee meetings and IDP forums</p> <p>b) CDWs attended 115 IDP and 119 Ward Committee meetings held at various communities in each District throughout the Province</p> <p>c) Approximately 56 community meetings were held at various communities in each District throughout the Province</p> <p>d) These meetings provided communities with a platform to provide input in matters that affect them</p>	<p>Consultation:</p> <p>In communities CDWs participate in different community engagement platforms and safety forums such as Ward Committee meetings</p> <p>a) Door to door campaigns by CDW</p> <p>b) Community meetings</p> <p>c) CDWs in communities every single day</p> <p>d) CDWs are spread throughout the Province in every community</p> <p>e) Community meetings to allow engagement and for communities to make their input</p> <p>f) Consultation can be improved through regular engagement 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 could be used during weekends to consult citizens</p>	<p>Consultation:</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 46 IDP, 68 Ward Committee meetings and 24 Community meetings held at various communities in each District throughout the Province.</p> <p>d) A total of 144 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>Access:</p> <p>a) All programmes /engagements were conducted within communities</p>	<p>Access:</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) Intergovernmental support projects all these occur on a daily basis</p>	<p>Access:</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) Intergovernmental support is provided through the different government departments and state owned enterprises</p>

Current/actual arrangements	Desired arrangements	Actual achievements
	<p>e) Information sessions</p> <p>f) CDWs are trained to deal with any query relating to Government services</p>	<p>e) CDWs have variety of information sessions, they refer community concerns to the relevant departments and support communities to accessing small scale economic opportunities</p> <p>f) CDWs are all trained individuals that understand the need and concerns of their communities, thus ensuring support caters for the unique needs of the communities they serve</p>
Courtesy:	Courtesy:	Courtesy:
<p>a) CDWs are available to communities on a daily basis</p> <p>b) CDW supervisors are available when required</p> <p>c) Regional Coordinators are available when required</p> <p>d) Municipal offices are in place and accessible</p> <p>e) No negative conduct/ behaviour was reported to the Department of Local Government (CDW section)</p>	<p>Communities have direct access to:</p> <p>a) CDWs</p> <p>b) CDW supervisors</p> <p>c) Regional Coordinators</p> <p>d) Municipal offices</p> <p>e) Behaviour can be reported to the Department</p> <p>f) Conduct quarterly surveys with communities to measure satisfactory levels</p> <p>g) Annually to ensure that the Departmental Citizens Report is distributed to all municipal areas in the community</p> <p>h) To ensure on monthly basis the CDWs information packs reach all citizens for awareness purposes</p> <p>i) List all contact details of CDW team in community structures All these avenues can be utilised to ensure effective service deliver</p>	<p>a) CDWs are located within communities and are easily accessible</p> <p>b) CDW supervisors are available as and when required</p> <p>c) CDW Regional Coordinators are available as and when required</p> <p>d) Municipal offices are in place and accessible</p> <p>e) CDWs supervisors, regional coordinators & officials in place to address the complaints</p> <p>f) Client Surveys conducted</p> <p>g) A two pager citizens report is drafted in all three official languages and distributed annually to communities, this report is a summary version of all the Department's performance, for the reporting period</p> <p>h) Posters and pamphlets were made available for awareness purposes</p> <p>i) Contact details of the Departmental officials are available at Thusong Centres/ Outreaches and in annual citizens report</p>
Openness and Transparency:	Openness and Transparency:	Openness and Transparency:
<p>a) CDWs participated in different community meetings throughout the year</p>	<p>a) CDWs participate in different community meetings throughout the year</p> <p>b) CDWs engage citizens on what is needed and structure support around these engagements</p>	<p>a) CDWs participated in a total of 138 different community engagements</p> <p>b) Information sessions and door to door campaigns were held to provide relevant support</p>

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Current/actual arrangements	Desired arrangements	Actual achievements
	<ul style="list-style-type: none"> c) Only cost associated with the function is the actual salaries paid to CDWs d) CDWs do not charge the communities any money for any support provided 	<ul style="list-style-type: none"> c) The only cost associated with the programme is the total compensation budget, which is paid by the department d) CDWs support communities with a variety of services at no financial cost to the community
Value for Money:	Value for Money:	Value for Money:
<ul style="list-style-type: none"> a) The total compensation budget for the unit amounts to R56,433 million b) The total CDW staff component consist of 146 CDWs, 13 Supervisors and 8 Regional Coordinators who are employed by the Department on salary levels 6, 8 & 9 respectively 	<ul style="list-style-type: none"> a) These services are extremely cost effective to the Citizen as communities are able to directly access the support by engaging with CDWs in their communities b) CDWs travel or engage with other stakeholders on behalf of the community c) CDWs reside within the community so they have a detailed understanding of issues within the community d) CDWs are able to communicate in the official community languages, thus ensuring effective, timeous and stress-free support to the citizens e) Quarterly information sharing sessions will be arranged so that Regions share best practices and learn from one another 	<ul style="list-style-type: none"> a) All projects that CDWs conduct in communities are at no financial cost to the community b) CDWs travel or engage with stakeholders on behalf of the community thus lessening the financial burden c) The only cost associated with the programme is the total compensation budget, which is paid by the department d) CDWs are proficient in at least one of the official languages, e) The total compensation budget for the Directorate, amounted to R61 million for this year <p>Additional Information:</p> <ul style="list-style-type: none"> f) The CDW staff component consist of 144 CDWs, 13 Supervisors and seven Regional Coordinators who are employed by the Department

Service delivery information tool

Current/actual information tools	Desired information tools	Actual achievements
Thusong Outreach and Service Centres		
<ul style="list-style-type: none"> 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 c) Loud hailing was done within different communities prior to each Outreach 	<p>Information is provided in the following methods:</p> <ul style="list-style-type: none"> a) +/- 5 000 Posters in all local languages - updated with specific quarterly dates per outreach b) +/- 500 Pamphlets in all the local languages c) Loud hailing during various times of the day 	<ul style="list-style-type: none"> a) ± 3 000 Posters were printed and made available at various Centres and Outreaches b) ± 3 000 Pamphlets were printed and made available at various Centres and Outreaches c) Loud hailing was conducted in different communities prior to each Outreach

Current/actual information tools	Desired information tools	Actual achievements
<p>d) No newspaper articles were published</p> <p>e) No radio broadcasting, during the period</p> <p>f) E-mails/telephone communication with hosting municipalities or stakeholders were conducted prior to each engagement</p> <p>g) Annual progress was reported in both the Departmental Annual Report and Citizens report. These reports are published in all 3 official languages</p>	<p>d) Newspaper articles in local newspapers</p> <p>e) Radio broadcasting announcements, regarding services at local radio stations</p> <p>f) E-mails/telephone</p> <p>g) Departmental Annual Report</p> <p>h) Departmental 2 pager Citizens Report</p> <p>i) Making use of Municipal Communication platforms to reach audience</p>	<p>d) Community newspaper articles were published to advertise Thusong outreaches</p> <p>e) Community radio broadcasting stations were utilised during the period</p> <p>f) E-mails/telephone communication with hosting municipalities or stakeholders were conducted prior to each engagement</p> <p>g) Annual progress will be reported in the Departmental Annual in all three official languages</p> <p>h) Annual progress will be reported in the Citizens report in all three official languages</p> <p>i) E-mails/telephone communication with hosting municipalities or stakeholders were conducted prior to each engagement</p>
Access to Government Services		
<p>a) Posters and pamphlets were made available at various information sessions</p> <p>b) Where necessary, loud hailing was done in the communities prior to the start of a project</p> <p>c) 56 Various community meetings were supported throughout all Districts and Municipalities</p> <p>d) 119 Ward Committee meetings were supported throughout all Districts</p> <p>e) 115 IDP meetings were held throughout all Districts</p>	<p>Annually the Regional Managers come up with the themes that are relevant to their Regions and then plan their information sessions according to the needs identified; information is communicated through various platforms such as:</p> <p>a) Posters and pamphlets to be shared at all formal structures especially places of worship, community centres, police stations etc.</p> <p>b) CDWs conduct loud hailing to inform communities of a pending programme i.e. (Thusong Outreaches) - where possible, loud Hailing also to be done during weekends or late evenings during the week to accommodate those that were at work</p> <p>c) CDWs form part of the Community and Ward Committee meetings to listen and share where applicable</p>	<p>a) Posters and pamphlets were made available at various information sessions</p> <p>b) Loud hailing is used as one form of communications tool to alert communities of an upcoming session</p> <p>c) 24 community meetings, 68 Ward Committee meetings and 46 IDP meetings were held and supported throughout all District and Municipalities</p>

Complaints mechanism

Current/actual complaints mechanism	Desired complaints mechanism	Actual achievements
Thusong Outreach and Service Centres		
<p>a) Evaluation forms completed by Communities were analysed and the appropriate improvements were made</p> <p>b) No complaints were reported to Project Managers</p> <p>c) No complaints were reported to any relevant stakeholder at the Outreaches</p> <p>d) No complaints were lodged at Thusong Centres</p>	<p>a) Verbal feedback to Departmental SMS on progress on quarterly basis</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 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) No complaints were reported to Project Managers</p> <p>d) All officials assisting at the Thusong Outreaches are proficient in at least one of the official languages. this made it easier for citizens to communicate with them</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>
Access to Government Services		
<p>a) CDWs supervisors, regional coordinators & officials at the municipal offices addressed the complaints</p>	<p>a) Communities can make use of CDWs</p> <p>b) The CDWs have regional supervisors as well Provincial Project Managers where redress issues can directly be reported to</p> <p>c) CDW supervisors, regional coordinators and municipal offices and the Department</p> <p>d) More community engagements on different relevant structures of the community to ensure that everyone knows their CDWs and what support they can get from the them</p> <p>e) More radio and print campaigns on local stations to make the work of the CDWs visible to communities</p>	<p>a) Communities have direct access CDWs through the numerous community engagements and community programmes</p> <p>b) CDWs supervisors, regional coordinators & officials at the municipal offices address the complaints</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>d) CDWs have utilised common community structures, formal external structures and door to door campaign methods</p> <p>e) Community radio broadcasting stations were utilised during the period</p>

2.3 Organisational Environment

The Management Performance Assessment Tool (MPAT) is an assessment of management practices within departments, which is conducted by the Department of Planning, Monitoring and Evaluation (DPME). The areas assessed are strategic management, governance and accountability, human resource and financial management. In this regard, the Department has institutionalised good governance as part of the day to day operations. This is evident as the Department was rated the best performing department in the Province regarding compliance, as indicated by the results released by DPME in 2018. This was further solidified by the Premier of the Western Cape during

the Service Excellence Awards 2018, awarding the Provincial Department a Gold Award for the Best Ethics Department, an award given by the Office of the Public Service Commission.

These accolades attest to the hard work of all staff in the Department. However, we take cognisance that the scores do not mean much if good governance is not continuously reviewed and improved within the organisation. It is for this reason that we will continue to work diligently not only to comply, but also to strive to ensure that our efforts make a difference in the lives of the citizens of this Province.

Employment and vacancies by programme, as at 31 March 2019

Programme	Number of active posts	Number of posts filled	Vacancy rate %
Programme 1	63	62	1.6%
Programme 2	247	243	1.6%
Programme 3	62	59	4.8%
Total	372	364	2.2%

The Department has a total staff compliment of 372 active posts, of which 364 (97,8%) positions were filled as at end March 2019, thus resulting in a vacancy rate of 2,2% for the year. This is on par with the Provincial rate. The vacancy of the Director: District and Local Performance Monitoring is in the process of being filled and recruitment processes are underway.

In terms of the ongoing organisational structure process, the Department is in the 2nd stage of

reviewing this process. With the macro structure completed, the micro structure will take key focus during 2020/21. The Organisation Design team has advised that the micro structure will take considerable time to effectively refine and complete, thus to ensure that final structure is truly aligned to the legislative mandate of the department. The complete process is anticipated to be finalised during the 2021/22 financial year.

3. Strategic Outcome Oriented Goals

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

At Provincial Level the Department contributes to Provincial Strategic Goal 5: embed good governance and integrated service delivery through partnerships. Some of the deliverables for the Department in 2018/19 were:

- Customised support plans which were implemented as part of the Back to Basics

Programme, have started to show positive outcomes to a number of municipalities that are participating.

- Increasing physical services and outreach facilities in rural areas. Over 1,5 million services were accessed by communities during the year.
- Municipalities were supported with risk and vulnerability assessments.
- The Integrated Performance and Support System (IPSS) was launched in all municipalities.
This is a single electronic reporting tool which enables gathering of data to be used in developing municipal support plans.

The automation of the IPSS system has enabled the Provincial Government to:

- Improve the co-ordination in information request from municipalities by creating a single portal that can be used to extract information and reduce the burden of reporting by municipalities;
- Better understand the state of governance in municipalities; and
- Enable the design of an inclusive, tailor-made support plan, which addresses the specific support requirements of each municipality.

4. Performance Information by Programme

4.1 Programme 1: Administration

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

A. Strategic Objectives Indicators

Programme 1: Administration Sub-programme 1.2: Corporate Services								
Strategic Objective	Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1. To partner with programmes so they can meet their service delivery requirements	1.1 Submission of strategic reports	8	7	7	7	7	-	
	1.2 Number of financial reports submitted	17	17	17	17	17	-	

B. Provincial Performance Indicators

Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.1 Submission of Annual Performance Plan	1	1	1	1	1	-	
1.2 Submission of Quarterly Performance Reports	4	4	4	4	4	-	
1.3 Submission of Annual Report	1	1	1	1	1	-	
1.4 Programme impact evaluation report	2	1	1	1	1	-	
1.2.1 In-year monitoring reports submitted to PT	12	12	12	12	12	-	
1.2.2 Properly costed budget aligned with APP/Strategic Plan	1	1	1	1	1	-	
1.2.3 Submission of Annual Financial Statements	1	1	1	1	1	-	
1.2.4 Submission of Interim Financial Statements	4	3	3	3	3	-	

Strategy to overcome areas of underperformance/changes to planned targets

- There were no changes to planned targets, all targets met.

Linking Performance with Budgets: Programme 1: Administration
Sub-Programme Expenditure

Sub-programmes	2018/19			2017/18		
	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000
Office of the MEC ¹	-	-	-	-	-	-
Corporate Services	42 900	42 900	-	43 447	42 153	1 294
Total	42 900	42 900	-	43 447	42 153	1 294

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

4.2 Programme 2: Local Governance

Programme Purpose	To promote viable and sustainable developmental local governance, to promote integrated and sustainable planning and community participation in developmental processes.
Sub-programme 2.1: Municipal Administration: Municipal Governance and Specialised Support	
Strategic Objective	To promote good governance in municipalities.
Purpose	To provide management and support services to local government within a regulatory framework.
Strategic Goal	Well governed and capacitated municipalities that deliver services to all.
Progress	Legal support was provided to municipalities to ensure good governance.
Sub-programme 2.2: Public Participation	
Strategic Objectives	To strengthen public participation through effective communication between municipalities and communities. To provide support and capacity-building initiatives to municipalities.
Purpose	To enhance community participation and delivery at local level and to strengthen relations between local government and the community.
Strategic Goal	Unlock opportunities through improved access to government services and active community participation.
Progress	Municipalities were supported with public participation programmes such as Know your Ward Committee Campaign; Public Participation training, the development of Ward Committee Operational Plans, the development & review of public participation and ward committee policies and customised municipal communication support.
Sub-programme 2.3: Capacity Development	
Strategic Objective	To provide support and capacity-building initiatives to municipalities.
Purpose	To capacitate municipalities to deliver effective services.
Strategic Goal	Well governed and capacitated municipalities that deliver services to all.
Progress	Municipalities were supported with capacity building initiatives such as, back to Basics, ICT, Human Resource Strategies, Municipal training and MPRA related matters.
Sub-programme 2.4: Municipal Performance, Monitoring, Reporting and Evaluation	
Strategic Objective	To monitor and evaluate municipal performance.
Purpose	To monitor and evaluate municipal performance.
Strategic Goal	Well-governed and capacitated municipalities that deliver services to all.

Progress	The performance of municipalities was monitored through various projects; one such project is the Integrated Performance Support System (IPSS). The main aim of this system is to decrease the burden of reporting on municipalities, by capturing all municipal reporting information in one system that serves as a hub of all municipal data in the Province.
Sub-programme 2.5: Service Delivery Integration	
Strategic Objectives	To co-ordinate improved access to government information, services and socio-economic opportunities. To support co-operative governance between the three spheres of government.
Purpose	To manage the Thusong Programme and support co-operative governance between the three spheres of government.
Strategic Goal	Unlocked opportunities through improved access to government services and active community participation.
Progress	During financial year 2018/2019 over 1,5 million citizens received access to government services through the Thusong Programme, and various intergovernmental platforms were facilitated to create synergy in delivering services.
Sub-programme 2.6: Community Development Worker Programme	
Strategic Objective	To co-ordinate improved access to government information, services and socio-economic opportunities.
Purpose	To provide information to communities to access government services and to facilitate community access to socio-economic opportunities.
Strategic Goal	Unlocked opportunities through improved access to government services and active community participation.
Progress	The Community Development Workers located in the City of Cape Town and all five Districts, continue to improve access of citizens to government services and economic opportunities, through strengthening partnerships with various stakeholders.

A. Strategic Objectives Indicators

Programme 2: Local Governance									
Sub-programme 2.1: Municipal Administration: Municipal Governance and Specialised Support									
Strategic Objective		Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	To promote good governance in municipalities	2.1 Decision-making programmes supported	11	15	12	12	11	(1)	One Programme Performance Indicator could not be achieved due to the un-anticipated Constitutional Invalidity of the related legislative provisions and the publication by National Treasury and COGTA of the same deliverable envisaged in the Programme Performance Indicator during 2018/2019

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
2.1.1	Legislation development initiatives in support of municipalities	5	3	9	6	6	-	The Department supported municipalities with legal prescripts such as: Amendment of Draft Standard Rules of Order, Delegation of Powers, Functions and Duties, Draft Policy on Municipal Councillors becoming Commissioners of Oaths, Co-ordination of Comments to the Draft Expropriation Bill 2019, Climate Change Bill and Coordination of comments to the Municipal Structures Amendment Bill 2018
2.1.2	Legal support provided to municipalities to strengthen municipal governance	2	2	2	2	2	-	The Department provided guidance to municipalities by way of hosting the Legislative and Constitutional Task Team meetings covering different topics on legislation affecting local government, as well as legal support on general matters

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
2.1.3	Development of good governance guidelines underpinning standards of best practices	-	-	-	2	0	(2)	The Handbook on the Appointment of Senior Managers could not be finalised due to the Municipal Systems Amendment Act, 7 of 2011 becoming Constitutionally invalid, which at the time directly impacted on the content of the Handbook. Notwithstanding the latter, the Department had during the course of the year developed a draft. Further the intention to produce a Handbook on Municipal Public Accounts Committees (MPACs) had to be deviated as National Treasury and the Department of Cooperative Governance published a MPAC Guide and Toolkit during the 2018/2019 period, which was similar to the deliverable intended under this Performance Indicator
2.1.4	Oversight of Municipal Public Account Committees (MPACs).	10	-	10	7	8	1	MPACs were assessed in the following Municipalities: City of Cape Town, George, Swartland, Knysna, West Coast District, Breede Valley, Saldanha Bay and Overberg District Municipality Overberg initially cancelled but later requested assistance
2.1.5	Municipalities supported with initiatives to enable them to exercise governance and accountability	8	5	12	6	30	24	Municipalities were supported with a variety of training initiatives such as anti-corruption, MPAC Guide and Tool Kit, Draft Standard Rules of Order, Code of Conduct for Councillors, Appointments of Senior Managers and Integrity Management Framework training The target was overachieved due to the combined training efforts of the Department, Provincial Treasury and SALGA
2.1.6	Assessment of senior manager appointments in accordance with legal prescripts	5	36	39	10	19	9	Assessments of senior managers posts in various municipalities were conducted. These appointments were based on vacancies which arose as a result of resignations or terminations, hence the overachievement

PERFORMANCE INFORMATION

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
2.1.7	Assessing code of conduct cases to ensure legislative compliance	-	6	2	5	5	-	Five Code of Conduct matters were assessed relating to four municipalities namely: City of Cape Town, Saldanha Bay, Langeberg (x2), and Knysna. Assessments on code of conduct matters are based on requests received by, or appeals to the MEC for Local Government
2.1.8	Informal intervention support: Reporting on support provided in respect of assessments conducted in terms of the Western Cape Monitoring and support of Municipalities Act and investigations ²	4	4	4	4	4	-	Consolidated quarterly reports were compiled reflecting informal interventions that were conducted
2.1.9	Specialised support provided on governance issues in response to municipalities' needs	-	-	-	4	4	-	Consolidated quarterly reports reflecting support provided to Municipalities was compiled
2.1.10	Research conducted to advance good governance best practices in municipalities	-	-	-	1	1	-	An assessment framework for section 139 interventions was developed
2.1.11	Investigations: Reporting on support provided in respect of complaints and enquiries received in relation to mal-administration and non-compliance to statutory obligations at municipalities	4	4	4	4	4	-	Consolidated quarterly reports indicating investigations conducted at municipalities was compiled

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
2.1.12	Formal Interventions: Report on support provided in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution	1	1	1	1	1	-	A report was compiled detailing the support provided with the appointment of an administrator (Financial Recovery), for the purposes of the Provincial Intervention in Kannaland Municipality

C. Nationally Prescribed Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	Number of municipalities supported to comply with MSA Regulations on the appointment of senior managers (Outcome 9, Sub-Outcome 4) (B2B Pillar 5).	5	30	30	10	24	14	The target was set based on individual support that was envisaged to be provided to municipalities, however, the Department took an opportunity and provided support on the determination of upper limits for Senior Managers to all municipalities at the MinMayTech
2.	Number of municipalities monitored on the extent to which anti-corruption measures are implemented (Outcome 9, Sub outcome 4) (B2B Pillar 3)	-	-	-	10	10	-	Ten municipalities were supported with anti-corruption training so as to align their anti-corruption strategies with the Integrity Management Framework for Local Government

A. Strategic Objectives Indicators

Programme 2: Local Governance									
Sub-programme 2.2: Public Participation									
Strategic Objectives		Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	To strengthen public participation through effective communication between municipalities and communities	2.2 (a). Programmes to improve public participation in municipalities	6	7	8	4	4	-	
2.	To provide support and capacity-building initiatives to municipalities	2.2 (b). Municipalities supported with capacity-building programmes on gender mainstreaming	3	3	3	3	3	-	

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
2.2.1	Support actions to improve ward committee functionality	4	4	5	4	4	-	To ensure functionality of the ward committees, the Department provided the following support: development of Ward Committees, development of Ward Committee Operational Plans, integrated community development planning and development of Review of Public Participation and Ward Committees Policies
2.2.2	Reports on ward committee functionality	4	4	4	4	4	-	Quarterly reports on ward committee functionality were produced

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
2.2.3	Municipalities supported with communication programmes	5	23	4	20	22	2	Municipalities received support through various communication programmes such as the Municipal Protocol Management, Drought Activations, Standardised Corporate Identity Development and through the Communication Technical Forums Additional drought support was provided to municipalities based on the need
2.2.4	Specialised communication training provided to municipalities	5	2	2	2	2	-	Municipalities were supported with Crisis Communication and Social Media training
2.2.5	Municipalities supported with capacity-building actions on gender mainstreaming	3	3	3	3	3	-	Municipalities supported with gender mainstreaming projects were: Laingsburg, Cederberg and Cape Winelands District

C. Nationally Prescribed Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1	Number of municipalities supported to maintain functional ward committees (Outcome 9, Sub outcome 2) (B2B Pillar 1).	10	5	16	8	24	16	<p>This indicator is covered by projects under the Provincial Indicator (Support actions to improve ward committee functionality). In total, 24 municipalities were supported to maintain functional ward committees through programmes such as: Ward Committee Operational Plans, know your Ward Committee Campaign and Development and Review and Public Participation and Ward Committee Polices</p> <p>The deviation is a result of more municipalities requesting additional support</p>
2.	Number of municipalities supported to respond to community concerns (Outcome 9, Sub outcome 2) (B2B Pillar 1).	20	-	12	2	10	8	<p>The target of two was set based on the fact that all municipalities in the Province already had complaints management systems in place, therefore only two municipalities were targeted for individual support in improving their complaints systems. The support was centred around a toolkit that will assist municipalities to synchronise the response flow between the municipality and the community. The service charter was chosen as the preferred tool.</p> <p>More Municipalities were assisted with service charter tool kits, due to additional capacity and financial resources that became available</p>

A. Strategic Objectives Indicators

Programme 2: Local Governance									
Sub-programme 2.3: Capacity Development									
Strategic Objective		Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	To provide support and capacity-building programmes to municipalities	2.3 Programmes implemented to support and capacitate municipalities	6	10	12	8	8	-	

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/ general comments
2.3.1	Capacity-building programmes implemented in municipalities	10	5	4	2	2	-	The Back to Basics and the development of a Human Resource Strategy Development were the two programmes implemented
2.3.2	Training and development programmes implemented in municipalities	2	2	2	3	3	-	The training programmes implemented were: Mentoring and Coaching, Municipal Middle Management Mentoring and Councillor Training.
2.3.3	Programmes to support municipalities with the enhancement of ICT	3	4	2	3	3	-	The following ICT Initiatives were provided to support municipalities on ICT: Municipal Website enhancement, Generalised ICT support and ICT Data Governance Framework

C. Nationally Prescribed Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	Number of capacity-building interventions conducted in municipalities (Outcome 9, Sub outcome 3)	10	5	4	2	2	-	This Indicator is linked to the Provincial Indicator (Capacity building programmes implemented in municipalities (ongoing)
2.	Number of municipalities guided to comply with the MPRA (Outcome 9: Sub-outcome 4)	25	25	25	25	25	-	Municipalities were supported through programmes such as the MPRA Helpdesk; and the Quarterly MPRA Focus Group engagements
3.	Report on the implementation of Back-to-Basics action plans by municipalities (Outcome 9, Sub outcome 4)	-	1	1	1	1	-	A consolidated progress report was drafted and shared with the relevant stakeholders
4.	Number of municipalities supported to institutionalise the performance management system (PMS) (Outcome 9, Sub-Outcome 4)	20	2	10	2	2	-	Municipalities supported were, Beaufort West and Prince Albert

A. Strategic Objectives Indicators

Programme 2: Local Governance									
Sub-programme 2.4: Municipal Performance Monitoring and Evaluation									
Strategic Objective		Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	To monitor and evaluate municipal performance	2.4 Municipal performance Monitoring Programmes	4	4	4	6	6	-	

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
2.4.1	Provincial integrated assessments guiding support to municipalities	-	-	-	2	2	-	The Department used the Integrated Performance and Support System data to analyse performance on municipalities
2.4.2	Establishment of intradepartmental platform to facilitate integrated planning	-	-	-	1	1	-	A platform was created to facilitate discussions with municipalities on how to improve planning and reporting on municipal indicators
2.4.3	Initiatives to enhance monitoring and evaluation	-	-	-	2	2	-	The Bi-Annual Monitoring & Reporting Forum as well as the training on the Monitoring & Evaluation tool were the two key initiatives to enhance monitoring in municipalities

C. Nationally Prescribed Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	Number of Section 47 reports compiled as prescribed by the MSA (Outcome 9, Sub-Outcome 4) B2B Pillar 5).	1	1	1	1	1	-	A consolidated Municipal report was compiled in terms of Section 47 of the MSA.

A. Strategic Objectives Indicators

Programme 2: Local Governance									
Sub-programme 2.5: Service Delivery Integration									
Strategic Objective		Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	To co-ordinate improved access to government information services, and socio-economic opportunities	2.5 (a) Programmes implemented to improve access to government services	3	3	3	3	3	-	
2.	To support co-operative governance between the three spheres of government	2.5 (b) Programmes supporting co-operative governance between the three spheres of government	3	5	3	3	2	(1)	Referrals emanating from IGR Fora are demand driven

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
2.5.1	Number of services accessed through the Thusong Programme	-	1 099 703	1 388 253	1 200 000	1 453 775	253 775	The high take up of government services was not anticipated
2.5.2	Report on the Functionality of Thusong Service Centres	4	4	4	4	4	-	
2.5.3	Support actions to ensure effective functioning of the Thusong Programme	4	5	4	4	4	-	The support actions provided were: Operational & Maintenance Funding; Thusong Programme Forum Meetings; Thusong Training of Staff; and Thusong Support Plans

2.5.4	Support actions to improve functionality of IGR Fora	3	5	3	3	2	(1)	Support actions consisted of the following: Support establishment of strategic agendas and facilitation/monitoring the involvement of sector departments at district Level Referrals emanating from IGR Fora are demand driven
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A. Strategic Objectives Indicators

Programme 2: Local Governance									
Sub-programme 2.6: Community Development Worker Programme									
Strategic Objective		Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	To co-ordinate improved access to government information services and socio- economic opportunities	2.6 Programmes improving access to and information about government services	86	98	113	20	20	-	

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
2.6.1	Support initiatives to improve access to government services	26	22	43	15	15	-	A variety of support initiatives were conducted to improve access to government services amongst others, housing consumer education, early childhood development, Nutrition Centres, and Social Relief Programmes
2.6.2	Support Programmes to improve access to small scale economic opportunities	60	76	70	5	5	-	Small scale economic programmes include: Food Gardens, Enterprise Development, Tourism Development, Heritage Development and Environment Management Projects

Strategy to overcome areas of underperformance/Changes to planned targets

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

Linking Performance with budgets: Programme 2: Local Governance

Sub-programme Expenditure

Sub-programmes	2018/19			2017/18		
	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	9 799	9 621	178	9 090	8 115	975
Public Participation	10 108	10 108	-	9 760	9 678	82
Capacity Development	11 808	11 671	137	11 823	11 480	343
Municipality Performance Monitoring, Reporting and Evaluation	24 363	23 844	519	105 160	103 971	1 189
Service Delivery Integration	10 893	10 893	-	10 877	10 748	129
Community Development Worker Programme	64 946	64 567	379	63 807	62 683	1 124
Total	131 917	130 704	1 213	210 517	206 675	3 842

4.3 Programme 3: Development and Planning

Programme Purpose	To promote and facilitate effective disaster management practices, ensure well-maintained municipal infrastructure and promote integrated planning.
Sub-programme 3.1: Municipal Infrastructure	
Strategic Objective	To support municipalities to provide and maintain economic and social infrastructure.
Purpose	To facilitate and monitor infrastructure development within municipalities to ensure sustainable municipal infrastructure.
Strategic Goal	Well governed and capacitated municipalities that deliver services to all.
Progress	Transfers were made to municipalities in support of various infrastructure projects such as water and electricity demand management, as well as drought relief support. The Directorate also monitored the utilisation of MIG allocations.
Sub-programme 3.2: Disaster Management	
Strategic Objectives	To co-ordinate effective disaster management preparedness, intergovernmental relations and recovery. To co-ordinate reduction of potential risks posed by hazards. To improve the Fire and Rescue Services capability.
Purpose	To manage disaster management at the provincial and local level to ensure the establishment of effective and efficient disaster management mechanisms.
Strategic Goal	A disaster-resilient Province.

Progress	Disaster preparedness plans, disaster declarations, fire and flood awareness campaigns, risks assessments and training programmes are some of the projects implemented towards ensuring a disaster resilient Province and co-ordination of drought planning and response in the Province.
Sub-programme 3.3: Integrated Development Planning	
Strategic Objectives	To improve the quality of IDPs to give effect to service delivery. To strengthen intergovernmental planning and budgeting through the establishment of IDP as the single co-ordinating plan of Government.
Purpose	To strengthen inter-governmental planning and budgeting through establishment of IDP as the single co-ordinating plan of Government.
Strategic Goal	Effective Integrated Development Planning by all spheres of government that accelerates delivery within municipal areas.
Progress	All municipalities were supported through the assessment of their IDPs to ensure alignment with the legislation.

A. Strategic Objectives Indicators

Programme 3: Development and Planning									
Sub-programme 3.1: Municipal Infrastructure									
Strategic Objective		Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	To support municipalities to provide and maintain economic and social infrastructure	3.1 Support programmes on infrastructure	5	4	4	7	7	-	

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
3.1.1	Implementation of programmes to strengthen basic service delivery	2	2	2	2	2	-	Municipalities were supported with the following programmes: Electricity Master Planning Programme <ul style="list-style-type: none"> Saldanha and Oudsthoorn Municipalities, and Municipal Infrastructure Grant Programme <ul style="list-style-type: none"> All municipalities were supported and monitored to spend their MIG budget

PERFORMANCE INFORMATION

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
3.1.2	Enhance integrated and coordinated municipal infrastructure planning	-	-	-	1	1	-	Municipalities were supported with Infrastructure Growth Plans namely: <u>Theewaterkloof</u> - Infrastructure and Growth Plan Status Quo report completed <u>Saldanha Bay</u> - Infrastructure and Growth Plan Assessment Report completed <u>Overstrand</u> Infrastructure and Growth Plan Completed
3.1.3	Municipal Infrastructure Governance and Service Delivery Maturity Level Assessments	-	-	-	2	2	-	A consolidated Infrastructure Governance assessment report was produced which covers all 24 Local Municipalities. This assessment informed the TIME and LGMTEC engagements, which took place during February 2019
3.1.4	Municipal drought mitigation support programme	-	-	2	1	1	-	The municipal drought mitigation support programme includes financial support to high risk municipalities for water source augmentation, water infrastructure capacity upgrading and water demand management. Technical support is also provided in the form of engineering advisory services as well as geohydrological services
3.1.5	Number of functional co-ordinating structures for infrastructure development towards service delivery	-	-	-	1	1	-	The Provincial MIG Manager/ Municipality Co-ordination Forum meets monthly to engage on Infrastructure related matters

C. Nationally Prescribed Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	Number of municipalities monitored on the implementation of infrastructure delivery programmes (Outcome 9, Sub-outcome 1) (B2B Pillar 5).	24	24	24	24	24	-	The Provincial MIG Manager/ Municipality Co-ordination Forum meets monthly to engage on infrastructure related matters
2.	Number of municipalities supported to implement indigent policies (Outcome 9, Sub-outcome 1) (B2B Pillar 2).	8	3	15	24	24	-	An assessment was undertaken with regards to the extent of the use of Indigent Subsidies in the Western Cape. The outcome of the assessment, with recommendations for Improvement and Implementation of Indigent Policies wrt Free Basic Services were workshopped at the Provincial MIG Manager/Municipality Co-ordination Forum meeting held on 15 March 2019

A. Strategic Objectives Indicators

Programme 3: Development and Planning									
Sub-programme 3.2: Disaster Management and Fire Brigade Service									
Strategic Objectives		Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	To co-ordinate effective disaster management preparedness Inter-governmental relations and recovery	3.2 (a) Programmes to co-ordinate effective disaster preparedness, inter-governmental relations and recovery	7	7	6	7	7	-	
2.	To co-ordinate reduction of risks posed by hazards	3.2 (b) Programmes to reduce potential risks	4	4	4	4	4	-	

Programme 3: Development and Planning
Sub-programme 3.2: Disaster Management and Fire Brigade Service

Strategic Objectives		Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
3.	To improve fire and rescue services capability	3.2 (c) Programmes to improve fire and rescue services capability	28	26	23	23	23	-	

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
3.2.1	Stakeholders assisted in developing disaster preparedness plans	5	2	2	2	4	2	Assistance with the development of disaster preparedness plans was provided as follows: Two Municipalities were supported with Disaster Preparedness Plans. An extensive Summer Preparedness Plan for the Province with input from municipalities and departments was compiled. The Department of Agriculture was supported with the Avian Influenza Contingency/Preparedness
3.2.2	Centre enhancements to ensure a functional Western Cape Disaster Management Centre	1	1	1	1	1	-	Security upgrades and renovations were completed at the centre. The Department also completed standard operating procedures for the activation and management for the centre
3.2.3	Provincial Disaster Management Annual Report	1	1	1	1	1	-	
3.2.4	Meetings inter-governmental disaster management fora	4	4	4	4	4	-	

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
3.2.5	Disaster damage assessments/ verifications conducted	6	5	8	1	1	-	Disaster assessments were conducted in Saldanah Bay on Social Unrest during the months of November/ December
3.2.6	Disaster declarations/ classifications facilitated	7	3	-	1	1	-	A circular was sent to all municipalities to communicate the Provincial Disaster Declaration Status.
3.2.7	Disaster recovery programmes monitored and supported	2	1	4	1	1	-	The following drought funded projects were monitored: <ul style="list-style-type: none"> • R74.8 M (1st Window) to CotC, Bitou, Theewaterskloof and Agriculture • R164.9M (2nd window) to CoCT, Cedeberg, Drakenstein and Matzikama) • R38m (3rd window) to Agriculture • R 553m (4th window) CoCT
3.2.8	Municipalities supported with risk and vulnerability assessments	4	3	5	3	3	-	Bitou, Overstrand and Theewaterskloof Municipalities were supported with risk and vulnerability assessments
3.2.9	Municipalities supported to develop Disaster Risk Reduction Measures in IDPs	6	6	3	3	3	-	Prince Albert, Cape Agulhas and Langeberg received customised support on disaster risks reductions in their IDPs

PERFORMANCE INFORMATION

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
3.2.10	Maintenance of Data Repository at Western Cape Disaster Management Centre	1	1	1	1	2	1	Two projects were completed under this indicator namely: The Drought Risk Monitoring Dashboard <ul style="list-style-type: none"> This was updated with the latest drought information Hazard Awareness Monitoring Dashboard <ul style="list-style-type: none"> A dashboard was developed to enhance the planning of the Disaster Hazard Awareness Campaigns Reason for deviation: The Hazard Awareness Monitoring Dashboard was developed on request from the Sub-directorate responsible for hazard awareness
3.2.11	Disaster Hazard Awareness Programme	2	1	1	1	1	-	The Fire & Flood Awareness Campaign Roadshow was successfully implemented in over 80 primary schools, reaching over 40 000 pupils across the Province
3.2.12	Fire Service Training Programmes	10	15	8	8	8	-	A variety of fire service programmes such as Fire Fighting, Hazardous Materials, First Aid and Fire Extinguisher were implemented
3.2.13	Aerial Fire-Fighting and Ground Support Programmes	3	2	3	3	3	-	The Department facilitated Aerial Fire and ground programmes such as Working with Fire, Type Hazard Incident, and Ground Support
3.2.14	Emergency Management Skills Capacity Development (Incident Command) Programmes	4	2	3	3	3	-	Training programmes aimed at strengthening Emergency response were conducted
3.2.15	Fire and Life Safety Programmes	9	6	7	7	7	-	Fire and Safety Training programmes implemented include Fire Line Safety Training, Fire Testing Videos, Assessing Structure Ignition safety and Petrol Chemical

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
3.2.16	Special Operations Capacity-building Programmes	2	1	2	2	2	-	Special Operations Capacity-building Programmes provided were: High Angle Rope Rescue Training; and Single Person High Angle Rope Rescue

C. Nationally Prescribed Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	Number of municipalities supported to maintain functional Disaster Management Centres	6	6	6	6	6	-	All Municipal Disaster Management Centres in the Province are functional. The centres are situated in all Districts and Metro
2.	Number of municipalities supported on Fire Brigade Services	-	-	-	11	22	11	West Coast District, Overberg District, Garden Route, City of Cape Town, Drakenstein and Stellenbosch were supported with fire brigade funding. Support provided to District Municipalities enabled the Districts to support Local Municipalities in their jurisdictions

A. Strategic Objectives Indicators

Programme 3: Development and Planning									
Sub-programme 3.3: Integrated Development Planning									
Strategic Objectives		Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	To improve the quality of IDPs to give effect to service delivery	3.3 (a) Programmes to improve the quality of IDPs	4	3	2	2	2	-	

Programme 3: Development and Planning Sub-programme 3.3: Integrated Development Planning

Strategic Objectives	Strategic Objective Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
2.	To strengthen Intergovernmental planning and budgeting through establishment of IDP as the single co-ordinating plan of Government	1	1	1	1	1	-	

B. Provincial Performance Indicators

Performance Indicators	Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
3.3.1 Percentage of IDP assessments reports determining alignment of planning and budget allocation	-	-	68%	75%	87%	12%	All 30 IDP assessment reports determining alignment between the IDP and budget were compiled and submitted to Municipalities. The overachievement relates to municipalities aligning the IDP and budget more effectively as focused support was provided
3.3.2 Planning alignment of the district municipality and the local municipalities within its area	-	-	41%	50%	54%	4%	The Department conducted District Alignment Support Sessions in each District to assist with improving planning alignment. The overachievement is due to the engagements and implementation of lessons learnt to positively improve the planning alignment
3.3.3 Percentage JPI agreements facilitated to reflect in the respective planning instruments of stakeholders	-	74.4%	55%	85%	73%	(12%)	This programme was partially achieved because budget priorities of sector departments determine funding of JPI projects

C. Nationally Prescribed Indicators

Performance Indicators		Actual Achievement 2015/16	Actual Achievement 2016/17	Actual Achievement 2017/18	Planned Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations/general comments
1.	Number of Municipalities supported with development of IDP (Outcome 9, Sub-outcome 1)	18	30	30	30	30	-	All 30 municipalities were supported with the planning, drafting, adoption and review of the IDPs

Strategy to overcome areas of underperformance/Changes to planned targets

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

Linking Performance with budgets: Programme 3: Development and Planning
Sub-Programme Expenditure

Sub-programmes	2018/19			2017/18		
	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	31 386	31 272	114	39 060	36 524	2 536
Disaster Management	66 510	66 357	153	59 627	51 635	7 992
Integrated Development Planning	7 128	7 128	-	7 061	6 825	236
Total	105 024	104 757	267	105 748	94 984	10 764

Linking Performance with Budgets: Programme 4: Traditional Institutional Administration

Sub-programme	2018/19			2017/18		
	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000
4.1 Traditional Institutional Management	1	-	1	1	-	1
Total	1	-	1	1	-	1

Departmental Grand Total

Department of Local Government	2018/19			2017/18		
	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
Grant Total	279 842	278 361	1 481	359 713	343 812	15 901

4.4 Transfer Payments

4.4.1 Transfer payments to Public Entities N/A

4.4.2 Transfer Payments (transfer payments made for the period 1 April 2018 to 31 March 2019)

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
Thusong Operational Support Grant					
Beaufort West	Thusong Operational Support Grant	Yes	-	-	
Bitou	Thusong Operational Support Grant	Yes	100	96	All funds will be fully spend by 30 June 2019.
Breede Valley	Thusong Operational Support Grant	Yes	100	100	The funds are fully spend.
Cederberg	Thusong Operational Support Grant	Yes	110	51	All funds will be fully spend by 30 June 2019.
George	Thusong Operational Support Grant	Yes	200	147	All funds will be fully spend by 30 June 2019.
Kannaland	Thusong Operational Support Grant	Yes	110	110	The funds are fully spend.
Overstrand	Thusong Operational Support Grant	Yes	100	100	The funds are fully spend.
Prince Albert	Thusong Operational Support Grant	Yes	110	97	All funds will be fully spend by 30 June 2019.
Swartland	Thusong Operational Support Grant	Yes	106	-	All funds will be fully spend by 30 June 2019.
Swellendam	Thusong Operational Support Grant	Yes	110	-	The Municipality will request for the roll-over of funds.
Municipal Infrastructure Support Grant					
Oudtshoorn	Municipal Infrastructure Support Grant	Yes	617	333	Project in progress and the municipality will apply for roll-over for the unspent funds.
Saldanha	Municipal Infrastructure Support Grant	Yes	800	35	Project in progress and the municipality will apply for roll-over for the unspent funds.
Municipal Service Delivery and Capacity Building Grant					
Beaufort West	Municipal Service Delivery and Capacity Building Grant	Yes	250	-	Funds were paid to the Municipality during the last quarter of the 2018/19 financial year. The intern assumed duty on 01 April 2019, and the municipality will apply for the roll-over of the remaining funds.

PERFORMANCE INFORMATION

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Bitou	Municipal Service Delivery and Capacity Building Grant	Yes	72	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The intern assumed duty on 01 April 2019, and the municipality will apply for the roll-over of the funds.
Breede Valley	Municipal Service Delivery and Capacity Building Grant	Yes	822	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The Municipality is in the final stage of recruitment process as at March 2019, and will apply for the roll-over of the funds. The Replacement of Water Meters Project has been completed by end May 2019. Close-out Report and proof of expenditure was submitted to the Department.
Cape Agulhas	Municipal Service Delivery and Capacity Building Grant	Yes	750	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The project for the Youth Art Centre for the amount of R250 000 is 70% complete as at June 2019. The tender has been re-advertised for the Replacement of Bulk Water Meters project. The municipality will apply for the roll-over of the funds.
Cape Winelands District	Municipal Service Delivery and Capacity Building Grant	Yes	472	-	The Municipality is busy with recruitment and selection process for both the Graduate Intern and Community Environmental Health Students and the municipality will apply for the roll-over the funds.
Cederberg	Municipal Service Delivery and Capacity Building Grant	Yes	72	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The intern assumed duty on 01 May 2019, and the municipality will apply for the roll-over of the funds.

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Central Karoo District	Municipal Service Delivery and Capacity Building Grant	Yes	72	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The intern assumed duty on 01 July 2019, and the municipality will apply for the roll-over of the remaining funds.
Drakenstein	Municipal Service Delivery and Capacity Building Grant	Yes	72	51	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The municipality will apply for the roll-over of the remaining funds.
George	Municipal Service Delivery and Capacity Building Grant	Yes	322	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The municipality will apply for the roll-over of the funds.
Hessequa	Municipal Service Delivery and Capacity Building Grant	Yes	788	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The municipality will apply for the roll-over of the funds.
Kannaland	Municipal Service Delivery and Capacity Building Grant	Yes	1 300	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. Project was completed by May 2019.
Laingsburg	Municipal Service Delivery and Capacity Building Grant	Yes	202	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The municipality will apply for the roll-over of the funds.
Mossel Bay	Municipal Service Delivery and Capacity Building Grant	Yes	272	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The municipality will apply for the roll-over of the funds.

PERFORMANCE INFORMATION

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Oudtshoorn	Municipal Service Delivery and Capacity Building Grant	Yes	972	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. Municipality requested a scope change for the R500 000, The Rehabilitation of Potholes project is 90% complete as at June 2019. The municipality will apply for the roll-over of the funds.
Overberg District	Municipal Service Delivery and Capacity Building Grant	Yes	1 772	68	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The municipality will apply for the roll-over of the remaining funds.
Overstrand	Municipal Service Delivery and Capacity Building Grant	Yes	272	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The municipality will apply for the roll-over of the funds.
Prince Albert	Municipal Service Delivery and Capacity Building Grant	Yes	171	140	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The municipality will apply for the roll-over of the remaining funds..
Stellenbosch	Municipal Service Delivery and Capacity Building Grant	Yes	72	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The intern assumed duty on 01 May 2019. The municipality will apply for the roll-over of the remaining funds.
Swartland	Municipal Service Delivery and Capacity Building Grant	Yes	72	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The municipality will apply for the roll-over of the funds.
Swellendam	Municipal Service Delivery and Capacity Building Grant	Yes	822	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The intern assumed duty on 01 June 2019. Tender process for the Replacement of Water Meters re-advertised. The municipality will apply for the roll-over of the funds.

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Theewaterskloof	Municipal Service Delivery and Capacity Building Grant	Yes	570	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The municipality will apply for the roll-over of the funds.
West Coast District	Municipal Service Delivery and Capacity Building Grant	Yes	522	-	Funds were paid to the municipality during the last quarter of the 2018/19 financial year. The intern assumed duty on 01 May 2019, and the municipality will apply for the roll-over of the remaining funds.
Fire Service Capacity Building Grant					
Drakenstein	Fire Service Capacity Building Grant	Yes	1 483	1 483	Project completed.
Garden Route District	Fire Service Capacity Building Grant	Yes	1 483	-	Funds were paid to the municipality during 2018/19 financial year and the municipality will apply for roll-over for unspent funds.
Overberg District	Fire Service Capacity Building Grant	Yes	1 483	1 271	Funds were paid to the municipality during 2018/19 financial year and the municipality will apply for roll-over for unspent funds.
Stellenbosch	Fire Service Capacity Building Grant	Yes	3 003	-	Funds were paid to the municipality during 2018/19 financial year and the municipality will apply for roll-over for unspent funds.
West Coast District	Fire Service Capacity Building Grant	Yes	1 483	1 483	Project completed.
Fire and Drought Relief Grant					
Beaufort West	Municipal Drought Relief Grant	Yes	1 698	1 698	Project completed.
Beaufort West	Emergency Disaster Relief Grant	Yes	1 913	1 896	Project completed.
Cederberg	Emergency Disaster Relief Grant	Yes	680	680	Project completed.
Kannaland	Emergency Disaster Relief Grant	Yes	3 245	3 025	Project completed.
Laingsburg	Emergency Disaster Relief Grant	Yes	1 500	1 361	Project completed.
Disaster Management Grant					
City of Cape Town	Disaster Management Grant	Yes	5 000	4 367	Projects are in place and will be spent by 30 June 2019.

PERFORMANCE INFORMATION

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Garden Route District	Disaster Management Grant	Yes	10 000	8 000	Projects are in place and will be spent by 30 June 2019.
Knysna	Disaster Management Grant	Yes	5 000	-	Due to delays with the tender process the tender was only awarded in May 2019 and the project is in process. The municipality will apply for rollover if the project is not concluded by June 2019.
Other					
Departmental agencies and accounts	NSRI (National Sea Rescue Institute)	Yes	400	400	N/A
Departmental agencies and accounts	SABC	Yes	3	3	N/A
Non-Profit Institutions	Lifesaving WC	Yes	400	400	N/A
Households	Leave gratuities	Yes	265	265	N/A

4.5 Conditional grants and earmarked funds received

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Hazardous material response capacity along major routes, as well as firefighting capacity across the Province
Expected outputs of the grant	Allocated in order to maintain functional and compliant Fire Services that is able to be measured against national benchmarks and standard
Actual outputs achieved	An amount of R8.935 million were transferred to 5 municipalities. A total of 6 additional Fire Fighting Vehicles were acquired by the following Municipalities: Drakenstein, Garden Route District, West Coast District, Stellenbosch and Overberg
Amount per amended DORA	N/A
Amount received (R'000)	R 8.935 million
Reasons if amount as per DORA was not received	N/A
Amount spent by the department	R 4.237 million spent by die municipalities
Reasons for the funds unspent by the Department	The 2 municipalities completed their projects, however, 3 of the 5 municipalities projects is in process and the municipalities will apply for rollover for commitments.
Monitoring mechanism by the receiving department	In terms of the approved business plans as well as conditions stipulated in the Transfer Payment Agreement, the Sub Directorate Fire and Rescue Services serve on the project steering committees

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Drought Relief
Expected outputs of the grant	Successful implementation of water augmentation and water demand projects to avoid a “Day Zero” in the Province
Actual outputs achieved	Not one municipality in the Province experienced a “Day Zero”.
Amount per amended DORA	N/A
Amount received (R'000)	R 17.376 million
Reasons if amount as per DORA was not received	N/A
Amount spent by the department	R 17.314 million
Reasons for the funds unspent by the Department	The underspending is due to delays in the filling of contract posts to assist with the management of the drought within the Department
Monitoring mechanism by the receiving department	<p>The water resilience officials all signed Performance Agreements and are subject to Performance Reviews.</p> <p>The Geohydrologists are monitored through monthly progress meetings, progress reports submitted and oversight by the local municipalities. Meetings between Department of Local Government officials and municipalities regarding work conducted by the Geohydrologists are also used as monitoring mechanism.</p> <p>The projects funded from the drought relief grant are closely monitored in terms of the stipulations contained in the Transfer Payment Agreement. The projects are supervised by the water resilience officials as well as the technical departments of the respective municipalities. The municipalities must submit quarterly progress reports substantiated by photos on the progress of the work done as well as bank statements as proof of payment by the municipality. Consolidated progress reports are submitted on a monthly basis to the Head of Department.</p>

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Municipal support (strengthening of governance)
Expected outputs of the grant	Improved infrastructure, systems, structures and processes; Improved level of corporate governance in municipalities; higher level of linkage between municipal strategies and municipal systems, processes and structures; and higher level of productivity and improved service delivery
Actual outputs achieved	To improve the capacity of municipalities to deliver services and to improve corporate governance in municipalities; to improve municipal sustainability and to achieve cost effective service delivery outcomes as envisaged by specific strategic objectives which is outlined in the Municipal Integrated Development Plans (IDP's). To bring government information and services closer to the people to promote access to opportunities as a basis for improved livelihoods. To provide cost-effective, integrated, efficient and sustainable service to better serve the needs of citizens and to create a platform for greater dialogue between citizens and government.
Amount per amended DORA	N/A
Amount received (R'000)	R18.138 million
Reasons if amount as per DORA was not received	N/A
Amount spent by the department	R17.836 million
Reasons for the funds unspent by the Department	ICT Website: Went out on bid four times to appoint a viable service provider for the project. Municipal Infrastructure Support underspend was due to late appointment of the service provider

PERFORMANCE INFORMATION

Monitoring mechanism by the receiving department	The Department of Local Government has a Local Government Support Grant Committee in place that oversees the process which includes the allocation of grants, the continuous monitoring in line with a Standard Operating Procedure as well as the Transfer Payment Agreements. It is the responsibility of each Project Manager on the Committee to monitor and report on the milestones that should have been achieved, actual progress made and remedial actions taken to meet target dates. This information is captured and included in the Quarterly Earmarked Report submitted to Provincial Treasury.
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Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Aerial fire fighting
Expected outputs of the grant	To ensure the provision of rapid and equitable firefighting support to District Municipalities during the Summer fire season which occurs annually from November to April.
Actual outputs achieved	A total amount of R6.7 million was earmarked for Integrated Fire Management: Disaster Management support: Aerial Fire Fighting. On the 31 March 2019, the total amount of R6.7 million has been committed.
Amount per amended DORA	N/A
Amount received (R'000)	R 6.7 million
Reasons if amount as per DORA was not received	N/A
Amount spent by the department	R 6.7 million
Reasons for the funds unspent by the Department	N/A
Monitoring mechanism by the receiving department	The current grant has flexibility to enable the Department to rapidly respond to emergencies such as fires. A strict criteria regulate the deployment of resources when required and a unique authorisation number is issued for every fire that occur. The latter is contained in a Service Level Agreement between the Department and the service provider. Bi-weekly meetings are held with the responsible municipalities where detailed expenditure reporting/monitoring and tracking take place as well as detailed Incident Reports which is consolidated weekly. This information is captured and included in the Quarterly Earmarked Report submitted to Provincial Treasury.

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Disaster Management
Expected outputs of the grant	To assist municipalities to ensure adequate post fire recovery and to enable continued capacity to respond to fires in the affected areas.
Actual outputs achieved	Funding was utilised for aerial support and standby, smoke alarms for informal settlements, educational booklets for scholars, fire safety intervention, fire extinguishers and the purchasing of 4 Fire fighting vehicles.
Amount per amended DORA	N/A
Amount received (R'000)	R 20 million
Reasons if amount as per DORA was not received	N/A
Amount spent by the department	R 20 million transferred to the Municipalities

Reasons for the funds unspent by the Department	The grant in question was transferred at an advanced stage in the municipal financial year of 2018/19 following the disastrous fires in the Province during October/ November 2018. Procurement processes included projects reliant on the outcome of tender processes. Service providers were appointed and delivery of goods and services could however only be realised after the end of the municipal financial year and the municipality will apply for rollover for the projects committed.
Monitoring mechanism by the receiving department	The Transfer Payment Agreement requires a detailed business plan which in turn provides the monitoring framework. Monthly telephonic discussion take place between the project manager from the Department and his counterpart at the municipality or entity. A project team consisting of the Department and the benefiting entity meet quarterly to discuss the progress of the projects and the Department submit quarterly earmarked reports to Provincial Treasury.

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.



1. Risk Management

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

1.1 ERMCO Responsibility

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

Terms of Reference (approved by the ERMCO chairperson on 28 March 2018) and regulated its affairs in compliance with the Terms of Reference and has discharged all its responsibilities as contained therein.

1.2 ERMCO Members

The ERMCO comprises of selected members of the Department’s management team. As per its Terms of Reference the ERMCO met at least four times (quarterly) during the year under review.

The table below discloses relevant information on ERMCO members:

MEMBER	POSITION	SCHEDULED MEETINGS	ATTENDED	DATE APPOINTED
Mr G Pause	Accounting Officer (ERMCO Chairperson)	4	3	4/04/2016
Ms B Sewlall-Singh	Chief Financial Officer and Risk Champion	4	3	14/03/2017
Mr A Dlwengu	Director: Policy and Strategic Support	4	3 (a representative attended one meeting during Mr Dlwengu’s absence)	14/03/2017
Ms E Barnard	Chief Director: Municipal Performance Monitoring and Support	4	3	14/03/2017
Ms N Zamxaka	Chief Director: Integrated Service Delivery	4	4	14/03/2017
Mr C Deiner	Chief Director: Disaster Management and Fire Brigade Service	4	2 (a representative attended one meeting during Mr Deiner’s absence)	14/03/2017

OTHER ATTENDEES	POSITION	SCHEDULED MEETINGS	ATTENDED
Ms A Haq	Director: Enterprise Risk Management (DotP)	4	1
Mr D Micketts/ Mr S Africa	Chief Risk Advisor: Enterprise Risk Management (DotP)	4	4
Ms B Cebekhulu	Deputy Director: Provincial Forensic Services (DotP)	4	2
Mr M Williams/ Ms V Simpson-Murray	Director: Internal Audit (DotP)	4	2
Mr P de Villiers	Deputy Director: Internal Audit (DotP)	4	3
Mr L Naphakade	Security and Occupational Health and Safety (DLG)	4	3

1.3 ERMCO Key Activities

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

- Reviewed the Department's Risk Management Policy, Strategy and Implementation Plan; for recommendation by the Audit Committee and approval by the Accounting Officer;
- Set, reviewed and applied appropriate risk appetite and tolerances, and recommended same for approval by the Accounting Officer;
- Reported to the Accounting Officer any material changes to the risk profile of the Department;
- Considered and identified emerging risks;
- Reviewed the Fraud Prevention Plan (Strategy, Policy and Implementation Plan) and recommended for approval by the Accounting Officer;
- Evaluated the extent and effectiveness of integration of risk management within the department;
- Assessed the implementation of the departmental Risk Management Policy, Strategy and Implementation Plan;
- Evaluated the effectiveness and mitigating strategies to address the material, ethics and economic crime risks.

1.4 Key Risks considered and addressed during the year

The following are the key strategic risks for the Department that were considered and addressed during the year:

- Ability of the Department to continue operations in the event of a significant disruption or disaster;
- Inability to adequately deliver effective and efficient services against an increasing legislative mandate.

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

1.5 Key Emerging Risk for the following financial year

The department acknowledged that additional ICT risks will be discussed and considered during the next financial year.

1.6 Conclusion

Risk management has become a standard activity in the management calendar of the Department.

As a result, mitigating actions become part of the Department's programmes and emerging risks are immediately identified and addressed.

2. Fraud and Corruption

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

The Western Cape Government (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 and Response Plan as well as a 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 and the Departmental Fraud and Corruption Prevention and Response 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 Province and 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 e.g. was made in good faith). Following amendments by the Protected Disclosures Amendment Act, No 5 of 2017, the transversal Whistle-blowing Policy was reviewed and the revised Whistle-blowing Policy was approved on 18 July 2018. The 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 within 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.

Once fraud, theft or corruption is confirmed after completion of an investigation, the relevant employee who participated in these acts is subjected to a disciplinary hearing. In all such instances, 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:

Open cases as at 1 April 2018	0
New cases (2018/19)	0
Closed cases (2018/19)	0
Open cases as at 31 March 2019	0

3. 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 assessment 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.
- Occupational Health and Safety training was provided to all 21 volunteers to ensure safe working environment. (8 x Fire Marshalls; 9 x First Aiders; 3 x Floor Marshals & 1 x OHS Rep.)
- Occupational Health and Safety policy was

approved by the Head of Department and implemented.

- Four occupational Health and Safety Awareness sessions were conducted at four different sites of the department.

4. Promotion of Access to Information

- During the 2018/19 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 3 official languages.

5. Scopa Resolutions

Resolution No.	Subject	Response by the Department	Resolved (Yes/No)
11/4/1/2/5	<ol style="list-style-type: none"> 1. A breakdown of the 1.2 Billion received from the National Department for Drought and Disaster Relief as well as the money received from the Provincial Government for the same purpose. 2. A breakdown of 4.4% underspending and reasons for the underspending. 3. A list of all the senior managers who were appointed at Municipalities, the relevant requirements, whether there was compliance with the requirements and, if not, what the resultant action was. 4. A copy of the practice note issued as guidance for conducting council meetings. 5. A list of the municipalities currently in the Back to Basic Programme, the Municipalities that have exited and the Municipalities that will start the programme. 6. A copy of the programme Impact Evaluation Report. 7. Information on the internal transfer of funds between programmes and sub-programmes. 8. A copy of the Baseline Study Report. 9. The report on the investigations conducted in terms of section 106 of the Municipal Systems Act,2000 (Act 32 of 2000) or section 152 of the constitution, 1996 and feedback on the Hawks investigations at various Municipalities. 10. A list of the informal settlements where the Department installed smoke alarms and to arrange a visit to one of these settlements. 	The Department responded to all the questions	Yes
11/4/1/2/5	<ol style="list-style-type: none"> 1. The assessment of the Municipal Public Accounts committees (MPACs) and which other MPACs have been identified for assessment. 2. The functioning of the ward committees, highlighting successes, challenges and the status of training in ward committees. 3. The role and function of the Community Development Worker Programme, the process followed during the appointment of vacant posts and the current status of the organisational restructuring. 	The Department responded to all the questions	Yes

6. 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 and two consulting engagements. The

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

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

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

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

Name	Qualifications	Internal or external	If internal, position in the department	Date appointed	Date Resigned	No. of Meetings attended
Mr Francois Barnard *	BProc; BCompt (Hons); CTA; Postgrad Diploma Auditing; MCom; CA (SA) MTP (SA)	External	N/a	01 January 2019 (1 st term)	N/a	2
Mr Kerry Larkin **	B Compt; ND FIS; FIIASA CIA; CRMA; CCSA	External	N/a	01 January 2018 (1 st term)	31 August 2018	4
Ms Merle Kinnes	BA; LLB; Higher Certificate in Forensics Examination; Attorney of the High Court	External	N/a	01 January 2016 (1 st term) 01 January 2019 (2 nd term)	N/a	7

Name	Qualifications	Internal or external	If internal, position in the department	Date appointed	Date Resigned	No. of Meetings attended
Mr Yaseen Ismail	BCom, PGDA, Certificate in Advanced Taxation, Certificate in Forensic and Investigative auditing, CA(SA), RA(SA), CFE	External	N/a	1 May 2016 (1 st term)	N/a	7
Mr Jeremy Fairbairn	Certificate in General Management and Consultancy; HONS B COM (BUS. MANAGEMENT), B. COM (Hons.), Higher Diploma in Education; B COM (LAW)	External	N/a	1 January 2017 (1 st term)	N/a	7

* Chairperson ** Resigned

7. Audit Committee Report

Please refer to PART E (AFS) for the full report of the Audit Committee on pages 119-120



1. INTRODUCTION

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

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

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

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

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

2 STATUS OF PEOPLE MANAGEMENT AT THE DEPARTMENT

2.1 Departmental Workforce Planning Priorities

- The role of Workforce Planning is important to ensure that the Department has the required number of people with the requisite skills, knowledge and attitudes to perform the work. Through this process the Department annually assesses its workforce profile against current and future organisational needs.
- The aim of this assessment is to identify to what extent the current workforce profile addresses the key people management outcomes that would guarantee service continuity and value.
- The Workforce Plan 2016-2021, is therefore aligned to the vision and mission of the Department’s Strategic Plan, as well as the People Management Strategy.
- The assumptions on which this Workforce Plan was developed are still valid and the Action Plan was reviewed to ensure that the strategies (as per the listed priorities) would achieve its outcomes:

- ✓ *A diverse workforce with equal opportunities for all;*
- ✓ *Shared values and culture alignment contributing to staff retention;*
- ✓ *Department adequately staffed;*
- ✓ *Reduced time frames to fill advertised posts;*
- ✓ *Reduced turn-around time for filling of posts;*
- ✓ *Reduced contract appointments;*
- ✓ *Greater representation of women in management;*
- ✓ *Greater representation of people with disabilities in Department;*
- ✓ *A performance conducive workplace;*
- ✓ *Competent people in the right numbers at the right place at the right time with the right attitude;*
- ✓ *Availability of a pool of competent employees ready to fill vacant positions in scarce and critical occupations.*

2.2 Employee Performance Management

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

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

The performance management process requires that a mid-year review and an annual assessment is conducted, but that the operational targets and achievements linked to the performance agreement be monitored and communicated on an ongoing basis. In instances where targets or performance expectations are not met, the gaps are addressed through the management of poor

performance. In this context, a performance consulting unit has been established within the Corporate Services Centre (Chief Directorate: People Management Practices) to assist line managers (people managers) in dealing with poor performance. The process is developmental, however, in instances where individuals have been identified as poor performers in terms of the legislative framework, they are required to subject themselves to a developmental plan or alternatively to disciplinary action.

2.3 Employee Wellness

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

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

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

3 PEOPLE MANAGEMENT OVERSIGHT STATISTICS

3.1 Personnel related expenditure

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

The figures in Table 3.1.1 are drawn from the Basic Accounting System and the figures in Table 3.1.2 are drawn from the PERSAL [Personnel Salary]

system. The two systems are not synchronised for salary refunds in respect of staff appointments and resignations and/or transfers to and from other departments. This means there may be a difference in the total expenditure reflected on these systems.

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

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

Table 3.1.1: Personnel expenditure by programme, 2018/19

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	42 900	28 451	833	10 181	66.3%	418	68
Programme 2	130 704	100 395	866	15 170	76.8%	413	243
Programme 3	104 757	37 946	894	29 485	36.2%	643	59
Total	278 361	166 792	2 593	54 836	59.9%	451	370

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

Table 3.1.2: Personnel expenditure by salary band, 2018/19

Salary bands	Personnel Expenditure (R'000)	% of total personnel expenditure	Average personnel expenditure per employee (R'000)	Number of Employees
Interns	451	0.3	22	21
Lower skilled (Levels 1-2)	0	-	0	0
Skilled (Levels 3-5)	6,895	4.1	203	34
Highly skilled production (Levels 6-8)	71,024	42.3	323	220
Highly skilled supervision (Levels 9-12)	71,199	42.4	565	126
Senior management (Levels 13-16)	18,182	10.8	1,136	16
Total	167,752	100.0	402	417

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

The following tables provide a summary per programme (Table 3.1.3) and salary bands (Table 3.1.4), of expenditure incurred as a result of salaries, overtime, housing allowance and medical assistance. These tables do not make provision for other expenditure such as pensions, performance bonus and other allowances, which make up the total personnel expenditure. In each case, the table provides an indication of the percentage of the personnel expenditure that was used for these items.

Table 3.1.3: Salaries, Overtime, Housing Allowance and Medical Assistance by programme, 2018/19

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	20,089	12.0	320	0.2	626	0.4	1,385	0.8
Programme 2	71,343	42.5	641	0.4	3,050	1.8	5,379	3.2
Programme 3	26,543	15.8	80	0.0	534	0.3	1,160	0.7
Total	117,975	70.3	1,041	0.6	4,210	2.5	7,925	4.7

Table 3.1.4: Salaries, Overtime, Housing Allowance and Medical Assistance by salary band, 2018/19

Salary Bands	Salaries		Overtime		Housing allowance		Medical assistance	
	Amount (R'000)	Salaries as a % of personnel expenditure	Amount (R'000)	Overtime as a % of personnel expenditure	Amount (R'000)	Housing allowance as a % of personnel expenditure	Amount (R'000)	Medical assistance as a % of personnel expenditure
Interns	427	0.3	6	0.0	-	-	-	-
Lower skilled (Levels 1-2)	-	-	-	-	-	-	-	-
Skilled (Levels 3-5)	4,651	2.8	85	0.1	314	0.2	765	0.5
Highly skilled production (Levels 6-8)	51,018	30.4	473	0.3	2,851	1.7	5,122	3.1
Highly skilled supervision (Levels 9-12)	50,356	30.0	478	0.3	808	0.5	1,835	1.1
Senior management (Levels 13-16)	11,523	6.9	-	-	236	0.1	203	0.1
Total	117,975	70.3	1,041	0.6	4,210	2.5	7,925	4.7

3.2 Employment and Vacancies

The following tables summarise the number of active posts on the establishment, the number of employees (excluding interns and the Minister), and the percentage active vacant posts as at the end of the financial year. This information is presented in terms of three key variables, namely: programme (Table 3.2.1), Salary Band (Table 3.2.2) and Critical Occupations (Table 3.2.3). All information in this section is provided as a snapshot as at the end of the financial year under review.

Table 3.2.1: Employment and vacancies by programme, as at 31 March 2019

Programme	Number of active posts	Number of posts filled	Vacancy rate %
Programme 1	63	62	1.6%
Programme 2	247	243	1.6%
Programme 3	62	59	4.8%
Total	372	364	2.2%

Table 3.2.2: Employment and vacancies by salary band, as at 31 March 2019

Salary Band	Number of active posts	Number of posts filled	Vacancy rate %
Lower skilled (Levels 1-2)	0	0	-
Skilled (Levels 3-5)	27	27	-
Highly skilled production (Levels 6-8)	217	213	1.8%
Highly skilled supervision (Levels 9-12)	111	108	2.7%
Senior management (Levels 13-16)	17	16	5.9%
Total	372	364	2.2%

Table 3.2.3: Employment and vacancies by critical occupation, as at 31 March 2019

Critical Occupations	Number of active posts	Number of posts filled	Vacancy rate %
Disaster Manager	11	11	-
Engineer	2	1	50.0%
GIS Technologist	1	1	-
ICT Governance Specialist	1	1	-
Management Accountant	4	4	-
Supply Chain Management Practitioner	9	9	-
Town and Regional Planner	9	8	11.1%
Total	37	35	5.4%

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

3.3 Job Evaluation

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

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

Table 3.3.1: Job evaluation, 1 April 2018 to 31 March 2019

Salary Band	Number of active posts as at 31 March 2019	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)	27	0	0.0	0	0.0	0	0.0
Highly skilled production (Levels 6-8)	217	0	0.0	0	0.0	0	0.0
Highly skilled supervision (Levels 9-12)	111	0	0.0	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
Total	372	0	0.0	0	0.0	0	0.0

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 2018 to 31 March 2019

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 2018 to 31 March 2019

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 2018 to 31 March 2019

Beneficiaries	African	Coloured	Indian	White	Total
None					

Note: Table 3.3.4 is a breakdown of table 3.3.3 by race and gender.

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 2018 to 31 March 2019

Salary Band	Number of employees as at 31 March 2018	Turnover rate 2017/18	Appointments into the Department	Transfers into the Department	Terminations out of the Department	Transfers out of the Department	Turnover rate 2018/19
Lower skilled (Levels 1-2)	0	0.0	0	0	0	0	0.0
Skilled (Levels 3-5)	27	50.0	6	0	2	2	14.8
Highly skilled production (Levels 6-8)	205	3.5	14	3	9	1	4.9
Highly skilled supervision (Levels 9-12)	104	8.8	15	2	18	3	20.2
Senior Management Service Band A (Level 13)	10	16.7	2	0	0	0	0.0

Salary Band	Number of employees as at 31 March 2018	Turnover rate 2017/18	Appointments into the Department	Transfers into the Department	Terminations out of the Department	Transfers out of the Department	Turnover rate 2018/19
Senior Management Service Band B (Level 14)	3	0.0	0	0	0	0	0.0
Senior Management Service Band C (Level 15)	1	0.0	0	0	0	0	0.0
Total	350	9.0	37	5	29	6	10.0
			42		35		

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

Table 3.4.2: Annual turnover rates by critical occupation, 1 April 2018 to 31 March 2019

Critical Occupation	Number of employees as at 31 March 2018	Turn over rate 2017/18	Appointments into the Department	Transfers into the Department	Terminations out of the Department	Transfers out of the Department	Turnover rate 2018/19
Disaster Manager	19	5.6	2	0	2	0	10.5
Engineer	2	20.0	0	0	0	1	50.0
GIS Technologist	1	0.0	0	0	0	0	0.0
ICT Governance Specialist	0	0.0	1	0	0	0	0.0
Management Accountant	2	0.0	0	0	0	0	0.0
Supply Chain Management Practitioner	5	0.0	3	0	0	1	20.0
Town and Regional Planner	2	0.0	2	0	1	0	50.0
Total	31	5.0	8	0	3	2	16.1
			8		5		

Table 3.4.3: Staff leaving the employ of the Department, 1 April 2018 to 31 March 2019

Exit Category	Number	% of total exits	Number of exits as a % of total number of employees as at 31 March 2018
Death	0	0.0	0.0
Resignation *	14	40.0	4.0
Expiry of contract	13	37.1	3.7
Dismissal – operational changes	0	0.0	0.0
Dismissal – misconduct	0	0.0	0.0
Dismissal – inefficiency	0	0.0	0.0
Discharged due to ill-health	0	0.0	0.0
Retirement	2	5.7	0.6
Employee initiated severance package	0	0.0	0.0
Transfers to Statutory Body	0	0.0	0.0
Transfers to other Public Service departments	6	17.1	1.7
Total	35	100.0	10.0

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

* Resignations are further discussed in tables 3.4.4 and 3.4.5.

Table 3.4.4: Reasons why staff resigned, 1 April 2018 to 31 March 2019

Resignation Reasons	Number	% of total resignations
Change of Occupation	2	14.3
Further Studies	1	7.1
Insufficient Progression Possibilities	2	14.3
No Reason Provided	6	42.9
Personal/Family	2	14.3
Starting Own Business	1	7.1
Total	14	100.0

Table 3.4.5: Different age groups of staff who resigned, 1 April 2018 to 31 March 2019

Age group	Number	% of total resignations
Ages <19	0	0.0
Ages 20 to 24	1	7.1
Ages 25 to 29	2	14.3
Ages 30 to 34	1	7.1
Ages 35 to 39	3	21.4
Ages 40 to 44	4	28.6
Ages 45 to 49	1	7.1
Ages 50 to 54	0	0.0
Ages 55 to 59	1	7.1
Ages 60 to 64	0	0.0
Ages 65 >	1	7.1
Total	14	100.0

Table 3.4.6 Employee initiated severance packages.

Total number of employee initiated severance packages offered in 2018/19	None
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Table 3.4.7: Promotions by salary band, 1 April 2018 to 31 March 2019

Salary Band	Number of Employees as at 31 March 2018	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	13	48.1
Highly skilled production (Levels 6-8)	205	2	1.0	161	78.5
Highly skilled supervision (Levels 9-12)	104	4	3.8	58	55.8
Senior management (Levels 13-16)	14	0	0.0	13	92.9
Total	350	6	1.7	245	70.0

Note: Promotions reflect the salary level of an employee after he/she was promoted.

Table 3.4.8: Promotions by critical occupation, 1 April 2018 to 31 March 2019

Critical Occupation	Number of Employees as at 31 March 2018	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	19	0	0.0	7	36.8
Engineer	2	0	0.0	0	0.0
GIS Technologist	1	0	0.0	0	0.0
ICT Governance Specialist	0	0	0.0	0	0.0
Management Accountant	2	0	0.0	2	100.0
Supply Chain Management Practitioner	5	0	0.0	1	20.0
Town and Regional Planner	2	0	0.0	2	100.0
Total	31	0	0.0	12	38.7

Note: Promotions reflect the salary level of an employee after he/she was promoted.

3.5 Employment Equity

Table 3.5.1: Total number of employees (including employees with disabilities) in each of the following occupational levels, as at 31 March 2019

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	4	1	4	1	1	1	2	0	0	15
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	17	23	0	8	20	33	0	7	0	0	108
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	21	48	0	0	65	72	1	6	0	0	213
Semi-skilled and discretionary decision making (Levels 3-5)	1	6	0	2	4	13	0	1	0	0	27
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
Total	40	82	1	14	90	119	2	16	0	0	364
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
Grand total	40	82	1	14	90	119	2	16	0	0	364

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 2019

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

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

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

Table 3.5.3: Recruitment, 1 April 2018 to 31 March 2019

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	1	0	0	2
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	3	1	0	4	2	6	0	1	0	0	17
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	0	1	0	0	7	9	0	0	0	0	17
Semi-skilled and discretionary decision making (Levels 3-5)	0	2	0	0	0	4	0	0	0	0	6
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
Total	3	4	0	5	9	19	0	2	0	0	42
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
Grand total	3	4	0	5	9	19	0	2	0	0	42

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 2018 to 31 March 2019

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	1	0	0	0	2	0	1	0	0	4
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	0	0	0	0	1	0	0	1	0	0	2
Semi-skilled and discretionary decision making (Levels 3-5)	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
Total	1	1	0	0	1	2	0	2	0	0	6
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
Grand total	1	1	0	0	1	2	0	2	0	0	6

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

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

Table 3.5.5: Terminations, 1 April 2018 to 31 March 2019

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	2	0	8	1	7	0	1	1	0	21
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	0	3	0	0	3	4	0	0	0	0	10
Semi-skilled and discretionary decision making (Levels 3-5)	0	1	0	0	0	3	0	0	0	0	4
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
Total	1	6	0	8	4	14	0	1	1	0	35
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
Grand total	1	6	0	8	4	14	0	1	1	0	35

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 2018 to 31 March 2019

Disciplinary Actions	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Suspension without a salary and a FWW	0	1	0	0	0	1	0	0	0	0	2
Not Guilty	0	0	0	0	0	1	0	0	0	0	1
Total	0	1	0	0	0	2	0	0	0	0	3
Temporary Employees	0	0	0	0	0	0	0	0	0	0	0
Grand Total	0	1	0	0	0	2	0	0	0	0	3

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 2018 to 31 March 2019

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	4	1	1	1	0	0	2	9
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	9	8	0	2	8	18	0	3	48
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	13	25	0	0	31	35	1	5	110
Semi-skilled and discretionary decision making (Levels 3-5)	0	3	0	1	4	8	0	1	17
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0
Total	22	40	1	4	44	61	1	11	184
Temporary employees	0	0	0	0	0	0	0	0	0
Grand total	22	40	1	4	44	61	1	11	184

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

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

3.6 Signing of Performance Agreements by SMS Members

Table 3.6.1: Signing of Performance Agreements by SMS Members, as at 31 May 2018

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
Director-General/Head of Department	1	1	1	100.0
Salary Level 14	3	3	3	100.0
Salary Level 13	13	10	10	100.0
Total	17	14	14	100.0

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

Table 3.6.2: Reasons for not having concluded Performance Agreements with all SMS Members on 31 May 2018

Reasons for not concluding Performance Agreements with all SMS
Not applicable

Table 3.6.3: Disciplinary steps taken against SMS Members for not having concluded Performance Agreements on 31 May 2018

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 2018

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
Director-General/ Head of Department	1	1	100.0%	0	-
Salary Level 14	3	3	100.0%	0	-
Salary Level 13	12	11	91.7%	1	8.3%
Total	16	15	93.8%	1	6.3%

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 2019

SMS Level	Number of active SMS posts per level	Number of SMS posts filled per level	% of SMS posts filled per level	Number of SMS posts vacant per level	% of SMS posts vacant per level
Director-General/ Head of Department	1	1	100.0%	0	-
Salary Level 14	3	3	100.0%	0	-
Salary Level 13	13	12	92.3%	1	7.7%
Total	17	16	94.1%	1	5.9%

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

Table 3.7.3: Advertising and Filling of SMS posts, as at 31 March 2019

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
Director-General/ Head of Department	0	0	0
Salary Level 14	0	0	0
Salary Level 13	1	2	0
Total	1	2	0

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

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

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

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

3.8 Employee Performance

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

management. (i.e. qualifying employees who scored between 3 - 5 in their performance ratings).

Table 3.8.1: Notch progressions by salary band, 1 April 2018 to 31 March 2019

Salary Band	Employees as at 31 March 2018	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	13	48.1
Highly skilled production (Levels 6-8)	205	161	78.5
Highly skilled supervision (Levels 9-12)	104	58	55.8
Senior management (Levels 13-16)	14	13	92.9
Total	350	245	70.0

Table 3.8.2: Notch progressions by critical occupation, 1 April 2018 to 31 March 2019

Critical Occupations	Employees as at 31 March 2018	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Disaster Manager	19	7	36.8
Engineer	2	0	0.0
GIS Technologist	1	0	0.0
ICT Governance Specialist	0	0	0.0
Management Accountant	2	2	100.0
Supply Chain Management Practitioner	5	1	20.0
Town and Regional Planner	2	2	100.0
TOTAL	31	12	38.7

To encourage good performance, the Department has granted the following performance rewards to employees for the performance period 2017/18, but paid in the financial year 2018/19. 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 2018 to 31 March 2019

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group as at 31 March 2018	% of total within group	Cost (R'000)	Average cost per beneficiary (R)
African	17	117	14.5	381	22,428
Male	5	38	13.2	116	23,192
Female	12	79	15.2	265	22,109
Coloured	27	190	14.2	753	27,887
Male	7	78	9.0	296	42,326
Female	20	112	17.9	457	22,834
Indian	2	3	66.7	78	39,091
Male	1	1	100.0	38	37,927
Female	1	2	50.0	40	40,255
White	10	28	35.7	430	42,951
Male	5	13	38.5	219	43,757
Female	5	15	33.3	211	42,145
Employees with a disability	1	12	8.3	17	16,790
Total	57	350	16.3	1,659	29,100

Table 3.8.4: Performance rewards (cash bonus), by salary bands for personnel below Senior Management Service level, 1 April 2018 to 31 March 2019

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2018	% 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)	5	27	18.5	63	12,654	0.0
Highly skilled production (Levels 6-8)	18	205	8.8	338	18,767	0.2
Highly skilled supervision (Levels 9-12)	26	104	25.0	917	35,288	0.6
Total	49	336	14.6	1,318	26,909	0.9

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

Table 3.8.5: Performance rewards (cash bonus), by salary band, for Senior Management Service level, 01 April 2018 to 31 March 2019

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2018	% 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)	5	10	50.0	198	39,582	1.1
Senior Management Service Band B (Level 14)	3	3	100.0	142	47,421	0.8
Senior Management Service Band C (Level 15)	0	1	0.0	0	0	0.0
Total	8	14	57.1	340	42,521	1.9

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 2018 to 31 March 2019

Critical Occupation	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2018	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of total personnel expenditure
Disaster Manager	6	19	31.6	154	25,651	0.1
Engineer	2	2	100.0	103	51,298	0.1
GIS Technologist	0	1	0.0	0	0	0.0
ICT Governance Specialist	0	0	0.0	0	0	0.0
Management Accountant	1	2	50.0	52	51,852	0.0
Supply Chain Management Practitioner	3	5	60.0	44	14,566	0.0
Town and Regional Planner	0	2	0.0	0	0	0.0
TOTAL	12	31	38.7	353	29 338	0.2

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 2018 to 31 March 2019

Salary Band	1 April 2018		31 March 2019		Change	
	Number	% of total	Number	% of total	Number	% change
Lower skilled (Levels 1-2)	0	0.0	0	0.0	0	0
Skilled (Levels 3-5)	0	0.0	0	0.0	0	0
Highly skilled production (Levels 6-8)	0	0.0	0	0.0	0	0
Highly skilled supervision (Levels 9-12)	1	100.0	0	0.0	-1	-100.0
Senior management (Levels 13-16)	0	0.0	0	0.0	0	0
Total	1	100.0	0	0.0	-1	-100.0

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

Table 3.9.2: Foreign Workers by major occupation, 1 April 2018 to 31 March 2019

Major Occupation	1 April 2018		31 March 2019		Change	
	Number	% of total	Number	% of total	Number	% change
Engineering Technician	1	100.0	0	0.0	-1	-100.0
Total	1	100.0	0	0.0	-1	-100.0

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

3.10 Leave utilisation for the period 1 January 2018 to 31 December 2018

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 2018 to 31 December 2018

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	59	66.1	16	21	76.2	4	11
Lower skilled (Levels 1-2)	0	0.0	0	0	0.0	0	0
Skilled Levels 3-5)	205	79.5	27	34	79.4	8	135
Highly skilled production (Levels 6-8)	919	81.9	137	220	62.3	7	882
Highly skilled supervision (Levels 9-12)	692	72.0	95	126	75.4	7	1,201
Senior management (Levels 13-16)	54	68.5	10	16	62.5	5	154
Total	1 929	77.2	285	417	68.3	7	2,383

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 2016 and ended in December 2018. 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 2018 to 31 December 2018

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	21	0.0	0	0
Lower skilled (Levels 1-2)	0	0.0	0	0	0.0	0	0
Skilled Levels 3-5)	210	100.0	7	34	20.6	30	141
Highly skilled production (Levels 6-8)	157	100.0	14	220	6.4	11	149
Highly skilled supervision (Levels 9-12)	191	100.0	9	126	7.1	21	306
Senior management (Levels 13-16)	27	100.0	3	16	18.8	9	81
Total	585	100.0	33	417	7.9	18	677

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

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

Table 3.10.3: Annual Leave, 1 January 2018 to 31 December 2018

Salary Band	Total days taken	Total number employees using annual leave	Average number of days taken per employee
Interns	155	18	9
Lower skilled (Levels 1-2)	45	7	6
Skilled (Levels 3-5)	623	35	18
Highly skilled production (Levels 6-8)	4999	212	24
Highly skilled supervision (Levels 9-12)	2812	118	24
Senior management (Levels 13-16)	297	14	21
Total	8 931	404	22

Table 3.10.4: Capped leave, 1 January 2018 to 31 December 2018

Salary Band	Total capped leave available as at 31 Dec 2017	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 2018	Total capped leave available as at 31 Dec 2018
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)	191	0	0	0	6	192
Highly skilled supervision (Levels 9-12)	347	8	1	8	15	330
Senior management (Levels 13-16)	182	5	1	5	4	189
Total	721	13	2	7	25	711

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 2018 to 31 March 2019

Reason	Total Amount (R'000)	Number of Employees	Average payment per employee
Leave pay-outs during 2018/19 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave pay-outs on termination of service	3	1	2,511
Current leave pay-outs on termination of service	260	30	8,670
Total	263	31	8,471

3.11 Health Promotion Programmes, including HIV and Aids

Table 3.11.1: Steps taken to reduce the risk of occupational exposure, 1 April 2018 to 31 March 2019

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

Table 3.11.2: Details of Health Promotion including HIV & AIDS Programmes, 1 April 2018 to 31 March 2019

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 Reygana Shade, Director: Organisational Behaviour, (Department of the Premier).
2. Does the Department have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	✓		<p>The Corporate Services Centre (CSC) within the Department of the Premier provides a transversal service to the eleven (11) departments, including the Department of Local Government</p> <p>A designated Employee Health and Wellness unit within the Directorate Organisational Behaviour and the Chief Directorate Organisation Development serves to promote the health and well-being of employees in the eleven (11) client departments.</p> <p>The unit consists of a Deputy Director, three (3) Assistant Directors, and three (3) EHW Practitioners.</p> <p>Budget: R2.756 million</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 ICAS (external service provider) to render an Employee Health and Wellness Service to the eleven departments of the Corporate Services Centre (CSC).</p> <p>The following interventions were conducted:</p> <p>Disability & Mental Health Awareness, HCT and Wellness Screening Group facilitation GRIT (Guts, Resilience, Influence and Tenacity for leaders and employees) style, Tipping Point: Employee in Crisis (Identifying the Vulnerable Employee). Debriefing session, Employee Information session and Information desks, GEMS Information desk and Employee E-care Profiling, TB awareness & TB Screening, Financial Management, Sexual Harassment and Retirement Planning & Drafting a Will, and Financial Wellness.</p> <p>These interventions are based on trends reflected in the quarterly reports and implemented to address employee needs.</p> <p>The targeted interventions for both employees and managers were aimed at personal development; promotion of healthy lifestyles; and improving coping skills. This involved presentations, workshops, group discussions to create awareness and encourage employees to have a pro-active approach to limit the impact of these problems in the workplace. Targeted Interventions were also implemented to equip managers with tools to engage employees in the workplace.</p> <p>Information sessions were also provided to inform employees of the EHW service and how to access the Employee Health and Wellness (EHW) Programme. Promotional material such as pamphlets, posters and brochures were distributed.</p>
<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.</p>
<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 on 10 August 2005.</p> <p>In this regard, all employment policies make provision for fair practices, regardless of the HIV status of staff or applicants. Workplace practices are constantly monitored to ensure policy compliance and fairness.</p> <p>Under the EHW banner, four EHW Policies were approved which includes HIV & AIDS and TB Management that responds to the prevention of discrimination against employees affected and infected by HIV & AIDS and TB in the workplace.</p> <p>Further to this, the Department of Health, that is the lead department for HIV & AIDS, has approved the Transversal HIV and AIDS/STI Workplace Policy and Programme that is applicable to all departments of the Western Government. The document is in line with the four pillars of the EHW Strategic Framework 2008.</p> <p>During the reporting period, the transversal EHW policies including the HIV, AIDS and TB Management Policy have been audited by DPSA against the DPSA policies as well as the National Strategic Plan for HIV, TB and STIs (2017-2022) which ensures inclusivity and the elimination of discrimination and stigma against employees with HIV.</p>

Question	Yes	No	Details, if yes
6. Has the Department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	✓		<p>The Provincial Strategic Plan on HIV & AIDS, STIs and TB 2017-2022 has been implemented to mainstream HIV and TB and its gender and rights-based dimensions into the core mandates to reduce HIV-related stigma.</p> <p>The aim is to:</p> <ul style="list-style-type: none"> • Reduce HIV and TB discrimination in the workplace. This included campaigns against unfair discrimination and empowerment of employees. • Reduce unfair discrimination in access to services. This included ensuring that the Directorate Employee Relations addresses complaints or grievances relating to unfair discrimination and provides training to employees. <p>The Department implemented the following measures to address the stigma and discrimination against those infected or perceived to be infective with HIV:</p> <ul style="list-style-type: none"> • Wellness Screenings (Blood pressure, Glucose, Cholesterol, TB, BMI); • HCT Screenings; • TB Talks and Screenings; • Distributing posters and pamphlets; • Condom distribution and spot talks; and • Commemoration of World AIDS Day and Wellness events.
7. Does the Department encourage its employees to undergo HIV counselling and testing (HCT)? If so, list the results that you have achieved.	✓		<p>HCT SESSIONS:</p> <p>The following Wellness and HCT screening sessions were conducted:</p> <ul style="list-style-type: none"> • The Department participated in 4 HCT and Wellness screening sessions; • 205 Employees were tested and counselled for HIV, Tuberculosis and Sexually Transmitted Infections (STI's), and • There were 0 clinical referrals for TB for further management.
8. Has the Department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.	✓		<p>The impact of health promotion programmes is indicated through information provided through the EHW Contract with ICAS.</p> <p>The EHWP is monitored through Quarterly and Annual reporting and trend analysis can be derived through comparison of departmental utilisation and demographics i.e. age, gender, problem profiling, employee vs. manager utilisation, number of cases. Themes and trends also provide a picture of the risks and impact the EHW issues have on the individual and the workplace.</p>

3.12 Labour Relations

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

Table 3.12.1: Collective agreements, 1 April 2018 to 31 March 2019

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 2018 to 31 March 2019

Outcomes of disciplinary hearings	Number of cases finalised	% of total
Suspension without a salary and a FWW	2	66.7
Not Guilty	1	33.3
TOTAL	3	100.0
Percentage of total employment		

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

Table 3.12.3: Types of misconduct addressed at disciplinary hearings, 1 April 2018 to 31 March 2019

Type of misconduct	Number	% of total
Fails to carry out order or instruction	1	33.3
Falsifies records or any documents	1	33.3
Contravenes any code of conduct for state	1	33.3
Total	3	100.0

Table 3.12.4: Grievances lodged, 1 April 2018 to 31 March 2019

Grievances lodged	Number	% of total
Number of grievances resolved	6	75.0
Number of grievances not resolved	2	25.0
Total number of grievances lodged	8	100.0

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

Table 3.12.5: Disputes lodged with Councils, 1 April 2018 to 31 March 2019

Disputes lodged with Councils	Number	% of total
Number of disputes upheld	0	0.0
Number of disputes dismissed	1	100.0
Total number of disputes lodged	1	100.0

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

Table 3.12.6: Strike actions, 1 April 2018 to 31 March 2019

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

Table 3.12.7: Precautionary suspensions, 1 April 2018 to 31 March 2019

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 investigate.

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 2018 to 31 March 2019

Occupational Categories	Gender	Number of employees as at 1 April 2018	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	4	0	2	0	2
	Male	10	0	2	0	2
Professionals (Salary Band 9 - 12)	Female	57	0	121	0	121
	Male	45	0	111	0	111
Technicians and associate professionals (Salary Band 6 - 8)	Female	129	0	510	0	510
	Male	65	0	302	0	302
Clerks (Salary Band 3 - 5)	Female	18	0	21	0	21
	Male	8	0	4	0	4
Elementary occupations (Salary Band 1 - 2)	Female	0	0	0	0	0
	Male	0	0	0	0	0
Sub Total	Female	213	0	659	0	659
	Male	135	0	427	0	427
Total		348	0	1 086	0	1 086
Employees with disabilities	Female	5	0	5	0	5
	Male	7	0	8	0	8

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 2018 to 31 March 2019

Occupational Categories	Gender	Number of employees as at 31 March 2019	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	3	0	3
	Male	10	0	7	0	7
Professionals (Salary Band 9 - 12)	Female	59	0	59	0	59
	Male	48	0	37	0	37
Technicians and associate professionals (Salary Band 6 - 8)	Female	140	0	177	0	177
	Male	62	0	89	0	89
Clerks (Salary Band 3 - 5)	Female	18	0	34	0	34
	Male	9	0	12	0	12
Elementary occupations (Salary Band 1 - 2)	Female	0	0	0	0	0
	Male	0	0	0	0	0
Sub Total	Female	227	0	278	0	278
	Male	137	0	153	0	153
Total		364	0	431	0	431
Employees with disabilities	Female	5	0	5	0	5
	Male	8	0	8	0	8

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 2018 to 31 March 2019

Nature of injury on duty	Number	% of total
Required basic medical attention only	0	0.0
Temporary disablement	2	100.0
Permanent disablement	0	0.0
Fatal	0	0.0
Total	2	100.0
Percentage of total employment		0.5

3.15. Utilisation of Consultants

Table 3.15.1: Consultant appointments using appropriated funds

Programme	Consulting Firm	Project Title	Nature of the Project	Total Number of Consultants that Worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE Level
1	Capital Press	Translation	Translation of the Annual Performance Plan	2	120 Days	66,125	1	1
2	Department of Cultural Affairs	Translation	Translation Claim (Client Service Charter)	1	20 Days	2,490	1	N/A
		Translation	Translation Claim (Cultivating Democracy through Civic Education)	1	5 Days	3,148	2	N/A
	Agitominds	Human Resource Strategy	Develop a Human Resource Strategy for Swellendam Municipality	1	90 Days	483,000	1	4
	Hashtopic	Website and content management system	Development of standard website and content management system for two municipalities in the Western Cape namely: Swartland and West Coast District Municipality	5	90 Days	115,000	1	1
	Ignite Advisory Services	Hosting and maintenance of the Integrated Performance and Support System (IPSS)	System and user support of the Integrated Performance and Support System (IPSS)	2	240 Days	331,200	1	0
	Josias Renier Strydom	Municipal Forensic Investigation	Municipal Forensic Investigation	1	183 Hours	394,748	1	4
		Municipal Forensic Investigation	Municipal Forensic Investigation	1	20 Hours	34,200	1	4
		Municipal Forensic Investigation	Municipal Forensic Investigation	1	125 Hours	215,310	1	4
	Peter Allwright	Municipal Forensic Investigation	Municipal Forensic Investigation	1	125 Hours	248,151	1	0
		Municipal Forensic Investigation	Municipal Forensic Investigation	1	183 Hours	424,200	1	0
		Municipal Forensic Investigation	Municipal Forensic Investigation	1	20 Hours	41,580	1	0
	WC: The Department of the Premier	Business Analyst	Interdepartmental Claim	1	398 Hours	144,844	1	N/A
	Bradley Conradie Halton Cheadle	Fees for Professional Services	Legal Fees	1	6 Hours	8,222	1	2
	University of the Western Cape	Research and Development of an assessment framework	Research and Development of an assessment framework for provincial interventions undertaken in Municipalities in the Western Cape	3	178 Days	499,318	1	4
	ADV CS Kahanovitz SC	Municipal Forensic Investigation	Litigation	1	80 Hours	267,634	1	0
	ADV JL Williams	Municipal Forensic Investigation	Litigation	1	44 Hours	44,000	1	0
Wilfred Jewell Consultancy	Translation	Translation Services	2	6 Hours	5,307	1	1	
On time transcribers	Transcription	Transcription Services	1	10 Hours	6,551	3	4	

Programme	Consulting Firm	Project Title	Nature of the Project	Total Number of Consultants that Worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE Level	
2	Strategies for Change	Scenario planning	Preparation and Presentation regarding scenario planning	1	3 Hours	9,975	1	4	
	Transcriptions FOUR-ZERO-SIX	Transcription	Transcription Services	2	13 Hours	11,263	3	4	
3	JM Strauss Consulting	Disaster Risk Assessment	Disaster Risk Assessment - Theewaterskloof Municipality and the review and update the Provincial Disaster Risk Profile for the Western Cape Province	3	153 Hours	342,000	2	4	
	WC: The Department of the Premier	School Hazard Awareness Campaign Dashboard	Interdepartmental Claim	3	15 Hours	15,646	1	N/A	
	Luticento	Disaster Risk Assessment	Disaster Risk Assessments - Bitou and Overstrand Municipalities	1	182 Days	203,813	2	4	
	HS Business Solutions	Research Study	Conduct research on a differentiated service affordability model for the basket of services provided by Western Cape Municipalities	5	34 Days	269,000	1	4	
	Ages Omega	Hydrogeological Consulting Services	Ground Water Project and Data Management		1	252 Days	458,138	1	2
		Hydrogeological Consulting Services	Supervision of Borehole Drilling and Testing in Bredasdorp		1	252 Days	621,190	1	2
		Hydrogeological Consulting Services	Geophysical investigation in Tesselaarsdal		1	252 Days	33,493	1	2
		Hydrogeological Consulting Services	Development of Ground Water Management Plans and Water Use License Application for Cape Agulhas		1	252 Days	301,595	1	2
Hydrogeological Consulting Services		Development of Ground Water Management Plans and Water Use License Application for Theewaterskloof		1	252 Days	297,426	1	2	
Hydrogeological Consulting Services		Groundwater intervention and Investigations in Prince Albert		1	252 Days	459,055	1	2	

HUMAN RESOURCE MANAGEMENT

Programme	Consulting Firm	Project Title	Nature of the Project	Total Number of Consultants that Worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE Level
3	Aurecon South Africa	Hydrogeological Consulting Services	Ground Water Project and Data Management	1	252 Days	406,729	1	1
		Hydrogeological Consulting Services	Groundwater investigations in the West Coast	1	252 Days	1,926,478	1	1
		Hydrogeological Consulting Services	Water Use License Applications in Cederberg	1	252 Days	445,528	1	1
		Hydrogeological Consulting Services	Groundwater Feasibility Study in Beaufort West and Emergency Interventions	1	252 Days	733,227	1	1
		Hydrogeological Consulting Services	Development of Groundwater Management Plan for Beaufort West (phase 1)	1	252 Days	123,917	1	1
		Hydrogeological Consulting Services	Groundwater emergency assessment in Laingsburg	1	252 Days	68,000	1	1
		Hydrogeological Consulting Services	Water Use License Application for Dyssseldorp (phase 1)	1	252 Days	11,120	1	1
	GHT Consulting	Hydrological Consulting Services	Ground Water Project and Data Management	1	252 Days	149,782	1	2
		Hydrological Consulting Services	Geophysical Investigation in Zoar and Calitzdorp	1	252 Days	168,991	1	2
		Hydrological Consulting Services	Geophysical Investigation in Vanwyksdorp	1	252 Days	115,270	1	2
		Hydrological Consulting Services	Supervision of Borehole Drilling and testing in Zoar	1	252 Days	134,244	1	2
		Hydrological Consulting Services	Supervision of Borehole Drilling and testing in Albertina, Stilbaai, Vermaaklikheid and Witsand	1	252 Days	631,749	1	2
		Hydrological Consulting Services	Development of Ground Water Management Plans in Hessequa	1	252 Days	275,137	1	2
	JG Afrika	Hydrological Consulting Services	Ground Water Project and Data Management	1	252 Days	138,863	1	1
		Hydrological Consulting Services	Groundwater investigation (exploration) in Ceres and Wolseley (phase 2)	1	252 Days	21,377	1	1
		Hydrological Consulting Services	Groundwater investigation (exploration) in Bonnievale (phase 2)	1	252 Days	63,712	1	1
		Hydrological Consulting Services	Water Use Lisenca Applications in Breede Valley	1	252 Days	228,387	1	1
		Hydrological Consulting Services	Groundwater Feasibility Study for Laingsburg and Emergency Interventions	1	252 Days	339,222	1	1
Hydrological Consulting Services		Supervision of Borehole Drilling and testing in Laingsburg	1	252 Days	184,730	1	1	

Programme	Consulting Firm	Project Title	Nature of the Project	Total Number of Consultants that Worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE Level
3	Aurecon South Africa	Early warning system	Development of a blueprint for early warning system for the Western Cape	5	72 Days	498,572	1	1
	C D Swartz	Develop new or improve existing operation and maintenance plans	Develop new or improve existing operation and maintenance plans at wastewater treatment plants (WWTPS) affecting the Breede River	1	77 Days	277,000	1	4
	Development Bank of South Africa	Infrastructure and growth plans	Support with the Infrastructure and growth plans	2	252 Days	825,043	N/A	N/A
						14,124,700		



WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT
VOTE 14

ANNUAL FINANCIAL STATEMENTS
For the year ended 31 March 2019

Audit Committee Report
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Audit Committee Report

We are pleased to present our report for the financial year ended 31 March 2019.

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, has regulated its affairs in compliance with these Terms and has discharged all its responsibilities as contained therein.

The Effectiveness of Internal Control

In line with the PFMA and the King IV Report on Corporate Governance, Internal Audit provides the Audit Committee and Management with reasonable assurance that the internal controls are adequate and effective. This is achieved by an approved risk-based internal audit plan, Internal Audit assessing the adequacy of controls mitigating the risks and the Audit Committee monitoring implementation of corrective actions.

Assurance Engagements:

- DPSA Delegations Framework;
- Disaster Risk Management;
- Transfer Payments, and
- Programme Performance, Monitoring and Evaluation.

Consulting Engagements:

- COSO Consulting Engagement;
- Public Participation – External Human Rights;
- District and Local Performance Monitoring.

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

In-Year Management and Monthly/Quarterly Report

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

Evaluation of Financial Statements

The Audit Committee has:

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

Provincial Forensics Services

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

Compliance

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

Performance Information

The Audit Committee's report on this matter will be finalised after the finalisation of the Audit Report.

Report of the Auditor-General South Africa

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 material findings.



Mr Francois Barnard
Chairperson of the Governance and
Administration Cluster Audit Committee
Department of Local Government
8 August 2019

Report of the Accounting Officer

1. General review of the state of financial affairs

The Department utilised 99.5% of its total budget allocation. The total underspending during 2018/19 financial year amounting to R1,481 million relates to Compensation of employees due to delays in the recruitment and selection process and Goods and services due to services that could not be finalised and paid by the 31 March 2019, which includes the earmarked funds allocated towards municipal support. Furthermore, the underspending on Provinces and municipalities relates to earmarked funds allocated to Beaufort West Municipality towards drought.

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

- Provinces and municipalities due to reprioritisation of funds to assist with the drought priority projects identified due to the severe drought mainly in the Central Karoo District.
- Payment of capital assets due to the procurement of computer equipment in terms of the departmental ICT refresh plan, for the additional staff to assist with the management of drought within DLG as well as the increased costs for GG vehicles. The virement was undertaken within the guidelines of Provincial Treasury.

The virement was undertaken within the guidelines of Provincial Treasury.

2. Capacity constraints

The under-spending on Compensation of Employees amounting to R926 thousand mainly due to the slower than anticipated filling of vacant posts and retraining of staff for the 2018/19 financial year.

3. Utilisation of donor funds

- None.

4. Trading entities and public entities

- None.

5. Organisations to whom transfer payments have been made

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

6. Public private partnerships (PPP)

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

7. Corporate governance arrangements

- This is covered under Section C.

8. Discontinued activities/activities to be discontinued

- No activities were discontinued during the 2018/19 financial year.

9. New/proposed activities

- None.

10. Events after the reporting date

- None.

11. Service Delivery Environment

Strengthening co-planning and co-implementation

Lessons from various platforms and programmes promoting integrated planning in 2018/19 have revealed that the Province stand to benefit from greater collaboration amongst key role-players. Previous financial years have focused on assessing the compliance and responsiveness of the municipal Integrated Development Plans (IDPs) with the provisions of section 26 of Local Government Municipal Systems Act, 32 of 2000 and community requirements while ensuring the alignment with the sector plans. The year

under review provided an opportunity for the Department, as part of its municipal function, to conduct a further assessment of IDPs with a view to determine how municipal priorities are informed by challenges identified through various processes and informants including the Municipal Economic Review Outlook analysis.

The prepare for the Provincial Strategic planning process an assessment was conducted to determine and prioritise the challenges and risks indicated by municipalities during the strategic and technical municipal engagements. Approximately twelve themes emerged from the assessments, where the provincial departments and municipalities further engaged on the priority areas identified. Going forward, the view is to have these priority areas influence the Annual Performance Plans and the Strategic Plans of both provincial and local government.

Towards strengthening Citizen Interface and improving access to government services

In an effort to strengthen citizen interface, the Department supported municipalities with a training programme on Integrated Community Development Planning (ICDP training) to public participation officials from municipalities in the Western Cape.

The main purpose of the programme was to encourage participatory democracy and the use of other mechanisms to enhance institutionalisation of public participation in municipalities. The focus was to train and build the capacity of municipal public participation officials, using various topics and modern approaches to public participation. The accredited training course offered through the University of Stellenbosch, specifically demonstrated the use of modern and relevant case studies, to ensure that public participation is firmly entrenched and institutionalised within municipalities.

The training was aimed at assisting municipalities in strengthening community participation and governance processes such as the IDPs, Budget Processes and Service Delivery projects. Furthermore, the training also aimed to promote

a conducive environment for communities to influence, direct, control and own development that should take place in their respective areas.

The Thusong Programme has been tailored to ensure that citizens of the Western Cape Province can seamlessly access a wide range of integrated services in one location, irrespective of where they live. For the year under review, the focus of the outreach events was on the farming community and rural communities reaching over fifty farms, and rural nodes. In addition, four emergency interventions were implemented in support of communities affected by the impact of drought, social unrest and fires.

In deepening the economic impact of the Thusong Programme, six municipalities were awarded funding for small scale job creation and for income generating economic development projects within rural areas.

Improving capacity in municipalities

The Western Cape Government continues to strengthen its approach to support municipalities in line with Section 154 of the Constitution, relevant legislation and the Department of Cooperative Governance National Capacity Building Framework. During 2015, in support of the national programme Back to Basics (B2B), a Provincial Support Framework / Strategy was developed and ten municipalities were identified in the Province for targeted support to strengthen institutional resilience. To date, four Municipalities have successfully exited the B2B Programme, namely Cape Agulhas in 2017/18 financial year, Swellendam in 2018/19 financial year, Oudtshoorn and Matzikama has been identified to exit the programme in 2019 / 20. Based on lessons learnt the Province will continue to refine its approach to ensure that impact made on the provision of support is consistently improved on.

To address individual capacity and the call in Chapter 13 of the National Development Plan to build a capable state and address relevant legislative requirements in this regard, during the year under review, the Department; in partnership with the Hanns Seidell Foundation, conducted a Winter School Programme for

councillors. The Winter School focused on ethical and responsible leadership. This partnership also entailed co-funding the Middle Management Mentoring and Coaching Programme, which was co-ordinated by an entity affiliated to the University of Stellenbosch's School of Public Leadership. A total of 11 mentees participated in the programme, 3 mentees were nominated from the Department of Local Government and 8 from municipalities across the Province. During the mentoring sessions, the mentees spent three days in a month at a municipality or at the provincial office of the South African Local Government Association (SALGA) under the mentorship of the Municipal Manager or a Senior Manager. Over the last three years the programme has made a significant contribution towards the development of a competent pool of middle managers in the Western Cape municipalities, thus contributing towards the overall strengthening of good municipal governance.

Regarding the monitoring and support provided to municipalities with the implementation of the Municipal Property Rates Amendment Act, 2014 (Act No. 29 of 2014) (MPRA), the Department received accolades from the Department of Cooperative Governance for the best performing Province in terms of monitoring and supporting municipalities with the implementation and compliance of the MPRA. Furthermore, of the twenty-five municipalities in the Western Cape Province, being supported with the MPRA, the Department successfully twenty-four Valuation Appeal Boards.

The Department supported municipal councils in fulfilling their roles and responsibilities, by assisting with the review of the municipal systems of delegations, which is critical in ensuring administrative and operational efficiency and providing for adequate checks and balances within a municipality. The Department has also, in conjunction with SALGA and Provincial Treasury, provided training to Municipal Public Accounts Committee (MPAC) members on the implementation of the MPAC guideline and toolkit published by the Department of Co-operative Governance.

Efforts towards streamlining reporting in the Province

In an effort to improve data governance as well as data management in the municipal space, the Department of Local Government in collaboration with the Provincial Treasury embarked on a process of integrating and migrating the existing Integrated Performance Support System (IPSS) and Municipal Governance Action Plan (MGAP) systems which are used to gather local government data into Western Cape Monitoring and Evaluation System (WCMES) hosted in the Western Cape Government IT environment.

The main aim of this process is to align and consolidate the non-financial and financial data emanating from municipalities and ensure that a more holistic view of the state of governance in municipalities in the Province is achieved. The integrated WCMES will also reduce the reporting fatigue currently being experienced in the municipal space.

Coordination of drought response in the Province

The Department of Local Government is the lead Department, responsible for the co-ordination of the drought response in the Province. Working with various stakeholders, during the 2017/18 and 2018/19 financial years, the Department developed an Integrated Drought Response Strategy based on a two-pronged approach to ensure domestic water security in all towns within the Western Cape. The approach focused on reducing water consumption through water conservation and demand management programmes, while simultaneously increasing the availability of water through water supply augmentation programmes.

The prolonged drought being experienced in the Greater Karoo for the past four years has had a disastrous effect on agriculture and is also impacting severely on the water supply to towns in the area. All of the Towns in the area rely, to a greater or lesser extent, on underground water extracted either via springs or from boreholes.

When water supply reached critical levels in January 2019 in Beaufort West, Laingsburg and Kannaland the Department established a Central

Karoo Drought Response Task Team under the leadership and guidance of the Department with the purpose to develop an Integrated Water Response Strategy for the entire Greater Karoo area.

In anticipation for the work to be performed by this Task Team, the Department deployed full time professional engineers to all the municipalities in the Karoo, supported by professional geo hydrologists to explore all potential engineering, governance and financial solutions in support of the work to be covered in the Response Strategy. As part of the approved strategy, several priority projects were identified for urgent commencement to ensure water security in the Central Karoo District.

Mobilisation of community support on drought and hazards

Developing community support and positive response around drought and hazards such as flood and fires is critical, therefore, raising awareness is important as it has been proven to change the knowledge and attitudes of people in responding to the related hazards or incidents.

Whilst other parts of the Province received reasonable rain to escape water scarcity, some parts, particularly those that receive rain in the summer season are still experiencing water shortages. As part of assisting municipalities with managing their water demand, in areas such as the Central Karoo, Oudtshoorn and Kannaland, the Department, in collaboration with the Department of the Premier (DotP) embarked on drought awareness campaigns to sensitise

residents and visitors about water scarcity. The fire, flood and drought awareness campaigns were also conducted in 80 schools in the Central Karoo District area reaching a total of 35 258 learners.

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 Annual Financial Statements set out on pages 129-182 have been approved by the Accounting Officer.



Mr Graham Paulse

ACCOUNTING OFFICER

DATE: 31 August 2019

Auditor General's Report

Report of the auditor-general to the Western Cape Province 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 129-175, which comprise the appropriation statement, the statement of financial position as at 31 March 2019, the statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, as well as the notes to the financial statements, including a summary of significant accounting policies.
2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Western Cape Department of Local Government as at 31 March 2019, and its financial performance and cash flows for the year then ended in accordance with the Modified Cash Standard (MCS) prescribed by the National Treasury and the requirements of the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA).

Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the auditor-general's responsibilities for the audit of the financial statements section of this auditor's report.
4. I am independent of the department in accordance with the International Ethics Standards Board for Accountants' Code of ethics for professional accountants (IESBA code) and the ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.

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

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 in pages 176-182 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 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 prescribed by the National Treasury and the requirements of the PFMA, and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
9. In preparing the financial statements, the accounting officer is responsible for assessing the Western Cape Department of Local Government'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.

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

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

Report on the audit of the annual performance report

Introduction and scope

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

relating to planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.

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 programmes presented in the annual performance report of the department for the year ended 31 March 2019:

Programmes	Pages in the annual performance report
Programme 2: local governance	39-51
Programme 3: development and planning	52-61

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 raise any material findings on the usefulness and reliability of the reported performance information for these programmes:
- Programme 2: local governance
 - Programme 3: development and planning

Other matter

17. I draw attention to the matter below.

Achievement of planned targets

18. Refer to the annual performance report on pages 39-51 and 52-61 for information on the achievement of planned targets for the year

and explanations provided for the under/over achievement of a number of targets.

Report on the audit of compliance with legislation

Introduction and scope

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

Other information

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

23. In connection with my audit, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements and the selected programmes presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.
24. If, based on the work I have performed, I conclude that there is a material misstatement in this other information, I am required to report that fact.
25. I have nothing to report in this regard.

Internal control deficiencies

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

Auditor General

Cape Town

31 July 2019



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

Annexure – Auditor-general’s responsibility for the audit

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

Financial statements

2. In addition to my responsibility for the audit of the financial statements as described in this auditor’s report, I also:
 - identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control
 - obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the department’s internal control
 - evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the accounting officer
 - conclude on the appropriateness of the accounting officer’s use of the going concern

basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Western Cape Department of Local Government’s ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor’s report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify the opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor’s report. However, future events or conditions may cause a department to cease continuing as a going concern

- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation

Communication with those charged with governance

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

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**

APPROPRIATION STATEMENT for the year ended 31 March 2019

Appropriation per programme

Voted funds and Direct charges	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Programme									
1. Administration	43,054	-	(154)	42,900	42,900	-	100	43,447	42,153
2. Local Governance	133,078	-	(1,161)	131,917	130,704	1,213	99.1	210,517	206,675
3. Development and Planning	103,709	-	1,315	105,024	104,757	267	99.7	105,748	94,984
4. Traditional Institutional Management	1	-	-	1	-	1	-	1	-
Total	279,842	-	-	279,842	278,361	1,481	99.5	359,713	343,812
Reconciliation with Statement of Financial Performance									
Add:									
Departmental receipts				2,725				1,007	
Actual amounts per Statement of Financial Performance (Total Revenue)				282,567				360,720	
Actual amounts per Statement of Financial Performance Expenditure					278,361				343,812

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**
APPROPRIATION STATEMENT for the year ended 31 March 2019
Appropriation per programme

Economic classification	2018/19							2017/18	
	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 R'000	Final Appropriation R'000	Actual Expenditure R'000
Current payments	231,354	(5,977)	(2,320)	223,057	221,628	1,429	99.4	223,703	207,802
Compensation of employees	170,860	(1,205)	(1,937)	167,718	166,792	926	99.4	156,757	149,620
Salaries and wages	148,057	(1,129)	(1,727)	145,201	144,275	926	99.4	135,323	128,739
Social contributions	22,803	(76)	(210)	22,517	22,517	-	100	21,434	20,881
Goods and services	60,494	(4,772)	(383)	55,339	54,836	503	99.1	66,946	58,182
Administrative fees	425	(10)	-	415	415	-	100	524	524
Advertising	1,322	347	-	1,669	1,669	-	100	5,031	5,031
Minor assets	156	(30)	-	126	126	-	100	149	149
Audit costs: External	2,170	269	-	2,439	2,439	-	100	2,806	2,806
Bursaries: Employees	326	(53)	-	273	273	-	100	195	195
Catering: Departmental activities	1,430	(4)	(82)	1,344	1,344	-	100	1,698	1,698
Communication (G&S)	1,189	(68)	-	1,121	1,121	-	100	1,001	1,001
Computer services	773	(65)	-	708	708	-	100	1,166	1,166
Consultants: Business and advisory services	18,322	(3,895)	-	14,427	14,125	302	97.9	12,789	11,415
Legal services	659	330	-	989	989	-	100	955	955
Contractors	12,783	73	-	12,856	12,856	-	100	20,800	13,991
Agency and support / outsourced services	-	18	-	18	18	-	100	-	-
Entertainment	83	(30)	-	53	53	-	100	44	44
Fleet services (including government motor transport)	3,007	(516)	-	2,491	2,491	-	100	2,599	2,599
Consumable supplies	1,107	(516)	-	591	591	-	100	673	673
Consumable: Stationery, printing and office supplies	525	10	-	535	535	-	100	577	577
Operating leases	358	(18)	-	340	340	-	100	359	359
Property payments	1,666	(155)	-	1,511	1,511	-	100	988	988
Transport provided: Departmental activity	694	(31)	-	663	663	-	100	271	271
Travel and subsistence	6,642	261	-	6,903	6,855	48	99.3	6,990	6,409
Training and development	3,551	(345)	(460)	2,746	2,593	153	94.4	3,096	3,096
Operating payments	2,474	(358)	159	2,275	2,275	-	100	3,046	3,046
Venues and facilities	752	15	-	767	767	-	100	1,094	1,094
Rental and hiring	80	(1)	-	79	79	-	100	95	95
Transfers and subsidies	44,830	5,498	1,937	52,265	52,213	52	99.9	132,220	132,220
Provinces and municipalities	43,859	5,401	1,937	51,197	51,145	52	99.9	131,102	131,102
Municipalities	43,859	5,401	1,937	51,197	51,145	52	99.9	131,102	131,102
Municipal bank accounts	43,859	5,401	1,937	51,197	51,145	52	99.9	131,102	131,102
Departmental agencies and accounts	403	-	-	403	403	-	100	417	417
Departmental agencies (non-business entities)	403	-	-	403	403	-	100	417	417
Non-profit institutions	400	-	-	400	400	-	100	414	414
Households	168	97	-	265	265	-	100	287	287
Social benefits	168	97	-	265	265	-	100	287	287
Payments for capital assets	3,593	493	383	4,469	4,469	-	100	3,761	3,761
Machinery and equipment	3,593	493	383	4,469	4,469	-	100	3,761	3,761
Transport equipment	2,213	332	-	2,545	2,545	-	100	2,240	2,240
Other machinery and equipment	1,380	161	383	1,924	1,924	-	100	1,521	1,521
Payment for financial assets	65	(14)	-	51	51	-	100	29	29
Total	279,842	-	-	279,842	278,361	1,481	99.5	359,713	343,812

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**

APPROPRIATION STATEMENT for the year ended 31 March 2019

Programme 1: Administration

Sub programme	2018/19							2017/18	
	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 R'000	Final Appropriation R'000	Actual Expenditure R'000
1. Office of the MEC	-	-	-	-	-	-	-	-	-
2. Corporate Services	43,054	-	(154)	42,900	42,900	-	100	43,447	42,153
Total	43,054	-	(154)	42,900	42,900	-	100	43,447	42,153

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**
APPROPRIATION STATEMENT for the year ended 31 March 2019

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	39,771	(485)	(654)	38,632	38,632	-	100	40,027	38,733
Compensation of employees	29,111	(6)	(654)	28,451	28,451	-	100	26,829	25,535
Salaries and wages	25,198	-	(621)	24,577	24,577	-	100	23,192	21,991
Social contributions	3,913	(6)	(33)	3,874	3,874	-	100	3,637	3,544
Goods and services	10,660	(479)	-	10,181	10,181	-	100	13,198	13,198
Administrative fees	138	(6)	-	132	132	-	100	194	194
Advertising	961	221	-	1,182	1,182	-	100	3,645	3,645
Minor assets	70	28	-	98	98	-	100	74	74
Audit costs: External	2,170	269	-	2,439	2,439	-	100	2,806	2,806
Bursaries: Employees	326	(53)	-	273	273	-	100	195	195
Catering: Departmental activities	33	4	-	37	37	-	100	115	115
Communication (G&S)	426	(31)	-	395	395	-	100	395	395
Computer services	331	7	-	338	338	-	100	345	345
Consultants: Business and advisory services	298	(226)	-	72	72	-	100	200	200
Contractors	6	-	-	6	6	-	100	23	23
Entertainment	18	(4)	-	14	14	-	100	11	11
Fleet services (including government motor transport)	2,822	(523)	-	2,299	2,299	-	100	2,324	2,324
Consumable supplies	46	(11)	-	35	35	-	100	111	111
Consumable: Stationery, printing and office supplies	387	(1)	-	386	386	-	100	509	509
Operating leases	239	(9)	-	230	230	-	100	257	257
Property payments	33	-	-	33	33	-	100	6	6
Transport provided: Departmental activity	61	1	-	62	62	-	100	-	-
Travel and subsistence	576	(30)	-	546	546	-	100	410	410
Training and development	770	63	-	833	833	-	100	786	786
Operating payments	770	(139)	-	631	631	-	100	636	636
Venues and facilities	179	(39)	-	140	140	-	100	156	156
Transfers and subsidies	22	6	-	28	28	-	100	18	18
Departmental agencies and accounts	3	-	-	3	3	-	100	3	3
Departmental agencies (non-business entities)	3	-	-	3	3	-	100	3	3
Households	19	6	-	25	25	-	100	15	15
Social benefits	19	6	-	25	25	-	100	15	15
Payments for capital assets	3,196	493	500	4,189	4,189	-	100	3,373	3,373
Machinery and equipment	3,196	493	500	4,189	4,189	-	100	3,373	3,373
Transport equipment	2,170	315	-	2,485	2,485	-	100	2,163	2,163
Other machinery and equipment	1,026	178	500	1,704	1,704	-	100	1,210	1,210
Payment for financial assets	65	(14)	-	51	51	-	100	29	29
Total	43,054	-	(154)	42,900	42,900	-	100	43,447	42,153

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**

APPROPRIATION STATEMENT for the year ended 31 March 2019

Subprogramme: 1.2: Corporate Services

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	39,771	(485)	(654)	38,632	38,632	-	100	40,027	38,733
Compensation of employees	29,111	(6)	(654)	28,451	28,451	-	100	26,829	25,535
Goods and services	10,660	(479)	-	10,181	10,181	-	100	13,198	13,198
Transfers and subsidies	22	6	-	28	28	-	100	18	18
Departmental agencies and accounts	3	-	-	3	3	-	100	3	3
Households	19	6	-	25	25	-	100	15	15
Payments for capital assets	3,196	493	500	4,189	4,189	-	100	3,373	3,373
Machinery and equipment	3,196	493	500	4,189	4,189	-	100	3,373	3,373
Payment for financial assets	65	(14)	-	51	51	-	100	29	29
Total	43,054	-	(154)	42,900	42,900	-	100	43,447	42,153

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT for the year ended 31 March 2019

Programme: 2: Local Governance

Economic classification	2018/19							2017/18	
	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	9,800	437	(438)	9,799	9,621	178	98.2	9,090	8,115
2. Public Participation	9,997	101	10	10,108	10,108	-	100	9,760	9,678
3. Capacity Development	12,300	(309)	(183)	11,808	11,671	137	98.8	11,823	11,480
4. Municipal Performance, Monitoring, Reporting and Evaluation	24,730	(149)	(218)	24,363	23,844	519	97.9	105,160	103,971
5. Service Delivery Integration	10,909	24	(40)	10,893	10,893	-	100	10,877	10,748
6. Community Development Worker Programme	65,342	(104)	(292)	64,946	64,567	379	99.4	63,807	62,683
Total	133,078	-	(1,161)	131,917	130,704	1,213	99.1	210,517	206,675

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**
APPROPRIATION STATEMENT for the year ended 31 March 2019

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	120,870	(2,985)	(1,116)	116,769	115,565	1,204	99.0	114,607	110,765
Compensation of employees	102,671	(83)	(1,283)	101,305	100,395	910	99.1	96,184	93,370
Salaries and wages	87,832	(62)	(1,106)	86,664	85,754	910	98.9	82,173	79,786
Social contributions	14,839	(21)	(177)	14,641	14,641	-	100	14,011	13,584
Goods and services	18,199	(2,902)	167	15,464	15,170	294	98.1	18,423	17,395
Administrative fees	191	(14)	-	177	177	-	100	208	208
Advertising	200	(29)	-	171	171	-	100	1,209	1,209
Minor assets	8	-	-	8	8	-	100	30	30
Catering: Departmental activities	686	41	-	727	727	-	100	862	862
Communication (G&S)	351	(8)	-	343	343	-	100	287	287
Computer services	176	(72)	-	104	104	-	100	562	562
Consultants: Business and advisory services	7,362	(2,183)	-	5,179	4,885	294	94.3	5,185	4,187
Legal services	659	330	-	989	989	-	100	955	955
Contractors	847	(94)	-	753	753	-	100	380	380
Agency and support / outsourced services	-	18	-	18	18	-	100	-	-
Entertainment	38	(13)	-	25	25	-	100	24	24
Fleet services (including government motor transport)	185	6	-	191	191	-	100	266	266
Consumable supplies	536	(508)	-	28	28	-	100	61	61
Consumable: Stationery, printing and office supplies	133	5	-	138	138	-	100	58	58
Operating leases	6	1	-	7	7	-	100	-	-
Property payments	184	(5)	-	179	179	-	100	127	127
Transport provided: Departmental activity	633	(32)	-	601	601	-	100	264	264
Travel and subsistence	3,538	31	-	3,569	3,569	-	100	3,683	3,653
Training and development	1,260	(402)	8	866	866	-	100	1,787	1,787
Operating payments	837	48	159	1,044	1,044	-	100	1,931	1,931
Venues and facilities	290	(21)	-	269	269	-	100	449	449
Rental and hiring	79	(1)	-	78	78	-	100	95	95
Transfers and subsidies	12,096	2,985	-	15,081	15,072	9	99.9	95,758	95,758
Provinces and municipalities	12,007	2,902	-	14,909	14,900	9	99.9	95,635	95,635
Municipalities	12,007	2,902	-	14,909	14,900	9	99.9	95,635	95,635
Municipal bank accounts	12,007	2,902	-	14,909	14,900	9	99.9	95,635	95,635
Households	89	83	-	172	172	-	100	123	123
Social benefits	89	83	-	172	172	-	100	123	123
Payments for capital assets	112	-	(45)	67	67	-	100	152	152
Machinery and equipment	112	-	(45)	67	67	-	100	152	152
Transport equipment	43	17	-	60	60	-	100	76	76
Other machinery and equipment	69	(17)	(45)	7	7	-	100	76	76
Total	133,078	-	(1,161)	131,917	130,704	1,213	99.1	210,517	206,675

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT for the year ended 31 March 2019

Subprogramme: 2.1: Municipal Administration

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	9,800	364	(438)	9,726	9,548	178	98.2	9,072	8,097
Compensation of employees	8,004	(73)	(438)	7,493	7,315	178	97.6	7,356	6,381
Goods and services	1,796	437	-	2,233	2,233	-	100	1,716	1,716
Transfers and subsidies	-	73	-	73	73	-	100	7	7
Households	-	73	-	73	73	-	100	7	7
Payments for capital assets	-	-	-	-	-	-	-	11	11
Machinery and equipment	-	-	-	-	-	-	-	11	11
Total	9,800	437	(438)	9,799	9,621	178	98.2	9,090	8,115

Subprogramme: 2.2: Public Participation

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	9,997	93	10	10,100	10,100	-	100	9,742	9,660
Compensation of employees	7,926	-	(157)	7,769	7,769	-	100	7,003	6,921
Goods and services	2,071	93	167	2,331	2,331	-	100	2,739	2,739
Transfers and subsidies	-	-	-	-	-	-	-	2	2
Households	-	-	-	-	-	-	-	2	2
Payments for capital assets	-	8	-	8	8	-	100	16	16
Machinery and equipment	-	8	-	8	8	-	100	16	16
Total	9,997	101	10	10,108	10,108	-	100	9,760	9,678

Subprogramme: 2.3: Capacity Development

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	12,295	(311)	(183)	11,801	11,664	137	98.8	11,809	11,466
Compensation of employees	10,317	(2)	(183)	10,132	9,995	137	98.6	9,455	9,112
Goods and services	1,978	(309)	-	1,669	1,669	-	100	2,354	2,354
Transfers and subsidies	5	2	-	7	7	-	100	14	14
Households	5	2	-	7	7	-	100	14	14
Total	12,300	(309)	(183)	11,808	11,671	137	98.8	11,823	11,480

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**
APPROPRIATION STATEMENT for the year ended 31 March 2019
Subprogramme: 2.4: Municipal Performance, Monitoring, Reporting and Evaluation

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	13,768	(3,052)	(218)	10,498	9,988	510	95.1	13,802	12,613
Compensation of employees	5,491	(1)	(218)	5,272	5,056	216	95.9	5,919	5,758
Goods and services	8,277	(3,051)	-	5,226	4,932	294	94.4	7,883	6,855
Transfers and subsidies	10,962	2,903	-	13,865	13,856	9	99.9	91,358	91,358
Provinces and municipalities	10,961	2,902	-	13,863	13,854	9	99.9	91,300	91,300
Households	1	1	-	2	2	-	100	58	58
Total	24,730	(149)	(218)	24,363	23,844	519	97.9	105,160	103,971

Subprogramme: 2.5: Service Delivery Integration

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
Current payments	9,861	10	(40)	9,831	9,831	-	100	9,585	9,456
Compensation of employees	7,437	-	(40)	7,397	7,397	-	100	7,439	7,310
Goods and services	2,424	10	-	2,434	2,434	-	100	2,146	2,146
Transfers and subsidies	1,046	-	-	1,046	1,046	-	100	1,275	1,275
Provinces and municipalities	1,046	-	-	1,046	1,046	-	100	1,275	1,275
Payments for capital assets	2	14	-	16	16	-	100	17	17
Machinery and equipment	2	14	-	16	16	-	100	17	17
Total	10,909	24	(40)	10,893	10,893	-	100	10,877	10,748

Subprogramme: 2.6: Community Development Worker Programme

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	65,149	(89)	(247)	64,813	64,434	379	99.4	60,597	59,473
Compensation of employees	63,496	(7)	(247)	63,242	62,863	379	99.4	59,012	57,888
Goods and services	1,653	(82)	-	1,571	1,571	-	100	1,585	1,585
Transfers and subsidies	83	7	-	90	90	-	100	3,102	3,102
Provinces and municipalities	-	-	-	-	-	-	-	3,060	3,060
Households	83	7	-	90	90	-	100	42	42
Payments for capital assets	110	(22)	(45)	43	43	-	100	108	108
Machinery and equipment	110	(22)	(45)	43	43	-	100	108	108
Total	65,342	(104)	(292)	64,946	64,567	379	99.4	63,807	62,683

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

APPROPRIATION STATEMENT for the year ended 31 March 2019

Programme 3: Development and Planning

Sub programme	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
1. Municipal Infrastructure	29,192	257	1,937	31,386	31,272	114	99.6	39,060	36,524
2. Disaster Management	67,156	(106)	(540)	66,510	66,357	153	99.8	59,627	51,635
3. Integrated Development Planning Coordination	7,361	(151)	(82)	7,128	7,128	-	100	7,061	6,825
Total	103,709	-	1,315	105,024	104,757	267	99.7	105,748	94,984

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**
APPROPRIATION STATEMENT for the year ended 31 March 2019

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	70,712	(2,507)	(550)	67,655	67,431	224	99.7	69,068	58,304
Compensation of employees	39,077	(1,116)	-	37,961	37,946	15	100	33,743	30,715
Salaries and wages	35,026	(1,067)	-	33,959	33,944	15	100	29,957	26,962
Social contributions	4,051	(49)	-	4,002	4,002	-	100	3,786	3,753
Goods and services	31,635	(1,391)	(550)	29,694	29,485	209	99.3	35,325	27,589
Administrative fees	96	10	-	106	106	-	100	122	122
Advertising	161	155	-	316	316	-	100	177	177
Minor assets	78	(58)	-	20	20	-	100	45	45
Catering: Departmental activities	711	(49)	(82)	580	580	-	100	721	721
Communication (G&S)	412	(29)	-	383	383	-	100	319	319
Computer services	266	-	-	266	266	-	100	259	259
Consultants: Business and advisory services	10,662	(1,486)	-	9,176	9,168	8	99.9	7,404	7,028
Contractors	11,930	167	-	12,097	12,097	-	100	20,397	13,588
Entertainment	27	(13)	-	14	14	-	100	9	9
Fleet services (including government motor transport)	-	1	-	1	1	-	100	9	9
Consumable supplies	525	3	-	528	528	-	100	501	501
Consumable: Stationery, printing and office supplies	5	6	-	11	11	-	100	10	10
Operating leases	113	(10)	-	103	103	-	100	102	102
Property payments	1,449	(150)	-	1,299	1,299	-	100	855	855
Transport provided: Departmental activity	-	-	-	-	-	-	-	7	7
Travel and subsistence	2,528	260	-	2,788	2,740	48	98.3	2,897	2,346
Training and development	1,521	(6)	(468)	1,047	894	153	85.4	523	523
Operating payments	867	(267)	-	600	600	-	100	479	479
Venues and facilities	283	75	-	358	358	-	100	489	489
Rental and hiring	1	-	-	1	1	-	100	-	-
Transfers and subsidies	32,712	2,507	1,937	37,156	37,113	43	99.9	36,444	36,444
Provinces and municipalities	31,852	2,499	1,937	36,288	36,245	43	99.9	35,467	35,467
Municipalities	31,852	2,499	1,937	36,288	36,245	43	99.9	35,467	35,467
Municipal bank accounts	31,852	2,499	1,937	36,288	36,245	43	99.9	35,467	35,467
Departmental agencies and accounts	400	-	-	400	400	-	100	414	414
Departmental agencies (non-business entities)	400	-	-	400	400	-	100	414	414
Non-profit institutions	400	-	-	400	400	-	100	414	414
Households	60	8	-	68	68	-	100	149	149
Social benefits	60	8	-	68	68	-	100	149	149
Payments for capital assets	285	-	(72)	213	213	-	100	236	236
Machinery and equipment	285	-	(72)	213	213	-	100	236	236
Transport equipment	-	-	-	-	-	-	-	1	1
Other machinery and equipment	285	-	(72)	213	213	-	100	235	235
Total	103,709	-	1,315	105,024	104,757	267	99.7	105,748	94,984

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**

APPROPRIATION STATEMENT for the year ended 31 March 2019

Subprogramme: 3.1: Municipal Infrastructure

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	26,246	(2,250)	-	23,996	23,925	71	99.7	18,110	15,574
Compensation of employees	14,683	(765)	-	13,918	13,903	15	99.9	11,235	9,050
Goods and services	11,563	(1,485)	-	10,078	10,022	56	99.4	6,875	6,524
Transfers and subsidies	2,946	2,507	1,937	7,390	7,347	43	99.4	20,949	20,949
Provinces and municipalities	2,917	2,499	1,937	7,353	7,310	43	99.4	20,807	20,807
Households	29	8	-	37	37	-	100	142	142
Payments for capital assets	-	-	-	-	-	-	-	1	1
Machinery and equipment	-	-	-	-	-	-	-	1	1
Total	29,192	257	1,937	31,386	31,272	114	99.6	39,060	36,524

Subprogramme: 3.2: Disaster Management

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	37,107	(106)	(468)	36,533	36,380	153	99.6	43,913	35,921
Compensation of employees	18,112	(200)	-	17,912	17,912	-	100	16,487	15,880
Goods and services	18,995	94	(468)	18,621	18,468	153	99.2	27,426	20,041
Transfers and subsidies	29,764	-	-	29,764	29,764	-	100	15,495	15,495
Provinces and municipalities	28,935	-	-	28,935	28,935	-	100	14,660	14,660
Departmental agencies and accounts	400	-	-	400	400	-	100	414	414
Non-profit institutions	400	-	-	400	400	-	100	414	414
Households	29	-	-	29	29	-	100	7	7
Payments for capital assets	285	-	(72)	213	213	-	100	219	219
Machinery and equipment	285	-	(72)	213	213	-	100	219	219
Total	67,156	(106)	(540)	66,510	66,357	153	99.8	59,627	51,635

Subprogramme: 3.3: Integrated Development Planning Coordination

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	7,359	(151)	(82)	7,126	7,126	-	100	7,045	6,809
Compensation of employees	6,282	(151)	-	6,131	6,131	-	100	6,021	5,785
Goods and services	1,077	-	(82)	995	995	-	100	1,024	1,024
Transfers and subsidies	2	-	-	2	2	-	100	-	-
Households	2	-	-	2	2	-	100	-	-
Payments for capital assets	-	-	-	-	-	-	-	16	16
Machinery and equipment	-	-	-	-	-	-	-	16	16
Total	7,361	(151)	(82)	7,128	7,128	-	100	7,061	6,825

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**

APPROPRIATION STATEMENT for the year ended 31 March 2019

Programme 4: Traditional Institutional Management

Sub programme	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
1. Traditional Institutional Administration	1	-	-	1	-	1	-	1	-
Total	1	-	-	1	-	1	-	1	-

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	1	-	-	1	-	1	-	1	-
Compensation of employees	1	-	-	1	-	1	-	1	-
Salaries and wages	1	-	-	1	-	1	-	1	-
Total	1	-	-	1	-	1	-	1	-

Subprogramme: 4.1: Traditional Institutional Administration

Economic classification	2018/19							2017/18	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments	1	-	-	1	-	1	-	1	-
Compensation of employees	1	-	-	1	-	1	-	1	-
Total	1	-	-	1	-	1	-	1	-

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE APPROPRIATION STATEMENT for the year ended 31 March 2019

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

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

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

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

3. Detail on payments for financial assets

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

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

4.1 Per programme

Per programme:	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Approp. %
ADMINISTRATION	42,900	42,900	-	-
LOCAL GOVERNANCE	131,917	130,704	1,213	0.9%
Explanation of variance: The underspending on Compensation of Employees is due to delays in the recruitment and selection process. The underspending on Goods and Services is due to appointment of service providers to develop a standardised Municipal Website Platform and Content System and litigation costs. Furthermore, the underspending relates to unspent earmarked funds.				
DEVELOPMENT AND PLANNING	105,024	104,757	267	0.3%
Explanation of variance: The underspending on Goods and Services is due to services that could not be finalised and paid by the 31 March 2019. Furthermore, the underspending relates to unspent earmarked funds.				

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**

NOTES TO THE APPROPRIATION STATEMENT for the year ended 31 March 2019

4.2 Per economic classification

Per economic classification:	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Approp. %
Current expenditure				
Compensation of employees	167,718	166,792	926	0.6%
Goods and Services	55,339	54,836	503	0.9%
Transfers and Subsidies				
Provinces and Municipalities	51,197	51,145	52	0.1%
Departmental agencies and accounts	403	403	-	0.0%
Non-profit institutions	400	400	-	0.0%
Households	265	265	-	0.0%
Payments for capital Assets				
Machinery and Equipment	4,469	4,469	-	0.0%
Payments for financial assets	51	51	-	0.0%

Explanation of variance: The underspending on Compensation of Employees is due to delays in the recruitment and selection process. The underspending on Goods and Services is mainly due to services that could not be finalised and paid by the 31 March 2019, which includes the earmarked funds allocated towards municipal support. Furthermore, the underspending on Provinces and municipalities relates to earmarked funds allocated to Beaufort West Municipality towards drought. The payments were processed on a claims basis as per the agreement between the Department and the Municipality.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

STATEMENT OF FINANCIAL PERFORMANCE for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
REVENUE			
Annual appropriation	1	279,842	359,713
Departmental revenue	2	2,725	1,007
TOTAL REVENUE		282,567	360,720
EXPENDITURE			
Current expenditure			
Compensation of employees	3	166,792	149,620
Goods and services	4	54,836	58,182
Total current expenditure		221,628	207,802
Transfers and subsidies			
Transfers and subsidies	6	52,213	132,220
Total transfers and subsidies		52,213	132,220
Expenditure for capital assets			
Tangible assets	7	4,469	3,761
Total expenditure for capital assets		4,469	3,761
Payments for financial assets	5	51	29
TOTAL EXPENDITURE		278,361	343,812
SURPLUS FOR THE YEAR		4,206	16,908
Reconciliation of Net Surplus for the year			
Voted Funds		1,481	15,901
Annual appropriation		1,481	15,901
Departmental revenue and PRF Receipts	12	2,725	1,007
SURPLUS FOR THE YEAR		4,206	16,908

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**
STATEMENT OF FINANCIAL POSITION for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
ASSETS			
Current Assets		1,692	15,911
Cash and cash equivalents	8	1,554	15,584
Prepayments and advances	9	-	25
Receivables	10	138	302
TOTAL ASSETS		1,692	15,911
LIABILITIES			
Current Liabilities		1,688	15,910
Voted funds to be surrendered to the Revenue Fund	11	1,481	15,901
Departmental revenue and PRF Receipts to be surrendered to the Revenue Fund	12	9	9
Payables	13	198	-
TOTAL LIABILITIES		1,688	15,910
NET ASSETS		4	1
Represented by:			
Recoverable revenue		4	1
TOTAL		4	1

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

STATEMENT OF CHANGES IN NET ASSETS for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
NET ASSETS			
Recoverable revenue			
Opening balance		1	143
Transfers		3	(142)
Debts revised		-	(136)
Debts recovered (included in departmental receipts)		(2)	(7)
Debts raised		5	1
Closing balance		4	1
TOTAL		4	1

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**

CASH FLOW STATEMENT for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
		282,623	360,741
Annual appropriated funds received	1.1	279,842	359,713
Departmental revenue received	2	2,781	1,027
Interest received	2.2	-	1
Net (increase)/decrease in working capital		387	487
Surrendered to Revenue Fund		(18,682)	(4,880)
Current payments		(221,628)	(207,802)
Payments for financial assets		(51)	(29)
Transfers and subsidies paid		(52,213)	(132,220)
Net cash flow available from operating activities	14	(9,564)	16,297
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	7	(4,469)	(3,761)
Proceeds from sale of capital assets	2	-	32
Net cash flows from investing activities		(4,469)	(3,729)
CASH FLOWS FROM FINANCING ACTIVITIES			
Decrease in net assets		3	(142)
Net cash flows from financing activities		3	(142)
Net increase in cash and cash equivalents		(14,030)	12,426
Cash and cash equivalents at beginning of period		15,584	3,158
Cash and cash equivalents at end of period	15	1,554	15,584

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

ACCOUNTING POLICIES for the year ended 31 March 2019

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.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

ACCOUNTING POLICIES for the year ended 31 March 2019

7. Revenue

7.1 Appropriated funds

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

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

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

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

ACCOUNTING POLICIES for the year ended 31 March 2019

8.2 Other expenditure

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

8.3 Accruals and payables not recognised

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

8.4 Leases

8.4.1 Operating leases

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

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

8.4.2 Finance leases

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

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.

Finance lease liabilities are not recognised in the statement of financial position and as such finance lease payments do not reduce liabilities in the statement of financial position. Payments to the lessors are recognised as payments for capital assets in the statement of financial performance and as a result are reflected as cash for investing activities in the cash flow statement.

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.

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**

ACCOUNTING POLICIES for the year ended 31 March 2019

10. Cash and cash equivalents

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

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

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

11. Prepayments and advances

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

Prepayments and advances are initially and subsequently measured at cost.

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

12. Loans and receivables

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

13. Investments

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

14. Financial assets

14.1 Financial assets (not covered elsewhere)

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

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.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

ACCOUNTING POLICIES for the year ended 31 March 2019

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 accurately, 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 is added to the cost of the asset at the end of the capital project unless the movable asset is recorded by another department/entity in which case the completed project costs are transferred to that department.

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 accurately, 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.

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14****ACCOUNTING POLICIES** for the year ended 31 March 2019**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 Commitments

Commitments (other than for transfers and subsidies) are recorded at cost in the notes to the financial statements when there is a contractual arrangement or an approval by management in a manner that raises a valid expectation that the department will discharge its responsibilities thereby incurring future expenditure that will result in the outflow of cash.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

ACCOUNTING POLICIES for the year ended 31 March 2019

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 for recovery.

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 therefore 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 or not condoned and is not recoverable.

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 policies, accounting estimates and errors

Changes in accounting policies that are effected by management have been applied retrospectively 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 change in policy. In such instances the department shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

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.

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**

ACCOUNTING POLICIES for the year ended 31 March 2019

23. Principal-Agent arrangements

The Department does not have any Principal-Agent arrangements.

24. Departures from the MCS requirements

The Department had no departures from the MCS requirements.

25. Capitalisation reserve

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

26. Recoverable revenue

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

A related party transaction is a transfer of resources, services or obligations between the reporting entity and a related party. 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.

Key management personnel are those persons having the authority and responsibility for planning, directing and controlling the activities of the department. The number of individuals and their full compensation 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 benefits obligation (accruals, payables not recognised and provisions) is disclosed in the Employee benefits note.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

1. Appropriation

1.1 Annual Appropriation

	2018/19			2017/18	
	Final Appropriation R'000	Actual Funds Received R'000	Funds not requested/ not received R'000	Final Appropriation R'000	Appropriation Received R'000
Programmes					
Administration	42,900	42,900	-	43,447	43,447
Local Governance	131,917	131,917	-	210,517	210,517
Development and Planning	105,024	105,024	-	105,748	105,748
Traditional Institutional Management	1	1	-	1	1
Total	279,842	279,842	-	359,713	359,713

	Note	2018/19 R'000	2017/18 R'000
2. Departmental Revenue			
Sales of goods and services other than capital assets	2.1	108	101
Interest, dividends and rent on land	2.2	-	1
Sales of capital assets	2.3	-	32
Transactions in financial assets and liabilities	2.4	2,673	926
Total revenue collected		2,781	1,060
Less: Own revenue included in appropriation	12	56	53
Departmental revenue collected		2,725	1,007
2.1 Sales of goods and services other than capital assets	2		
Sales of goods and services produced by the department		107	97
Other sales		107	97
Sales of scrap, waste and other used current goods		1	4
Total		108	101
Other sales consists of Commission on Insurance.			
2.2 Interest, dividends and rent on land	2		
Interest		-	1
Total		-	1
2.3 Sales of capital assets	2		
Tangible assets			32
Machinery and equipment	25	-	32
Total		-	32

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
2.4 Transactions in financial assets and liabilities	2		
Other Receipts including Recoverable Revenue		2,673	926
Total		2,673	926
Included in Other Receipts including Recoverable Revenue:			
Refund from University of Stellenbosch regarding Winter School for the amount of R70 804.			
Refunds received from Municipalities for unspent grants amounting to R2 510 810.			
3. Compensation of employees			
3.1 Salaries and wages			
Basic salary		118,014	105,293
Performance award		1,854	1,169
Service based		125	134
Compensative/circumstantial		1,696	2,622
Other non-pensionable allowances		22,586	19,521
Total		144,275	128,739
3.2 Social contributions			
Employer contributions			
Pension		14,567	13,482
Medical		7,918	7,369
Bargaining council		32	30
Total		22,517	20,881
Total compensation of employees		166,792	149,620
Average number of employees		359	355

The increase is due to the impact of the annual salary increase and filling of vacant posts.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
4 Goods and services			
Administrative fees		415	524
Advertising		1,669	5,031
Minor assets	4.1	126	149
Bursaries (employees)		273	195
Catering		1,344	1,698
Communication		1,121	1,001
Computer services	4.2	708	1,166
Consultants: Business and advisory services		14,125	11,415
Legal services		989	955
Contractors		12,856	13,991
Agency and support / outsourced services		18	-
Entertainment		53	44
Audit cost – external	4.3	2,439	2,806
Fleet services		2,491	2,599
Consumables	4.4	1,126	1,250
Operating leases		340	359
Property payments	4.5	1,511	988
Rental and hiring		79	95
Transport provided as part of the departmental activities		663	271
Travel and subsistence	4.6	6,855	6,409
Venues and facilities		767	1,094
Training and development		2,593	3,096
Other operating expenditure	4.7	2,275	3,046
Total		54,836	58,182

Prior:

Advertising for drought and fire awareness campaigns for the amount of R4.4 million.

Current:

Consultants includes R8.835 million for geohydrologists and geophysical surveys for drought support.

Contractors includes fire fighting amounting to R11,680 million.

Agency and support services includes the competency assessment done for the appointment of SMS officials.

Transport provided as part of the Thusong Programmes to assist communities with ID applications and collections.

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**
NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
4.1 Minor assets	4		
Tangible assets		126	149
Machinery and equipment		126	149
Total		126	149
4.2 Computer services	4		
SITA computer services		497	604
External computer service providers		211	562
Total		708	1,166
4.3 Audit cost – external	4		
Regularity audits		2,439	2,806
Total		2,439	2,806
4.4 Consumables	4		
Consumable supplies		591	673
Household supplies		65	128
Building material and supplies		479	477
IT consumables		12	62
Other consumables		35	6
Stationery, printing and office supplies		535	577
Total		1,126	1,250
4.5 Property payments	4		
Municipal services		29	2
Other		1482	986
Total		1511	988
Other includes fire fighting specifically for ground crew services (R887 490) and safeguarding and security (R428 410).			
4.6 Travel and subsistence	4		
Local		6,416	6,275
Foreign		439	134
Total		6,855	6,409
4.7 Other operating expenditure	4		
Professional bodies, membership and subscription fees		6	5
Resettlement costs		236	14
Other		2,033	3,027
Total		2,275	3,046

Included in Other is Printing and Publications:

Photocopies amounting to R252 124.

Know your ward committee campaign for the amount of R810 609.

Annual Performance Plan for the amount of R70 150.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
5. Payments for financial assets			
Other material losses written off	5.1	51	29
Total		51	29
5.1 Other material losses written off	5		
Nature of losses			
GG Vehicle damage		47	17
Damage to equipment		4	12
Total		51	29
Write-offs consists of: Damage to one laptop that was repaired amounting to R3 951. Damages to GG vehicles for the amount of R47 342.			
6. Transfers and Subsidies			
Provinces and municipalities	28	51,145	131,102
Departmental agencies and accounts	ANNEXURE 1B	403	417
Non-profit institutions	ANNEXURE 1C	400	414
Households	ANNEXURE 1D	265	287
Total		52,213	132,220

The decrease is due to funding received in the prior financial year for drought amounting to R106 510 000.

7. Expenditure for capital assets			
Tangible assets		4,469	3,761
Machinery and equipment		4,469	3,761
Total		4,469	3,761

The increase is due to the payment of daily tariffs, purchasing of computer equipment for Information Technology (IT) refresh and security upgrades at Disaster centre.

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

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

7.2 Analysis of funds utilised to acquire capital assets - 2017/18

	Voted Funds R'000	Aid assistance R'000	TOTAL R'000
Tangible assets	3,761	-	3,761
Machinery and equipment	3,761	-	3,761
Total	3,761	-	3,761

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**
NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
7.3 Finance lease expenditure included in Expenditure for capital assets			
Tangible assets			
Machinery and equipment		2,935	2,465
Total		2,935	2,465

8. Cash and cash equivalents

Consolidated Paymaster General Account		1,534	15,564
Cash on hand		20	20
Total		1,554	15,584

Prior year: Earmarked funding not spent.

9. Prepayments and advances

Travel and subsistence		-	25
Total		-	25

9.1 Prepayments (Expensed)

	Balance as at 1 April 2018 R'000	Less: Received in the current year R'000	Add/Less: Other R'000	Add: Current Year prepayments R'000	Amount as at 31 March 2019 R'000
<i>Listed per economic classification</i>					
Goods and services	1,369	(1,298)	(71)	5	5
	1,369	(1,298)	(71)	5	5

	Balance as at 1 April 2017 R'000	Less: Received in the current year R'000	Add/Less: Other R'000	Add: Current Year prepayments R'000	Amount as at 31 March 2018 R'000
<i>Listed per economic classification</i>					
Goods and services	250	(250)	-	1,369	1,369
	250	(250)	-	1,369	1,369

10. Receivables

	Note	2018/19			2017/18		
		Current R'000	Non- current R'000	Total R'000	Current R'000	Non- current R'000	Total R'000
Recoverable expenditure	10.1	43	-	43	51	-	51
Staff debt	10.2	93	-	93	110	-	110
Fruitless and wasteful expenditure	10.3	2	-	2	-	-	-
Other receivables	10.4	-	-	-	141	-	141
Total		138	-	138	302	-	302

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
10.1 Recoverable expenditure (disallowance accounts)	10		
Damages: GG Vehicles		20	34
Theft and damages: Assets		23	17
Total		43	51
10.2 Staff debt	10		
Bursaries		-	1
Leave without pay		1	59
Income Tax		14	11
Salary		78	36
Subsistence and Travel		-	3
Total		93	110
10.3 Fruitless and wasteful expenditure	10		
Opening balance		-	2
Less amounts recovered		-	(2)
Transfers from note 32 Fruitless and Wasteful expenditure		2	-
Total		2	-
10.4 Other receivables	10		
SARS		-	141
Total		-	141
10.5 Impairment of receivables	10		
Estimate of impairment of receivables		138	295
Total		138	295
<p>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.</p>			
11. Voted Funds to be surrendered to the Revenue Fund			
Opening balance		15,901	3,813
As restated		15,901	3,813
Transfer from statement of financial performance (as restated)		1,481	15,901
Paid during the year		(15,901)	(3,813)
Closing balance		1,481	15,901
12. Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund			
Opening balance		9	16
As restated		9	16
Transfer from Statement of Financial Performance (as restated)		2,725	1,007
Own revenue included in appropriation		56	53
Paid during the year		(2,781)	(1,067)
Closing balance		9	9
13. Payables – current			

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**
NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

Clearing accounts	13.1	198	-
Total		198	-
	Note	2018/19 R'000	2017/18 R'000
13.1 Clearing accounts	13		
Disallowance: Miscellaneous		174	-
Sal: Income Tax: CL		24	-
Total		198	-

Disallowance: Miscellaneous refers to a reimbursement received for unallocated credits by SARS.

14. Net cash flow available from operating activities

Net surplus/(deficit) as per Statement of Financial Performance		4,206	16,908
Add back non cash/cash movements not deemed operating activities		(13,770)	(611)
(Increase)/decrease in receivables		164	490
(Increase)/decrease in prepayments and advances		25	(3)
Increase/(decrease) in payables - current		198	-
Proceeds from sale of capital assets		-	(32)
Expenditure on capital assets		4,469	3,761
Surrenders to Revenue Fund		(18,682)	(4,880)
Own revenue included in appropriation		56	53
Net cash flow generated by operating activities		(9,564)	16,297

15. Reconciliation of cash and cash equivalents for cash flow purposes

Consolidated Paymaster General account		1,534	15,564
Cash on hand		20	20
Total		1,554	15,584

16. Contingent liabilities and contingent assets
16.1 Contingent liabilities

Liable to	Nature		
Intergovernmental payables (unconfirmed balances)	Annex 2	7	-
Total		7	-

16.2 Contingent assets

A total number of 85 PILIR cases were received by CSC, of which 51 were approved, 32 cases were declined and 2 are still pending.

These cases were all finalised but not measureable as at 31 March 2019. All cases were assessed by the current Health Risk Manager (Alexander Forbes).

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

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
17. Commitments			
Current expenditure			
Approved and contracted		886	1,669
		886	1,669
Capital Expenditure			
Approved and contracted		168	167
		168	167
Total Commitments		1,054	1,836

Included in current expenditure commitments are the following contracts:
R169 050 for cleaning service ending December 2020.
R39 009 for two PABX ending in February 2021.

18. Accruals and payables not recognised

18.1 Accruals

Listed by economic classification	30 days	30+ days	Total	Total
Goods and services	681	-	681	971
Capital assets	18	-	18	89
Total	699	-	699	1,060

Listed by programme level

Programme 1: Administration			126	311
Programme 2: Local Governance			479	380
Programme 3: Development and Planning			94	369
Total			699	1,060

18.2 Payables not recognised

Listed by economic classification	30 days	30+ days	Total	Total
Goods and services	131	-	131	391
Capital assets	-	-	-	9
Total	131	-	131	400

Listed by programme level

Programme 1: Administration			-	33
Programme 2: Local Governance			115	61
Programme 3: Development and Planning			16	306
Total			131	400

Included in the above totals are the following:

Confirmed balances with departments	Annex 2		1	6
Confirmed balances with other government entities	Annex 2		30	65
Total			31	71

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	Note	2018/19 R'000	2017/18 R'000
19. Employee benefits			
Leave entitlement		5,305	5,247
Service bonus		4,166	3,980
Performance awards		889	906
Capped leave commitments		1,434	1,368
Other		81	384
Total		11,875	11,885

At this stage, the Department is not able to reliably measure the long term portion of the long service awards. Included in Other is long service awards payable in 2019/20 financial year amounting to R20 820. Leave entitlement includes leave with negative balances amounting to R331 556.

20. Lease commitments
20.1 Operating leases

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

2017/18	Specialised military assets R'000	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total R'000
Not later than 1 year	-	-	-	294	294
Later than 1 year and not later than 5 years	-	-	-	360	360
Total lease commitments	-	-	-	654	654

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

20.2 Finance leases

2018/19	Specialised military assets R'000	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total R'000
Not later than 1 year	-	-	-	2,982	2,982
Later than 1 year and not later than 5 years	-	-	-	4,106	4,106
Later than five years	-	-	-	7,088	7,088
2017/18					
Not later than 1 year	-	-	-	2,325	2,325
Later than 1 year and not later than 5 years	-	-	-	3,998	3,998
Later than five years	-	-	-	6,323	6,323

The Department leased 37 vehicles from Government Motor Transport (GMT) as at 31 March 2019 (March 2018: 38).

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 vehicle for the most of the useful life of the vehicle. 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. Included in finance leases are cellphones and data cards.

	Note	2018/19 R'000	2017/18 R'000
21. Irregular expenditure			
21.1 Reconciliation of irregular expenditure			
Opening balance		7	63
As restated		7	63
Add: Irregular expenditure - relating to prior year		42	-
Add: Irregular expenditure - relating to current year		40	-
Less: Prior year amounts condoned		(9)	(56)
Less: Amounts not condoned and not recoverable		(40)	-
Irregular expenditure awaiting condonation		40	7
Analysis of awaiting condonation per age classification			
Current year		33	-
Prior years		7	7
Total		40	7

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21.2 Details of irregular expenditure – added current year (relating to current and prior years)

		2018/19 R'000
Incident	Disciplinary steps taken/criminal proceedings	
Non compliance to Supply Chain Management	Not yet finalised	10
Non compliance to preferential procurement regulations: local content	None	32
Non compliance to Cost Containment	None	40
Total		82

21.3 Details of irregular expenditure condoned

		2018/19 R'000
Incident	Condoned by (condoning authority)	
Non compliance to Supply Chain Management policy	Accounting Officer	9
Total		9

21.4 Details of irregular expenditure removed – not recoverable (not condoned)

		2018/19 R'000
Incident	Not condoned by (condoning authority)	
Non compliance to Cost Containment	Accounting Officer	40
Total		40

21.5 Details of irregular expenditure under assessment (not included in the main note)

		2018/19 R'000
Incident		
Possible non compliance to Supply Chain Delegations		2
Total		2

Note	2018/19 R'000	2017/18 R'000
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22. Fruitless and wasteful expenditure
22.1 Reconciliation of fruitless and wasteful expenditure

Opening balance		-	-
Fruitless and wasteful expenditure – relating to current year		2	-
Less: Amounts transferred to receivables for recovery	10.3	(2)	-
Closing balance		-	-

22.2 Analysis of Current year's (relating to current & prior years) fruitless and wasteful expenditure

		2018/19 R'000
Incident	Disciplinary steps taken/criminal proceedings	
Non submission of documentation resulting in fruitless and wasteful expenditure	Amounts are being recovered from officials	2
Total		2

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

22.3 Details of fruitless and wasteful expenditure under investigation (not in the main note)

Incident

Non-attendance of training by officials	26
GMT petrol card claim	7
Total	33

23. Related party transactions

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

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

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

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

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

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

24. Key management personnel

	No. of Individuals	2018/19 R'000	2017/18 R'000
Officials:			
Level 15 to 16	1	1,615	1,596
Level 14 (incl CFO if at a lower level)	4	5,074	4,647
Total		6,689	6,243

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

25. Movable Tangible Capital Assets
MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019

	Opening balance R'000	Value adjustments R'000	Additions R'000	Disposals R'000	Closing balance R'000
	-	-	-	-	-
MACHINERY AND EQUIPMENT	23,474	-	2,736	917	25,293
Transport assets	6,713	-	1,209	831	7,091
Computer equipment	8,231	-	1,082	86	9,227
Furniture and office equipment	3,798	-	12	-	3,810
Other machinery and equipment	4,732	-	433	-	5,165
	-	-	-	-	-
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	23,474	-	2,736	917	25,293

Movable Tangible Capital Assets under investigation

	Number	Value R'000
Included in the above total of the movable tangible capital assets per the asset register are assets that are under investigation:		
Machinery and equipment	25	291

7 Assets not presented for verification during the annual asset verification.

18 Assets under investigation (loss control cases).

25.1 Additions
ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019

	Cash R'000	Non-cash R'000	(Capital work-in- progress current costs and finance lease payments) R'000	Received current, not paid (Paid current year, received prior year R'000	Total R'000
MACHINERY AND EQUIPMENT	4,469	1,210	(2,936)	(7)	2,736
Transport assets	2,545	1,210	(2,546)	-	1,209
Computer equipment	1,089	-	-	(7)	1,082
Furniture and office equipment	12	-	-	-	12
Other machinery and equipment	823	-	(390)	-	433
	-	-	-	-	-
TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS	4,469	1,210	(2,936)	(7)	2,736

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

25.2 Disposals

DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019

	Sold for cash R'000	Non-cash disposal R'000	Total disposals R'000	Cash received Actual R'000
MACHINERY AND EQUIPMENT	-	917	917	-
Transport assets	-	831	831	-
Computer equipment	-	86	86	-
TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS	-	917	917	-

25.3 Movement for 2017/18

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2018

	Opening balance R'000	Prior period error R'000	Additions R'000	Disposals R'000	Closing balance R'000
MACHINERY AND EQUIPMENT	21,341	229	2,768	864	23,474
Transport assets	5,830	-	1,432	549	6,713
Computer equipment	7,581	19	929	298	8,231
Furniture and office equipment	3,646	-	152	-	3,798
Other machinery and equipment	4,284	210	255	17	4,732
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	21,341	229	2,768	864	23,474

25.3.1 Prior period error

	R'000
Nature of prior period error	
Relating to 2017/18 (affecting the opening balance)	229
Minor assets reclassified as major assets due to capitalisation	229
Total	229

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

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

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Opening balance	-	-	-	5,837	-	5,837
Additions	-	-	-	126	-	126
TOTAL MINOR ASSETS	-	-	-	5,963	-	5,963
Number of minor assets at cost	-	-	-	3,386	-	3,386
TOTAL NUMBER OF MINOR ASSETS	-	-	-	3,386	-	3,386

Minor capital assets under investigation
Number
**Value
R'000**
Included in the above total of the minor capital assets per the asset register are assets that are under investigation:

Machinery and equipment	35	70
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22 Assets not presented for verification during the annual asset verification.

13 Assets under investigation (loss control cases).

Minor assets
MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2018

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Opening balance	-	-	-	5,947	-	5,947
Prior period error	-	-	-	(229)	-	(229)
Additions	-	-	-	148	-	148
Disposals	-	-	-	29	-	29
TOTAL MINOR ASSETS	-	-	-	5,837	-	5,837
Number of minor assets at cost	-	-	-	3,449	-	3,449
TOTAL NUMBER OF MINOR ASSETS	-	-	-	3,449	-	3,449

25.4.1 Prior period error
**2017/18
R'000**
Nature of prior period error

Relating to 2017/18 (affecting the opening balance)

(229)

Minor assets reclassified as major assets due to capitalisation

(229)
Total
(229)

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

25.5 Movable assets written off

MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2019

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

MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2018

	Specialised Military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Assets written off	-	-	-	56	-	56
TOTAL MOVABLE ASSETS WRITTEN OFF	-	-	-	56	-	56

26. Intangible Capital Assets

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

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

26.1 Movement for 2017/18

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2018

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

27. Prior period errors

27.1 Correction of prior period errors

	Note	Amount before error correction R'000	Prior period error R'000	Restated amount R'000
Assets:				
Movable Tangible Capital Assets	25.3.1	16,533	229	16,762
Minor assets	25.4.1	6,066	(229)	5,837
Net effect		22,599	-	22,599

Minor assets reclassified as major assets due to capitalisation.

**WESTERN CAPE GOVERNMENT
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28 Statement of Conditional Grants and other transfers to municipalities

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER		
	DoRA and other transfers	Roll Overs	Adjustments	Total Available	Actual Transfer	Funds Withheld	Re-allocations by National Treasury or National Department
	R'000	R'000	R'000	R'000	R'000	R'000	R'000
CDW Operational support Grant							
Beaufort West	204	-	(204)	-	-	-	-
Bitou	19	-	(19)	-	-	-	-
Breede Valley	93	-	(93)	-	-	-	-
Cape Agulhas	56	-	(56)	-	-	-	-
Cape Winelands District	74	-	(74)	-	-	-	-
Cederberg	167	-	(167)	-	-	-	-
City of Cape Town	1,036	-	(1,036)	-	-	-	-
Drakenstein	111	-	(111)	-	-	-	-
George	93	-	(93)	-	-	-	-
Hessequa	19	-	(19)	-	-	-	-
Kannaland	111	-	(111)	-	-	-	-
Knysna	56	-	(56)	-	-	-	-
Laingsburg	93	-	(93)	-	-	-	-
Langeberg	19	-	(19)	-	-	-	-
Matzikama	111	-	(111)	-	-	-	-
Mossel Bay	56	-	(56)	-	-	-	-
Oudtshoorn	56	-	(56)	-	-	-	-
Overberg District	56	-	(56)	-	-	-	-
Overstrand	74	-	(74)	-	-	-	-
Prince Albert	74	-	(74)	-	-	-	-
Saldanha Bay	74	-	(74)	-	-	-	-
Stellenbosch	56	-	(56)	-	-	-	-
Swartland	37	-	(37)	-	-	-	-
Theewaterskloof	130	-	(130)	-	-	-	-
West Coast	37	-	(37)	-	-	-	-
Witzenberg	148	-	(148)	-	-	-	-
Thusong Operational Support Grant							
Beaufort West	110	-	(110)	-	-	-	-
Bitou	100	-	-	100	100	-	-
Breede Valley	100	-	-	100	100	-	-
Cederberg	110	-	-	110	110	-	-

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

28 Statement of Conditional Grants and other transfers to municipalities

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER		
	DoRA and other transfers	Roll Overs	Adjustments	Total Available	Actual Transfer	Funds Withheld	Re-allocations by National Treasury or National Department
	R'000	R'000	R'000	R'000	R'000	R'000	R'000
George	200	-	-	200	200	-	-
Kannaland	110	-	-	110	110	-	-
Overstrand	100	-	-	100	100	-	-
Prince Albert	110	-	-	110	110	-	-
Swartland	106	-	-	106	106	-	-
Swellendam	-	-	110	110	110	-	-
Municipal Infrastructure Support Grant							
Oudtshoorn	-	-	617	617	617	-	-
Saldanha	-	-	800	800	800	-	-
Municipal Service Delivery and Capacity Building Grant							
Beaufort West	-	-	250	250	250	-	-
Bitou	-	-	72	72	72	-	-
Breedee Valley	-	-	822	822	822	-	-
Cape Agulhas	-	-	750	750	750	-	-
Cape Winelands District	-	-	472	472	472	-	-
Cederberg	-	-	72	72	72	-	-
Central Karoo District	-	-	72	72	72	-	-
Drakenstein	-	-	72	72	72	-	-
George	-	-	322	322	322	-	-
Hessequa	-	-	788	788	788	-	-
Kannaland	-	-	1,300	1,300	1,300	-	-
Laingsburg	-	-	202	202	202	-	-
Mossel Bay	-	-	272	272	272	-	-
Oudtshoorn	-	-	972	972	972	-	-
Overberg District	-	-	1,772	1,772	1,772	-	-
Overstrand	-	-	272	272	272	-	-
Prince Albert	-	-	171	171	171	-	-
Stellenbosch	-	-	72	72	72	-	-
Swartland	-	-	72	72	72	-	-
Swellendam	-	-	822	822	822	-	-
Theewaterskloof	-	-	570	570	570	-	-
West Coast District	-	-	522	522	522	-	-

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

28 Statement of Conditional Grants and other transfers to municipalities

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER		
	DoRA and other transfers	Roll Overs	Adjustments	Total Available	Actual Transfer	Funds Withheld	Re-allocations by National Treasury or National Department
	R'000	R'000	R'000	R'000	R'000	R'000	R'000
Fire Service Capacity Building Grant							
Drakenstein	1,483	-	-	1,483	1,483	-	-
Garden Route District	1,483	-	-	1,483	1,483	-	-
Overberg District	1,483	-	-	1,483	1,483	-	-
Stellenbosch	3,003	-	-	3,003	3,003	-	-
West Coast District	1,483	-	-	1,483	1,483	-	-
Disaster Management Grant							
City of Cape Town	-	-	5,000	5,000	5,000	-	-
Garden Route District	-	-	10,000	10,000	10,000	-	-
Knysna	-	-	5,000	5,000	5,000	-	-
Municipal Drought Relief Grant							
Beaufort West	-	-	1,750	1,750	1,698	-	-
Fire and Drought Relief Grant							
Beaufort West	-	-	1,913	1,913	1,913	-	-
Cederberg	-	-	680	680	680	-	-
Kannaland	-	-	3,245	3,245	3,245	-	-
Laingsburg	-	-	1,500	1,500	1,500	-	-
Total	13,041	-	38,156	51,197	51,145		-

Eden District Municipality is now called Garden Route District Municipality

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

ANNEXURE 1A

STATEMENT OF CONDITIONAL GRANTS AND OTHER TRANSFERS TO MUNICIPALITIES

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER				SPENT				2017/18	
	DoRA and other transfers	Roll Overs	Adjustments	Total Available	Actual Transfer	Funds Withheld	Re-allocations by National Treasury or National Department	Amount received by Municipality	Amount spent by municipality	Unspent funds	% of available funds spent by municipality	Division of Revenue Act	Actual Transfer	
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
CDW Operational Support Grant														
Beaufort West	204	-	(204)	-	-	-	-	-	-	-	-	-	204	204
Bitou	19	-	(19)	-	-	-	-	-	-	-	-	-	19	19
Breede Valley	93	-	(93)	-	-	-	-	-	-	-	-	-	93	93
Cape Agulhas	56	-	(56)	-	-	-	-	-	-	-	-	-	56	56
Cape Winelands District	74	-	(74)	-	-	-	-	-	-	-	-	-	74	74
Cederberg	167	-	(167)	-	-	-	-	-	-	-	-	-	167	167
City of Cape Town	1,036	-	(1,036)	-	-	-	-	-	-	-	-	-	1,036	1,036
Drakenstein	111	-	(111)	-	-	-	-	-	-	-	-	-	111	111
George	93	-	(93)	-	-	-	-	-	-	-	-	-	93	93
Hessequa	19	-	(19)	-	-	-	-	-	-	-	-	-	-	-
Kannaland	111	-	(111)	-	-	-	-	-	-	-	-	-	111	111
Knysna	56	-	(56)	-	-	-	-	-	-	-	-	-	56	56
Laingsburg	93	-	(93)	-	-	-	-	-	-	-	-	-	93	93
Langeberg	19	-	(19)	-	-	-	-	-	-	-	-	-	19	19
Matzikama	111	-	(111)	-	-	-	-	-	-	-	-	-	111	111
Mossel Bay	56	-	(56)	-	-	-	-	-	-	-	-	-	56	56
Oudtshoorn	56	-	(56)	-	-	-	-	-	-	-	-	-	56	56
Overberg District	56	-	(56)	-	-	-	-	-	-	-	-	-	56	56
Overstrand	74	-	(74)	-	-	-	-	-	-	-	-	-	74	74
Prince Albert	74	-	(74)	-	-	-	-	-	-	-	-	-	74	74
Saldanha Bay	74	-	(74)	-	-	-	-	-	-	-	-	-	74	74
Stellenbosch	56	-	(56)	-	-	-	-	-	-	-	-	-	56	56
Swartland	37	-	(37)	-	-	-	-	-	-	-	-	-	37	37
Theewaterskloof	130	-	(130)	-	-	-	-	-	-	-	-	-	130	130
West Coast	37	-	(37)	-	-	-	-	-	-	-	-	-	56	56
Witzenberg	148	-	(148)	-	-	-	-	-	-	-	-	-	148	148
Thusong Operational Support Grant														
Beaufort West	110	-	(110)	-	-	-	-	-	-	-	-	-	330	330
Bitou	100	-	-	100	100	-	-	100	96	4	96%	-	-	
Breede Valley	100	-	-	100	100	-	-	100	100	-	100%	-	-	
Cederberg	110	-	-	110	110	-	-	110	51	59	46%	109	109	
George	200	-	-	200	200	-	-	200	147	53	74%	212	212	
Kannaland	110	-	-	110	110	-	-	110	110	-	100%	212	212	
Matzikama	-	-	-	-	-	-	-	-	-	-	-	100	100	
Oudtshoorn	-	-	-	-	-	-	-	-	-	-	-	100	100	
Overstrand	100	-	-	100	100	-	-	100	100	-	100%	-	-	

**WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14**
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

ANNEXURE 1A
STATEMENT OF CONDITIONAL GRANTS AND OTHER TRANSFERS TO MUNICIPALITIES

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER				SPENT				2017/18	
	DoRA and other transfers	Roll Overs	Adjustments	Total Available	Actual Transfer	Funds Withheld	Re-allocations by National Treasury or National Department	Amount received by Municipality	Amount spent by municipality	Unspent funds	% of available funds spent by municipality	Division of Revenue Act	Actual Transfer	
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Prince Albert	110	-	-	110	110	-	-	110	97	13	88%	-	-	
Swartland	106	-	-	106	106	-	-	106	-	106	0%	-	-	
Swellendam	-	-	110	110	110	-	-	110	-	110	0%	-	-	
Theewaterskloof	-	-	-	-	-	-	-	-	-	-	-	212	212	
Municipal Infrastructure Support Grant														
Cederberg	-	-	-	-	-	-	-	-	-	-	-	797	797	
Hessequa	-	-	-	-	-	-	-	-	-	-	-	600	600	
Oudtshoorn	-	-	617	617	617	-	-	617	333	284	54%	-	-	
Saldanha	-	-	800	800	800	-	-	800	35	765	4%	-	-	
Municipal Drought Relief Grant														
Knysna	-	-	-	-	-	-	-	-	-	-	-	2,600	2,600	
Matzikama	-	-	-	-	-	-	-	-	-	-	-	2,000	2,000	
Saldanha Bay	-	-	-	-	-	-	-	-	-	-	-	3,010	3,010	
Emergency Disaster Relief Grant														
Beaufort West	-	-	-	-	-	-	-	-	-	-	-	2,000	2,000	
Kannaland	-	-	-	-	-	-	-	-	-	-	-	1,300	1,300	
Langeberg	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000	
Theewaterskloof	-	-	-	-	-	-	-	-	-	-	-	2,700	2,700	
Ground Water Level Monitoring Grant														
Central Karoo District	-	-	-	-	-	-	-	-	-	-	-	800	800	
Municipal Service Delivery and Capacity Building Grant														
Beaufort West	-	-	250	250	250	-	-	250	-	250	0%	480	1,730	
Bitou	-	-	72	72	72	-	-	72	-	72	0%	66	426	
Breedee Valley	-	-	822	822	822	-	-	822	-	822	0%	66	4,176	
Cape Agulhas	-	-	750	750	750	-	-	750	-	750	0%	-	3,750	
Cape Winelands District	-	-	472	472	472	-	-	472	-	472	0%	66	2,426	
Cederberg	-	-	72	72	72	-	-	72	-	72	0%	66	426	
Central Karoo District	-	-	72	72	72	-	-	72	-	72	0%	66	426	
Drakenstein	-	-	72	72	72	-	-	72	51	21	71%	66	427	
Garden Route District	-	-	-	-	-	-	-	-	-	-	-	-	-	
George	-	-	322	322	322	-	-	322	-	322	0%	-	1,610	
Hessequa	-	-	788	788	788	-	-	788	-	788	0%	66	4,006	
Kannaland	-	-	1,300	1,300	1,300	-	-	1,300	-	1,300	0%	550	7,050	
Laingsburg	-	-	202	202	202	-	-	202	-	202	0%	66	1,076	

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

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ANNEXURE 1A

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NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2017/18	
	DoRA and other transfers	Roll Overs	Adjustments	Total Available	Actual Transfer	Funds Withheld	Re-allocations by National Treasury or National Department	Amount received by Municipality	Amount spent by municipality	Unspent funds	% of available funds spent by municipality	Division of Revenue Act	Actual Transfer
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Matzikama	-	-	-	-	-	-	-	-	-	-		250	250
Mossel Bay	-	-	272	272	272	-	-	272	-	272	0%	66	1,426
Oudtshoorn	-	-	972	972	972	-	-	972	-	972	0%	66	4,926
Overberg District	-	-	1,772	1,772	1,772	-	-	1,772	68	1,704	4%	66	8,926
Overstrand	-	-	272	272	272	-	-	272	-	272	0%	426	1,786
Prince Albert	-	-	171	171	171	-	-	171	140	31	82%	-	856
Saldanha Bay	-	-	-	-	-	-	-	-	-	-		466	466
Stellenbosch	-	-	72	72	72	-	-	72	-	72	0%	-	360
Swartland	-	-	72	72	72	-	-	72	-	72	0%	-	360
Swellendam	-	-	822	822	822	-	-	822	-	822	0%	66	4,176
Theewaterskloof	-	-	570	570	570	-	-	570	-	570	0%	370	3,220
West Coast District	-	-	522	522	522	-	-	522	-	522	0%	330	2,940
Witzenberg	-	-	-	-	-	-	-	-	-	-		286	286
Fire Service Capacity Building Grant													
Beaufort West	-	-	-	-	-	-	-	-	-	-		800	800
Bitou	-	-	-	-	-	-	-	-	-	-		1,450	1,450
Cape Winelands District	-	-	-	-	-	-	-	-	-	-		800	800
Central Karoo District	-	-	-	-	-	-	-	-	-	-		800	800
Drakenstein	1,483	-	-	1,483	1,483	-	-	1,483	1,483	-	100%	-	7,416
Garden Route District	1,483	-	-	1,483	1,483	-	-	1,483	-	1,483	0%	800	8,215
George	-	-	-	-	-	-	-	-	-	-		800	800
Langeberg	-	-	-	-	-	-	-	-	-	-		800	800
Mossel Bay	-	-	-	-	-	-	-	-	-	-		800	800
Overberg District	1,483	-	-	1,483	1,483	-	-	1,483	1,271	212	86%	800	8,216
Overstrand	-	-	-	-	-	-	-	-	-	-		800	800
Saldanha Bay	-	-	-	-	-	-	-	-	-	-		800	800
Stellenbosch	3,003	-	-	3,003	3,003	-	-	3,003	-	3,003	0%	800	15,815
Swartland	-	-	-	-	-	-	-	-	-	-		800	800
West Coast District	1,483	-	-	1,483	1,483	-	-	1,483	1,483	-	100%	1,450	8,866
Disaster Management Grant													
Central Karoo District	-	-	-	-	-	-	-	-	-	-		70	70
City of Cape Town	-	-	5,000	5,000	5,000	-	-	5,000	4,367	633	87%	-	-
Garden Route District	-	-	10,000	10,000	10,000	-	-	10,000	8,000	2,000	80%	2,000	2,000
Knysna	-	-	5,000	5,000	5,000	-	-	5,000	-	5,000	0%	-	-
Overberg District	-	-	-	-	-	-	-	-	-	-		90	90

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ANNEXURE 1A
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NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2017/18	
	DoRA and other transfers	Roll Overs	Adjustments	Total Available	Actual Transfer	Funds Withheld	Re-allocations by National Treasury or National Department	Amount received by Municipality	Amount spent by municipality	Unspent funds	% of available funds spent by municipality	Division of Revenue Act	Actual Transfer
Municipal Drought Relief Grant													
Beaufort West	-	-	1,750	1,750	1,698	-	-	1,698	1,698	-	100%	2,000	2,000
Cederberg	-	-	-	-	-	-	-	-	-	-	-	6,000	6,000
Drakenstein	-	-	-	-	-	-	-	-	-	-	-	14,780	14,780
Hessequa	-	-	-	-	-	-	-	-	-	-	-	7,500	7,500
Laingsburg	-	-	-	-	-	-	-	-	-	-	-	7,300	7,300
Langeberg	-	-	-	-	-	-	-	-	-	-	-	4,200	4,200
Matzikama	-	-	-	-	-	-	-	-	-	-	-	10,720	10,720
Prince Albert	-	-	-	-	-	-	-	-	-	-	-	2,000	2,000
Saldanha Bay	-	-	-	-	-	-	-	-	-	-	-	20,300	20,300
Swartland	-	-	-	-	-	-	-	-	-	-	-	7,700	7,700
Municipal Drought - Capacity Support Grant													
Beaufort West	-	-	-	-	-	-	-	-	-	-	-	1,300	1,300
Bitou	-	-	-	-	-	-	-	-	-	-	-	1,800	1,800
Kannaland	-	-	-	-	-	-	-	-	-	-	-	2,500	2,500
Knysna	-	-	-	-	-	-	-	-	-	-	-	1,000	1,000
Fire and Drought Relief Grant													
Beaufort West	-	-	1,913	1,913	1,913	-	-	1,913	1,896	17	99%	-	-
Cederberg	-	-	680	680	680	-	-	680	680	-	100%	-	-
Kannaland	-	-	3,245	3,245	3,245	-	-	3,245	3,025	220	93%	-	-
Laingsburg	-	-	1,500	1,500	1,500	-	-	1,500	1,361	139	91%	-	-
Total	13,041	-	38,156	51,197	51,145	-	-	51,145	26,592	24,553		131,102	131,102

Eden District Municipality is now called Garden Route District Municipality

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

ANNEXURE 1B

STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNT

DEPARTMENT/AGENCY/ ACCOUNT	TRANSFER ALLOCATION				TRANSFER		2017/18
	Adjusted appropriation	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available funds transferred	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	%	R'000
NSRI (National Sea Rescue Institute)	400	-	-	400	400	100%	414
SABC	2	-	1	3	3	100%	3
Total	402	-	1	403	403		417

ANNEXURE 1C

STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS

NON-PROFIT INSTITUTIONS	TRANSFER ALLOCATION				EXPENDITURE		2017/18
	Adjusted appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available funds transferred	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	%	R'000
Transfers							
Lifesaving WC	400	-	-	400	400	100%	414
Total	400	-	-	400	400		414

ANNEXURE 1D

STATEMENT OF TRANSFERS TO HOUSEHOLDS

HOUSEHOLDS	TRANSFER ALLOCATION				EXPENDITURE		2017/18
	Adjusted appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available funds transferred	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	%	R'000
Transfers							
Leave gratuities	168	-	97	265	265	100%	283
Injury on duty	-	-	-	-	-		4
Total	168	-	97	265	265		287

**WESTERN CAPE GOVERNMENT
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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2019

ANNEXURE 2
INTER-GOVERNMENT PAYABLES

	Confirmed balance outstanding		Unconfirmed balance outstanding		Total		Cash in transit at year end 2018/19*	
	31/03/2019	31/03/2018	31/03/2019	31/03/2018	31/03/2019	31/03/2018	Payment date up to six (6) working days before year end	Amount
	R'000	R'000	R'000	R'000	R'000	R'000		R'000
GOVERNMENT ENTITY								
DEPARTMENTS								
Current								
WC: Premier	-	6	-	-	-	6	-	-
Justice and Constitutional Development	1	-	-	-	1	-	-	-
Subtotal	1	6	-	-	1	6		-
Total Departments	1	6	-	-	1	6		-
OTHER GOVERNMENT ENTITY								
Current								
WC: Government Motor Transport	30	65	7	-	37	65	-	-
Subtotal	30	65	7	-	37	65		-
Total Other Government Entities	30	65	7	-	37	65		-
TOTAL INTERGOVERNMENTAL	31	71	7	-	38	71		-

Western Cape Government: Local Government

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