

KAI !GARIB MUNICIPALITY

2013/14

DRAFT
ANNUAL
REPORT

Volume I

Contents

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Preface

PROPOSED REVISED ANNUAL REPORT TEMPLATE

The purpose of this revised Annual Report template is to address the need expressed by a number of municipalities for assistance in the preparation and development of improved content and quality of Municipal Annual Reports. It replaces a template dating back to August 2003.

This template gives effect to the legal framework requirement, concepts and principals espoused in the White Paper on Local Government and Improving Government Performance. It reflects the ethos of public accountability. The content gives effect to information required for better monitoring and evaluation of government programmes in support of policy decision making. The template provides an improved overview of municipal affairs by combining the performance report data required under Municipal Systems Act Section 46 with annual report data referred to in that Act and in the MFMA.

The revised template makes its contribution by forging linkages with the Integrated Development Plan, Service Delivery and Budget Implementation Plan, Budget Reforms, In-year Reports, Annual Financial Statements and Performance Management information in municipalities. This coverage and coherence is achieved by the use of interlocking processes and formats.

The revised template relates to the Medium Term Strategic Framework particularly through the IDP strategic objectives; cross cutting nature of services offered by different spheres of government, municipal service outcome indicators; and the contextual material as set out in Chapters 3, 4 & 5. It also provides information on good management practice in Chapter 4; risk management in Chapter 2; and Supply Chain Management in Chapter 5; and addresses the Auditor-General's Report, dealing with Financial and Performance Management arrangements in Chapter 6. This opens up greater possibilities for financial and non-financial comparisons between municipalities and improved value for money.

The revised template provides information on probity, including: anti-corruption strategies; disclosure of financial interests by officials and councillors; disclosure of grants by external parties, disclosure of loans and grants by municipalities. The appendices talk to greater detail including disaggregated information on municipal wards, among others.

Notes are included throughout the format to assist the compiler to understand the various information requirements. Once the draft has been finalised, training will be provided to facilitate the implementation of this initiative, and separate additional guidance may be issued if necessary.

We wish to express our gratitude to the members of the Annual Report Reference Group, consisting of national, provincial and municipal officials for their inputs and support throughout the development of this document.

MFMA Implementation Unit, National Treasury

October 2009

Chapter 1

CHAPTER 1 – MAYOR’S FOREWORD AND EXECUTIVE SUMMARY

COMPONENT A: MAYOR’S FOREWORD

KAI !GARIB MUNICIPALITY



Foreword of the Mayor

The Municipality is the third sphere of government and their birth are guarantee in chapter seven of the Constitution of the Republic of South Africa. Besides the Constitution there are also the Municipal Systems Act of 2000 (MSA) and the Municipal Finance Management Act 56, 2003. (MFMA)

In chapter 12 of the MFMA sec.121 it gives the municipal guidance as to how important the annual report is for a municipal entity and for each financial year. The annual report provide a record of activities, performances against the budget and the accountability of the local community for the decisions made throughout the year by the Municipality and to reduce additional reporting requirements that will otherwise arise from government departments, monitoring agencies and financial institutions.

Chapter 1

With the above mentioned in mind Kai Garib Received a poor Audit Report (Disclaimer) for the 2012/2013 financial year. The council committed itself to work towards at the end of 2013/14. In this financial year they decided on a turnaround strategy. This strategy was monitored and evaluated regularly. For this financial year the municipality received a better outcome audit report. A quote from the Auditor General: "I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my qualified audit opinion."

To receive a qualified audit report from the AG is proof that Kai !Garib Municipality is working hard and headed in the right direction.

This document gives an overview of the dedication and commitment of the councillors, the administration and the inputs and suggestions of the community.

Let this whole report be our tool and compass to guide us to much higher goals.

I want to thank them for their selfless contribution and hard work to finalise this report and their dedication to make this municipality a proud organisation.

Thank You.

Signed by Councillor J.J.J. Olyn (Mayor)

T 1.0.1

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COMPONENT B: EXECUTIVE SUMMARY

1.1. MUNICIPAL MANAGER'S OVERVIEW



MUNICIPAL MANAGER'S OVERVIEW

This document sets out Kai !Garib Municipality's annual operational performance which containing key municipal output, plans and priorities of the previous financial term of office. The plan operationalizes key elements of municipal action localising resource contributions of national, provincial and district support as well as basic needs outlined development plans within a rolling 5-year implementation cycle. The mere questions are: **What** is received and **How** much is spend together with **What** must still be done? This Annual Report of 2013/14 is not a stand-alone document and has to be read in conjunction with a host of other strategic issues of areas surrounding the three major towns: Keimoes, Kakamas and Kenhardt together with Augrabies as an economic growth corridor not to exclude the inclusion Riemvasmaak (Vredesvallei & Sending). The purpose of this reporting document is to enhance sectoral project planning and alignment by including their functions and contributions towards eradication of service backlogs, progress and implementation thereof.

Central to the execution of annual reporting is the need for economic growth and job creation which has an impact on livelihood social change patterns together with the

Chapter 1

choices and decisions that the municipality make. Here, the introduction of EPWP and other job creation efforts through state infrastructure development projects and private sector contributes as positive catalyst to the social challenge. The need for marketing the region and attracting international and regional investment are also key elements in financing the execution of Kai !Garib's Municipality's Service Delivery Budgetary Implementation Plan, a tool which is informed by the IDP. Noted, that the latter mentioned which forms the content of the Annual Plan is further refined through a prioritisation process within available budget parameters and alternative service delivery mechanisms to reflect an affordable, bankable, implementation plan.

Key Priority Issues as well as national and provincial strategic issues as encapsulated in various national and provincial plans are concretised and aligned with the following Key Performance Areas:

- ***Basic Service Delivery***
- ***Municipal Institutional Development and Transformation***
- ***Local Economic Development***
- ***Municipal Financial Viability and Management***
- ***Good Governance and Public Participation***

The above KPA's also align with the Department of Co-operative Government, Human Settlement and Traditional Affairs in the Provincial and as well as National Strategic Focus Areas. In conclusion of importance is *inter alia*, the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager.

The Vision

“Creating an economically viable and fully developed municipality, which enhances the standard of living of all the inhabitants / community of Kai !Garib through good

Chapter 1

governance, excellent service delivery and sustainable development.”

The Mission

Provision of transparent, accountable and sustainable service delivery

The Values of Kai !Garib Municipality which guides daily conduct:

- Improved communications and relationships with key role-players
- Transparency in planning and management
- Proper understanding of the needs of communities
- The implementation of a development orientated approach to Local Government.
- Discipline and motivation among officials and councillors
- Building capacity among the staff and Community wherever possible in order to enable them to play an effective role in Local Government.

1.2. MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

INTRODUCTION TO BACKGROUND DATA

The municipality is responsible for the delivery of all basic services, i.e. water, sanitation, electricity, refuse removal, housing, local economic development, and storm water drainage.

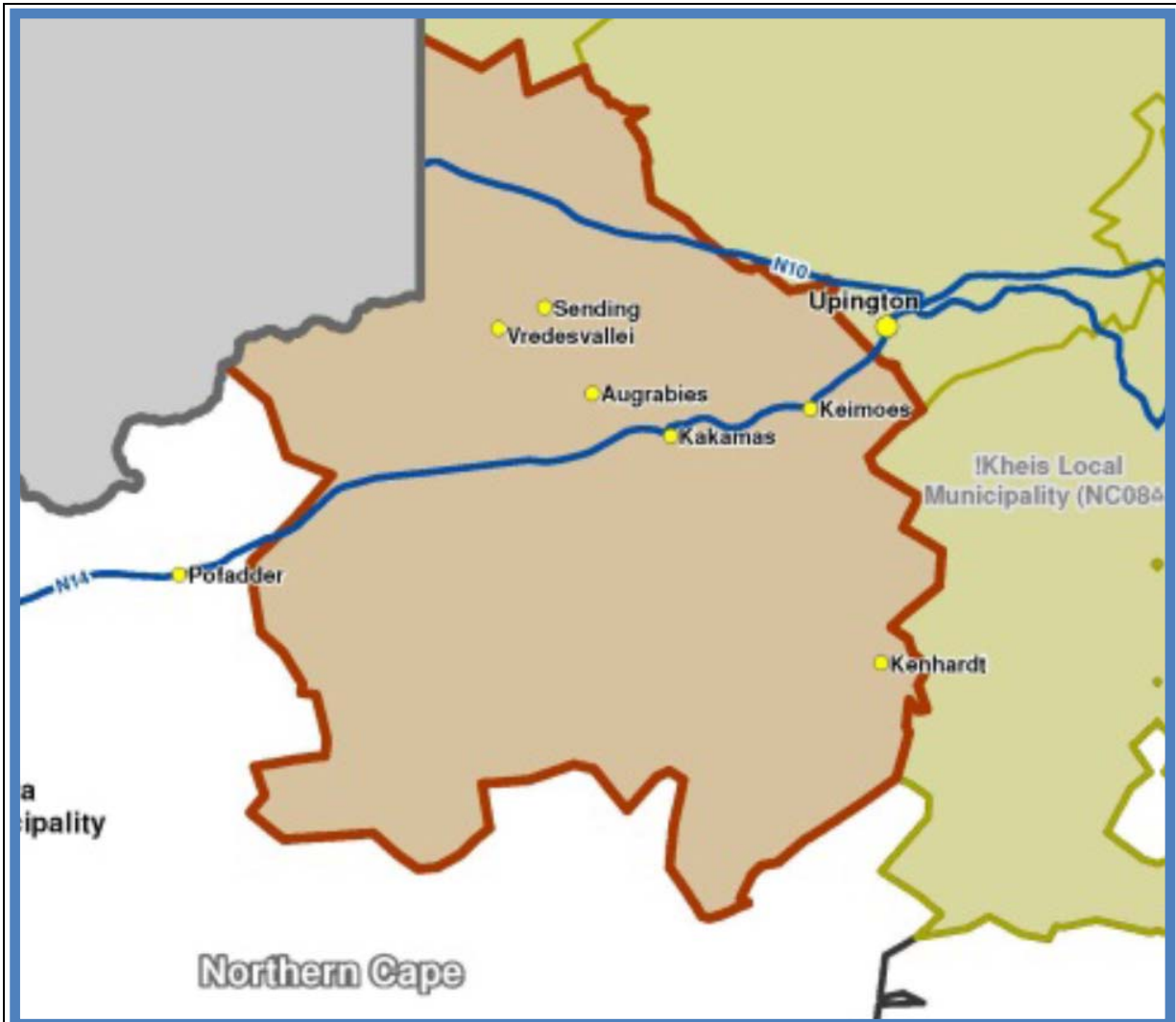
The delivery of services is addressed through the municipal planning processes, like the Integrated Development Plan (IDP), the Capital and Operational Budgets and the Service Delivery and Budget Implementation Plan (SDBIP).

As can be seen in T1.2.2 the population of the municipality is spread over a wide area, with towns more than 80 km from Keimoes. The entire municipal area covers 7 449 square kilometres. The long distances put a heavy burden on services that must be delivered by vehicle, e.g. refuse removal, sanitation road maintenance and street light maintenance.

The Municipal Area falls within the ZF Mgcawu Municipality's Area and covers an area of 7449 km². The Municipal Area consists of 3 large towns, i.e. Kakamas, Keimoes and Kenhardt. In between these towns, 6 former settlements are found, previously administrated by the “Benede-Oranje” District Council. Keimoes is ± 40km west of Upington and 40km east of Kakamas.

T 1.2.1

Chapter 1



Here follows a brief overview of our municipality

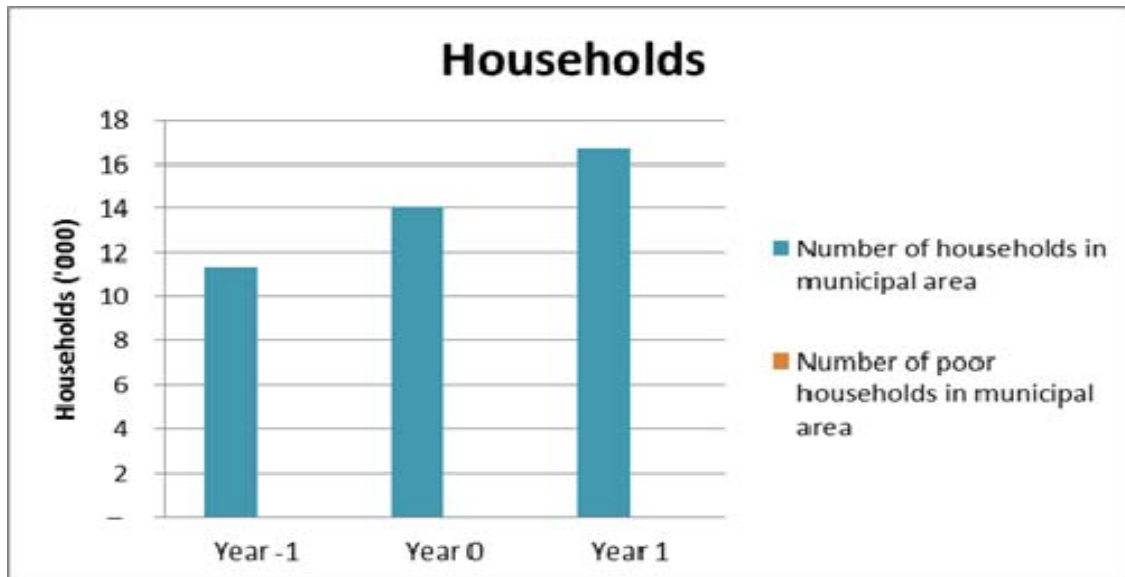
- ☐ Municipal Demarcation Code: NC082
- ☐ Location of Head Office: 164 Eleventh Avenue, Kakamas, 8870
- ☐ Municipal Area: 7 449 square km.
- ☐ District Municipality: ZF Mgcawu Municipality (Upington)
- ☐ Population: + 65 869 (Statistics South Africa, 2011 Census).
- ☐ Schools: 5 Secondary Schools; 26 Primary Schools;
- ☐ Medical Facilities: 21 Medical facilities.

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- Police Stations: 5 Police stations
- Main Economic Activities: Agriculture (Luzern, cotton, corn, raisins and wine grapes) Livestock farming, Ostrich farming and Tourism.

Population Details									
Age	Year -1			Year 0			Year 1		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Age: 0 - 4	3086	2984	6070	2879	2766	5645	2845	2695	5540
Age: 5 - 9	3000	2793	5793	2609	2647	5256	2699	2596	5294
Age: 10 - 19	6155	6324	12479	5522	5705	11227	5990	5514	11504
Age: 20 - 29	5508	5453	10961	5964	6199	12163	8609	7020	15629
Age: 30 - 39	3763	4211	7974	4375	4508	8883	5543	4659	10202
Age: 40 - 49	2598	2946	5544	3169	3515	6684	3757	3641	7398
Age: 50 - 59	1796	1947	3743	1897	2253	4150	2630	2589	1185
Age: 60 - 69	1185	1275	2460	1334	1405	2739	1323	1582	2905
Age: 70+	832	1110	1942	795	1131	1926	883	1296	2179
Source: Statistics SA									T1.2.2

Chapter 1

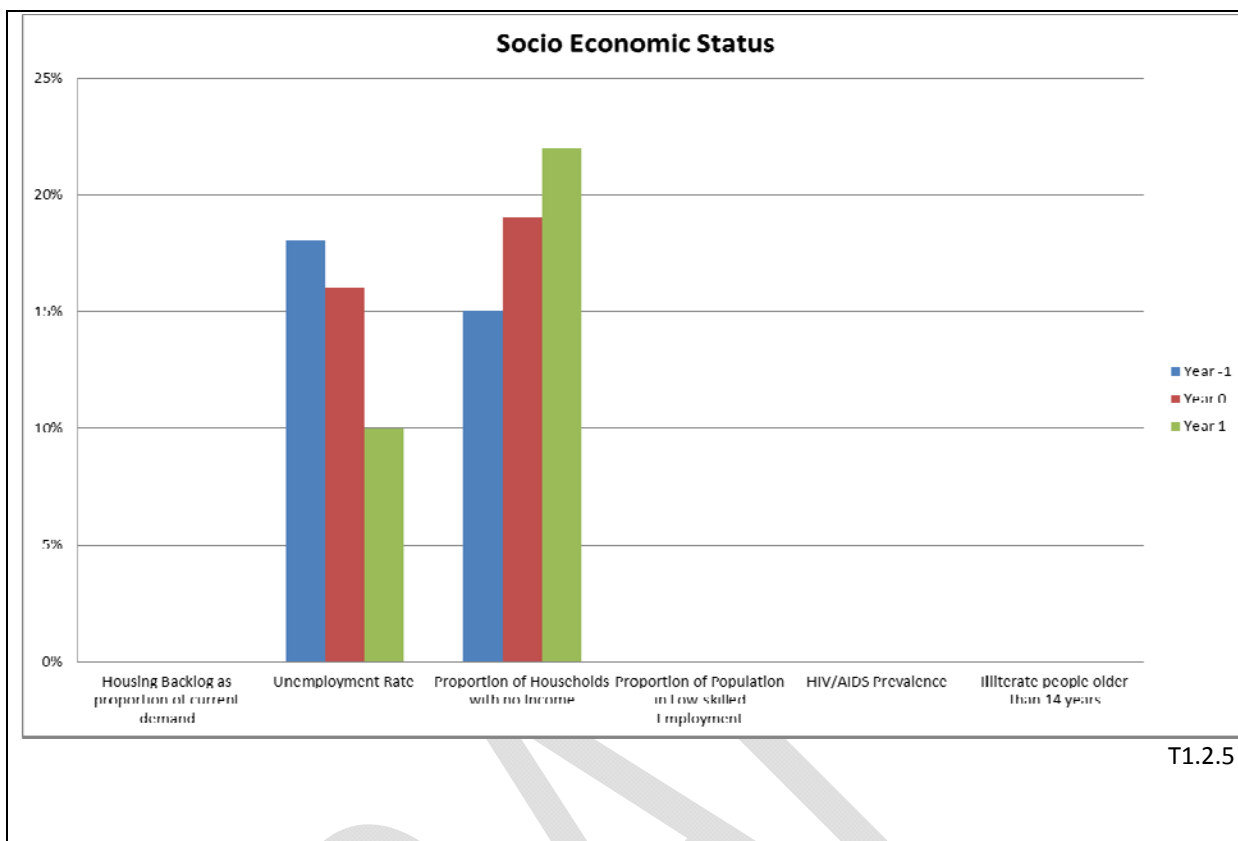


T1.2.3

Socio Economic Status						
Year	Housing Backlog as proportion of current demand	Unemployment Rate	Proportion of Households with no Income	Proportion of Population in Low-skilled Employment	HIV/AIDS Prevalence	Illiterate people older than 14 years
Year -1		18%	15%			
Year 0		16%	19%			
Year 1		10%	22%			

T1.2.4

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Overview of Neighbourhoods within 'Name of Municipality'		
Settlement Type	Households	Population
Augrabies, Noudonsies, Zeekoeisteeek, Blouput Riemvasmaak		11 408
Cillie, Marchand, Perde-eiland, Omdraai		8 191
Kakamas Dorp, Alheit, Bloukamp, Truterkamp		9 317
Kromhout Boerdery, Kakamas Oos (Langverwag), Neus		6 375
Lennertsville, Koms, Keimoes Dorp, Akasia Park		5 499
Gardenia, Whalsig, Noodkamp, Vaaldriehoek		7 684
Lutzburg, Friersdale, Warmsand, Eenduin, , Swartbooisberg, Bloemsmond,		4 856
Eksteenskuil Eilande, Soverby, McTaggerscamp, Curriescamp, Blaauwsekop, Kanoneiland		5 660
Kenhardt, Southern Farms		6 679
Sub-Total	16703	65669
Townships		
Sub-Total		
Rural settlements		
Sub-Total		
Informal settlements		
		T1.2.6
Noudonsies		
7nde Laan		
Warmsand		
Eenduin/Loxtonvale		
Friersdale		
Eksteenskuil Eiland		
Blaauwsekop		
Mctaggerts-kamp		
Sub-Total		
Total		

Figure 1

Chapter 1

Natural Resources	
Major Natural Resource	Relevance to Community
Agricultural land	Land for cultivation and huge source of income and work opportunities
Natural Sunlight/Clear skies	Important for Solar Power and spin-offs such as industrial development/work opportunities etc.
Orange River	Source of water for urban and agricultural use.
Natural environment and Nat Parks	Tourism industry and work opportunities for local communities
	T1.2.7

COMMENT ON BACKGROUND DATA:

Demographics are the quantifiable statistics of a given population. Demographics are also used to identify the study of quantifiable subsets within a given population which characterize that population at a specific point in time.

These types of data are used widely in public opinion polling and marketing. Commonly examined demographics include gender, age, ethnicity, knowledge of languages, disabilities, mobility, home ownership, employment status, and even location. Demographic trends describe the historical changes in demographics in a population over time (for example, the average age of a population may increase or decrease over time). Both distributions and trends of values within a demographic variable are of interest.

Demographic information forms the basis for all socio-economic planning.

The collection, analysis and dissemination of accurate demographic information enable policy makers to plan for the future development of a country. Issues such as the future size of the labour market, unemployment, job creation, poverty and environmental degradation are intrinsically linked to demographic processes. It is therefore important to base future development policies and programmes on the most accurate demographic information available. According to STATS SA the population has grown from 58 671 in 2010 to 65 669 in 2011. The number of households have

Chapter 1

grown from 14 032 in 2010 to 16703 in 2011. Please note that these are the latest statistics available from STATS SA.

T1.2.8

1.3. SERVICE DELIVERY OVERVIEW

SERVICE DELIVERY INTRODUCTION

This department is headed by Mr. M Clarke.

The Directorate consists of Civil Infrastructure, Electricity, Public Facilities and Social Amenities as well as Waste Management. The department is not limited to but provides the following services:

- ☐ Manage social infrastructure development backlogs reductions;
- ☐ Manage quality control and specifications of projects;
- ☐ Manage project finance and reporting;
- ☐ Oversee the design, construction and maintenance of roads, drain and storm water systems;
- ☐ Oversee and monitor local community employment in infrastructure projects;
- ☐ Oversee and monitor the development and participation of women, youth and disabled in the construction industry;
- ☐ Monitoring and implementation of the Expanded Public Works Program in all infrastructure programs;
- ☐ Supervise consultants and contractors.
- ☐ Providing public lighting within the jurisdiction of the municipality;
- ☐ Developing the electricity network and the operation of the electricity services within the municipal area of jurisdiction;
- ☐ Manage horticulture, public open spaces, cemeteries and nurseries;
- ☐ Manage, maintain community halls, public toilets and other municipal facilities (municipal grounds and sports fields.
- ☐ Removal, transportation and disposal of refuse (household and business);

Chapter 1

- Management and maintenance of Landfill site;

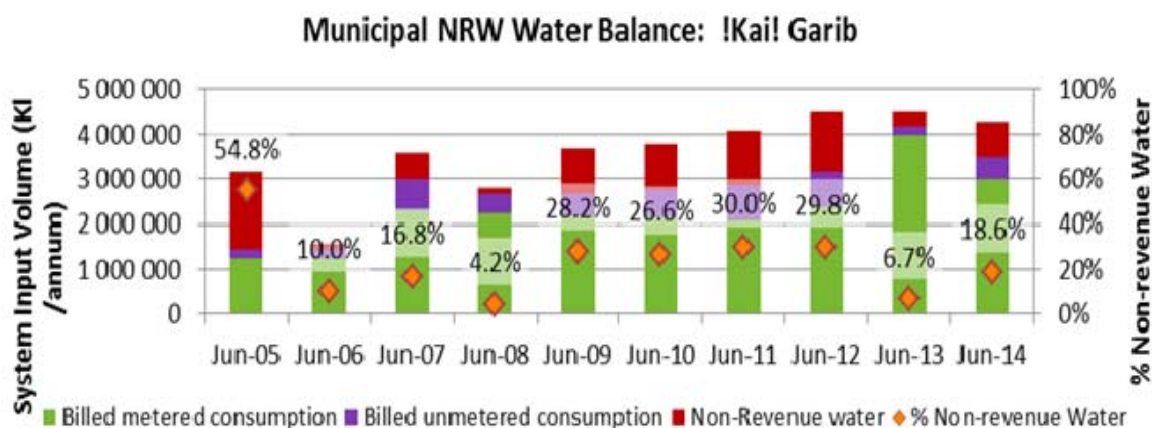
Key Priority Areas issues:

Electricity

- Reduction of electricity losses from the current 25% (previous year 28%) to the national accepted figure of 10% or less.
- Reducing the demand from Eskom
- Increasing the efficiency of power consumption by increasing the power factor on the system
- Promote the use of alternative technologies and power efficient appliances.
- Training of apprentices
- Continuous training of electricity personnel
- Timeous maintenance of High and Low Voltage networks
- Refining of maintenance schedules
- Minimizing power outages

Water

- Kai !Garib Non-Revenue water which includes water losses.



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WATER WASTAGE REPORT BY DWA: Northern Cape Municipalities

District Municipality	Local Municipality	Water Demand Kl/ annum	Water Supply Kl/ annum	Measured/ Estimated Water Losses Kl/annum	Water Saving Initiatives Implemented	Estimated Water Savings
ZFM	<u>!Kai! Garib</u>	1 844 529	1 800 000	1 336 514.00	Installation of prepayment water meters. Repair leaks. Installation of zone meters.	350000

- Continuous monitoring of quality of potable water to achieve Bluedrop Status.
- Reducing non-revenue water and water losses
- Training of operators
- Reduce pipe bursts and leaks(War on leaks program)

Solid waste

- Legalizing of Solid Waste Sites
- Operating sites according to conditions of permits
- Refining of waste removal program

Sanitation Services

- Development of oxidation ponds in rural areas
- Minimizing of nuisances
- Investigation of alternative technologies.
- Effluent monitoring to achieve Greendrop Status (>95%)
- Current Greendrop scores:

Kakamas: 47%

Keimoes: 52%

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Kenhardt: 52%

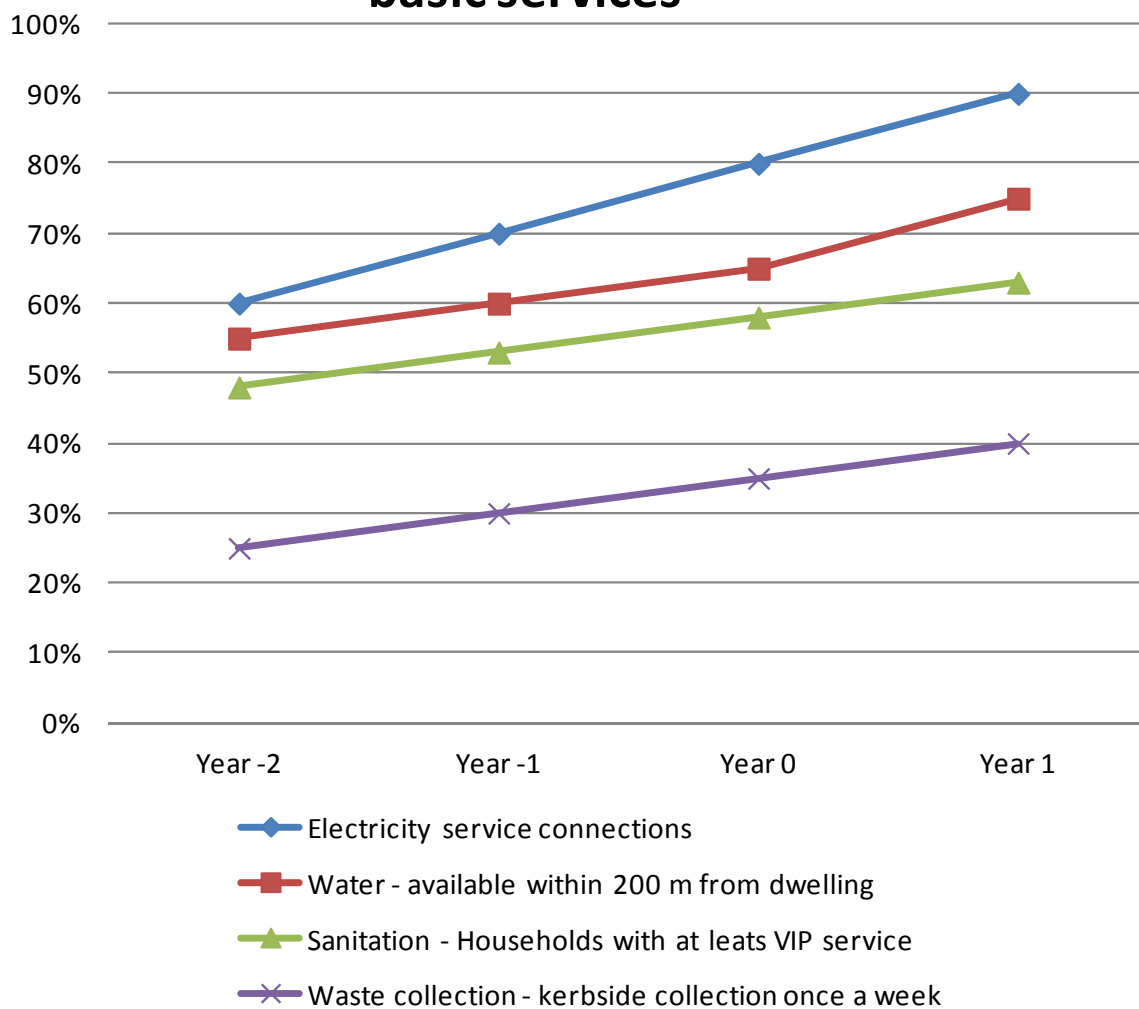
Vredesvallei: 0 % (New Installation)

Roads, Parks and Storm water section

- Develop a maintenance program for the section in the municipality
- Reduce the amount of potholes in the municipality

T 1.3.1

Proportion of households with access to basic services



Chapter 1

T1.3.2

COMMENT ON ACCESS TO BASIC SERVICES:

Electricity: The municipality has an annual electrification program and the backlog consists of informal houses that have been built in the last two years. The backlogs in the Eskom electricity supply area are submitted into the Eskom electrification plan annually.

Refuse removal: All households in the urban area and rural settlements receive the service.

Water: All households in the urban area or rural settlements are serviced by means of a stand tap or a water tank nearby.

Sanitation: The backlog exists in the areas where informal houses were built.

T1.3.3

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1.4. FINANCIAL HEALTH OVERVIEW

FINANCIAL OVERVIEW

The municipality is in a highly rural area with high unemployment. 78% of the total valuation of the valuation roll comprises bona fide farmers, Residential 10% and businesses 5%. Of the 6748 residential properties the Municipality only supply electricity to 4085 properties. 2663 properties are supplied by Eskom. Only 1432 residential properties have a value in terms of the valuation roll of more than R100, 000. This statistics together with the fact that Kai !Garib Municipality is a one of the geographically largest municipalities makes it difficult to manage and cash flow is challenged.

T1.4.1

Financial Overview - Year 1			
			R'000
Details	Original budget	Adjustment Budget	Actual
Income			
Grants	53851	76977	82271
Taxes, Levies and tariffs	98064	98609	92364
Other	20458	18753	12767
Sub Total	172373	194339	187402
Less Expenditure	152667	194339	166186
Net Total*	19706	0	21216
* Note: surplus/(deficit)			T1.4.2

Operating Ratios	
Detail	%

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Employee Cost	38
Repairs & Maintenance	4
Finance Charges & Depreciation	1.15
	T1.4.3

COMMENT ON OPERATING RATIOS:

The variance for the employee cost is within range.

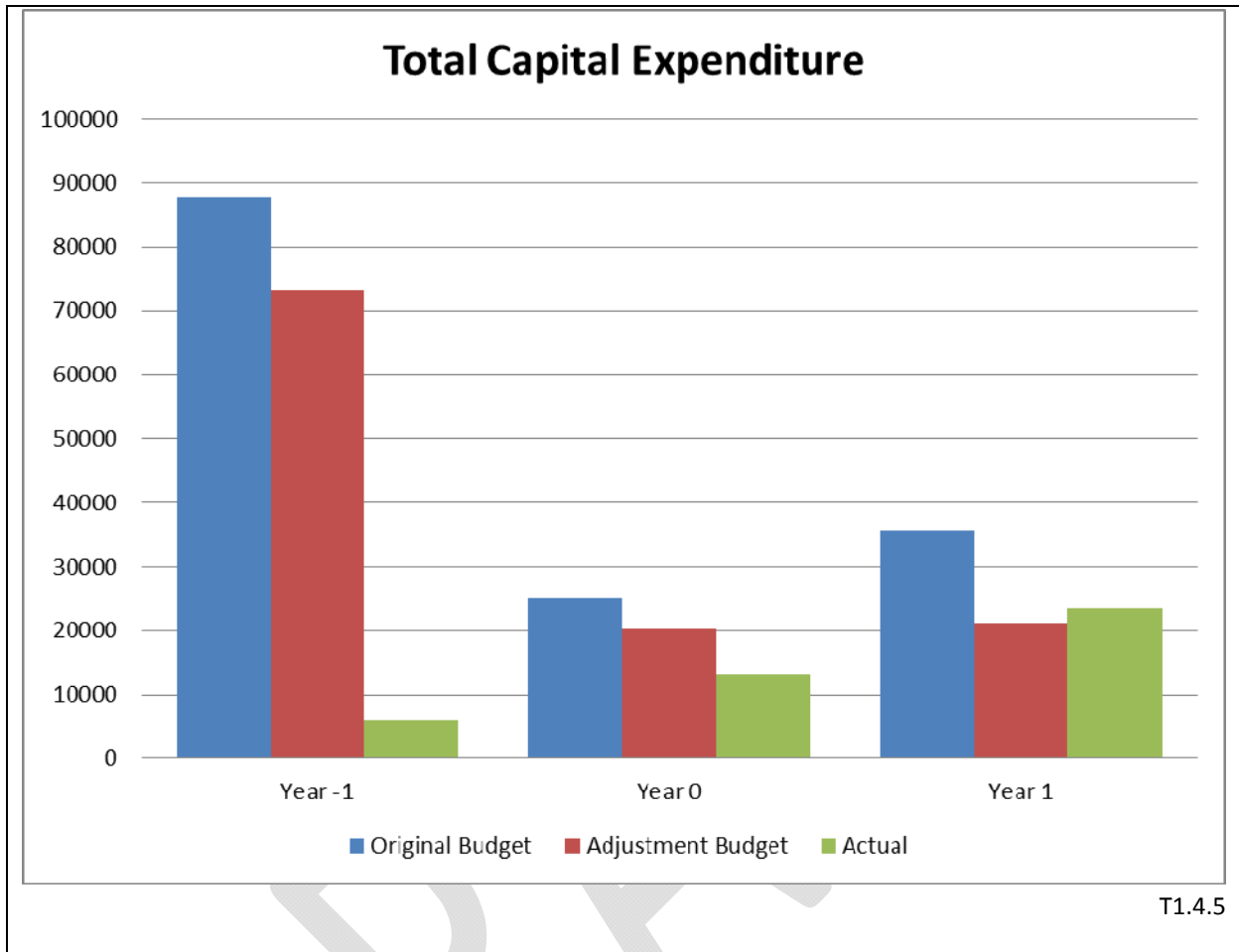
The variance for repairs and maintenance is low and can be attributed to cash flow challenges as well as a shortage of suitable suppliers, specifically to infrastructure repairs.

Finance charges are low as the municipality is not heavily indebted. Debt impairment is not allocated yet.

T1.4.3

Total Capital Expenditure: Year -1 to Year 1			
			R'000
Detail	Year -1	Year 0	Year 1
Original Budget	87752	24968	35654
Adjustment Budget	73247	20234	21161
Actual	6025	13022	23604
			T1.4.4

Chapter 1



COMMENT ON CAPITAL EXPENDITURE:

Currently the appointment of suitable contractors is a challenge. There are challenges with the approval of MIG projects as well. EIA criteria for water and sewerage projects delays registration.

T 1.4.5.1

Chapter 1

1.5. ORGANISATIONAL DEVELOPMENT OVERVIEW

ORGANISATIONAL DEVELOPMENT PERFORMANCE

The municipality had a turn-over rate of 5.26%. R 500 000 was budgeted for skills development and bursaries for employees. Not all vacancies could be filled due to insufficient funds. Only nine employees required basic medical attention due to injuries on duty

T1.5.1

1.6. AUDITOR GENERAL REPORT

AUDITOR GENERAL REPORT YEAR 1

T 1.6.1

Chapter 1

1.7. STATUTORY ANNUAL REPORT PROCESS

No.	Activity	Timeframe
1	Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period	July 2014
2	Implementation and monitoring of approved Budget and IDP commences (In-year financial reporting).	
3	Finalise the 4th quarter Report for previous financial year	
4	Submit draft year 1 Annual Report to Internal Audit and Auditor-General	
5	Municipal entities submit draft annual reports to MM	
6	Audit/Performance committee considers draft Annual Report of municipality and entities (where relevant)	August
8	Mayor tables the unaudited Annual Report	
9	Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General	
10	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	
11	Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data	September 2014 – October 2014
12	Municipalities receive and start to address the Auditor General's comments	November 2014
13	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor-General's Report	
14	Audited Annual Report is made public and representation is invited	
15	Oversight Committee assesses Annual Report	
16	Council adopts Oversight report	March 2015
17	Oversight report is made public	
18	Oversight report is submitted to relevant provincial councils	

Chapter 1

19	Commencement of draft Budget/ IDP finalisation for next financial year. Annual Report and Oversight Reports to be used as input	January 2015
T1.7.1		

COMMENT ON THE ANNUAL REPORT PROCESS:

The timeous completion of the Annual Report will assist the community in understanding that the municipality is fulfilling its mandate. It will also assist with the information captured in terms of the budgeting processes.

T1.7.1.1

Chapter 2

CHAPTER 2 – GOVERNANCE

INTRODUCTION TO GOVERNANCE

In terms of chapter 3 (18)

- (1) Municipalities must have a municipal council
- (2) A municipal council must meet at least quarterly
- (3) A municipal council should consist of a number of councillors determined by the MEC of local government in the province concerned by notice in the Government Gazette
- (4) A municipality has the power to designate councillors determined by the MEC'S for Local Government as a full time. An MEC'S determination must be in accordance with a policy framework as determined by the Minister after consulting the MEC'S for local Government.

And section 152 of the constitution Act 108 of 1996 (1)

- (2) A municipal council must annually review
 - (a) The needs of the community
 - (b) Its priorities to meet those needs
 - (c) Its process for involving the communities
 - (d) Its organisational and delivery mechanism for meeting the needs of the community and
 - (e) Its overall performance in achieving the objectives referred in sub-section 1.

T2.0.1

Chapter 2

COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

INTRODUCTION TO POLITICAL AND ADMINISTRATIVE GOVERNANCE

The Kai !Garib Municipality consist of 17 councillors. The Municipality contains 9 wards. 9 of the 17 councillors are ward based, the rest are proportional representatives.

The Mayor is a non- executive Mayor. The council contains an executive committee.

The executive committee is made up of 3 members.

T2.1.0

Meetings held

TYPE OF MEETING	MONTH	TOTAL
Council Meetings	1 July 2013 – 30 June 2014	20
Executive Committee Meetings	1 July 2013 – 30 June 2014	8

2.1 POLITICAL GOVERNANCE

INTRODUCTION TO POLITICAL GOVERNANCE

The municipality operates on an Executive Committee system, with the Mayor being the Chairperson of the Executive Committee.

Council has established the following five Section 79 committees, for :

- Service Delivery & Infrastructure Development;
- Local Economic Development;
- Transformation & Institutional Development;
- Financial Viability; and
- Corporate Governance, which report to the Executive Committee which make recommendations to the Council meeting.

The Administration, under the leadership of the Municipal Manager, is requested to advise Council accordingly and executive decisions are taken.



There is a sound relationship between the political leadership and the administrative staff of the institution.

T2.1.1

Chapter 2









Photos	POLITICAL STRUCTURE	Function
	MAYOR (Cllr JJJ Olyn)	
	SPEAKER (Cllr S Jacob)	The Mayor is the chairperson of the Executive Committee. He performs the duties, including any ceremonial functions, and exercises the powers delegated to the Mayor by the municipal Council or Executive Committee
	CHIEF WHIP (Cllr WD Klim)	

Chapter 2








NAME	WARD	PROPORTIONAL	
<p>EXECUTIVE COMMITTEE (Chaired by the Mayor) (Cllr DW Fienies and Cllr E Meyer)</p> <div data-bbox="454 615 990 928">   </div>			<p>The Council established an Executive Committee comprising of 3 members. The Mayor in conjunction with the council decides when and where EXCO meets. It is composed in the following way: ANC 2 seats and DA 1 seat</p>
			T2.1.1

COUNCILLORS
<p>Refer to Appendix A where a full list of Councillors can be found (including committee allocations and attendance at council meetings).</p> <p>The municipal council who were elected on 18 May 2011 consists out of 9 wards and 7 proportional councillors.</p> <p>It is led by the African National Congress (ANC) with eleven (11) representatives, four (4) representatives from the Democratic Alliance (DA) and two (2) from the Congress of the People (COPE).</p> <p>Councillors Solomon and Styles resigned from COPE during April and Councillor E Mompe was sworn in for cope on 01 May 2014 and Councillor Fritz was sworn in for the ANC 02 July 2014.</p>
T2.1.2

Chapter 2

 <p>WD Klim</p>	1	No	
 <p>AC Snyers</p>	2	No	
 <p>BM Bock</p>	3	No	
 <p>AM Isaacs</p>	4	No	

Chapter 2

 <p>AV Du Plessis</p>	5	No	
 <p>W Afrikaner</p>	6	No	
 <p>WB Kamfer</p>	7	No	
 <p>DW Fienies</p>	8	No	

Chapter 2

 <p>E Fritz</p>	9	No	
 <p>E Mompe</p>	PR	Yes	
 <p>E Meyer</p>	PR	Yes	
 <p>MMJ Titus</p>	PR	Yes	

Chapter 2

 <p>A v/d Westhuizen</p>	PR	Yes	
 <p>AM van Wyk</p>	PR	Yes	
 <p>CH. Markgraaff</p>	PR	Yes	

Chapter 2

POLITICAL DECISION-TAKING

The following Section 79 committees are established

Committee for Financial Management

Committee for Public Participation & Good Governance

Committee for Infrastructure Development

Committee for Local Economic Development

Committee for Institutional Development

Committee for Municipal Public Accounts

The Executive Committee and Council

Adhoc committees for specific items are also established, like Local Labour Forum, Council/Administration Committees for Housing and Finance. Etc.

A complete administrative calendar is attached at Appendix B.

T2.1.3

2.2 ADMINISTRATIVE GOVERNANCE

INTRODUCTION TO ADMINISTRATIVE GOVERNANCE

In terms of the MFMA s 60(b) The municipal manager of a municipality is the accounting officer of the municipality for the purposes of this Act and must provide guidance on compliance with this Act to political structures; political officer bearers, and officials of the municipality and any entity under the sole or shared control of the municipality.

In accordance with the MFMA s 61 (1)

The responsibilities of the Municipal Manager includes the following,

(a) act with fidelity, honesty, integrity and in the best interest of the municipality in managing its financial affairs. Disclose to the municipal council and mayor all material facts which are available to

Chapter 2

the accounting officer or reasonably discoverable, and which in any way might influence the decisions or actions of the council or mayor.

T2.2.1

DRAFT

Chapter 2

TOP ADMINISTRATIVE STRUCTURE



TIER 1
MUNICIPAL MANAGER
(Mr GJ Lategan)

Function

The Municipal Manager heads the administration of Kai !Garib Municipality and provides the link between the political and administrative arms of the Municipality

He has administrative control over Strategic services, including Office of the Mayor and Speaker, Internal Audit & Risk Management and Local Economic Development.



DIRECTOR: CORPORATE SERVICES
(Adv RS Neethling)

Responsible for the following functions : Legal Services, Secretariat, Information Technology and Human Resources



DIRECTOR: TECHNICAL SERVICES (ACTING)
(Mr J. Mac Kay)

Responsible for all Water, Sanitation, Technical, Parks, Electricity and Roads Services of the Municipality



DIRECTOR: FINANCE
(Mr J Krapohl)

Responsible for the financial administration of the municipality, as prescribed by legislation

Chapter 2



DIRECTOR: PLANNING AND DEVELOPMENT
(Mr J Mac Kay)

Render a comprehensive function regarding town planning and development, the spatial development framework, local economic development opportunities, property transactions, nature conservation projects, valuations and building control functions within the jurisdictional boundary of the Municipality.

T2.2.2

COMPONENT B: INTERGOVERNMENTAL RELATIONS

INTRODUCTION TO CO-OPERATIVE GOVERNANCE AND INTERGOVERNMENTAL RELATIONS

Chapter 3 of the constitution, section 41, states the principles of co-operative government and intergovernmental relations.

Co-operative government

Government of the republic

40 (1) In the Republic, government is constituted as national, provincial and local Spheres of Government which are distinctive, independent and inter-related

(2) All spheres of government must observe and adhere to the principles in this chapter and must conduct their activities within the parameters that chapter provides.

T 2.3.0

Chapter 2

2.3 INTERGOVERNMENTAL RELATIONS

NATIONAL INTERGOVERNMENTAL STRUCTURES

Act 108 of 1996 which is the constitution of the Republic of South Africa states in chapter 3 41 (h) that all spheres of government must co-operate with one another in mutual trust and good faith by:

Fostering friendly relations

- ☐ Assisting and supporting one another
- ☐ Informing one another of, and consulting one another on, matters of common interest
- ☐ Adhering to agreed procedures ; and
- ☐ Avoiding legal proceedings against one another

Section 2 (a) of the constitution further states that an act of Parliament must establish or provide for structures and institutions to promote and facilitate intergovernmental relations

T2.3.1

PROVINCIAL INTERGOVERNMENTAL STRUCTURE

The Provincial IGR consist of the entire local, district Municipalities and the Provincial government departments. It is chaired by the Premier of the Northern Cape. The structure is instrumental in ensuring service delivery at local, district and Provincial government level.

T2.3.2

RELATIONSHIPS WITH MUNICIPAL ENTITIES

Currently the Municipality has no relationship with any municipal entities.

T2.3.3

Chapter 2

DISTRICT INTERGOVERNMENTAL STRUCTURES

The Siyanda District intergovernmental structure consists of all the 5 local municipalities and the regional government departments.

Act 117 of 1998 which is the Municipal Structures Act states in number 84 (a) that a District Municipality is responsible for integrated development planning for the district municipality as a whole including a framework for integrated development plans for all Municipalities in the area of the district.

T2.3.4

Chapter 2

COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

OVERVIEW OF PUBLIC ACCOUNTABILITY AND PARTICIPATION

The Council approved the establishment of an Audit Committee, Risk Management Committee and Municipal Public Accounts Committee to enhance a culture of accountability in the municipality.

The Audit and Risk Management Committee are entrusted to monitor the work done by the Internal Audit Unit, which is located in the office of the Municipal Manager. It scrutinizes the audits done by the unit as well as the responses received from the different divisions and units.

The Audit Committee was appointed on 23 June 2014.

T 2.4.0

2.4 PUBLIC MEETINGS

COMMUNICATION, PARTICIPATION AND FORUMS

Kai !Garib Municipality does not currently have a communications unit. However, we do communicate via our local newspaper and by making use of a loud hailing system within our communities. Communication is also exercised through the use of Community Development Workers, Ward Committees as well as information sessions.

T2.4.1

Chapter 2

WARD COMMITTEES

The Local government legislations made a provision for local authorities to establish a system of participatory democracy at the local level in the form of Ward Committees. Ward Committees were introduced in municipalities as community structures to play a vital role in linking and informing the municipalities about the needs, aspirations, potentials and problems of the communities. They were established to form the bridge between local municipalities and communities by facilitating proper communication. By working directly with the Municipality, ward committees, serve as a cord which articulates the new system of local government to the majority of the people, more especially to previously disadvantaged communities. Ward committees have an important role to play in actively taking part and determining core municipal business such as Integrated Developmental Planning, Budgeting, Municipal performance management process, without which democracy cannot be said is rooted on among the people. Ward committees are a creation of legislation, the Municipal Structures Act, giving effect to the Constitution of the South Africa.

Ward committees has dealt with a variety of community needs, problems and aspirations at ward level. The major issues among others were housing challenges, road infrastructure, water and electricity.

T2.4.2

Public Meetings					
Nature and purpose of meeting	Date of events	Number of Participating Municipal Councillors	Number of Participating Municipal Administrators	Number of Community members attending	Dates and manner of feedback given to community
Community Participation of IDP Review	19-May-14	1	IDP Team	85	Feedback is provided during meetings unless otherwise stated
	20-May-14	1	IDP Team	41	
	21-May-14	1	IDP Team	59	
	26-May-14	1	IDP Team	124	
	27-May-14	1	IDP Team	64	
	28-May-14	1	IDP Team	67	
	2-Jun-14	1	IDP Team	67	
	3-Jun-14	1	IDP Team	20	
	4-Jun-14	1	IDP Team	53	
	10-Jun-14	1	IDP Team	86	
	11-Jun-14	1	IDP Team	61	
	12-Jun-14	1	IDP Team	43	
	18-Jun-14	1	IDP Team	54	
Total				824	

T2.4.3

Chapter 2

COMMUNITY PARTICIPATION OF IDP REVIEW 2013/2014 SECOND ROUND

Ward	Categories	Community Inputs
Kenhardt Ward 9 20 May	Municipal Accounts:	<ul style="list-style-type: none"> ➤ Breakdown and delivery of accounts is not sufficient or enough to understand. ➤ A clear explanation of the indigent policy and the reason why it is different from the previous policy, is required ➤ Waiver of water bills are requested ➤ Prohibition of the sale of economic plots must be lifted ➤ What was put in place to collect bad debts, citing the losses on the budget for the past two years?
	Road Infrastructure :	<ul style="list-style-type: none"> ➤ Tarred roads are in a terrible state ➤ Can't the Municipal Board have talks with the Contractors, engaged in road works, to invest in the town's roads? ➤ Demand for the construction of speed bumps
	Drinking Water:	<ul style="list-style-type: none"> ➤ When will the Rooiblok get fresh water?
	Electricity:	<ul style="list-style-type: none"> ➤ Request for the installation of floodlights to eliminate dark spots
	Housing:	<ul style="list-style-type: none"> ➤ Why must Kenhardt always stand aside; when it comes to the number of houses being built in the Kai! Garib environment? ➤ Allocation of church grounds must be completed or at least be identified ➤ How long is the waiting period for stands to be registered?
	Sport and Recreation:	<ul style="list-style-type: none"> ➤ Sports ground is in a terrible state. The Municipality is called to attend to that
	Local Economic Development:	<ul style="list-style-type: none"> ➤ Appointments with regards to job creation is done for only certain needy; and not given to the needy in other racial groups ➤ With reference to the current budget, it shows no projects for Kenhardt in the new financial year, while several deficiencies were identified in the past. ➤ Is the Drop Inn Centre, which provides food to homeless people, funded by the Municipality? ➤ Is recycling a priority and how can it be addressed? ➤ Officials and their responsibilities of the Kenhardt Municipality is unknown to the community ➤ Upgrading of the community hall, especially toilets and maintenance, are required ➤ Demand for construction / installation of toilets at the Cemetery ➤ Budget for and demand of a doctor and better medical care ➤ Demand for vegetable gardening projects and the availability of land (for such a project)
Keimoes-Ward 6,7&8 21 May	Municipal Services (Refuse Removal/Sewerage):	<ul style="list-style-type: none"> ➤ Demand for bins in strategic locations in town and suburb

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Lennertsville, Soverby, Currieskamp, Blaauwskop, Keimoes Dorp, Noodkamp, Gamakor, Akasia Park, Bloemsmond	Municipal Accounts:	<ul style="list-style-type: none"> ➤ Concerns were raised about the lack of finances to the Budget - What is put in place to address this? ➤ How does the Council get to the 15% increase? Why not some other percentage? ➤ The reason why the amount of bad debt is so high, is because the Council charge for services on stands that is empty for years ➤ A suggestion was made to take empty stands back after a certain period, as is done in other municipalities ➤ When will the registration process on properties be completed? ➤ Appeal is made to give opportunity to people who are not covered by the indigent policy, to obtain plots ➤ How long will it take to lift the ban on the sale of economic plots and who is driving it?
	Road Infrastructure :	<ul style="list-style-type: none"> ➤ Mc Taggerskamp don't have a recognized turn-off that can be upgraded, as is done in other areas ➤ The grading of roads have been addressed at previous occasions and still receives no attention ➤ Access road for cattle are requested in Kanoneiland
	Drinking Water and other water related issues:	<ul style="list-style-type: none"> ➤ Water meters are required in CurriesKamp for all residents to exercise sufficient control over water, with regard to their accounts
	Electricity:	<ul style="list-style-type: none"> ➤ The floodlight in Currieskamp is out of order ➤ Power supply is a problem. There are frequent complaints, but nothing has been done in this regard
	Housing:	<ul style="list-style-type: none"> ➤ When will people get stands? ➤ Does the municipality do anything from their side to ensure that housing in Kanoneiland is up to standard? ➤ Why is there no housing supply to the old people of Lennertsville?
	Sport and Recreation:	
	Local Economic Development:	<ul style="list-style-type: none"> ➤ The division of Bloemsmond in a ward should be made clear (in which ward?) ➤ What services are delivered in Bloemsmond? ➤ Where does Mc Taggerskamp fit in, seeing that there is no mention of them in the current budget? ➤ Why are there no development or service delivery in Mc Taggerskamp, since they have to make use of the pit-toilet system and water wells in the channel? ➤ Residents of Lennertsville demand for land for private industry (farming) ➤ Kanoneiland & Blaauwskop requires land for its own cemetery ➤ Concern rose about the budget of R1 million for township establishment. It must span the entire Kai! Garib area ➤ Eksteenskuil received no attention in the budget. Disappointment is expressed

Chapter 2

		<ul style="list-style-type: none"> ➤ Bridges in Eksteenskuil are insufficient ➤ There are people who live in a river walk. Urgent attention is requested ➤ Can the Council help people with wire and poles for fencing, or subsidize the acquisition, since people spoil the cemeteries by taking fences from the graves ➤ Service Delivery in Kanoneiland is not sufficient ➤ A request is made to look at the bridges in Kanoneiland ➤ What contribution can the municipality make to schools in the Kanoneiland area? ➤ Healthcare in Kanoneiland is a big problem ➤ Where are the development for young people? ➤ What contribution does the municipality make with respect to further study opportunities for young people, libraries and computer skills?
	Municipal Services (Refuse Removal/Sewerage):	<ul style="list-style-type: none"> ➤ Waste disposal is a major problem in CurriesKamp, since there is no service. ➤ Currieskamp is still using pit toilets! ➤ Is the corner in Hollenbachlaan a download area for garbage, as the municipality shed garbage there; thus followed by the community, by doing the same ➤ When will attention be given to houses with pit toilets in Lennertsville?
Kakamas-Ward 2 3,4&7 22 May		
Kakamas, Langverwacht, Lutzburg, Alheit, Cillië, Bloukamp, Neus, Kromhoud	Municipal Accounts:	<ul style="list-style-type: none"> ➤ Appeal is made to look at other sources for losses or shortfalls in the budget
	Road Infrastructure :	<ul style="list-style-type: none"> ➤ An urgent appeal is made to bring more speed bumps in the neighbourhood of ward 4 (Mr Pienaar)
	Drinking Water and other water related issues:	<ul style="list-style-type: none"> ➤ No water and toilet facilities in shantytown on Kenhardt road
	Electricity:	
	Housing:	<ul style="list-style-type: none"> ➤ The allocation of houses is done in an unfair manner ➤ A woman in the community's house burned down and she waited three years for a house. House was approved, but not received anything yet. ➤ Appeal is made to look for housing (homes) for the elderly
	Sport and Recreation:	<ul style="list-style-type: none"> ➤ Request to pay attention to Sports Fields in Cillië regarding track development
	Local Economic Development:	<ul style="list-style-type: none"> ➤ Suggestion was made to use students who had matriculated, for the EPWP, to get work experience, as it is only for short periods (three months). ➤ An appeal is made to the Council, not to come to the community as an incomplete panel

Chapter 2

		<ul style="list-style-type: none"> ➤ Job creation is only for certain people
	Municipal Services (Refuse Removal/Sewerage):	<ul style="list-style-type: none"> ➤ HMO dumps garbage at squatter camp which is very unhealthy and unhygienic ➤ Water problem is encountered at the toilets of the school in Cillié. Requesting the Municipality to help in this regard ➤ Problems are encountered with the drainage system in Ward 4. It's unhygienic and cause diseases in the community
Augrabies-Ward 1&2 23 May		
Augrabies, Noudonsies, Marchand	Municipal Accounts:	<ul style="list-style-type: none"> ➤ Appeal is made to Council to find ways to motivate people to pay their services ➤ Request that the final budget must be given to all
	Road Infrastructure :	<ul style="list-style-type: none"> ➤ Tar Road in Augrabies is of poor quality
	Drinking Water and other water related issues:	
	Electricity:	
	Housing:	<ul style="list-style-type: none"> ➤ Complaints were raised about municipal houses that are not in good condition ➤ There are no business stands in Augrabies. A demand is done ➤ Demand is done for a new expansion in Augrabies as the population in the town increases, thus not enough land available for housing ➤ Demand for housing in Marchand ➤ Clarity requested on erf 4558. It has been allocated as a residential property, but is listed as a business property
	Sport and Recreation:	<ul style="list-style-type: none"> ➤ The demand for sports grounds, playground for children and grazing land for sheep farmers
	Local Economic Development:	<ul style="list-style-type: none"> ➤ Demand for the expansion, fencing and cleaning of the cemetery in Augrabies. ➤ The Council is urged to look at the economic empowerment of youth ➤ There are many animals (dogs) in the community who are ill, therefore, the request to the municipality to help with a solution ➤ Inquiries be made to the sub-station that was part of the budget two years ago, but nothing came of it. What happened to it? ➤ There was a donation for the construction of a taxi rank and busstation (Augrabies), but nothing has been done yet. ➤ Can't there be two large gates at the cemetery; one for entrance and another for exit ➤ The Tele-centre is petered out and was a great asset to the community. Request is made to Council, to re-open it, or to help with the re-opening ➤ Health care is a problem. Local clinics are not up to standard ➤ Inquiries are made about the Solar System. Who funded it, and is the municipality involved in this

Chapter 2

		<ul style="list-style-type: none"> ➤ The people from Noudonsies receive poor clinical treatment and want to know to whom they can submit complaints ➤ Fire and Ambulance services are a problem for Augrabies, as the supply points of the services are too far. Consider the possibility of a point closer to Aubrabies
	Municipal Services (Refuse Removal/Sewerage)	<ul style="list-style-type: none"> ➤ Mr Blom mentioned that he paid for a toilet; not yet received ➤ The disposal of garden waste is still a problem ➤ Waste disposal is a major problem. The service is charged, but not delivered ➤ Request directed to look at another dumping site for rubbish. ➤ Refuse are collected over weekends, especially Sundays, and little done during the week
Fiërsdale-Ward 7 26 May		
Friërsdale, Warmsand, Forster-eiland, Loxtonvale, Tkabies	Municipal Accounts:	
	Road Infrastructure :	
	Drinking Water and other water related issues:	<ul style="list-style-type: none"> ➤ There are no shops in Friërsdale, due to water problems
	Electricity:	<ul style="list-style-type: none"> ➤ Electricity is a problem ➤ Warmsand chicken camp, is the only area that receives lightning
	Housing:	
	Sport and Recreation:	
	Local Economic Development:	<ul style="list-style-type: none"> ➤ People of Friërsdale want to know why they can't move to an alternative location ➤ How long will it take to complete township establishment in 7th Avenue ➤ Want to know if there is a law that protects the rights of farmworkers, working longer than 10 years ➤ No cemetery ➤ Fosters Island receives no attention ➤ Inquiries are made about the Solar System. How does it work?
	Municipal Services (Refuse Removal/Sewerage):	<ul style="list-style-type: none"> ➤ Can the council help with sewer system?
Riemvasmaak-Ward 1		

Chapter 2

27 May		
Riemvasmaak sending, Blouputs, Vredesvallei	Municipal Accounts:	
	Road Infrastructure :	<ul style="list-style-type: none"> ➤ The Gravel road in Riemvasmaak needs serious attention. ➤ Request for a grader on the road. ➤ Urge the Council to engage with Public Works with regards to distance plates between Kakamas and Riemvasmaak, indicating distance, especially to tourists ➤ Must provide for speed bumps ➤ Where are the tractor that was purchased for the maintenance of the road between Kakamas and Mission?
	Drinking Water and other water related issues:	<ul style="list-style-type: none"> ➤ Inquiries are made to the access to stop-cocks, to self-regulate water consumption, since a lot of water are wasted, and must be paid for.
	Electricity:	<ul style="list-style-type: none"> ➤ Power is a problem in Riemvasmaak; power trips when the wind is blowing strongly, etc. Larger breakers are needed (Discussions with ESKOM as soon as possible) ➤ TV channels need to be addressed. Enough power must be purchased for the towers. ➤ The streetlights in Vredesvallei are out of order ➤ There are no electricity at the new 12 plots
	Housing:	
	Sport and Recreation:	<ul style="list-style-type: none"> ➤ Sports Grounds in Mission and Vredesvallei are incomplete and needs urgent attention.
	Local Economic Development:	<ul style="list-style-type: none"> ➤ Proposal for services, such as garbage collection and cleaning of town, to be done by local residents, which will help with unemployment rate and ensure that the services get done on a regular basis.
	Municipal Services (Refuse Removal/Sewerage):	<ul style="list-style-type: none"> ➤ Demand for flushing toilets. Pit latrines are unhygienic, overcrowded and cause diseases. ➤ Urgent appeal is made for provision of sewerage at Riemvasmaak in the current budget. ➤ The old (municipal) toilets are broken, have cracks, and are not in good condition. Can the Council help? ➤ Refuse removal are not done at all streets. ➤ EPWP must pay attention to the dump-site

Chapter 2

COMMENT ON THE EFFECTIVENESS OF THE PUBLIC MEETINGS HELD:

The Public meetings that were held were effective in the sense that communities raised their service delivery issues to council. This in essence averts possible service delivery marches as council could deal with the concerns of the communities to the satisfaction of the Council and the community alike.

T2.4.3.1

2.5 IDP PARTICIPATION AND ALIGNMENT

IDP Participation and Alignment Criteria*	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPIs in the strategic plan?	Yes
Do the IDP KPIs align to the Section 57 Managers	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
Do the IDP KPIs align with the provincial KPIs on the 12 Outcomes	Yes
Were the indicators communicated to the public?	Yes
Were the four quarter aligned reports submitted within stipulated time frames?	No
* Section 26 Municipal Systems Act 2000	

T2.5.1

Chapter 2

COMPONENT D: CORPORATE GOVERNANCE

OVERVIEW OF CORPORATE GOVERNANCE

Corporate Governance refers to the way the institution is governed. It is the technique by which the municipality is directed and managed. It means carrying the municipality as per the stakeholders' desires. The relationship between the community and the managers in an organization must be healthy. The owners must see that individual's actual performance is according to the standard performance.

Corporate Governance deals with determining ways to take effective strategic decisions. It gives ultimate authority and complete responsibility to the managers. Corporate Governance ensures transparency which ensures strong and balanced development. This also ensures that the interests of all shareholders are safeguarded. It ensures that all shareholders fully exercise their rights and that the organization fully recognizes their rights. Corporate Governance has a broad scope. It includes both social and institutional aspects. Corporate Governance encourages a trustworthy, moral, as well as ethical environment.

T2.6.0

2.6 RISK MANAGEMENT

RISK MANAGEMENT

The MFMA S(62) (i) (c) requires a municipality to have and maintain an effective, efficient and transparent system of risk management. Kai !Garib Municipality has had three Risk Management Workshops in conjunction with National Treasury in which the entire upper, middle and lower management were involved.

The post for Risk Management has been filled during April of the 2013/14 financial year. The Risk Management Unit has been staffed and is currently assisted by the district as well as National Treasury. The Risk register is in place as well as the Risk Management Policy.

T2.6.1

Chapter 2

2.7 ANTI-CORRUPTION AND FRAUD

FRAUD AND ANTI-CORRUPTION STRATEGY

The Institute of Internal Auditors defines internal auditing as follows:

“... an independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.”

Kai !Garib acknowledged the need for an Internal Auditor during the 2013/14 financial year and has thus already budgeted for the post for the new financial year. The post has subsequently been filled. The Internal Audit Charter, Policy, Internal Audit plans (Operational & Strategic) was adopted by council on 23 June 2014.

T2.7.1

2.8 SUPPLY CHAIN MANAGEMENT

OVERVIEW SUPPLY CHAIN MANAGEMENT

MFMA S110-119; SCM Regulations 2005; and relevant MFMA circulars set out required processes and guidance manuals to help ensure that SCM arrangements provide appropriate goods and services, offer best value for money and minimize the opportunities for fraud and corruption.

Supply Chain Management (SCM) is necessary to ensure a sustainable and accountable supply chain that promotes black economic empowerment and local economic development. The drafting and implementation of both an SCM policy and procedures have ensure that the processes are fair, equitable, transparent, competitive, environmentally friendly and cost effective, in accordance with the rules and regulation from the spheres of government.

The municipality is currently operating a decentralized SCM unit and is in the process of converting to a centralized structure, which will promote and enhance an open and fair tendering process to all suppliers, regardless of the particular communication media that they may have access to. This system will level the playing field for all suppliers.

T2.8.1

