

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING



As already explained in the attached circular by the Department, this additional information will be used to compile a report on the performance of municipalities for the 2007/08 municipal financial year (as prescribed by the Municipal Systems Act).

Please ensure that the information is accurate as it will also be used in national reports that will be submitted to the national parliament and the NCOP.

The completed questionnaire must be signed-off by the municipal manager and submitted back to the Department by 30 April 2009. An electronic copy must be e-mailed back to smngxe@pgwc.gov.za. Each municipality should only complete those questions as indicated as we recognise the difference between B and C municipalities.

Your co-operation in this regard will be appreciated.

CONTACT PERSONS : Lesley Jacobs (0768931731), or Siyabonga Mngxe (0722813297)

Details of your Municipality

1 Name of municipality:	Drakenstein Municipality			
2 Demarcation Code of municipality:	<table border="1"><tr><td></td><td>Category</td><td>B</td></tr></table>		Category	B
	Category	B		
3 Details of the person co-ordinating the completion of this questionnaire:				
Name:	Dr. Sidima Kabanyane			
Designation:	Municipal Manager			
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Alternative contact person:				

5 Confirmation of completed questionnaire

I hereby certify that the information provided in this questionnaire is complete and correct:

Name:	Dr. Sidima Kabanyane
Municipal Manager	
Signature:	
Date:	
E-mail address: e.g.(someone@somewhere.co.za)	sidima.kabanyane@drakenstein.gov.za

Integrated Development Plan (B and C Municipalities complete - C also for District Management Areas)

	Comments (give brief explanation where applicable)
1 Does your IDP contain all core components as specified by the Municipal Systems Act?	Yes
2 Give an indication of all sectoral plans that contribute to the sustainable development strategy for the municipality?	Skills Development Plan, Employment Equity Plan, Performance Management System (Organisational & Individual), Participative Governance Strategy (Ward Committee Policy Framework), Communication Plan, Financial Plan, LED Strategy, Tourism Policy Plan, Spatial Development Framework, Housing Plan, Environmental Management Plan, Integrated Waste Management Plan, Integrated Transport Plan, Water Services Development Plan, Disaster Management Plan, Health Plan, Poverty Reduction Strategy, Food and Nutrient Program, HIV/Aids Strategy, Gender Strategy
3 Was the IDP for the 07/08 financial year approved by Council	Yes
4 If yes, date of approval	29-May-07
5 Is the approved IDP seen as the single, inclusive, strategic plan for the municipality? Does it "direct" all municipal functions and actions?	Yes
6 Were the IDP process plan approved and implemented within the set time frames	Yes
7 Was the SDF approved (date) prior to IDP approval by Council, please provide date	SDF - Accepted 30 August 2007 SUBJECT TO URBAN EDGE AMENDMENT
8 Did the LGMTEC engagements effect any changes in your draft IDP	Yes
9 Were community needs considered in the formulation of sustainable development strategies?	Yes
10 Were community needs prioritised at ward level?	Yes
11 If so, when in order to impact on draft budget proposals?	August/ September 2007
12 Did the municipality create effective communication linkages between the ward committees and the IDP rep forum?	No, IDP representative forum do not exist
13 Did ward committee decisions impact on IDP representative forum proposals?	No, IDP representative forum do not exist
14 Did other implementation agents participate effectively in the development of regional or local sectoral plans?	Yes

Service delivery (B and C Municipalities complete – C also for District Management Areas)

1 Indicate the number of households that gained access for the first time to the following basic infrastructure services during the year

2007/08	
1.1 Housing (refer to waiting list for RDP houses)	975
1.2 Water (on site)	All formal erven have individual water connections. All households in informal settlements have access to communal standpipes to DWAF basic requirements i.e. within 200m that is located inside the existing municipal reticulation areas.
1.3 Sanitation (households dependant on bucket system)	0
1.4 Refuse removal (once a week at site)	600
1.5 Electricity (in house)	659
1.6 Streets and storm water system (frontage to a gravel street)	All formal erven have access to a street.

2 Serviced households - the number of households that are serviced

Type of service	Total nr of households in municipal area	Total nr of households that are serviced	% serviced	Nr of indigent households	% indigent households
2.1 Housing (refer to waiting list for RDP houses)					
2.2 Water (on site)	48127	47907	100%	30 024	57%
2.3 Sanitation (households dependant on bucket system)	48127	47907	100% completed	6 376	12%
2.4 Refuse removal (once a week at site)	48127	44624	92,54%	6 376	12%
2.5 Electricity (in house)		All formal houses		16 304	12%
2.6 Streets and storm water system (frontage to a gravel street)		Erven along 54km of streets. All formal erven have access to a street.	100%		

3 Backlogs

Area	Number of households	Total cost to address	Timeframe to be addressed	
3.1 Housing	Drakenstein Municipal Area	24331	R1 581 515 000	More than 5 years.
3.2 Water	Drakenstein Municipal Area	13501	R183M	Dependent on funds approve by Council.
3.3 Sanitation (upgrading from bucket system)	Drakenstein Municipal Area	13501	R187M	Dependent on funds approve by Council.
3.4 Refuse Removal	Paarl East	2630		
3.5 Electricity		0	0	0

3.6 Streets and stormwater

	N/A	56 159 000	More than 5 years.
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What are your biggest challenges faced by the municipality in addressing the service delivery backlogs (infrastructure) ? (Give brief explanation)

Comments

- 1 Lack of funds for both Capital and Operations and Maintenance for replacement and upgrading needs. Population growth and economic growth and development necessitates budget growth far in excess of the 5%.
- 2 Insufficient MIG allocations from National to Western Cape and to Drakenstein. Specific funding must also be allocated from National for asset maintenance to prevent asset stripping and to keep current infrastructure operational.
- 3 Long processes due to environmental assessments and procurement processes and other legislative requirements before actual service delivery can be implemented.
- 4 To retain existing scarce skills staff e.g. engineers, technicians and artisans and to attract new incumbents to vacancies in view of the country wide shortage being experienced. Serious consideration should be given to a scarce skills allowance in order to retain such skills in local government and not to loose out to the private sector.

5 What is the % of your total capital expenditure that you have spent on each service?

	2007/08
4.1 Housing	77%
4.2 Water	74%
4.3 Sanitation (upgrading from bucket system)	78%
4.4 Refuse Removal	61%
4.5 Electricity	89%
4.6 Streets and stormwater	93%

6 What % of your total capital budget was spent for the 2007/08 financial year

% spent	Reasons for under spending
79%	

Institutional Status and Capacity (B and C Municipalities complete)

1 Management structure	Comments (give brief explanation where applicable)
1.1 Has a municipal manager been appointed?	Yes
If yes, please provide the nr of years in this position at municipality	3 years
If yes, please provide nr of years as municipal manager experience	3 years
If yes, please provide nr of years employed by specific municipality	3 years
If not, give estimated time before appointed.	N/A
1.2 Has a contract of employment been concluded with the Municipal Manager?	Yes
If not, give reasons and estimated time before such employment contract is concluded.	N/A
1.3 If, contract expires within this financial year, has steps been put in place to appoint "new" Municipal Manager?	Contract expires in 2011
1.4 Has a performance agreement been concluded with the Municipal Manager?	Yes
If not, give reasons and estimated time before this agreement is concluded.	N/A
1.5 How many s57 managers report to the Municipal Manager?	5
1.6 Have all the s57 managers posts been filled?	Yes
If not, give reasons and estimated time before these appointments are made.	N/A
1.7 Has a performance agreement been concluded with s57 managers?	Yes
If not, give reasons and estimated time before these agreements are concluded	N/A
1.8 Please list the portfolios of s57 managers	Director: Corporate Governance, Dir Finance, Social Services, Services and Infra-Structure & Planning
1.9 Please indicate number of years municipal experience of each s57 manager, number of years in current position and number of years in senior municipal management positions	<p>Current position (1 year).</p> <p>1. 12 years - Infra-Structure</p> <p>(2.) 12 years - Corporate Governance (3.) 13 years - Social Services</p> <p>(4.) 10 years - Finance (5.) 12 years - Strategic Services</p>

4 Statistics on posts filled per race (Just give number)		Number								
Per occupational categories		Male				Female				Total
Occupational level	Race	A	C	I	W	A	C	I	W	
Legislators, senior officials and managers		12	37	1	21	4	12	0	1	88
Professionals		1	8	0	11	4	5	0	3	32
Technicians and associate professionals		5	29	0	20	4	12	0	3	73
Clerks		15	53	1	8	38	107	3	28	253
Service workers		18	49	0	26	7	27	0	8	135
Craft & related trade		11	84	0	27	0	2	0	0	124
Plant and machine operators and assemblers		1	39	0	2	0	0	0	1	42
Elementary occupations		212	521	0	14	59	100	0	1	907
Total for Municipality		274	820	2	129	116	265	3	45	1654
Per occupational categories		Male				Female				Total
Occupational level	Race	A	C	I	W	A	C	I	W	
Top management		2	2	1	1					6
Senior Management		1	3		3	1				8
Professionally qualified and experienced specialists and mid- management		2	7		5	2	1			17
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents										0
Semi-skilled and discretionary decision making										0
Unskilled and defined decision making										0
Total for Municipality		5	12	1	9	3	1	0	0	31

Human Resource Management

5 Have your municipalities compiled and approved the following HR policies and plans? Please indicate whether these policies and plans have been developed or	Comments
5.1 Recruitment and Selection Policy	Yes
5.2 Performance Management Policy	Yes
5.3 Skills Development Plan	Yes
What percentage of you total budget is spent on the implementation of your skills development plan?	1%
5.4 Employment Equity Plan	A new one is due for 2009/2014
5.5 HRM and HRD Policies	Yes

Capacity and skills development initiatives

6 Please provide a list of capacity building and skills development initiatives that your municipality has implemented during 2007/08, including training courses	Details
	ABET LEVEL 1-4
	Basic Computer Training
	Basic Supervision
	Batho Pele Principles
	Dev. Theory and Practise
	Disciplinary Hearings
	Drivers license
	Exel 2007
	GIMS
	Hazchem Training (OHS)
	Health & Safety Conference (Legislation)
	Client Service (IERN)
	Computer literacy
	Knowledge Base (Client Sevice)
	MS Word
	MS Word/Excel , Power Point, Project
	Plumbing (Boland College)
	Safety earthing & lighting
	Team Building
	Truck Mounted Crane
	Welding

Provision of Free Basic Services (B and C Municipalities complete - C only for District Management Areas) 2007/08

1 Number of Indigent households in the demarcated area 5 300

2 When does a household qualify as indigent according to your indigent policy? R1 740 *For example 2X gov pension*

5 Date on which indigent list was last updated During December 2007

6 Analysis of Free Basic Services	Only Indigent Households			Non - Indigent Households			Areas where the municipality does not provide the service directly (eg Eskom agreements)				
	Number of Households in 2007/08	Unit per Household in 2007/08	Rand Value for 2007/08	Number of Households in 2007/08	Unit per Household in 2007/08	Rand Value for 2007/08	Number of Households in 2007/08	Unit per Household in 2007/08	Target Group	Rand Value for 2007/08	Agency responsible to deliver services on behalf of the municipality
6.1 Provision of free basic electricity	16 304	kwh	5 629 780	36 696	kwh	271 870 490	289	kwh	kwh	2 594 485	
6.2 Provision of free basic water	30 024	kl	5 438 218	36 696	kl	67 190 283		kl			
6.3 Provision of free basic sewerage	6 376	R 55	4 925 460	36 696	R-	23 377 025		R-			
6.4 Provision of free basic refuse removal	6 376	R 55	4 925 461	36 696	R-	23 377 025		R-			
6.5 Specify any other free services you provide in the space hereunder											
6.5.1											
6.5.2											
6.5.3											
6.5.4											
Total	59 080		R20 918 919	146 784		R385 814 823	289			R259 448	

Good governance (B and C Municipalities complete)

Comments (give brief explanation where applicable)

1 Have all administrative delegations been adopted and implemented?

Yes

2 If your answer is no, give the reason why not?

n.a.

3 Has the system of delegation in terms of Section 59 of the Municipal Systems Act, of 2000, been adopted?

No

4 If your answer is no, give the reason why not?

System has been drafted and should be finalised before the end of this financial year.

5 Has the municipality defined in terms of Section 53 of the Municipal Systems Act, of 2000, roles and responsibilities of committees and political office bearers?

Yes

6 If your answer is no, give the reason why not?

n.a.

7 How many of the following meetings did take place in the year?

2007/08

Council

11

Executive mayoral committee

22

Portfolio committees (indicate per committee)

Finance - 4, Housing - 3, Strategic Services - 2, Corporate Services - 2

Municipal Management meeting

50

IDP Representative Forum meetings

IDP Representative Forum do not exist

Ward committee meetings

4 Ordinary and 4 Special Meetings

8	How many of the following meetings that took place in the year did not have a quorum? Please provide reasons (for quorums not achieved) where applicable	2007/08
	Council	none
	Executive mayoral committee	none
9	Does the municipality have a "Code of Conduct" for staff members and councillors and has it been developed and workshopped with all	Code as per Systems Act
10	If your answer is no, give the reason why not?	
11	Has the "Code of Conduct" been communicated to the local community?	No
12	If your answer is no, give the reason why not?	Arrangements will be made accordingly
13	Have all staff members and councillors declared their interest in accordance with the Code of Conduct?	Yes
14	If your answer is no, give the reason why not?	N/A
15	Is any staff member and/or councillor in arrears with payment of municipal rates for more than three months?	Yes
16	If your answer is yes, give the reason why and what your municipality is doing to correct the situation	Debt arrangements
17	Have your municipality compiled an anti-corruption policy or fraud prevention plan?	Yes
18	If yes, was it approved by council	No
19	If yes, when	N/A
20	Does your municipality have an anti-corruption strategy and implementation plan	Yes
21	If yes, was it approved by council	No
22	If yes, when	N/A
23	Does your municipality have an ethics officer	No. A fraud prevention committee is in place.
24	If your answer is no to any of the above, give the reason/s why not?	Draft Policy and Plan currently discussed at Portfolio Committee level.
25	Are your ward councillors available on pre-determined dates to address constituent needs?	Yes
26	Are these dates published?	No

Local Economic Development (LED) (B and C Municipalities complete - C also for District Management Areas)

1 Strategy	Comments (give brief explanation where applicable)
1.1 Has your municipality compiled and adopted a LED strategy: date of approval by Council?	Yes
1.2 If no, give reasons. If yes, how was it developed - service provider or internally	External service provider developed the strategy
1.3 Have you consulted and involved the relevant stakeholders (business, women and youth) in the development of your LED?	Yes
1.4 If no, by when will it be compiled and implemented?	n/a
1.5 If yes to 1.1, what are your biggest challenges in implementing?	The location of the LED was a problem initially but has been addressed and now forms part of the Strategic Services Directorate. However, budgetary constraints for projects remain a challenge.
1.6 If yes, give an indication of the employment growth (<i>or decline</i>) in the municipal area and quantify the permanent jobs created by your municipality in capital projects?	GGP growth of 3%
1.7 Is LED performed "on behalf of " the municipality by an official?	LED officers perform the LED function
1.8 Please indicate the "placement" of the LED officer within the Municipal Organogram;	LED officers forms part of the LED unit which falls under the Directorate for Strategic Services.
1.9 Does LED proposals feature in Departmental Business Plans and performance?	Yes
1.10 Does your municipality implement your capital projects in a labour intensive way	Yes
1.11 If yes, how many tempory jobs were created during the 2006/07 municipal financial year?	30
1.12 How does the municipality monitor implementation?	Municipality has a EPWP committee of officials of various departments which monitors expanded public works projects and the Tender Specifications Committee monitors the use of local labour in municipal projects.

Challenges and priorities *(B and C Municipalities to complete)*

- 1 What were the municipality's three (3) biggest challenges during the 2007/08 year. Specifically challenges related to political and administrative governance, service delivery, bulk infrastructure maintenance, expansion etc internal capacity and constraints

		Comments
1		The biggest challenge we had in the past year was political. There has been instability at the political front due to movements in alliances that had big influences in the service delivery. This is something we can do very little about as officials.
2		On the administration front we had our share of challenge in trying to finalise the process for the rationalisation of our by-laws, which started back in 2004/05 year. We are also continuing to deal with our investigation into the upgrading of our document management system that started last year. We are currently busy with the process that also started last year of building a dedicated in-house legal service section.
3		On the front of service delivery there has been a lot of challenges. Top amongst those would be the insufficient funding for both Capital and Operations and Maintenance for replacement and upgrading needs. Linked to this is insufficient MIG allocations from National to Western Cape and Drakenstein. Specific funding must also be allocated from National to municipalities for asset maintenance to prevent asset stripping and to keep current infrastructure operational. Next to that the next challenge we have is to retain existing scarce skilled staff and to attract new skilled staff to fill vacant positions. We are currently sitting with a major challenge in trying to implement scarce skills allowance. The other major challenge that from the past years has been facing us is that unfunded mandates. Housing fund allocations for low cost projects do not cover the full cost of internal services and do not make sufficient contribution towards bulk services required to service such developments.

2 What were the municipality's three (3) biggest spending priorities during the last year? Why, please comment on motivations

Comments	
1	The biggest spending priority for year 2007/08 was Housing. What motivated this is an attempt to eradicate informal settlement in the Drakenstein Area. Housing got a biggest allocation since there had been a number of projects that were registered with DLGH and as per legislation for all grants received the municipality is compelled to utilise the grant fully in addressing the housing needs that were identified and registered with the Department.
2	Second to that was the spending on Waste Water Management and Sewerage together with water supply. The reason for this was to address the backlogs of the previous years coupled with the new infrastructural needs that came as a result of the growth of our municipality. Again water treatment, water management and supply was also indentified as needs in our communities as per our IDP. As housing has been indentified as a single most important need, it stand to reason that the maintenance and extension of the current infrastructure should become a secondary most big priority in our spending.
3	Electricity. Motivation is the same as mentioned above.
4	
5	

