

DEPARTMENT OF LOCAL GOVERNMENT



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 2009/10 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 Provincial Legislature, National Minister and the National Council of Provinces (NCOP).

The completed questionnaire must be signed-off by the Municipal Manager and submitted back to the Department by **15 June 2011**. An electronic copy must be e-mailed back to siyabonga.mngxe@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 : Siyabonga Mngxe Tel: 0214833415 Cel:072 281 3297

Details of your Municipality

- 1 Name of municipality:
- 2 Demarcation Code of municipality: **Category**
- 3 Details of the person co-ordinating the completion of this questionnaire:
- | | |
|--|--|
| Name: | Ms. N.G. Ndolela |
| Designation: | Manager; Strategic Planning |
| Telephone: e.g.(+27 11 888 8888) | 021 807 6219 |
| Fax: e.g.(+27 11 888 8888) | |
| E-mail address: eg.(someone@somewhere.co.za) | nomfundon@drakenstein.gov.za |
| Alternative contact person: | Mr. G. Cain |
- 5 I confirm that this questionnaire has been completed

Certification by Municipal Manager

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

Name:	Dr. Sidima Kabanyane
Municipal Manager	Yes
Signature:	
Date:	23-Jun-2011
E-mail address: e.g.(someone@somewhere.co.za)	ceo@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); 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; Poverty Reduction Strategy; Food and Nutrient Programme; HIV/Aids Strategy; and Gender Strategy.
3 Was the IDP prepared within set timeframes	Yes
4 Was the IDP for the 2009/10 financial year approved by Council	Yes
5 If yes, on which date	Apr-11
6 Is the approved IDP seen as the single, inclusive, strategic plan for the municipality? Does it "direct" all municipal functions and actions?	Yes
7 Were community needs considered in the formulation of sustainable development strategies?	Yes
8 Was the SDF approved (date) prior to IDP approval by Council, please provide date	Yes
9 If no provide reasons, if yes on which date	The Draft SDF had to be amended to incorporate the approved Urban Edge (Urban edge approved in March 2009). The amended SDF was approved by Council on 24 November 2010.
10 Were community needs prioritised at ward level?	Yes
11 Did the municipality create effective communication linkages between the ward committees and the IDP rep forum?	Yes
12 Did ward committee decisions impact on IDP representative forum proposals?	No, IDP Representative forum do not exist. Instead the municipality consult with broader community through ward committees being present .
13 Were the IDP process plan approved and implemented within the set time frames	Yes
14 Did other implementation agents participate effectively in the development of regional or local sectoral plans?	Yes

Institutional Status and Capacity *(B and C Municipalities complete)*

1 Management structure	Comments (give brief explanation where applicable)
1 Has a municipal manager been appointed?	Yes
If yes, please provide the nr of years in this position at municipality	5 years
If yes, please provide nr of years as municipal manager experience	5 years
If yes, please provide nr of years employed by specific municipality	5 years
If not, give estimated time before appointed.	
1 Has a performance agreement been concluded with the Municipal Manager?	Yes
If not, give reasons and estimated time before this agreement is concluded.	
1 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.	
1 If, contract expires within this financial year, has steps been put in place to appoint "new" Municipal Manager?	<i>Expires in 2013</i>
2 How many s57 managers report to the Municipal Manager?	<i>Five (5)</i>
2 Have all the s57 managers posts been filled?	Yes
If not, give reasons and estimated time before these appointments are made.	
2 Has a performance agreement been concluded with s57 managers?	Yes
If not, give reasons and estimated time before these agreements are concluded	
2 Please list the portfolios of s57 managers	<i>Executive Director/s : Corporate Governance, Finance, Social Services, Infra-Structure and Planning and Strategic Services</i>
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	<i>Corporate Gov.: 13 years Snr and 14 yrs LG experience, Finance: 10 yrs Snr and 9 LG experience, Infra - Structure and Planning: 14 Snr years and 22 years LG experience. Social Services: 15 Snr and LG 15years, Strategic Services: 10 yrs Snr and 13 LG exp; (All are three (3) years in current position.</i>

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Organisational structure

2 How many posts are currently on your approved establishment?	Two Thousand (1900)
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2 MM and sec57 managers	<i>Six (6)</i>
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2 Middle management/ supervisory level	<i>173</i>
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2 Admin officers	<i>540</i>
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2 General workers	<i>1094</i>
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3 How many of these approved posts are currently vacant.	
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3 MM and sec57 managers	<i>Zero (0)</i>
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3 Middle management/ supervisory level	<i>32</i>
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3 Admin officers	<i>47</i>
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3 General workers	<i>114</i>
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4 Statistics on posts filled per race (Just give number)		Number									
Per occupational categories											
Occupational level		Male				Female				Total	
Race		A	C	I	W	A	C	I	W	Total	
Legislators, senior officials and managers		22	96	1	57	10	25	1	6	218	
Professionals		14	33		29	9	13		5	103	
Technicians and associate professionals		13	60		45	3	4		3	128	
Clerks		7	34		2	39	99		17	198	
Service workers		25	78	1	14	9	41		8	176	
Craft & related trade		35	66		19					120	
Plant and machine operators and assemblers		44	106		6		1			157	
Elementary occupations		181	298		6	81	98		2	666	
Total for Municipality										1766	
		Male				Female				Total	
Race		A	C	I	W	A	C	I	W	Total	
Top management		2	2	1	1					6	
Senior Management		2	3		3	1	1			10	
Professionally qualified and experienced specialists and mid- management		2	23		17	6	9		1	58	
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents		31	146		46	13	26		6	268	
Semi-skilled and discretionary decision making		95	351	1	30	51	140	1	29	698	
Unskilled and defined decision making		181	298		6	81	98		2	666	
Total for Municipality		313	823	2	103	152	274	1	38	1706	

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 workshopped with management and staff	Comments
5 Recruitment and Selection Policy	yes
5 Performance Management Policy	yes
5 Skills Development Plan	yes
What percentage of your total budget is spent on the implementation of your skills development plan?	1.00%
5 Employment Equity Plan	yes
6 HRM and HRD Policies	yes

Capacity and skills development initiatives

Details

6 Please provide a list of capacity building and skills development initiatives that your municipality has implemented during 2009/10, including training courses	Understanding the South African Economy, Advanced Supervision, Brushcutter Training, Customer Service excellence, Electrical, IMPSA, Induction, Law Enforcement Training, MS Word, Occupational Injuries at Workplace, OHS Snake Awareness, PMS and Auditing, PowerPoint, Project Management Cost, SANS204 Workshop, Trade Test, Basic Ambulance, Basic Computer Training, Driver Training, ABET I, II and III, Aerial Bundle Conductor, Maintenance 2010, Basic Principles of Projection 2010, Bid Committee Workshop, Business Report Writing and Minute Taking Workshop, Chainsaw Operator Basic, Electrical Apprenticeship, Employment Equity Workshop, Executive Leadership Development Programme, First Aid Training, Initiating and Chairing of Disciplinary Hearing, Local Government Accounting Certificate, Medium/High Voltage Systems, Application, ORHVS Module 1, Power Point 2009/2010

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

2009/10	
1.1 Housing (refer to waiting list for RDP houses)	863
1.2 Water (on site)	990
1.3 Sanitation (households dependant on bucket system)	0 (no more bucket systems)
1.4 Refuse removal (once a week at site)	1 209
1.5 Electricity (in house)	937
1.6 Streets and storm water system (frontage to a gravel street)	All formal erven has access to a street and stormwater system

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)				1 621	
2.2 Water (on site)	34 622	33 728	97.40%		
2.3 Sanitation (households dependant on bucket system)	34 622	33 732	97.40%		
2.4 Refuse removal (once a week at site)	34 622	34 622			100%
2.5 Electricity (in house)		All formal houses	100%		
2.6 Streets and storm water system (frontage to a gravel street)		All formal erven along 54km of streets all have access to streets and stormwater system.			

3 Backlogs

Area	Number of households	Total cost to address	Timeframe to be addressed
3.1 Housing	26 000		
3.2 Water	Farms 894 (no service)	R5 364 000	Rural subsidise Scheme
3.3 Sanitation (upgrading from bucket system)	Farms 890 (no service 81, buckets 38,	R5 340 000	Rural subsidise Scheme
3.4 Refuse Removal	Paarl East 2 055		
3.5 Electricity	None		
3.6 Streets and stormwater		R55m	5 years +

4 What are your biggest challenges faced by the municipality in addressing the service delivery backlogs (infrastructure) ? (Give brief explanation)

Comments	
1	Provision of basic services on privately owned land in a sustainable and economically financial viable manner.
2	Upgrading of old Electrical Network
3	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%.
4	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.
5	Long processes due to environmental assessments and procurement processes and other legislative requirements before actual service delivery can be implemented.
6	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?

4.1 Housing

4.2 Water

4.3 Sanitation (upgrading from bucket system)

4.4 Refuse Removal

4.5 Electricity

4.6 Streets and stormwater

% spent	Reasons for under spending

6 What % of your total capital budget was spent for the 2009/10 financial year

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

- 1 Number of Indigent households in the demarcated area 2009/10
- 2 When does a household qualify as indigent according to your indigent policy? Jul-32
- 3 Maximum Income R 2626 Maximum Income R 2626
- 5 Date on which indigent list was last updated Daily

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 2009/10	Unit per Household in 2009/10	Rand Value for 2009/10	Number of Households in 2009/10	Unit per Household in 2009/10	Rand Value for 2009/10	Number of Households in 2009/10	Unit per Household in 2009/10	Target Group	Rand Value for 2009/10	Agency responsible to deliver services on behalf of the municipality
6.1 Provision of free basic electricity	11 899	100kwh	691,808	0	0	0.00	1 035	100kwh		685,548	
6.2 Provision of free basic water	11 899	10 kl	1,053,062	19 738	10 kl						
6.3 Provision of free basic sewerage	11 899	R 87.50	1,041,163	0	R -	0.00					
6.4 Provision of free basic refuse removal	11 899	R 87.50	10,141,163	0	R -	0.00					
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	11 899		R12,927,196.00	19 738		R0.00	1 035			R685,548.00	

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?	
3	Has the system of delegation in terms of Section 59 of the Municipal Systems Act, of 2000, been adopted?	Yes
4	If your answer is no, give the reason why not?	
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?	
7	How many of the following meetings did take place in the year?	2009/10
	Council	11
	Executive mayoral committee	23
	Portfolio committees (indicate per committee)	Corporate, Strategic and HR Committee - 2, Finance committee - 3, Social and Rural Services Committee - 3
	Municipal Management meeting	21
	IDP Representative Forum meetings	
	Ward committee meetings	

<p>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</p>	<p>2009/10</p>
<p style="text-align: right;">Council</p>	<p>0</p>
<p style="text-align: right;">Executive mayoral committee</p>	<p>0</p>
<p>9 Does the municipality have a "Code of Conduct" for staff members and councillors and has it been developed and workshopped with all stakeholders?</p>	<p>Code of Conduct as per Systems Act, also available on intranet for all officials</p>
<p>10 If your answer is no, give the reason why not?</p>	
<p>11 Has the "Code of Conduct" been communicated to the local community?</p>	<p>No</p>
<p>12 If your answer is no, give the reason why not?</p>	<p>Not a legislative requirement</p>
<p>13 Have all staff members and councillors declared their interest in accordance with the Code of Conduct?</p>	<p>Yes</p>
<p>14 If your answer is no, give the reason why not?</p>	
<p>15 Is any staff member and/or councillor in arrears with payment of municipal rates for more than three months?</p>	
<p>16 If your answer is yes, give the reason why and what your municipality is doing to correct the situation</p>	
<p>17 Have your municipality compiled an anti-corruption policy or fraud prevention plan?</p>	<p>Policy has been adopted.</p>
<p>18 If yes, was it approved by council</p>	<p>Yes</p>
<p>19 If yes, when</p>	<p>2009/09/09</p>
<p>20 Does your municipality have an anti-corruption strategy and implementation plan</p>	<p>Yes</p>
<p>21 If yes, was it approved by council</p>	<p>No</p>
<p>22 If yes, when</p>	
<p>23 Does your municipality have an ethics officer</p>	
<p>24 If your answer is no to any of the above, give the reason/s why not?</p>	
<p>25 Are your ward councillors available on pre-determined dates to address constituent needs?</p>	
<p>26 Are these dates published?</p>	

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	N/A
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?	Mainstreaming LED in all operations of Municipality.
1.6 If yes, give an indication of the employment growth (or decline) in the municipal area and quantify the permanent jobs created by your municipality in capital projects?	
1.7 Is LED performed "on behalf of " the municipality by an official?	Yes
1.8 Please indicate the "placement" of the LED officer within the Municipal Organogram;	The LED Manager reports to the Directorate: Strategic Services.
1.9 Does LED proposals feature in Departmental Business Plans and performance?	Yes, but this can be improved.
1.10 Does your municipality implement your capital projects in a labour intensive way	Some projects are earmarked as labour intensive projects.
1.11 If yes, how many temporary jobs were created during the 2009/10 municipal financial year?	1 289
1.12 How does the municipality monitor implementation?	The monitoring of the SDBIP.

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

		Comments
1 What were the municipality's three (3) biggest challenges during the 2009/10 year. Specifically challenges related to political and administrative governance, service delivery, bulk infrastructure maintenance, expansion etc internal capacity and constraints	1	Financial limitation to implement priority projects.
	2	Scarce skill/ retention of technical staff.
	3	Strengthening roles of community vis a vis local government.

		Comments
2 What were the municipality's three (3) biggest spending priorities during the last year? Why, please comment on motivations	1	Infrastructure- Water/ Roads/ Sewerage and electricity
	2	Housing
	3	Other service delivery projects
	4	
	5	