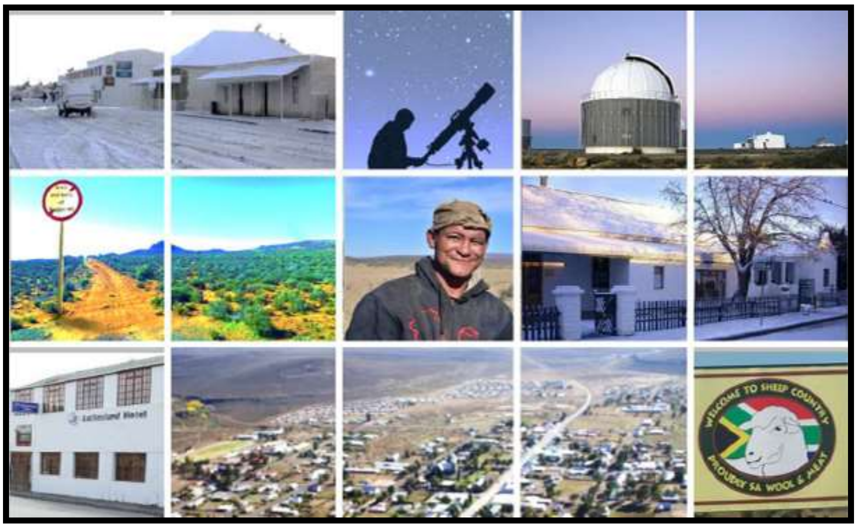
ANNUAL REPORT



ON THE PERFORMANCE OF

KAROO HOOGLAND MUNICIPALITY

FOR THE 2020/2021 FINANCIAL YEAR

IN TERMS OF
SECTION 46 OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, 2000
AND
SECTION 121 OF THE MUNICIPAL FINANCIAL MANAGEMENT ACT, 2003

DRAFT : SUBMITTED TO AUDITOR GENERAL : 31 Aug 2021
DRAFT : SUBMITTED TO COUNCIL 31 Aug 2021
Final Tabled to Council : 28 January 2022
Received Auditor's General Report 2020/2021 : 1 Dec 2021
Received Recommendations from Audit Committee : Outstanding
Submit to AG : 25 January 2022 Revised with Submit to NT & Audit Committee : 1 Feb 2022
Advertised to public for input : Feb 2022 (After Council Meetings)
Update Annual Report with all the outstanding information: January and March 2022
Tabled to MPAC for Oversight : March 2022
Final tabled to Council with Oversight Report: 31 March 2022

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ANNEXURES, VOLUMES AND APPENDIXES

ABBREVIATIONS

AFS	Annual Financial Statements
AG	Auditor-General
AGSA	Auditor-General South Africa
B2B	Back to Basics
CAPEX	Capital Expenditure
CBP	Community Based Planning
CFO	Chief Financial Officer
COGHSTA	Department of Cooperative Governance, Human Settlement and Traditional Affairs
DPLG	Department of Provincial and Local Government
DWAF	Department of Water Affairs and Forestry
EE	Employment Equity
EPWP	Extended Public Works Programme
FBS	Free Basic Services
GAMAP	Generally Accepted Municipal Accounting Practice
GRAP	Generally Recognised Accounting Practice
HR	Human Resources
IDP	Integrated Development Plan
IFRS	International Financial Reporting Standards
IMFO	Institute for Municipal Finance Officers
INEP	Integrated National Electrification Program
IT	Information Technology
KHM	Karoo Hoogland Municipality
KPA	Key Performance Area
KPI	Key Performance Indicator
LED	Local Economic Development
LGMIM	Local Government Management Improvement Model
LGSETA	Local Government Sector Education & Training Agency
MFMA	Municipal Finance Management Act (Act No. 56 of 2003)
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
MPAC	Municipal Public Accounts Committee
MSA	Municipal Systems Act No. 32 of 2000
MSA	Municipal Structures Act No 17 of 1998
NERSA	National Electricity Regulator South Africa
NGO	Non-governmental organisation
NT	National Treasury
OPEX	Operating expenditure
PMS	Performance Management System
PT	Provincial Treasury
SALGA	South African Local Government Organisation
SAMDI	South African Management Development Institute
SCM	Supply Chain Management
SDBIP	Service Delivery and Budget Implementation Plan
SDF	Spatial Development Framework
SDP	Skills Development Plan
SLA	Service Level Agreement
SMME	Small, Medium and Micro Enterprises
SPLUMA	Spatial planning and Land Use Management Act
WSA	Water Services Authority
WSDP	Water Services Development Plan
WPSP	Work Place Skills Plan

CHAPTER 1: MAYOR'S FOREWORD & EXECUTIVE SUMMARY

COMPONENT A: MAYOR'S FOREWORD

Councillor AS Mietas
Mayor

INTRODUCTION

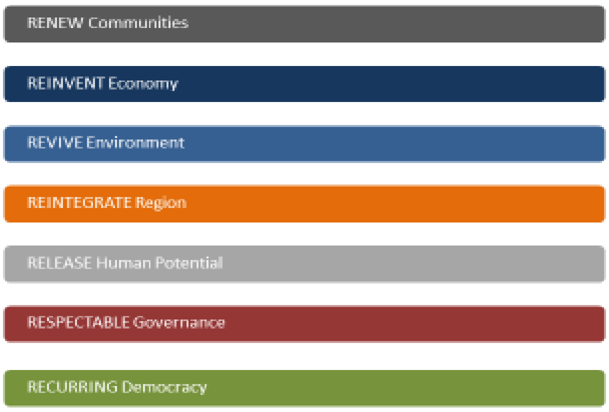
The Vision statement of the Karoo Hoogland Municipality serve as the blueprint for the development of the municipal area. The report showcases the collective effort between the Municipal Administration and Council to address and eradicate service backlogs, socio economic challenges and council's contribution towards Local Economic Development.

Following the Election on 1 November 2021, I was elected on 22 November 2021 by the new Council of Karoo Hoogland Municipality as Mayor. It is with great pleasure that I present the 2020/2021 Annual Report to council and residents of the Karoo Hoogland Municipality sphere of government. The Annual Report reflects on the performance of the IDP and Budget of the municipality for the 2020/2021 financial year and is a reflection of the last financial year of the previous Council's term which ended November 2021.

This Annual Report contribute to the constitutional mandate of the Karoo Hoogland Municipality to deliver services to its residents and actively involve them in the affairs of the municipality.

KEY DEVELOPMENTS

The focus of Karoo Hoogland Municipality is to be an economical growth node in the Northern Cape, earmarked by active community participation. In this journey the municipality is intent on aligning its goals and strategies to that of the National Development Plan – Vision 2030 (NDP) as well as other relevant National and Provincial strategies. The NDP priorities that closely link to Karoo Hoogland Municipality.



The municipality successfully implemented the following projects for the period under review as part of the commitment to deliver decent and quality to services to the community.

- Paving of roads within Williston
- Commenced with the upgrading of the Williston Internal Water Network
- Commenced with processes for the Sutherland Emergency Bulk Water Project

Council invested in the municipal fleet (one new sewage truck) to deliver decent services during the year under review and in the years to come.

PUBLIC PARTICIPATION

The municipality believe that a informed community is the best and we try to keep the community updated with all the necessary information timeously in all the possible mediums which we can afford. Public Participation is key to all our porcesses and needed for transparency.

Along this way I would like to thank the community at large, our administration for the positive contribution and positive attitude in a very challenging time during Covid.

I thank the Council who's term ended in November 2021 for their dedication.

As I look ahead, we as a team must have common goals and have perseverance to endure.

Councillor AS Mietas
New Mayor : *Elected on 22 November 2021*
24 January 2022

COMPONENT B : EXECUTIVE SUMMARY

1.1 MUNICIPAL MANAGER'S OVERVIEW

Mr JJ Fortuin
Municipal Manager

It is a great pleasure and honour to present the 2020/2021 Annual Report of Karoo Hoogland Municipality as the final step in the accountability of the IDP for the 2020/2021 year under review.

The year under review marked a period of changes of which the biggest challenge was to operate under severe pressure with the global pandemic (Covid19) and ensure stability in the institution and to deliver services with skeleton staff.

Karoo Hoogland Municipality's Annual Report was compiled in line with the Local government Municipal Systems Act 32 of 2000, Municipal Finance Management Act 56 of 2003, as well as other legislation applicable to Local Government.

In 2019/2020 the Audit outcome was an unqualified opinion and administration showed a lot of improvement, however since March 2020 Covid19 placed a lot of stress on the whole of the municipal workforce.

New ways of thinking and doing business to adhere to legislation and submit reports timeously and to perform within a state of National Disaster.

For 2020/2021 Karoo Hoogland achieved an unqualified opinion. Which showed that even though some personnel have been with the municipality for a number of years and were set in their ways, personnel are still willing to learn and adjust as change came about.

Infrastructure development must be prioritized in our budget. The Medium Term Strategic Framework states that improvements in Service Delivery have to be complimented by effective accountability to community. In line with the Batho Pele Principles, which objectives are to ensure effective and efficient service delivery, it is therefore vital to identify areas for improvement to serve the citizens ethically, efficiently and with excellence.

Management appreciates the political leadership of the Municipality for the opportunities that they gave us to serve the people of Karoo Hoogland. The staffs' tireless efforts in implementing the municipalities mandate are able to contribute to make a difference in the quality of the lives of the communities.

The Year ahead

This Annual Report serves as a record of and accounting mechanism to communities on the institution's achievements(highlights) and challenges, as well as the mitigation and remedial measures implemented to address the latter. While it reflects that progress has been made in service delivery, there are undeniable challenges due to Covid19 and other factors. The Covid -19 pandemic have a significant impact on the operations of the Municipality. Our heartfelt condolences to all our staff and families who passed away due to Covid-19.

To strengthen and streamline the institution and its operations to enable the institution to expand service delivery to the residents of Karoo Hoogland Municipality, inter alia the following interventions/actions will be prioritized in the year ahead:

A. Sourcing available national and international funding to augment key service delivery projects and replace aging and poor infrastructure.
B. Strengthening our Ward Committee System to enhance effective public participation.
C. Making the vision and mission of the municipality our motto to provide a strategic thrust for the Municipality's long-term development planning.
D. Addressing irregular, fruitless and wasteful expenditure and improving the audit opinion by the Audit-General and introducing corrective measures towards obtaining a clean audit.
E. Review of Supply Chain Management Policy, system and processes.
F. Vigorously instilling a culture of performance within the institution.
G. Promoting financial discipline and management.

It is worth mentioning that during the 2021/2022 Municipal Elections took place on 1 November 2021 where Karoo Hoogland Municipality had the new Council's Inaugural meeting on 22 November 2021. After Promulgation by the MEC and the amendments to the Municipal Systems Act no more plenary systems exist after 1 November 2021 and thus Karoo Hoogland Municipality is now a collective executive system with a ward participatory system since 22 November 2021 with 11 Councillors and not 7 Councillors anymore as reported in the year under review. Karoo Hoogland now has a Mayor, a Speaker, a whip and an Executive Committee reporting to Council. Thus bringing about major financial constraints as the Equitable share stayed the same and no additional funding were allocated and committed from National Treasury. It must be taking into account going forward and is well worth mentioning for the new council as this will be a major challenge and might bring about service delivery issues if precautions are not taken.

I want to thank the councillors and the officials for their dedication, support, and hard work to achieve an unqualified opinion. I also want to thank the citizens of the Karoo Hoogland for their unwavering support in taking Karoo Hoogland Municipality to higher heights.

Karoo Hoogland Municipality will deliver its core function of providing basic services as per the Constitution of 1996. We will continue to deliver these services to all our citizens of the Karoo Hoogland Municipality.

Mr JJ Fortuin
Municipal Manager
21 January 2022

"Service delivery begins with me"

VISION

Karoo Hoogland will be an economical growth node in the Northern Cape, earmarked by active community participation. Council must create an environment that will enhance economic development with specific focus on poverty alleviation and the creation of direct and indirect job opportunities.

MISSION

Provide local leadership on environmental sustainability and climate change response. As an authority that delivers municipal services to Karoo Hoogland municipal jurisdiction, we attempt, by means of a motivated staff, to develop Karoo Hoogland municipal jurisdiction increasingly as a pleasant, safe and affordable living and workplace for its residents - and a hospitable and relaxed visiting place for its visitors.

NEW SPATIAL DEVELOPMENT VISION

1.2 MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

INTRODUCTION TO BACKGROUND DATA

The Municipal Systems Act, Act 32 of 2000 states that:
• A Municipality is a state of organ within the local sphere of government exercising legislative and executive authority within an area determined in terms of the Local Government Municipal Demarcation Act, 1998
• It consist of –

- the political structures and
- administration of the municipality and
- the community of the municipality

As stated by the act above, the Municipality represent the interests of the community and must take decisions that are reasonable and in the interest of the community.

This report addresses the performance of Karoo Hoogland Municipality in the Northern Cape in respect of its core legislative obligations. The participatory framework requires that the Council of the Municipality provides regular and predictable reporting on project performance and the general state of affairs in their area.

The 2020/2021 annual report reflects on the performance of Karoo Hoogland Municipality for the period 1 July 2020 to 30 June 2021. The annual report is prepared in accordance with Section 121(1) of the Municipal Finance Management Act (MFMA), in terms of which the Municipality must prepare an annual report for each financial year.

POWERS AND FUNCTIONS OF KAROO HOOGLAND MUNICIPALITY

The Karoo Hoogland Municipality was established in 2000. Karoo Hoogland is a **category B municipality** as determined in terms of Municipal Structures Act (1998). **In terms of Section 9 of the Local Government: Municipal Structures Act (No. 117 of 1998) KHM is a Category B municipality with a plenary executive system combined with a ward participatory system.**

The establishment of the municipality fulfilled the local government transformation process as articulated by the White Paper on Local Government, 1998. The White Paper envisaged the form and nature of new local government structures in the country. The new local government structures are mandated to improve the quality of life of their citizens and residents. In terms of its category B status the Karoo Hoogland Municipality has been empowered to perform the **following functions** as bestowed upon it by the Constitution in terms of section 156(1) and the division of powers and functions.

The powers and functions performed by local authorities in South Africa are defined primarily in Section 156 and 229 of the Constitution (Act 108 of 1996). The Local Government Municipal Structures Act (117 of 1998), read together with the Local Government Municipal Structures Amendment Act (33 of 2000), divides the powers and functions, as set out in the Constitution between district and local municipalities (Section 84). The Act, together with the Amendment Act, Section 85(1), allows the Member of Executive Council (MEC) for COGHSTA to further adjust the division of certain of these functions between district and local municipalities. Section 84(3)(a) allows only the Minister for Provincial and Local Government to authorize a local municipality to perform these functions.

The municipal functional areas are as indicated below:

Municipal Functions/District		
Municipal Functions	**Function Applicable To Municipality**	**District**
Water Provision	✓	
Waste Water (Sanitation)	✓	
Electricity Provision	✓	
Waste Management	✓	
Housing	✓ (with funding from CoGHSTA)	
Free Basic Services	✓	
Road Transport	✓	
Waste Water Storm Water Drainage	✓	
Community Social Services	✓	
Museums	✓	
Cemeteries	✓	
Environmental Protection	✓	
Health	✓	
Health Inspections and Abattoir		✓
Security and Safety		✓
Sport and Recreation	✓	
Disaster Management		✓
Air pollution		✓
Building regulations		✓
Firefighting services	√	

Municipal Functions/District		
Municipal Functions	**Function Applicable To Municipality**	**District**
Local tourism	✓	
Municipal planning	✓	
Trading regulations	✓	
Control of public nuisances	✓	
Fencing and fences	✓	
Licensing and control of undertaking that sell food to the public	✓	
Municipal Parks	✓	
Waste Water Storm Water Drainage	✓	

(*Stats SA served as the source of information for the following information.*)

Karoo Hoogland Municipality consists of Sutherland, Williston and Fraserburg and surrounding rural areas.

The municipality comprises an area of 29 423 km^2 and falls within the area of jurisdiction of Namakwa District Municipality.

Houses	* 2209	(Households serviced)
Households billed:	* 2209	
Population	* 13069	(Community Survey Census 2016)
Registered erven	* 4398	
Informal structures	* +/- 35	
Total Households	* 3099 (Including Rural areas)	
Indigents as at 30/06/2020	* 912	
Indigents as at 30/06/2021	*** 874**	

HOUSEHOLDS WITH ACCESS TO WATER AND BASIC SERVICES: 2209

Households with access to sanitation:	2209
Households with access to electricity:	2209
Households with access to refuse removal:	2209

Karoo Hoogland Municipality has a total population of approximately **13069** according to STATS SA Customer Survey done in 2016. Karoo Hoogland is situated in the most Southern part of the Northern Cape and falls within the area of jurisdiction of Namaqua District Municipality with its head office located in Springbok. The three main towns in Karoo Hoogland are Williston, Fraserburg and Sutherland which are respectively 499 km, 592 km and 539 km from Springbok. Karoo Hoogland Municipality is devided into 4 Wards and there is an estimate of 2209 households in the towns serviced by the Municipality.

MDB code: NC066

Description: The Karoo Hoogland Local Municipality is a Category B municipality situated in the Namakwa District of the Northern Cape Province. It is the second-largest of the six municipalities in the district, making up a quarter of its geographical area.

Although the municipality's towns are separated by more than 100km by road, they share many administrative tasks. Hoogland is an Afrikaans word meaning 'highland' and Karoo is a Khoi word meaning 'hard' or 'dry'. The name reflects the area, which has dry, arid and desert-like conditions.

Area: 29 423 km^2

Cities/Towns: Fraserburg, Sutherland, Williston, Surrounding rural farms/areas

Main Economic Sectors: Community, social and personal services (42.5%), transport, storage and communication (15%), wholesale and retail trade, catering and accommodation (13.7%), agriculture, forestry and fishing (13%), finance, insurance, real estate and business services (8.8%), manufacturing (5.9%)

The 4 wards:

Ward 1	Williston
Ward 2	Fraserburg
Ward 3	Rural Areas
Ward 4	Sutherland

The Municipal Council of Karoo consists of 7 members. Four (4) represents wards and three (3) are proportional representatives of political parties.

The seven Current councillors represent the following political parties:
Elected on 10 August 2016

Councillor (Ms) VC Wentzel	ANC	(Mayor/Speaker)
Councillor (Ms) AM Januarie	COPE	
Councillor JE Davids	ANC	
Councillor G Klazen	ANC	
Councillor JJ Van Der Colff	DA	
Councillor JJ Jacobs	DA	
Councillor J Jooste	ANC	

	TOTAL ESTIMATED POPULATION 2016	PERCENTAGE OF TOTAL POPULATION PER WARD IN 2016 PER CURRENT MUNICIPAL IDP	CORRECT AMOUNT OF HOUSES PER WARD AS PER FINANCIAL SYSTEM OF KHM	AVERAGE PEOPLE PER HOUSE-HOLD = POPULATION / HH	AVERAGE AMOUNT OF REGISTERED INDIGENT HOUSE-HOLDS on average for 2020/2021	HOUSING BACKLOG AS AT 2019 (HOUSE-HOLDS)	BACKYARD DWELLERS AS PER IDP 2009 - 2011	Informal Structures as at 2018/2019	Informal Structures as at 2020/2021
TOTAL POPULATION (COMMUNITY SURVEY 2016)	**13069**	100%	3099 (2020/2021)		874 (2020/2021)	790	215		
POPULATION : SUTHERLAND : WARD 4	2613	20 %	630	4.1	215	250	39		
POPULATION : FRASERBURG : WARD 2	3006	23 %	852	3.6	380	120	116		
POPULATION : WILLISTON : WARD 1	3660	28 %	727	5.0	279	300	60	11	35
POPULATION : RURAL AREAS : WARD 3	3790	29 %	900	4.2		120			

POPULATION DISTRIBUTION IN KAROO HOOGLAND MUNICIPAL AREA

Fraserburg : 23% of total population
Non Urban areas (Rural) : 29% of total population
Sutherland: 20% of total population
Williston : 28% of total population

The age distribution of a population is important because the largest age group inevitably indicates its own demands on the market. A large number of residents are still dependant on government grants.

The Karoo Hoogland population can be regarded as having a high **dependency ratio**. With **10%** of the population over the age of 65 and **27.7%** are under 15 years. *The latter youth group will be demanding education, housing and jobs in the near future.* The Karoo Hoogland gender distribution is 49.7% males and 50, 3% females.

Facts and important information to take into consideration when looking at the ratios and figures for Karoo Hoogland to be able to compare against the country and then the world as well.

Karoo Hoogland Municipality is predominantly rural in nature with a high unemployment rate resulting in high poverty levels and is linked with many other places through shared environmental, social and economic systems and structures.

Table 1: Population by sex, 1996-2016

1996			2001			2011			2016*		
Male	Female	**Total**	Male	Female	**Total**	Male	Female	**Total**	Male	Female	**Total**
6 020	6 367	**12 387**	5 006	5 506	**10 512**	6 253	6 335	**12 588**	6 559	6 510	**13 069**

* Note: Caution should be used by the reader when interpreting the values for municipalities in Namakwa due to the large out of scope Dwelling Units sampled for the survey.

Table 1 shows that the population of Karoo Hoogland has increased from 12 387 persons in 1996 to **13 069** persons in 2016. The number of males increased by 539 persons from 6 020 persons in 1996 to 6 559 persons in 2016, whilst the number of females increased marginally by 143 persons over the same period. Gender proportions show there are more males than females in the municipality.

Figure 2: Percentage distribution of the population in Karoo Hoogland by sex, 2016

Figure 2 depicts a greater proportion of males than females in Karoo Hoogland municipality, at 50.2% and 49.8% respectively.

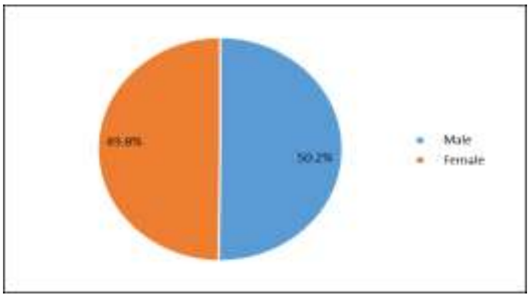


Table 2: Population by group type, 1996-2016

	1996	2001	2011	2016
Coloured	9 865	8 348	9 934	10 319
White	2 290	1 866	1 832	2 616
Black African	98	285	694	88
Indian or Asian	1	13	83	46
Other	-	-	45	-
Unspecified	133	-	-	-
Total	**12 387**	**10 512**	**12 588**	**13 069**

Table 2 summarises the number of people by population group from 1996 to 2016. There was an increase in the Colored, Indian/Asian and White population groups from 1996 to 2016, whilst the Black African population group shows a decline over the same period. There is a greater proportional increase in the Coloured, followed by the White population over the past 20 years.

Figure 3: Percentage distribution of the population by group type, 2016

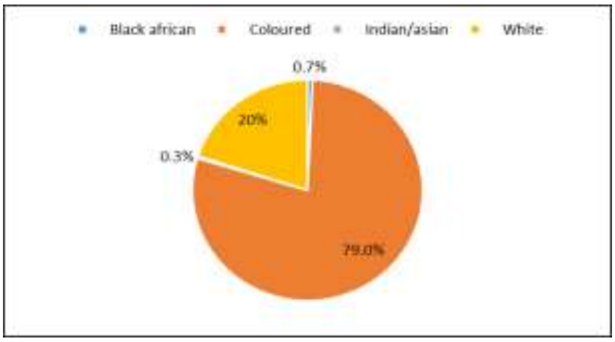
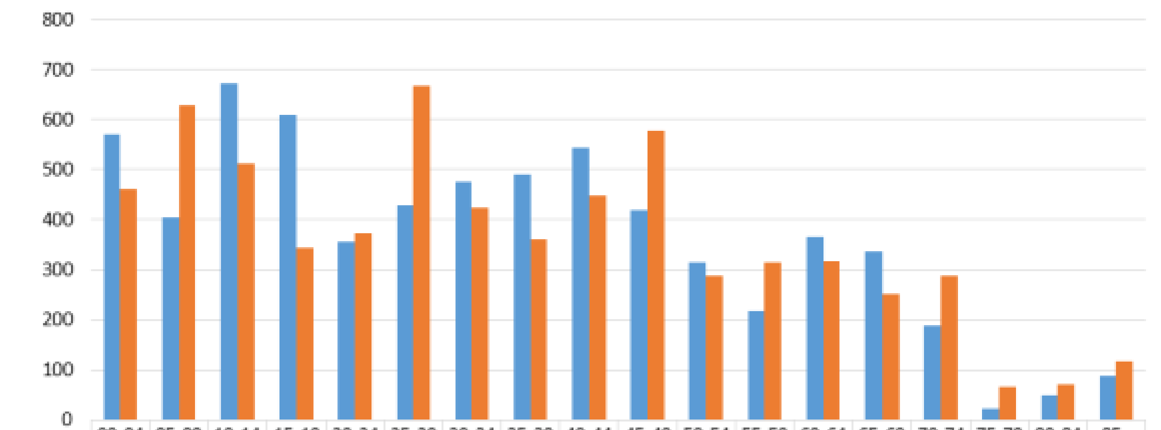


Figure 3 outlines the percentage distribution of the population of Karoo Hoogland in 2016, where the Colored population group accounts for 79.0% of the population of the municipality, followed by the White, Black African and Indian/Asian population groups.

Figure 4: Distribution of the total population by age group and sex, 2016



	00-04	05-09	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85+
Male	571	406	674	609	356	429	475	491	544	419	315	218	366	337	188	22	50	88
Female	460	630	513	345	372	667	424	361	448	577	288	315	316	251	289	67	70	118

Figure 4 indicates that the greater proportion of the population in Karoo Hoogland is young, consisting mainly of children and youth. There is however a greater proportion of males compared to females for ages from 30 to 44 years, and the female population shows a slightly greater proportion in numbers compared to males for ages 70 and above. This signifies a greater lifespan for females than males.

Table 12: Highest level of education for persons aged 20 years and above, 1996-2016

	No schooling	Some Primary	Complete Primary	Some Secondary	Grade 12/Std 10	Higher	Total
Number							
1996	3 632	2 989	792	2 070	746	604	**10 833**
2001	2 273	2 868	684	2 116	956	532	**9 429**
2011	1 617	3 579	827	2 643	1 337	659	**10 663**
2016	1 161	1 227	734	2 264	2 298	1 008	**8 692**
Percent (%)							
1996	33.5	27.6	7.3	19.1	6.9	5.6	**100.0**
2001	24.1	30.4	7.2	22.4	10.1	5.6	**100.0**
2011	15.2	33.6	7.8	24.8	12.5	6.2	**100.0**
2016	13.4	14.1	8.4	26.1	26.4	11.6	**100.0**

*Excludes “do not know” and “unspecified”

Table 12 shows an improvement in the level of education in Karoo Hoogland over the period 1996 to 2016, where there was a decline in the number and percentage of persons aged 20 years and above with no schooling (from 33.5% to 13.4%). There is an improvement in the number and percentage of persons with a higher education, from 5.6% in 1996 to 11.6% in 2016. There is also a significant increase observed in the proportion of persons who have Grade 12/Standard 10.

Table 13: Highest level of education by population group for persons aged 20 years and above, 2016

	No schooling	Some Primary	Complete Primary	Some Secondary	Grade 12/Std 10	Higher	Total
Number							
Black African	24	40	23	-	-	-	**88**
Coloured	2 029	3 104	840	2 814	1 225	121	**10 132**
Indian/Asian	-	26	19	-	-	-	**45**
White	105	263	81	126	1 155	887	**2 616**
Percent (%)							
Black African	27.7	45.7	26.6	-	-	-	**100.0**
Coloured	20.0	30.6	8.3	27.8	12.1	1.2	**100.0**
Indian/Asian	-	57.5	42.5	-	-	-	**100.0**
White	4.0	10.0	3.1	4.8	44.1	33.9	**100.0**

*Excludes “do not know” and “unspecified”

Table 13 shows that 27.7% of the Black Africans in Karoo Hoogland municipality have no schooling when compared to other population groups, followed by the Colored population group (20%). It shows that the White population group is better educated compared to other population groups.

The average population growth rates between 2001 and 2010 are as follows:

- Northern Cape Province (0.3%)
- Namakwa District Municipality (-0.1%)
- Karoo Hoogland Local Municipality (-1.7%) And from 2010 - 2016 (1,8% growth)

ITEM	NUMBER BY 2016 and 2021
POPULATION	12 588 (2011 Census) 13069 (community survey in 2016)
POPULATION GROWTH	1,8% (according to Statssa website)
HOUSEHOLDS (TOWNS & RURAL)	3094 3099 (2020/2021)
HOUSES IN TOWNS	2204 2209 (2020/2021)
HOUSEHOLDS LEVIED FOR SANITATION	2204 2209 (2020/2021)
AVERAGE HOUSEHOLD SIZE	3.6 – 5 people
REFUSE DISPOSAL	Refuse Removed by local authority/Private : 2209 (2020/2021)
WATER (2020/2021)	Piped water inside dwelling : 1611 Piped water inside yard : 598 Access to water : All households- 2209 Municipal boreholes : 15 (water sources for towns)
TOILET FACILITIES(2020/2021)	Total sanitation accounts levied : 2209 Flush Toilets connected : 707 Flush toilet with septic : 798 UDS Toilet : 704 serviced by Municipal EPWP Part time employees
ALL HOUSEHOLDS HAVE ACCESS TO WATER, SANITATION AND ELECTRICITY	100%

2020/2021 popution figures are the same as for 2019/2020 and will be updated during 2021/2022 after the Census are done.

Population Details

		2017/2018			2018/2019			2019/2020		
Age		**Male**	**Female**	**Total**	**Male**	**Female**	**Total**	**Male**	**Female**	**Total**
Age: 0 - 14		1627	1657	**3284**	1642	1677	**3319**	1705	1710	**3415**
Age: 15 - 24		1038	1049	**2087**	1049	1067	**2116**	1100	1080	**2180**
Age: 25 - 40		1369	1349	**2718**	1388	1368	**2756**	1388	1368	**2756**
Age: 41 - 64		1941	1893	**3834**	1972	1916	**3888**	1894	1904	**3798**
Age: 65+		782	749	**1531**	816	764	**1580**	832	779	**1611**
Total				**13454**			**13659**			**13760**

Source: QUANTEC and estimated an

	13069	13454	13659	13760
Community Survey	2016	2018	2019	2020

The above figures are estimated and not to be used as true reflection. It will only be confirmed with the Census in 2022

COMMENT ON BACKGROUND DATA:

Demographic information constitutes the bedrock of 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.

2011 Census Data and Customer Survey 2016 Data : Population data and also STATSSA data has been used. All the information from STATSSA cannot be used as the amount of households for 2011 as per their website are incorrect and outdated, therefore the amount of Households have been extracted from the municipality's financial system. The current population figures from STATSSA are being used. However the average amount of people per household from STATSSA cannot be used and was recalculated as per the current population and households being used. The Total Indigent population are being calculated as follows: All the registered indigent households plus the housing backlog - then that figure are being multiplied with the average amount of people per household to get the total indigent population. As per the IDP document of 2009 – 2011 there were a few backyard dwellers and those people are also being added to the figure calculated above.

MUNICIPAL CHALLENGES

With our vision and the above as guidelines, the input and needs of the inhabitants as a base and the background information, which the Council already has, the following prioritized areas of potential have been identified for developments in the Municipal area:

- Karoo Hoogland Municipality must make a positive contribution to the sustainable growth and development within its boundaries with special reference to economic and social youth development.
- To further enhance the current infrastructure with special reference to basic services and roads.
- The promotion of a safe and tourism friendly environment should be furthered in order to promote tourism and investor interest in the region. (Tourism, i.e. eco-tourism, agri-tourism and astro-tourism)
- The promotion of human resources within the organisation through apprenticeships and skills development.
- To better the involvement of social organisations and churches.

OTHER CHALLENGES FACED BY THE MOST POVERTY STRICKEN WARDS

- High rate of teenage pregnancies
- **Increase in drug and alcohol abuse**
- Increase in HIV/AIDS cases
- Education and literacy
- Lack of basic life skills
- **Increase in crime**
- Increase in Tuberculosis cases
- **Domestic violence**
- High unemployment rate
- Vandalism (new)

The following general challenges are experienced by the Municipality:

Challenges	Actions to address
Absence of master plans and crucial strategies	Source funding and budget for drafting of master plans for water, electricity, roads, etc. as well as crucial strategies
Municipality mainly dependent on grant funding to implement capital projects	Alternative ways of generating revenue to implement capital projects from own funding
High unemployment rate and poverty levels throughout municipal area (pension/welfare are the only reliable source of income)	Promoting a conducive environment for economic growth and economic opportunities that can create sustainable job opportunities Promote and support local SMME's to become sustainable
The number of indigent households - on average, more than 30% of all households in the municipal area	Creation of inducive environment for job opportunities
IDP projects identified by communities which are the responsibility of sector departments (e.g. Primary Health, Housing, Youth Development, Social Challenges, Safety & Security, etc.)	Ongoing stakeholder engagements to facilitate identified IDP projects with the relevant departments Engagement with CWP Administrators to request assistance with identified projects
Poor conditions of gravel access and inter-connecting roads to and between Sutherland, Williston and Fraserburg	Grading/tarring of road by the Department of Public Works and regular grading of gravel roads
New Township establishments and poor living conditions - Sutherland and Williston and Fraserburg	Department of Rural Development to prioritise township establishment for Sutherland
Payments of service accounts of sector departments	Ongoing engagements with relevant departments and implementation of Debt Collection Policy
Support and assistance to local SMME's	Secure building/office space to establish business hub in Williston/Sutherland to support SMME's in Karoo Hoogland to grow the economy Inclusion of clause in tenders to give preference to local SMME's (already done)
Community Buildings not maintained	Budget for the maintenance and prevention of future vandalism plan to be in place
Outdated infrastructure	Replacement of outdated infrastructure over multi years
Outdated IT Infrastructure	Budget for upgrade of IT Infrastructure of the entire Municipality – per Tender
Old water and electricity meters	Upgrade water and electricity meters (SMART meters)
Waste management challenge (weighbridges, wheelie bins, recycling projects, etc.)	Source funding from the Department of Economic Development and Environment and Nature Conservation for the implementation of recycling project and provision of weighbridges Inclusion of procurement of wheelie bins in multiyear budget
Wi-fi and cellular phone reception	Liaise with investors and businesses in KHM to help address challenge
Dilapidated buildings	Legal opinion and action should be implemented
Vandalism	Actions to address should still be discussed - community policing forums establishment and stakeholder meetings with SAPD to get solutions
Eradication of UDS	Seek funding from Depts

Landfill Site Fencing	Seek funding from Depts
Cemeteries vandalised	Actions to address should still be discussed - community policing forums establishment and stakeholder meetings with SAPD to get solutions
Vandalism of buildings not frequently used	Actions to address should still be discussed - community policing forums establishment and stakeholder meetings with SAPD to get solutions
Availability of land for housing	Identify land for different land use in all towns in KHM
Informal Housing and shacks as well as backyard dwellers	Actions to address should still be discussed – Residents should be encouraged to apply on the NHR for houses and Residents should be educated on the procedures
Serviced Erven/sites not utilised (150 Erven Williston)	Registration of applicants on the NHR so that allocation of erven can be done and houses can be build so that backlog can be reduced
Registration of applicants for housing on the National Housing Register	Capturing of applicants on National Housing Register
Increasing housing backlog	Provision of houses and serviced sites by COGHSTA to applicants on National Housing Register
Lack of environmental management	District official to perform function
Lack of Building Control	District official to perform function
Lack of Town Planning	Request assistance from Professional Town Planner to address needs and future planning
Lack of Performance Management knowledge	Training and Municipal Support Services needed

1.4 NORTHERN CAPE PROVINCIAL GROWTH AND DEVELOPMENT PLAN VISION 2030

The Northern Cape Provincial Growth and Development Plan – Vision 2030 offer a long term goal. As a long term strategic plan, it MUST serve four broad objectives:

- Providing overarching goals for achieving by 2030
- Building consensus on the key obstacles and what needs to be done to overcome these obstacles to achieve the 2030 goals
- Provide a shared long term strategic framework within which more detailed planning can take place in order to advance the goals set in this document for 2030.
- Creating a basis for making choices about how best to use limited resources

The NC PGDP was revised and the vision was incorporated in Karoo Hoogland's IDP to align with the vision for 2030 as well as with the National Development Plan.

Extract from IDP to show the national and provincial priorities to which Karoo Hoogland Align their priorities as well.

4.1 NATIONAL AND PROVINCIAL PRIORITIES

There is multitude of government policy frameworks, legislation, guidelines and regulations that seek to advocate for the path pace and direction for the country's socio economic development.

Table 1: Legislations and policies that guide the development of the IDP

• The Constitution of the Republic of South Africa (1996) • White paper on Local Government (1998) • Municipal Demarcation Board (1998) • Municipal Systems Act of 2000 • Municipal Structure Act of 1998 • Municipal Finance Management Act (2003) • National Property Rates Act (2004) • National Transport Act (2000)	• White paper on Environmental Management • Millennium Development Goals • 12 Outcomes of Local Government • Integrated Sustainable Rural Development Strategy • Industrial Strategy for RSA • The National Youth Development Agency (2008)

• Empowerment Equity Act (2004) • Skills Development Act • White Paper on Spatial Planning • White Paper on Safety and Security	• Domestic Tourism Strategy (2004-2007) • National Development Plan 2030 • Disaster Management Act 57 of 2002 • Northern Cape Provincial Growth and Development Strategy • Integrated Urban Development Framework • District Integrated Development Plan

In order to ensure that there is proper alignment between the strategic direction of the municipality it is necessary to keep National and Provincial priorities in mind during the review of the strategic intent of the municipality.

4.3 MILLENNIUM DEVELOPMENT GOALS

The Millennium Development Goals are as follows;

- Develop a global partnership for development and eradicate extreme poverty and hunger;
- Ensure environment sustainability;
- Reduce child mortality improve maternal health and combat HIV/AIDS and other diseases;
- Promote gender equality and empower women;
- Achieve universal primary education;

1.5 SERVICE DELIVERY OVERVIEW

The Municipality deliver services to Williston, Sutherland, Fraserburg and surrounding farms.

BASIC SERVICE DELIVERY CHALLENGES FACED BY THE MUNICIPALITY

- With reference to the provision of basic services (water, electricity and sanitation) the municipality does face challenges regarding bulk water in Sutherland and Williston because of the drought. Currently Sutherland can only supply water to households for 5 hours a day. Fraserburg internal electrical network has exceeded its lifespan and its due for an upgrade. The eradication of UDS toilets is needed urgently these units now have to be cleaned by the Municipality by hand and the infrastructure was not design for this and are depleting, making it a health and safety risk.

- The major challenge is to address the **housing backlogs** as well as the backyard dwellers in all three towns as well as the road infrastructure. Also some informal structures were erected and need urgent attention.
- With the current drought situation it is inevitable to try and source new water resources and find new viable boreholes with possible funding when the drought are declared a disaster.

ELECTRICITY

The Municipality supplies electricity to Fraserburg and a part of Williston. A part of Williston (called Amandelboom) as well as Sutherland and the rural areas are serviced by ESKOM directly.

WATER

All households in the Karoo Hoogland Municipal area have access to water. However the municipality has been experiencing extreme water crises in Williston and Sutherland.

SANITATION

- All households in the Karoo Hoogland Municipal area have access to basic sanitation.
- Some of the erven in all three towns are connected to a waterborne sewerage system.
- Some erven are still equipped with sewerage drains and the sewerage is removed with sewerage removal vehicles.
- The balance of the erven have dry sanitation toilets (UDS). These UDS toilets are also serviced/cleaned by the municipality, however these UDS' are a very unhygienic option for basic sanitation as it is being used incorrectly and should be eradicated.

REFUSE REMOVAL

- The Municipality delivers solid waste services to the residents of Hantam Municipality.
- All residents receive the service once a week and a refuse bag system is being implemented for the removal of all solid waste.
- All households are responsible for their own refuse bags after the first free refuse bag.

ROADS

- The Municipality is only responsible for the maintenance of certain secondary roads in the three towns.
- The main roads in the three towns as well as the roads in the rural area are provincial proclaimed roads.
- The tar roads are not in a good condition and will have to be resealed in the future.
- One of the major challenges experienced by the Municipality is the ongoing maintenance of potholes due to insufficient funds.
- A lot of the gravel roads have been paved through MIG projects(grant funding) in 2018/2019 and the second phase of the project continued into 2020/2021 and completed in June 2021.

LANDFILL SITE

There are landfill sites in each of the three towns and it need to be upgraded in the future to comply with regulations and to the specific conditions of the licences. The landfill site in Fraserburg is licensed with a permit. The licensing of the Williston and Sutherland landfill sites were done and received in 2016/2017 year. The conditions in the licenses will need to be adhered to in 2020/2021. Currently the department is helping with this as well as the waste management plan to update the last version, this will take place in January 2022. 4

Although these sites are fully functional, illegal dumping of waste in the municipal area remains a major challenge.

ACCESS TO ESSENTIAL SERVICES = 100%

- The Municipality deliver all essential services in Williston, Fraserburg and Sutherland.
- All households have access to water.
- All households have access to sanitation.
- All households have access to electricity.
- All households have access to refuse removal.

The Municipality deliver services to **924** indigent households. (as at 30 June 2020)
Indigents as at 30 June 2021: **874**

1.6 FINANCIAL HEALTH OVERVIEW

AUDITOR GENERAL REPORT

The Auditor General's Report on the 2019/2020 Financial Year was received on 23 April 2021 – due to Covid .

The Auditor General's Report on the 2020/2021 Financial Year was received on 1 December 2021.

The Municipality did submit annual financial statements for the year under review on 31 August 2021. The outcome was an **Unqualified opinion.** **(received on 1 Dec 2021)** An audit action plan was compiled in the beginning of January 2022 and the findings of the AG are currently being addressed.

The last financial years were years of growth in the financial accountability of the Municipality.
The equitable share remained consistent over the past 3 years. This creates pressure on the Municipality due to the increase in inflation and the increase in the indigent population.

COMMENTS ON THE ANNUAL FINANCIAL STATEMENTS PREPARATION AND SUBMISSION PROCESS

The Annual Financial Statements for the 2020/2021 was completed and handed in on 31 August 2021.

COMMENTS ON THE ANNUAL REPORT & OVERSIGHT PROCESS

The Draft Annual Report and the Final Annual Performance Report for the 2020/2021 was completed and handed in on 31 August 2021. It was also tabled to Council on 31 August 2021. The Annual Report will be tabled to Council on 28 January 2022. The AG Report for 2020/2021 was received on 1 December 2021. The Oversight Process will follow during February 2022 and March 2022 to be completed by 31 March 2022 and made public there after.

COMMENTS ON THE ANNUAL PERFORMANCE REPORT PROCESS

The Annual Performance Report for the 2020/2021 was completed and handed in on 31 August 2021. It was tabled to the Audit Committee (25 August 2021) as well and tabled to Council on 31 August 2021. The AG decided not to audit the Annual Performance report due to alignment issues which was concluded to receive assistance from the AG to rectify it within the 2021/2022 Financial Year. However for comparison purposes the SDBIP for Ethekweni Metro was sent to KHM and could thus not be compared or used for these purposes. For 2 quarters and two months of the 2019/2020 financial year Mr AI Hendricks did the PMS and then he resigned in March 2020 where Ms C Viljoen and S Nutt were requested to take over and go on with uploading the evidence of KPI's on a quarterly basis to be able to develop an Annual Performance Report from that information which was captured for 2019/2020. This also continued into the 2020/2021 financial year. The Municipality previously did not have a Performance Management System in place but was dealing with this matter since the 2017/2018 financial year. The municipality currently do not have the capacity to deal with PMS in depth and the lack of knowledge and experience in this field might again lead to some non-alignment issues in the 2021/2022 financial year. It is recommended that an experienced and qualified PMS Official are appointed to effectively and in terms of legislation deal with PMS as required. And urgent support from Municipal Support services from the District Municipality should be requested.

FINANCIAL OVERVIEW

Financial Overview – 2019/2020 (Year -1)			
Details	*Original budget*	*Adjustment Budget*	*Actual*
Income			
Grants	**26,434,000**	**26,283,000**	**37,198,049**
Taxes, Levies and tariffs	**26,406,000**	**27,079,000**	**26,059,620**
Other	**6,248,000**	**5,215,000**	**4,333,230**
Sub Total	**59,088,000**	**58,577,000**	**67,590,899**
***Less* Expenditure**	**66,125,000**	**64,038,000**	**69,755,326**
Net Total*	**-7,037,000**	**-5,461,000**	**-2,164,427**
* Note: surplus/- deficit			

Operating Ratios		Actuals
Detail	**%**	
Employee Cost	**37%**	**R 25,739,230**
Remuneration of Councillors	**4%**	**R 2,632,722**
Depreciation	**18%**	**R 12,241,649**
Repairs & Maintenance	**2%**	**R 1,080,400**
Finance Charges	**5%**	**R 3,299,247**
Impairment	**6%**	**R 4,139,932**
Bulk Purchase	**14%**	**R 9,482,149**
General Expenses	**14%**	**R 11,139,997**
TOTAL expenditure		**R 69,755,326**

Financial Overview – 2020/2021 (Year under review)			
Details	***Original budget***	***Adjustment Budget***	***Actual***
Income			
Grants	30,001,000.00	32,761,000.00	41,745,834.03
Taxes, Levies and tariffs	29,062,000.00	28,867,000.00	27,379,908.83
Other	4,233,000.00	3,953,000.00	10,530,217.78
Sub Total	63,296,000.00	65,581,000.00	79,655,960.64
***Less* Expenditure**	73,709,911.00	74,809,919.00	75,992,103.00
Net Total*	10,413,911.00	9,228,919.00	3,663,857.64
* Note: surplus/- deficit			

Operating Ratios		Actuals
Detail	**%**	
Employee Cost	36%	27,559,875.00
Remuneration of Councillors	3%	2,650,644.48
Depreciation	16%	12,031,935.00
Repairs & Maintenance	2%	1,390,882.00
Finance Charges	4%	2,965,771.00
Impairment	9%	7,150,432.15
Bulk Purchase	13%	10,163,283.37
General Expenses	16%	12,079,280.00
TOTAL expenditure		**75,992,103.00**

TOTAL CAPITAL EXPENDITURE

Details		2020/2021
Original Budget		R 8 065 000.00
Adjustment Budget		R 8 065 000.00
Actual		R 8 980 898.04
Variance from Adjustment Budget (overspend)		- R 915 898.04

FINANCIAL VIABILITY HIGHLIGHTS

HIGHLIGHTS	DESCRIPTION
Annual financial statements (AFS)	Completed the AFS with assistance of Mubesko on CaseWare Software for 2020 and 2021 and inhouse review by our Audit committee. Submitted the statements to the Auditor-General (AG) by the legislative deadline
Budget related policies	All budget related policies were approved by Council at legislative deadline
Standard operating procedures (SOP's)	Standard operating procedures were implemented for revenue, expenditure and Supply Chain Management – however it need to be finalised still

FINANCIAL VIABILITY CHALLENGES

SECTION	CHALLENGES
Non-payment	
Poor payment	Non-payment of service accounts from debtors due to COVID-19 Non-payment of service accounts by economic active consumers lead to cash flow challenges
mSCOA and GRAP	
mSCOA	Implementation of mSCOA as a whole
GRAP	Capacity of staff to implement and apply GRAP standards

1.7 ORGANISATIONAL DEVELOPMENT OVERVIEW

There are 99 posts approved on the current organogram and there are currently 17 vacancies on the approved organogram. There are 82 permanent employees and another 5 long term contracted employees which include the interns. The organogram has been reviewed by the LLF and was approved by council on 31 March 2021. About 24 EPWP employees were also employed as at 30 June 2021.

Municipal Systems Act, 2000 (Act 32 of 2000) states the following:
"66(1) a municipal manager within a policy framework, determine by the municipal council and subject to any applicable legislation, must
(a) develop a staff establishment for the municipality and submit the staff establishment to the municipal council for approval."

In terms of the above-mentioned section the Municipal Manager, embarked on a process of reviewing the staff establishment since October 2013. The new proposed staff establishment tabled by the Consultant was pre-approved by Council in January 2014. Council adopted the new Organogram on 9 December 2015. A few processes were followed before being fully implemented. In 2014 & 2015 personnel were given the chance to make input to the Organogram and the proposed organogram was tabled to the LLF in 2015. Only one union gave their input and it was addressed where necessary. Personnel received their proposed job descriptions to make changes and to customize it to their current duties. Those job descriptions were then evaluated by the TASK Job Evaluation Audit Committee. The placements onto the new organogram commenced in June 2016. The outcome of the TASK Job Evaluation Audit Committee were received in November 2017 and was implemented in April 2018.

During the year under review, a few new appointments were made for crucial positions.

The organisational compilation of the office of the Municipal Manager is as follows:
- Office of the Mayor
- Office of the Municipal Manager

Macro-structure: Directorates
- Directorate Corporate Services **(No Director)**
- Directorate Financial Services
- Directorate Infrastructure Services

MUNICIPAL MANAGER
Mr JJ Fortuin (01 February 2018 – one year after Local Elections in 2021)

CHIEF FINANCIAL OFFICER
Mr SJ Myburgh (Appointed as CFO on five year contract from July 2016 – June 2021)

HEAD OF INFRASTRUCTURE SERVICES
Mr FJ Lotter (Appointed as Director: Infrastructure from June 2016)

1.8 AUDITOR GENERAL REPORT

The Auditor-General of South Africa has a constitutional mandate and, as the Supreme Audit Institution (SAI) of South Africa, exists to strengthen our country's democracy by enabling oversight, accountability and governance in the public sector through auditing, thereby building public confidence. In short, the Auditor-General checks the spending of public money by looking at whether it has been used ideally and for the purposes intended. This is done by annually checking all government spending.

The Auditor-General's annual audit examines 3 areas:

- Fair presentation and absence of significant misstatements in financial statements
- Reliable and credible performance information for predetermined objectives
- Compliance with all laws and regulations governing financial matters

There can be 5 different outcomes to an audit, once the municipality has submitted their financial statements to the Auditor-General, which can be simply defined as follows:

- **A clean audit**: The financial statements are free from material misstatements and there are no material findings on reporting on predetermined objectives or non-compliance with legislation
- **Unqualified audit with findings**: The financial statements contain material misstatements. Unless a clean audit outcome is expressed, findings will be raised on either reporting on predetermined objectives or non-compliance with legislation, or both these aspects
- **Qualified audit opinion**: The financial statements contain material misstatements in specific amounts, or there is insufficient evidence to conclude that specific amounts included in the financial statements are not materially misstated
- **Adverse audit opinion:** The financial statements contain material misstatements that are not confined to specific amounts, or the misstatements represent a substantial portion of the financial statements
- **Disclaimer of audit opinion**: Insufficient evidence was provided in the form of documentation on which to base an audit opinion. The lack of sufficient evidence is not confined to specific amounts, or represents a substantial portion of the information contained in the financial statements

AUDITOR GENERAL REPORT YEAR 2018/2019 & 2019/2020

Karoo Hoogland Municipality received an **unqualified audit opinion** for the first time for the year **2017/2018**. Karoo Hoogland Municipality received a disclaimer audit opinion for the 2013/2014 financial year. The Municipality was qualified on PPE for 2014/2015 and qualified for Commitments, Cash flow, Fruitless and Wasteful expenditure and Taxes for 2013/2014 that was not resolved in 2014/2015. In 2013/2014 the Municipality did receive a disclaimer with a total of 18 qualifications. Therefore it clearly indicates the substantial improvement from the previous year's AFS and Audit Report. For the 2015/2016 the only qualifications received was for PPE and Investment Property. For the 2016/2017 the municipality was qualified on PPE and Commitments.

For 2018/2019 the municipality regressed to a qualified audit opinion due to the following:
The Municipality has converted to the new mSCOA financial system from Sebata FMS to Sebata EMS. The methodology on the property rates from FMS differs substantially from EMS as on EMS the system do not provide for the capital portion on **Property Rates**. On FMS the municipality billed property rates once a year namely August of each year on the capital of property rates. The system then writes automatically each month's property rates to the current portion and simultaneously decrease the capital amount of each month's portion. However EMS do not provide for this. On EMS property rates are levied on a monthly basis having the effect that property rates for the last six months were billed twice as the Municipality only went live on EMS during December 2018. Sebata officials is currently working on this to get the issue resolved in this financial year. Corrections will then be passed in this financial year to correct the qualification.

2016/2017 - Qualified Opinion
2017/2018 - Unqualified Opinion
2018/2019 - Qualified Opinion
2019/2020 – Unqualified Opinion

During August 2020 an MFMA Circular were received with extended outer deadlines.

However according to the Schedule of key deadlines certain steps were still done and only some information could not be submitted on time due to the Audit Process still not finalised as at 29 March 2021. The level of restrictions during Covid 19 Pandemic also played a huge role in the submission of some documents.

It is worth mentioning that with this extended timeline and the outcome of the Audit which was only received on 23 April 2021 - only 2 months were left to adjust and make corrections to reflect on 2020/2021.

2020/2021 – Unqualified Opinion

1.9 STATUTORY ANNUAL REPORT PROCESS

2020/2021

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 2021 and August 2021**
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	Selected personnel submit draft annual report information to admin officer for compilation of Draft Annual Report before the 10th of July	
6	Audit/~~Performance~~ committee considers draft Annual Report of municipality (During August 2021)	**August 2021**
7	Mayor tables the unaudited Draft Annual Report (31 August 2021)	
8	Municipality submits Draft Annual Report including consolidated annual financial statements and performance report to Auditor General	
9	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	
10	Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data	**Sept 2021 – Nov 2021**
11	Municipalities receive and start to address the Auditor General's comments	**Dec 2021**
12	Draft Annual Report being finalised with updated information from officials	**Dec 2021**
13	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor- General's Report (January 2022, March 2022)	**January 2022 February 2022**
14	Audited Annual Report is made public and representation is invited	
15	Annual report tabled to Council Tabled Annual Report made public and representations invited	
16	Final Annual Report submitted to necessary Departments and AG and Treasury	**March 2022**
17	Oversight Committee assesses Annual Report	
18	Council adopts Oversight report	**March 2022**
19	Oversight report is made public	**1 April 2022**
20	Oversight report is submitted to relevant provincial councils	**April 2022**
21	Commencement of draft Budget/ IDP finalisation for next financial year. Annual Report and Oversight Reports to be used as input	

CHAPTER 2 : GOVERNANCE

Chapter 3, Section 18, of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) provides that:

- Municipalities must have a municipal council.
- A municipal Council must meet at least quarterly.
- A municipal council consists of a number of councillors determined by the MEC of Local government and traditional affairs in the province concerned by notice in the government gazette.
- A municipality has the power to designate councillors determined by the MEC for Local government and traditional affairs as full time. An MEC's determination must be in accordance with policy frame work as determined by the Minister after consulting the MECs for Local government and traditional affairs.

Chapter 7, Section 152(1) of the Constitution of the Republic of South Africa, 1996, states the following objects of local government:

- To provide **democratic and accountable** government for local communities.
- To ensure the provision of **sustainable services** to communities.
- To promote **social and economic** development.
- To promote a **safe and healthy** environment.
- To encourage **the involvement of communities and community organisations** in matters of local government.

Chapter 3, Section 19(2), of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) states that a municipality must annually review:

(a) the needs of the community;
(b) its priorities to meet those needs;
(c) its processes for involving the community;
(d) its organisational and delivery mechanisms for meeting the needs of the community; and
(e) its overall performance in achieving the objectives referred to in subsection (1).

Section 19(3) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) determines that a council must develop mechanisms to consult the community and community organisations in performing its functions and exercising its powers.

The Municipal Demarcation Board annually undertakes capacity assessments of all local authorities in South Africa and makes recommendations to the Provincial MEC of Local Government with regard to the capacity of each municipality to perform its functions in terms of the Municipal Structures Act. The powers and functions of KHM were not adjusted for the year under review. The municipality still performs 21 functions which is more than the average of 20 in our province.

COMPONENT A : POLITICAL AND ADMINISTRATIVE GOVERNANCE

Chapter 7, Section 151 of the Constitution of the Republic of South Africa, 1996, defines the status of municipalities as follows:

(1) The local sphere of government consists of municipalities, which must be established for the territory of the republic.

(2) The executive and legislative authority of a municipality is vested in this municipal council.

(3) A municipality has the right to govern, on its own initiative, the local government affairs of its community, subject to national and provided for in the constitution.

(4) The national and provincial government may not compromise, impede a municipality's ability or right to exercise its powers or perform its functions.

Public Meetings & Council 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
IDP & Budget : public participation meeting	19.11.2018	**3**	**2**	**28**	Next meeting
IDP & Budget : public participation meeting	20.11.2018	**3**	**2**	**37**	
IDP & Budget : public participation meeting	21.11.2018	**5**	**2**	**25**	
IDP & Budget : public participation meeting	23.04.2019	**3**	**4**	**35**	
IDP & Budget : public participation meeting	24.04.2019	**4**	**4**	**31**	
IDP & Budget : public participation meeting	25.04.2019	**3**	**3**	**18**	
IDP & Budget : 2019/2020	No IDP & Budget took place as Nov 2019 meetings were held with Ward Committees and due to COvid19 no meetings took place from March 2020- June 2020				
IDP & Budget : 2020/2021	Nov 2020 and 22 April 2021				
Ward meetings – 2019/2020		**Councillors**	**Attendance of committee**		
Ward 1 : Williston	26.07.2019 29.08.2019 18.09.2019 14.10.2019 12.11.2019 06.12.2019 03.03.2020	**1**	**90%**		

Ward 2 : Fraserburg	08.07.2019 07.11.2019 06.02.2020 03.03.2020	**1**	**80%**		
Ward 3 : Rural Areas	-	**-**	**-**		
Ward 4 : Sutherland	14.11.2019 03.12.2019 11.03.2020 14.05.2020	**2**	**80%**		

Ward meetings – 2020/2021		**Councillors**	**Attendance of committee**		
Ward 1 : Williston	14.07.2020 22.04.2021	**1**	**90%**		
Ward 2 : Fraserburg	10.09.2020 06.10.2020 09.03.2021 13.04.2021 11.05.2021 08.06.2021	**1**	**90%**		
Ward 3 : Rural Areas	-	**-**			
Ward 4 : Sutherland	15.10.2020 20.11.2020 10.12.2020 11.03.2021	**1**	**90%**		

		Number of meetings	Average attendance of Councillors	Average attendance of Management	Average attendance of community when allowed
General Council Meetings 2019/2020	29.07.2019 30.08.2019 30.10.2019 11.11.2019 04.12.2019 29.01.2020 25.02.2020 15.05.2020 28.05.2020 17.06.2020 From May 2020 – June 2020 Virtual	**10**	**70%**	**90%**	Between 2 and 15 people from public normally attends the General Council Meetings

	meetings took place				
General Council Meetings 2020/2021	28.08.2020 29.09.2020 19.11.2020 29.01.2021 26.02.2021 31.03.2021 31.05.2021	**7**	**80%**	**90%**	During Covid no more than 7 people attended
Special Council Meetings 2020/2021	20.05.2021 29.06.2021	**2**	**80%**	**80%**	N/A
LLF Meetings 2018/2019	02.07.2018 11.09.2018 27.11.2018 13.03.2019 11.04.2019 27.06.2019	**6**			
LLF Meetings 2019/2020	02.09.2019 28.11.2019 21.02.2020	**3**			
LLF Meetings 2020/2021	01.09.2020 08.12.2020 16.03.2021 19.05.2021	**4**			
Sub-Committee's of LLF 2019/2020 Health & Safety Committee (4 per year) Employment Equity Committee (4 per year) Training Committee (2 per year)	16.09.2019 21.11.2019 19.02.2020 16.09.2019 20.11.2019 04.02.2020 19.02.2020	**3** **4**			
Sub-Committee's of LLF 2020/2021 Health & Safety Committee (4 per year) Employment Equity Committee (4 per year) EE and training committee amalgamated	13.10.2020 08.12.2020 09.03.2021 15.04.2021 13.10.2020 08.12.2020 09.03.2021 15.04.2021	**4** **4**			
MPAC 2018/2019	05.09.2018 04.04.2019	**2**			
MPAC 2019/2020	26.09.2019 17.03.2020	**2**			
MPAC 2020/2021	09.09.2020(no quorum) 17.12.2020 (CFO on	**1 of 3**			

	leave) 21.05.2021				
Committee meetings 2019/2020(includes the following: Finance and Administration Committee Infrastructure Committee IDP & Budget Steering Committee	26.09.2019 (2) 28.11.2019 (2) Only memo	**4**			
Committee meetings 2020/2021 Finance and Administration Committee Infrastructure Committee IDP & Budget Steering Committee)	12.10.2020 12.10.2020 12.03.2021 virtual	**3**			
Audit Committee Meetings 2018/2019	31.08.2018 02.11.2018 25.06.2019 26.06.2019	**4**			
Audit Committee Meetings 2019/2020	30.08.2019	**1**			
Audit Committee Meetings 2020/2021	27.10.2020 27.10.2020 20.05.2021	**3**			
Audit Committee Meetings 2021/2022	26.08.2021 21.10.2021 09.12.2021				
MSCOA meetings – unofficial virtual and in person 2019/2020	Monthly	**10**			
MSCOA meetings – unofficial virtual and in person 2020/2021	Monthly	**11**			
MSCOA meetings – unofficial virtual and in person 2021/2022	Monthly	**4**			

No Council meets the people Meetings were held during 2020/2021

2.1 POLITICAL GOVERNANCE STRUCTURE

The Karoo Hoogland Council consists of 7 Councillors. There are 4 Ward Councillors and 3 Proportional Councillors. Only the Mayor is a full time Councillor of the Municipality.

The Municipal Council was elected on 3 August 2016 and the results of the election was made public on 10 August 2016. It is led by four (4) members of the African National Congress (ANC). There are also two (2) Democratic Alliance (DA) representatives and one (1) Congress of the People (COPE) representative. These Councillors only operated from 10 August 2016 which was in the (2016/2017) financial year and which was reported on in that annual report.

The seven Current councillors represent the following political parties: (2016 – 2021) (Elected on 10 August 2016)

o	PR	Councillor (Ms) V Wentzel	ANC	Female	(Mayor/Speaker)
o	Ward 2	Councillor J Jooste	ANC	Male	
o	Ward 4	Councillor JE Davids	ANC	Male	
o	Ward 1	Councillor G Klazen	ANC	Male	
o	Ward 3	Councillor JJ Van Der Colff	DA	Male	
o	PR	Councillor JJ Jacobs	DA	Male	
o	PR	Councillor (Ms) AM Januarie	COPE	Female	

In terms of Section 9 (f) of the Local Government: Municipal Structures Act (No. 117 of 1998) KHM is a Category B municipality with a plenary executive system combined with a ward participatory system.

In terms of Section 79 of the Local Government: Municipal Systems Act, 1998 (Act 117 of 1998) Council has established the following Section 79 Committees:

ADMINISTRATIVE / FINANCIAL COMMITTEE (4 COUNCILLORS)
This Committee is dealing with all the financial aspects, administrative aspects and personnel aspects of the Municipality.
Chairperson : Councillor VC Wentzel (Mayor)

INFRASTRUCTURE / TECHNICAL COMMITTEE (4 COUNCILLORS)
This Committee is dealing with all the projects, service delivery and infrastructure of the Municipality.
Chairperson : Councillor G Klazen

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (4 COUNCILLORS)(since March 2019)
This Committee is dealing with all relevant financial, audit and oversight issues.
Chairperson : Councillor JE Davids

LOCAL LABOUR FORUM COMMITTEE (3 COUNCILLORS, MM, 5 REPRESENTATIVES FROM SAMWU AND IMATU TOGETHER)
This Committee is dealing with all Labour related issues which are not bargained for in the Main Collective Agreement. Chairing of the committee rotates annually between the Employee and the Employer
Chairperson : Councillor JE Davids

The Finance/Administration Committee and the Technical/Infrastructure Committee meets every six months at least two/three weeks before all General Council meetings to have in-depth discussions on the topics or subjects raised by the community leaders.

*Total of **9** Council meetings were held during the year of which 7 were Virtual meetings*
*Total of **2** Portfolio Committee meetings were held during the year. (October 2020)*
*Total of **1** MPAC meetings were held during the year.*
*Total of **4** LLF meeting was held.*
Personnel Meetings with the MM : no meetings

The Municipal Public Account Committee (MPAC) fulfils the duty of an oversight committee, and comprises of non-executive Councillors, with the specific purpose of providing Council with comments and recommendations on the annual report. The Oversight Committee's report is published separately in accordance with MFMA guidelines. The MPAC investigates fruitless, wasteful and unauthorised expenditure and makes recommendations to Council. Due to Covid and the MFMA Extension notices for submitting certain reports the final Oversight Report was only tabled to Council on 31 May 2021 together with the final Annual Report. It was uploaded onto the LG Portal and emailed to Provincial Treasury for compliance purposes. It was also uploaded to our website and an advert to the public to inform them thereof.

Apart from their functions as policy makers, Councillors are actively involved in community work and the various social programmes in the municipal area**.**

Municipal Council

- Governs by making and administrating laws, raising taxes and taking decisions that affect people's rights
- Tax authority that may raise property taxes and service levies
- Primary decision maker and takes all the decisions of the Municipality except those that are delegated to political structures, political once bearers, individual councillors or officials
- Delegate responsibilities and duties for the purposes of fast and effective decision making
- Strive towards the constitutional objects of local government
- Consult the community with respect to local government matters
- Only decision maker on non-delegated matters such as the approval of the Integrated Development Plan (IDP) and budget

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

2.2 ADMINISTRATIVE GOVERNANCE

In terms of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) Section 60 the Municipal Manager of a municipality is the **accounting officer** of that municipality for the purposes of the Act and must provide guidance on compliance with the 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 Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) Section 61 (1) a Municipal Manager must:
"(a) act with fidelity, honesty, integrity and in the best interest of the municipality in managing its financial affairs;
(b) disclose to the municipal council and mayor all material facts which are available to the accounting officer or reasonably discoverable, and which in any way might influence the decisions or actions of the council or mayor;
(c) seek, within the sphere of influence of the accounting officer, to prevent any prejudice to the financial interest of the municipality."

By law, a Municipal Manager is the **head of the administration as well as the accounting officer** of Karoo Hoogland Municipality and provides the link between the political and administrative arms of the Municipality. Section 66 of the Local Government:

MUNICIPAL MANAGERS OF KAROO HOOGLAND OVER THE PAST TEN YEARS
Mr L Nothnagel (Acting: 2009 – 2011) Mr MK Botha (Acting during 2011) Mr E Saayman (1 January 2012 – February 2013) Mr JT Loubser (Seconded from NDM: April 2013 – August 2013) Mr FJ Rootman (Seconded from Hantam: September 2013 – October 2013) Mr G W von Mollendorf (4 NOVEMBER 2013 – 30 June 2017) Mr BJ Swartland (Acting: Seconded by MEC) (25 July 2017 – 7 December 2017) Mr SJ Myburgh (Acting: 1 July 2017 – 24 July 2017 & 8 Dec 2017 – 31 Jan 2018)

Current Municipal Manager: Mr JJ Fortuin - Since 1 February 2018

Municipal Systems Act, 2000 (Act 32 of 2000) states the following:
"66(1) a municipal manager within a policy framework, determine by the municipal council and subject to any applicable legislation, must
(a) develop a staff establishment for the municipality and submit the staff establishment to the municipal council for approval."

The organisational compilation of the office of the Municipal Manager is as follows:

- Office of the Mayor
- Office of the Municipal Manager

Macro-structure: Directorates

- Directorate Corporate Services (No Director) *(Outcome of the investigation whether such a small municipality can afford this position)*
- Directorate Financial Services
- Directorate Infrastructure Services

The Municipal Manager must see to the execution of the decisions of the political structures and political office-bearers of the Municipality. The Municipal Manager facilitates participation by the local community in the affairs of the Municipality and develop and maintain a system whereby community satisfaction with municipal services is assessed.
Unfortunately no Community Surveys were done during the year under review. A complaint register exists which are used by residents to report all their complaints and so that progress thereof can be tracked.

The Municipal Manager is assisted by his senior management team, whose structure is outlined in the table below:

CHIEF FINANCIAL OFFICER
Mr SJ Myburgh (Appointed as Acting CFO January 2015 – June 2016) (Appointed as CFO on five year contract from July 2016 – June 2021) (Acting CFO since July 2021 – March 2022)

HEAD OF INFRASTRUCTURE SERVICES
Mr FJ Lotter (Acting as Head since September 2011) (Appointed as Director: Infrastructure from June 2016)

The Municipal Manager entered into performance agreements with both the directors for the 2020/2021 financial year during July 2020 and for the 2021/2022 financial year during July/August 2021.

The Municipal Manager also started with cascading of performance and entered into a mutual agreement with all the responsible personnel for reporting to the Directors and reporting to himself. They are not measured/assessed seperately, but only through the performance evaluation of the Directors and MM.

It is foreseen that Performance Agreements will be entered into with all Mid-Level managers as well as managers supervising other personnel within the 2021/2022 year. However, the unions should be part of the cascading and it cannot be done one sided. Assistance from CoGHSTA and Provincial Treasury will be requested in this regard.

COMPONENT B : INTERGOVERNMENTAL RELATIONS

2.3 INTERGOVERNMENTAL RELATIONS

NATIONAL INTERGOVERNMENTAL STRUCTURES

The Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005) states that the role of the National Intergovernmental Forums is:

- To raise matters of national interest within that functional area with provincial governments and, if appropriate, organized local government and to hear their views on those matters
- To consult provincial governments and, if appropriate, organized local government on-
  - The development of national policy and legislation relating to matters affecting that functional area.
  - The implementation of national policy and legislation with respect to that functional area.
  - The co-ordination and alignment within that functional area of strategic and performance plans and priorities, objectives and strategies across national, provincial and local governments.
  - The co-ordination and alignment of the strategic and performance plans and priorities, objectives and strategies of the provincial government and local government in the province

PROVINCIAL INTERGOVERNMENTAL STRUCTURE

As stated by Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005), the role of the Provincial Intergovernmental forums are:

- The implementation in the province of national policy and legislation affecting local government interests.
- Matters arising in the Presidents co-coordinating council and other national intergovernmental forums affecting local government interests in the province.
- National policy and legislation relating to matters affecting local government interests in the province.
- The co-ordination of provincial and municipal development planning to facilitate coherent planning in the province as a whole.

DISTRICT INTERGOVERNMENTAL STRUCTURES

According to the Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005), the role of the District Intergovernmental forums is:

- to serve as a consultative forum for the district municipality and the local municipalities in the district to discuss and consult each other on matters of mutual interest including-
- ✓ Draft national and provincial policy and legislation relating to matters affecting local government interests in the district.

CURRENT STRUCTURES IN PLACE

Meetings and interactions on the following levels are regularly attended to enhance the Municipality regarding National and Provincial Government Policies and practices.

- Work closely with District Municipality, Provincial Government and SALGA to finalize the Provincial Urban Development Framework.
- Rollout of National Local Government anti-corruption strategy to all Municipalities and coordinate the implementation of the strategy at a local level.
- Support regarding implementation of the Municipal Property Rates Act.
- Support Municipality to comply with MFMA priority areas for implementation.
- The Provincial IDP engagement process and ensure alignment with LED strategies of Municipalities and PGDS.
- Alignment of all sector plans with the PGDS and IDP's and the NSDP so as to meet service delivery targets.
- District to align sector plans i.e Housing and MIG and Municipalities IDP.
- Alignment of LED with District LED and the Provincial PGDS.
- Regular Back 2 Basics Reporting to the District since February 2015 as well as bi-annually reporting.

COMPONENT C : PUBLIC ACCOUNTABILITY AND PARTICIPATION

MSA Section 15(b): requires a municipality to establish and organise its administration to facilitate a culture of accountability amongst its staff. Section 16(i): states that a municipality must develop a system of municipal governance that compliments formal representative governance with a system of participatory governance. Section 18(i)(d): requires a municipality to supply its community with information concerning municipal governance, management and development.

Such participation is required in terms of:

- the preparation, implementation and review of the IDP;
- establishment, implementation and review of the performance management system;
- monitoring and review of the performance, including the outcomes and impact of such performance; and
- preparation of the municipal budget.

2.4 PUBLIC MEETINGS

Procedures for community participation processes as set out in legislation adhered to by timeously giving out meeting notices. The Council had meetings on the various towns with community meetings the previous night with before the Council meetings.

PUBLIC PARTICIPATION

COUNCIL MEETINGS, OPERATIONAL MEETINGS, AND LEGISLATED PUBLIC ENGAGEMENTS

There are various instructions in local government legislation for the internal functioning of municipal councils, in order to guide decision-making concerning the exercise of all the powers and the performance of all the functions of the municipality.

As the highest decision-making body within the municipality, a municipal council is required to: (i) In terms of Section 18(1) of the Municipal Structures Act, must meet at least quarterly; (ii) As directed by the Municipal Finance Management Act:

▪ Section 16(2), consider the draft annual Budget at least 90 days before the start of the financial year (by end March); and

▪ Section 24(1), at least 30 days before the start of the financial year (by end June) consider the approval of the annual Budget.

Furthermore as part of consultation, there are various instructions in local government legislation for municipalities to actively seek the community's participation, input and/or comments on matters such as the Municipal Systems Act, Section 16(1) Public Participation Processes, which includes:

(a) Preparation, implementation and review of the Integrated Development Plan (IDP);

(b) Preparation of a budget;

(c) Implementation and review of the performance management system; and

(d) Monitoring and review of municipality's performance (based on the Service Delivery and Budget Implementation Plan (SDBIP)).

Having regard to the announcement by the President, all of the above legislated instructions to local government, if implemented, will directly contravene the national measures that have been put in place. In this regard, municipalities are advised to:

- Convene meetings in accordance with the COVID-19 Regulations, which prohibits gatherings of more than 50 people.
- In instances where a council meeting requires more than 50 persons to be present, then appropriate alternative arrangements must be put in place to ensure that such meeting is convened in a manner that allows for multiple venues to be utilised, or utilise alternative solutions, such as the use of teleconferencing, skype, zoom, in order to promote social and physical distancing.

The municipality's public participation process will be conducted through its ward committees to ensure compliance with the regulations. Each ward committee member represents a constituency.

The municipality has made special efforts to enhance communication with the general public through various organized structures. The relationship with organized NGO's such as local ratepayer's associations has improved drastically during the past four financial years and regular meetings are being held to discuss matters of mutual interest.

Council has endeavored to meet its legal obligations with regarding public participation with special reference to the following meetings which were held:

- IDP meetings & Budget meetings

  Ward Committees were established; however, unfortunately there were only three wards that held regular meetings.

Accountability was enhanced by circulating more **newsletters** as well as **public notices** to keep the community informed.

- Timeous distribution of Council agendas resulting in more than 70% attendance of scheduled meetings.
- It is a priority to implement a Document Management System to track and monitor Council resolutions for effective communication.
- The Old Municipal website focused on tourism and in June 2015 in the 2014/15 financial year a new website was developed where all required documents are being uploaded like the Budget, IDP, AFS, SDBIP, Policies etc.
- The New Municipal website (www.karoohoogland.gov.za) are being maintained by KHM personnel with assistance from Web Ateljee (Service Provider) and 99% of the required documents were placed on the website during the year under review.

Accountability and community participation were enhanced by engagements through the following:-

- ✓ Messages on municipal accounts
- ✓ Local Newspaper: Die Noordwester
- ✓ Pamphlets handed out at houses
- ✓ Posters on strategic places in towns
- ✓ Whats-app Group notices
- ✓ Community Development Workers (COGTA)
- ✓ E-mails to Ward Committee Chairpersons
- ✓ Emailing of Newsletters

Since March 2020 when the global pandemic of Covid19 and the restrictions with regard to lockdown came into effect the Karoo Hoogland Municipality started their **Facebook page** to engage with the community and also to distribute information on more platforms. It has been very successful and got an amount of almost 600 members in four months.

COMMUNITY DEVELOPMENT WORKERS

- CDW's deployed.
- There are 3 CDW's in KHM. One in Fraserburg, one in Sutherland and one in Williston.
- There is a fairly good relationship with them and they are mainly being utilized to promote communication between Council and the public.

DISTRICT IGR FORUM FUNCTIONALITY

- The IGR in the Namaqua District is functional and is attended by the Mayor and the Municipal Manager on a regular basis.

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?	**In Progress**
Does the budget align directly to the KPIs in the strategic plan?	**In Progress**
Do the IDP KPIs align to the Section 57 Managers	**In Progress**
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	**In Progress**
Were the indicators communicated to the public?	**YES**
Were the four quarterly aligned reports submitted within stipulated time frames?	**YES**
** Section 26 Municipal Systems Act 2000*	

COMPONENT D: CORPORATE GOVERNANCE

OVERVIEW OF CORPORATE GOVERNANCE

Municipalities must exercise their executive and legislative authority within a system of co-operative government as outlined in Section 41 of the Constitution.

The corporate governance component is clearly identified and prescribed in the Municipal Systems Act as well as the Municipal Financial Management Act. The following sub-components are highlighted:

2.6 RISK MANAGEMENT

The MFMA Section 62 (1) c required the Municipality to ensure that the Municipality has and maintain effective, efficient and transparent systems –

i) Of financial and risk management and internal control.

The Municipality does have a Risk Management Policy in place as required and the Risk Evaluation in terms of the 2018/19 financial period were done by 2 of the District Municipality's Internal Audit Interns, Ms. V. Larie and Ms. S. Mxokozeli, and by the municipality's Internal Auditor Ms. D. Smit during July 2018, and the Risk evaluation were accepted for the 2018/19 financial year.

An Internal Audit Unit as well as an External Audit Committee were not functional at the municipality before 2014.

However, discussions with the District Municipality lead to a shared-services Internal Audit Unit as well as an audit committee being established during 2015/2016. The Shared Internal Audit Unit visited the municipality in September 2015 for the first time and commenced with work. They audited the leave management and the asset management processes. The municipality received two reports from them and it was tabled at the first Audit Committee meeting in January 2016. After this meeting the Internal Audit Team attended a meeting at KHM in April 2016 and none thereafter. Communication problems lead to misunderstandings between the District Municipality and KHM which lead to Internal Audit not performing and the municipality not being informed of the reasons. The reasons were only made known to the municipality in August 2016 of which the District Municipality claimed that they did not receive the necessary funding from other departments to continue providing the Shared Services and that KHM must commit to paying for the assistance before any services will continue.

During 2016/2017 no suitable alternative and solution could be reached for internal audit. The endeavours will continue in the 2017/2018 year to request assistance in this regard from the District and also to appoint personnel internally to assist the District with Internal Audit.

During the 2016/2017 the Audit Committee did function however no relevant and proper reporting could be done as no Internal Audit Unit was established. The Auditor General attended the Audit Committee meeting at 29 August 2016 and again on 28 August 2017 and are aware of the situation and the problems it leads to.

During the 2017/2018 an Internal Audit Unit as well as an External Audit Committee was functional at the municipality. Discussions with the District Municipality lead to a shared-services Internal Audit Unit as well as a shared service audit committee being established. The Shared Internal Audit commenced on 01 February 2018 with work, as Ms. D. Smit was appointed as the Internal Auditor within the municipality. Ms. D. Smit, along with the assistance and guidance from Ms. V. Larie and overall supervision from Ms. V. Fitzpatrick from Namakwa District Municipality audited the Recruitment, Selection and Appointment, MFMA Compliance, Performance Management (Quarter1 – Quarter4) and Supply Chain Management processes. The municipality received overall six reports from the Internal Audit unit and it was tabled at the following Audit Committee meeting's dated 22 March 2018, 28 May 2018 and 26 June 2018. Follow-up audits were also conducted during the 2017/18 financial period on the reports issued by Internal Audit for 2017/18, as well as the 2015/16 Leave Management report which was issued by District Municipality during their shared services in the 2015/16 financial period.

During the 2018/2019 an Internal Audit Unit as well as an External Audit Committee was functional at the municipality. Discussions with the District Municipality continued with the shared-services Internal Audit Unit, up to October 2018 only as Ms. D. Smit was permanently appointed as the Internal Auditor as of from 01 November 2018. The shared service Audit Committee is still ongoing.
Ms. D. Smit, along with the assistance and guidance from Ms. V. Larie and overall supervision from Ms. V. Fitzpatrick from Namakwa District Municipality audited Record Management and Performance Management Quarter 1.

Ms. D. Smit audited Performance Management (Quarter2 – Quarter3), UIF & Deviations, Subsistence & Travel Allowance and Appointments & Re-Appointments. The municipality received overall 7 reports from the Internal Audit unit and it was tabled at the following Audit Committee meeting's dated 02 November 2018, 25 June 2019 and 26 June 2019. Follow-up audits were also conducted during the 2018/19 financial period on the reports issued by Internal Audit for 2017/18 and 2018/19, as well as the 2015/16 Leave Management report which was issued by District Municipality during their shared services in the 2015/16 financial period.

For the 2019/20 financial year Ms. D. Smit audited Performance Management (Quarter4 of 2018/19 and Quarter1 - Quarter3 of 2019/20), Asset Management and UIF & Deviations. The municipality received overall 6 reports from the Internal Audit unit and it was tabled at the following Audit Committee meeting's dated 27 October 2020, due Covid19 and other challenges that were experienced within the 2019/20 financial period. The first Audit Committee meeting did take place on 30 August 2019 for the submission of the Draft AFS for 2018/19 and positive inputs were received.

The Draft AFS for 2019/2020 was tabled at the Audit Committee meeting held on 27 October 2020 as well and positive inputs were also received from the members.

Follow-up audits were also conducted during the 2019/20 financial period on the reports issued by Internal Audit for 2017/18, 2018/19 and 2019/20, as well as the 2015/16 Leave Management report which was issued by District Municipality during their shared services in the 2015/16 financial period.

For the 2020/21 financial year Ms. D. Smit audited Performance Management (Quarter1 - Quarter3 of 2020/21) and UIF&W and Deviations (July 2020 - April 2021, each month). The municipality received overall 13 reports from the Internal Audit unit and it was tabled at the following Audit Committee meeting dated 20 May 2021. Due to Covid19 and other challenges that were experienced within the 2020/21 financial period, the other reports were only reported to the Committee on 26 August 2021. For the 2020/21 period the first two Audit Committee meetings took place on 27 October 2020 and the third on 20 May 2021. The fourth Audit Committee meeting was scheduled to take place on 24 June 2021, but due to the increasing Covid19 cases in Williston the meeting was postponed.

The Draft AFS for 2020/2021 was tabled at the Audit Committee meeting held on 26 August 2021 as well and positive inputs were also received from the members.

Follow-up audits were also conducted during the 2020/21 financial period on the reports issued by Internal Audit for 2017/18, 2018/19, 2019/20 and 2020/21 as well as the 2015/16 Leave Management report which was issued by District Municipality during their shared services in the 2015/16 financial period.

2.7 ANTI-CORRUPTION AND FRAUD

The municipality has a Fraud and Anti-Corruption Strategy in place which was tabled and adopted by Council in 2015/2016 and will be revised in 2017/2018. A Disciplinary Board was also established and Mr J Brandt from Springbok are the representative for Karoo Hoogland Municipality. The processes of this board were explained to management and Council on several occasions by Mr Ezra Tantsi. Mr Tantsi from NCPT conducted several workshops at KHM on Financial Misconduct *(Chapter 15 of the Municipal Finance Management Act 56 of 2003 provides the legal framework for financial misconduct and financial offences and the purpose of this act is to set out processes and procedures to effectively deal with all allegations of financial misconduct. Subsequent to that, on the 30 May 2014 National Treasury issued regulation 37699 on Financial Misconduct procedures and criminal proceedings), System of Delegations,* the Financial Management Capability Maturity Mode (FMCMM) Reviews and Website Compliance issues.

DISCIPLINARY BOARD ESTABLISHMENT

The Disciplinary Board was established to deal with financial misconduct for the 2019/20 financial period. The Disciplinary Board however did not meet during the 2020/2021 year. Management did table the appointment of Disciplinary Board members to Council on **25 February 2020 and again on 26 February 2021 where the members were confirmed.**

Herewith I give the Extraction of the Minutes of a Council Meeting Decision on **25 February 2020.**

Herewith the Extract:

7.1 ESTABLISHMENT OF DISCIPLINARY BOARD AS PER THE MUNICIPAL REGULATIONS OF FINANCIAL MISCONDUCT PROCEDURES AND CRIMINAL PROCEEDINGS

RESOLVED THAT:

a) In terms of the Regulation Municipal Regulations of Financial Misconduct Procedures and Criminal Proceedings establishes a disciplinary board.
b) That the disciplinary board consist of:

i. Mr Frank van den Heever
ii. Mr FJ Rootman
iii. Mr D Malan
iv. A representative of provincial treasury: Mr J Engelbrecht
v. Ms C Viljoen (Secretariat)

Proposed by: Councillor: J. Jooste
Seconded by: Councillor JE. Davids

The Terms of Reference for this Board as well as the Roles and the Responsibilities were also handed over to the Municipality. This Board however have not met once for the 2020/21 financial period.

2.8 AUDIT COMMITTEE

Section 166(2) of the MFMA states that an Audit Committee is an independent advisory body which must:

(a) advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to:

- internal financial control;
- risk management;
- performance management; and
- effective governance.

FUNCTIONS OF THE AUDIT COMMITTEE

The Audit Committee has the following main functions as prescribed in Section 166(2)(a-e) of the MFMA, 2003 and the Local Government Municipal and Performance Management Regulation:

- To advise council on all matters related to compliance and effective governance
- To review the annual financial statements to provide council with an authoritative and credible view of the financial position of the municipality, its efficiency and its overall level of compliance with the MFMA, the annual Division of Revenue Act (DoRA) and other applicable legislation
- Respond to council on any issues raised by the Auditor-General in the audit report.
- To review the quarterly reports submitted to it by internal audit
- To evaluate audit reports pertaining to financial, administrative and technical systems
- To review the performance management system and make recommendations in this regard to council
- To identify major risks to which council is exposed and determine the extent to which risks have been minimised

- Review the plans of the internal audit function and in so doing, ensure that the plan addresses the high-risk areas and ensure that adequate resources are available
- Provide support to the internal audit function
- Ensure that no restrictions or limitations are placed on the internal audit section
- Evaluate the activities of the internal audit function in terms of their role as prescribed by legislation

MEMBERS OF THE AUDIT COMMITTEE

Currently the municipality makes use of the shared service from the District municipality. Regular meetings are usually held each financial year as required, but for the 2020/21 financial period only three Audit Committee meetings took place. For the 2020/21 period the first two Audit Committee meetings took place on 27 October 2020 and the third on 20 May 2021.
The fourth Audit Committee meeting was scheduled to take place on 24 June 2021, but due to the increased Covid19 cases in Williston the meeting was postponed.

The Draft AFS for 2019/2020 was tabled at the Audit Committee meeting on 27 October 2020 and positive inputs were also received from the members. The Draft AFS for 2020/2021 was tabled at the Audit Committee meeting held on 26 August 2021 as well and positive inputs were also received from the members.

The municipality will however might still be looking to appoint their own Audit Committee in 2021 or 2022, due to the high cost involved for the shared service.

Members:
FJ Rootman
FE van den Heever (Chairperson)

2.9 PERFORMANCE AUDIT COMMITTEE

The Regulations require that a PAC is comprised of a minimum of three members. Section 14(2)(b) of the Regulations further stipulates that the PAC must include at least one person who has expertise in performance management. It is also a requirement of the Regulations in Section 14(2)(d) that the Council of a municipality designate a member of the PAC who is neither a councillor nor an employee of the municipality as the chairperson of the committee.

Section 14(3)(a) of the Regulations requires that the PAC of a municipality must meet at least twice during each financial year. However, additional special meetings of the PAC may be called for by any member of the committee, where sufficient justification exists in terms of Section 14(3)(b) of the Regulations.

FUNCTIONS OF THE PERFORMANCE AUDIT COMMITTEE

In terms of Section 14(4)(a) of the Regulations the PAC has the responsibility to:

- review the quarterly reports produced and submitted by the internal audit process;
- review the municipality's performance management system and make recommendations in this regard to the council of the municipality; and
- at least twice during each financial year submit a performance audit report to the council of the municipality.

MEMBERS OF THE PERFORMANCE AUDIT COMMITTEE

The functions of the PAC are fullfilled by the Audit Committee

2.10 INTERNAL AUDITING

Section 165(2)(a)(b) and (c) of the MFMA requires that:

The internal audit unit of a municipality must:

(a) Prepare a risk-based audit plan and an internal audit program for each financial year

(b) Advise the accounting officer and report to the AC on the implementation of the internal audit plan and matters relating to:

(i) Internal audit;
(ii) internal controls;
(iii) accounting procedures and practices;
(iv) risk and risk management;
(v) performance management;
(vi) loss control; and
(vii) compliance with this act, the annual DoRA and any other applicable legislation

(c) Perform such other duties as may be assigned to it by the accounting officer

The Municipality have appointed an internal auditor to perform the internal audit function although we are still using the shared service from the district to train our official and to assist and monitor her activities. Internal audit reports are regularly submitted to the MM and the Audit Committee.

Ms. V. Fitzpatrick is the head of the Internal Audit Unit, as she is the Head of the Internal Audit unit of the Namakwa District Municipality, as we are in shared services with the District Municipality, as we are in shared services with the District Municipality.

It was decided at the Council meeting held on 30 January 2018 that Ms. D. Smit should be appointed as the Internal Auditor of Karoo Hoogland Municipality, on a probation period of 6 months from 01 February 2018 to 31 July 2018. Ms. D. Smit will be directly accountable to the Municipal Manager. The contract was entered into by the Municipal Manager Mr. JJ. Fortuin and Ms. D. Smit on 01 February 2018. Ms. D. Smit was permanently appointed on 01 November 2018 and the permanent contract was entered into by the Municipal Manager Mr. JJ. Fortuin and Ms. D. Smit on 01 November 2018.

The internal audit unit is independent and Internal audits are performed in terms of the approved Internal Audit Methodology of Namakwa District Municipality absorbed by Karoo Hoogland Municipality.

During 2018/2019 an Internal Audit Unit was functional at the municipality. Discussions with the District Municipality continued with the shared-services Internal Audit Unit, up to October 2018 only, as Ms. D. Smit was permanently appointed as the Internal Auditor as of from 01 November 2018.

The following audits were conducted by Internal Audit during the 2018/19 financial year:

- Record Management;
- Performance Management (Quarter1 – Quarter3);
- UIF & Deviations;
- Subsistence & Travel Allowance; and
- Appointments & Re-Appointments

The municipality received overall 7 reports from the Internal Audit unit and it was tabled at the following Audit Committee meeting's dated 02 November 2018, 25 June 2019 and 26 June 2019. Follow-up audits were also conducted during the 2018/19 financial period on the reports issued by Internal Audit for 2017/18 and 2018/19, as well as the 2015/16 Leave Management report which was issued by District Municipality during their shared services in the 2015/16 financial period.

During 2019/2020 an Internal Audit Unit was functional at the municipality.

The following audits were conducted by Internal Audit during the 2019/20 financial year:

- Asset Management;
- Performance Management (Quarter4 of 2018/19);
- Performance Management (Quarter1 – Quarter4 of 2019/20); and
- UIF & Deviations.

The municipality received overall 7 reports from the Internal Audit unit and it was tabled at the following Audit Committee meeting's dated 27 October 2020, due Covid19 and other challenges that were experienced within the 2019/20 financial period. The first Audit Committee did take place on 30 August 2019 for the submission of the AFS to the Committee. Follow-up audits were also conducted during the 2019/20 financial period on the reports issued by Internal Audit for 2017/18, 2018/19 and 2019/20, as well as the 2015/16 Leave Management report which was issued by District Municipality during their shared services in the 2015/16 financial period.

During 2020/2021 an Internal Audit Unit was functional at the municipality.

The following audits were conducted by Internal Audit during the 2020/21 financial year:

- Performance Management (Quarter1 – Quarter3 of 2020/21); and
- UIF&W and Deviations (July 2020 - April 2021, each month).

The municipality received overall 13 reports from the Internal Audit unit and it was tabled at the following Audit Committee meeting dated 20 May 2021. Due to Covid19 and other challenges that were experienced within the 2020/21 financial period, the other reports were only reported to the Committee on 26 August 2021. The Draft AFS for 2020/2021 was tabled at the Audit Committee meeting held on 26 August 2021 as well and positive inputs were also received from the members.

Follow-up audits were also conducted during the 2020/21 financial period on the reports issued by Internal Audit for 2017/18, 2018/19, 2019/20 and 2020/21 as well as the 2015/16 Leave Management report which was issued by District Municipality during their shared services in the 2015/16 financial period.

2.11 SUPPLY CHAIN MANAGEMENT

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 ensured that the processes are fair, equitable, transparent, competitive, environmentally friendly and cost effective, in accordance with the rules and regulations from the different spheres of government.

The municipality is currently operating a centralized SCM unit meaning that all procurement processes are dealt by the supply chain unit, 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 and also ensure that the amount of irregular expenditure will be minimized.

SUPPLY CHAIN MANAGEMENT UNIT (STAFF ESTABLISHMENT)
Tenders / orders / Quotations
1 x Manager : Supply Chain Management
1 x Senior Clerk : Supply Chain Management
1 x Supply Chain Management Clerk
1 x Financial Intern for SCM

REVISED PREFERENTIAL PROCUREMENT REGULATIONS REPORTING
Reports of all awards made above R100 000 have been submitted to National Treasury, Provincial Treasury and CoGHSTA in terms of SCM circular no 19 of 2008 by form of the Back 2 Basics Reporting done each month since October 2014. It is also being uploaded onto National Treasury's website. (www.treasury.gov.za)

IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

The Old SCM Policy was adopted by the Council of Karoo Hoogland Municipality on 24 August 2005 in terms of Section 3 of the MFMA, 2003 (Act No.56 of 2003). The SCM policy is implemented. The SCM policy is reviewed annually. The policy for 2017/2018 was reviewed; workshopped and adopted by council during May 2017 and during August 2017. The whole SCM policy was revised to incorporate all new legislation and requirements as well as the SIPDM. The policies were workshopped and reviewed during May 2019 and revised with input from Internal Audit during July 2019.

The quarterly reporting on the Implementation of the Supply Chain Management Policy for 2020/2021 were done and will be attached to this document as Volume XI. All SCM reporting since July 2018 have been done to Council.

The procurement processes consists of the following components:-

- Contract management – Completed by the respective department, depending on the type of service that is requested
- Advertising – Formal quotations (R30 001 to R 199 999) are advertised on the notice boards and website of the Municipality for seven days and formal tenders are advertised for three weeks on the website and in the local newspapers as contemplated in the SCM Regulations as well as on eTender when necessary
- Specification – Bid Specification Members have been appointed.
- Evaluation – The evaluation of formal quotations and tenders are done on the respective principles of 80/20 and 90/10 (as prescribed in the Preferential Procurement Policy Framework Act 5 of 2000 and the Preferential Procurement Regulation, 2017), depending on the type of services that was requested. The report of such evaluation is forwarded to the Adjudication Committee with a recommendation
- Adjudication – This committee accepts the proposals of above standing committees or refer the proposal and report back to the Evaluation Committee if additional information is needed regarding the proposed contractor

BID/TENDER COMMITTEES

In the 2020/2021 financial year the following changes were made to the SCM committees:

The Municipality has established the following bid committees on 12 July 2018 and April 2020 :

Opening of tenders:

The following officials have been delegated, keeping in mind that at least one SCM Official should be present and a minimum of two officials from KHM should manage the procedure.

Finance	Income Clerk (J Vlok)
Finance	Clerk: Expenditure and SCM (HG Louw)
Finance	Financial Intern (LA Januarie)
Administration	Admin Clerk: Committee's & Auxiliary Services (EMS Skippers)

Bid specifications committee / Section 27

Finance	Director: Finance (CFO) (S Myburgh)
Technical	Director: Infrastructure (F Lötter)
Administration	Manager: Admin (C Viljoen)
Finance	Accountant: Expenditure & SCM (G Vermeulen) (Chair)
Finance	Clerk: Expenditure and SCM (HG Louw) **(Secretary)**
Corporative	HR Manager (D Malan)
Corporative	Manager: Community Services (A Gibbons)
Infrastructure	Infrastructure: Foreman (A Erasmus)

Bid evaluation committee / Section 28

Section 28(2) A bid evaluation committee must as far as possible be composed of at least one supply chain management official.

Finance	Accountant BTO (Chair) (SJ van Schalkwyk)
Finance	Clerk: Expenditure & SCM (C Erasmus)
Finance	Accountant Revenue (A Louw)
Finance	Replaced by LA Januarie from April 2020

Bid adjudication committee / Section 29

Section 29(2) A bid adjudication committee ***must*** consist of ***at least four*** senior managers and ***must*** include-

(Karoo Hoogland Municipality only has a Municipal Manager and a CFO and a Director: Infrastructure. We do not have enough senior managers to attend to this Committee and therefore have to use other senior personnel)

Finance	Director: Finance (CFO) (SJ Myburgh)
Finance	Accountant: Expenditure & SCM (G Vermeulen)
Technical	Director: Infrastructure (FJ Lötter) (Chair)
Corporative	Manager: Community Services (A Gibbons)
Corporative	HR Manager (D Malan)
Corporative	(Secretary)-Replaced by EMS Skippers from April 2020

Any possible conflicts of interest are declared at all bid committee meetings, by means of a signed register and a declaration form.

2019/2020

Bid Specifications Committee
14.05.2019
09.07.2019
04.11.2019
03.06.2020

Bid Evaluation Committee
28.05.2020
18.06.2020
10.07.2019
29.07.2019

Bid Adjudication Committee
11.07.2019
06.08.2019
28.05.2020
19.06.2020

About **11 Bid Committee meetings** were held during 2018/2019.
During 2019/2020 **12 Bid Committee** meetings were held.

2020/2021
Bid Specifications Committee
03.06.2020
Requisition nr. T2051 (Approval from MM for Specifications)
04.09.2020
30.07.2021
23.03.2021

Bid Evaluation Committee
18.06.2020
23.07/2020
02.10.2020
21.09.2021
12.05.2021 – 25.05.2021 – 22.07.2021

Bid Adjudication Committee
19.06.2020
28.07.2020
07.10.2020
21.09.2021
14.05.2021 – 26.05.2021 – 06.08.2021

The bid committees processed 4 tenders(2019/2020) for awards The bid committees processed 3 tenders(2020/2021) for awards				
NO	**Tenders Processed**	**2020/2021**	**2019/2020**	**2018/2019**
1	Tenders Awarded	3	4	4
2	Contracts Awarded	TBA	TBA	TBA
3	Value of Tenders Awarded	TBA	TBA	TBA
4	Number of appeals received	1	1	0
5	Number of successful appeals	0 (unresolved however no further action)	0 (appeal was resolved)	0

2019/2020

ADJUDICATION COMMITTEE DATE	CONTRACT NO	CONTRACT NAME	B-BBEE CONTRIBUTION LEVEL	AMOUNT	PERIOD	CONTRACTOR	AWARDED DATE	APPOINTED DATE	DAYS FROM ADVERTISE TO AWARD
11.07.2019	KHM E-005/2019	FRASERBURG MEDIUM & LOW VOLTAGE NETWORK UPGRADE	2	R 1 946 231,42 (15% VAT, 5% contingencies and allowance for escalation included)	4 months	EMC Electrical	12.07.2019	16.08.2019	58 days (42 working days)
06.08.2019	KHM T001/007/2019	SUPPLY AND DELIVERY OF 3 X 1 TON LIGHT DELIVERY VEHICLES TO WILLISTON	-	R 705,108.00	DELIVERY IN WILLISTON WITHIN 14 DAYS	WORCESTER NISSAN	06.08.2019	06.08.2019	28 DAYS (20 WORK DAYS)
28.05.2020	KHM T001/11/2019	WILLISTON UPGRADING/PAVING OF STREETS :PHASE 2	1	R 6,233,000.00	20 WEEKS	DUNECO BK	28.05.2020		138 work days Tender validity was extended until 5 June 2020
19.06.2020	'KHM T001/006/2020	APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF THE ANNUAL FINANCIAL STATEMENTS IN CASEWARE AND GRAP COMPLIANT ASSET REGISTER FOR A PERIOD OF THREE (3) YEARS 2019/20 – 2021/22	-	R 861,212.00	Amount for 1st year SLA for 3 years	MUBESKO PTY LTD	30.06.2020		26 DAYS

2020/2021

Bid Nr	Bid Name	Date of Bid Specifications	Bid Adjudication Committee date	MM Approval date	Successful Bidder	Approved Contract Amount	Notes
KHM T001/11/2019	WILLISTON UPGRADING/PAVING OF STREETS - PHASE 2	04.11.2019	28.05.2020	01.06.2020	Duneco	6 233 000.00	** In March 2020 all tenders were requested to extend the validity of their tender amounts
SCM/T2051/06/2020	SUBDIVION AND REZONING OF ±50 ERVEN IN THE KAROO HOOGLAND MUNICIPAL AREA, WILLISTON	No Committee	28.07.2020	30.07.2020	CD Venter Landmeters	R 138 460.00 (vat incl)	
KHM T008/09/2020	Supply and Delivery of 1 x 8000 L 3 CR12 Sewage Suction Vacuum Tankers	04.09.2020	07.10.2020	07.10.2020	Shorts Nissan		* vehicle delivered in April 2021 - very good condition

IMPLEMENTATION OF MBD DOCUMENTS

All municipal bid documents (MBDs) are in place in compliance with MFMA Circular 25 and include specifications and evaluation criteria as recommended by the specification committee. All tenderers must complete MBD 4, MBD 6.1, MBD 6.2(local content where necessary), MBD 8 and MBD 9 and must be registered on the CSD.

CHALLENGES IN SCM

Challenges: Service providers not completing all municipal bid documents, and quoting not according to the specifications.
Proposed solution: Educate service providers on the importance of completion of municipal bid documents by holding workshops in 2021/2022 and in the coming years.

Challenges: Not enough suppliers registered on the CSD that deliver services and goods to our vast outlaying area.
Proposed Solution: Advertise via e-Tender, CIDB and our website as well as other websites for suppliers outside of KHM's area of jurisdiction. Amend the policy to elaborate on the deviations. And also on Facebook page of Karoo Hoogland.

Challenges: Not enough staff on current personnel structure to adhere to Regulations prescribing the amount of members per bid committee. Karoo Hoogland Municipality cannot afford to appoint an extra senior manager for the sole purpose of complying with the bid committee regulations.
Proposed solution: Karoo Hoogland will apply to the AG to accept our necessary steps taken to adhere as far as possible to comply with correct awarding of tenders due to a shortage in personnel.

Challenges: All Staff not fully aware of correct SCM Processes and Appeal authority and appeal process
Proposed Solution: The Policy should be workshoppe with all personnel and a clear set of Standard operating Procedures should be developed and available for all personnel and for auditors.

Challenges: Deviations in terms of sole suppliers due to geographic distances in rural municipality
Proposed Solution: Annually tenders can be advertised to curb irregular expenditure and deviations

TRAINING With the implementation of the new centralised unit, workshops were organized for all SCM personnel as well as all directorates by the Provincial Departments in 2018/2019. However, continuous training will be inevitable as legislation and regulations changes almost annually. Training will also commence in the other towns of Karoo Hoogland as this has been identified as a need.

CSD

No vendor may be used if they are not registered on the Central Suppliers Database and their registration documents must be provided to the SCM unit. Training have been given to vendors and to personnel to assist with registration on the CSD. The municipality annually advertises to encourage the local service providers to register on the CSD.

All deviations from the SCM Regulations were recorded and tabled to Council in 2018/2019, 2019/2020 and 2020/2021.

STANDARD INFRASTRUCTURE PROCUREMENT DEVELOPMENT MANAGEMENT POLICY

In May 2017 staff from Provincial Treasury visited Karoo Hoogland with a standard SIPDM Policy that needed to be customized and implemented from 1 July 2017. However the policy could not be personalised before the Council meeting and workshopped with all the personnel involved. It has now gone to Council in 2017/2018 in August 2017 and was approved effective from 1 July 2017. This policy streamlines the Procurement of Infrastructure development on bigger projects and sets definite goals and targets and also procedures to follow to adhere to national legislation in terms of procurement. Staff from Provincial Treasury also visited Karoo Hoogland on 18 June 2018 for a follow up training session. The policy was again updated and approved on 6 July 2018 for the 2018/2019 financial year. There seem to be some disagreement between provincial and national treasury with regard to **FIPDM and SIPDM**. Karoo Hoogland await the outcome. In 2019 October an Instruction Note was issued on the new Framework however only during May 2021 the Circular 106 was issued to Karoo Hoogland to use and adopt the new Framework because there was some differences between the old SIPDM and the PPP Framework. Karoo Hoogland Municipality will workshop and adopt the new Framework in 2021/2022.

2.12 BY-LAWS & POLICIES

Section 11 of the MSA gives municipal councils the executive and legislative authority to pass and implement by-laws and policies.

BACKGROUND

Only one by-law was adopted by Council during the 2016/2017 financial year.

The Municipality have various **policies** in place**.** However, to date only few policies have been promulgated as by-laws. Various policies were revised during the 2016/2017 financial year with the view to promulgate them as by-laws. However processes take long and community input are being obtained. No New By-laws were gazetted in 2020/2021. The **Keeping of Dogs By-law** was promulgated on 7 November 2016 after the full community participation process were done.

The following By-Laws will be promulgated and advertised during 2021/2022:

- ✓ *Keeping of animals*
- ✓ *Law Enforcement*

Also Planned for the years to follow and onward.

- ✓ Tariff By-Law
- ✓ Credit Control By-Law (review)
- ✓ Property Rates by-Law (review)
- ✓ Public Nuisance By-Law
- ✓ Electricity By-Law
- ✓ Cemetery By-Law
- ✓ Water By-Law
- ✓ Caravan Parks By-Law
- ✓ Heavy Vehicles By-Law
- ✓ Street Trading By-law
- ✓ Advertising Signs By-law

CHALLENGES:

Law-Enforcement is becoming a major problem and it seems that a workable relationship should be established or re-established between the SAPD and the municipality.

2.13 WEBSITES : www.karoohoogland.gov.za

Municipalities are required to develop and maintain a functional website that displays relevant information as per the requirements of Section 75 of the MFMA and Section 21A and B of the MSA as amended.

The website should serve as a mechanism to promote accountability and transparency to communities and therefore information posted should be accurate and timeously updated.

The municipal website is a key communication mechanism in terms of service offering, information sharing and public participation. It is a communication tool that should allow easy and convenient access to relevant information. The municipal website should serve as an integral part of the Municipality's communication strategy.

The Municipal website was developed in June 2015 in the 2014/2015 financial year to be compliant to upload compulsory documents requested by legislation for the community to view and comment on. During the 2015/2016 financial year a lot of effort were put into getting the municipal website compliant to legislation.

COMMENT ON MUNICIPAL WEBSITE: CONTENT AND ACCESS www.karoohoogland.gov.za

The following documentation was uploaded on the Municipal Website with reference to documents pertaining to the 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021 and 2021/2022 financial year:

- Budget
- Annual Financial Statements
- IDP
- SDBIP
- SDF 2019
- Policies
- Notices
- Advertisements
- Vacancies
- News
- Land Use Application Forms
- Standard Forms to the Public
- Bidding documentation together with all mandatory forms to be completed by all suppliers
- Reports on expenditure and tenders
- By-Laws – Keeping of Dogs and SPLUMA, Credit Control and Property Rates
- Building application forms
- Accommodation and Tourism
- Performance Agreements
- Long Term Contracts
- PAIA Manual

- Quarterly Newsletters
- Projects
- Dates of Council meetings as well as minutes of Council meetings
- Due to Covid all Minutes of meetings are also uploaded so that the Public can stay informed on the discussions which took place in Council.
- AG Report for 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020
- Awards made to suppliers/tenderers
- Valuation Roll
- All Notices for tenders and Quotations were uploaded
- SCM Reports and statutory information

KAROO HOOGLAND MUNICIPALITY: WEBSITE REPORT (SEPTEMBER 2021)

During March 2015 the Municipality requested quotations for the design and maintenance of a new website complying with all required documents. The tender closed in April 2015 and tender committees sat during May 2015. Web Ateljee in Upington was awarded the tender for the design. In July 2015 the new website **www.karoohoogland.gov.za** went live.

Information uploaded on the website as required by NC Provincial Treasury's Questionnaire

QUESTION / INFORMATION	YES / NO	IF NO, REASON :
Is the Draft Annual Budget published on the website?	YES, and Final	
Are the updated budget related policies published on the website?	YES	
Is the Annual Report published on the website?	YES	
Is the SDBIP published on the website?	YES	Yes and revised versions as well
Is the revised IDP published on the website?	YES	
Is the list of disposed assets published on the website?	YES, old list	The new list will be published as soon as assets are disposed and approved by Council in the new year
Are the long-term borrowing contracts published on the website?	Yes	DBSA
Are the SCM contracts published on the website?	Yes	SEBATA // Website : Webateljee //Mubesko // Nexia SA B&T // Van de Wall as well as total contract register and tender award register
Contracts to which section 33 apply, subject to subsection (3) of that section? PPP	NONE, Not applicable	The municipality do not have PPP
Are the S52(d) reports published on the website?	YES	All Financial reports are on the website
Accommodation list	YES	
Necessary Policies	YES	
Financial Reports // Sec 71 & Sec 72	YES	On request
FINANCIAL INFORMATION (SECTIONS 53, 75, 79 AND 81(1) OF THE MFMA)		
Draft Budget 2020/2021	YES	
Approved Budget 2020/2021	YES	

Adjusted Budget 2020/2021	YES	
Financial Policies :	YES	
Reviewed IDP 2020/2021	YES	
Summary of IDP 2020/2021	YES	
IDP/Budget Process Plan (Schedule of Key Deadlines)	YES	
SDBIP 2020/2021	YES	
SDBIP 2021/2022	YES	
Top Layer SDBIP 2020/2021 & Revised	YES	
Top Layer SDBIP 2021/2022	YES	
Annual Report 2019/2020	YES	
Oversight Report 2019/2020	YES	
Mid year Assessments for Budget and Performance	YES	
Quarterly Financial reports and SCM Quarterly reports	YES	
Dates of Council Meetings	YES	
Contact details of MM, CFO and other staff	YES	
Full Council details	YES	
Physical and Postal address of Municipality	YES	
Tariffs	YES	
Vision & mission	YES	
PAIA Manual	YES	
Supply Chain Management Policy	YES	
Tender Information - Opening registers and all bidders and awards	Yes	
Public invitations for tenders and formal price quotations	YES	
Notices & Newsletters & Vacancies	YES	
Performance Agreement of MM and Directors	YES	
Personnel Forms and Information	YES	
Complaints Page/Form	YES	
Valuation Roll	YES	
Annual Financial Statements	Yes	On request

2.14 COMMUNICATION (incl. Social Media)

The Municipality has an outdated Communication policy.

HIGHLIGHTS

HIGHLIGHTS	DESCRIPTION
Facebook page	Improved interaction from community on posts Regular posting and sharing of information Provides platform that allows for communicating and reporting of service delivery issues
Virtual meeting platforms as a result of COVID-19 regulations and restrictions	Saving time and costs for the Municipality in terms of travel & accommodation expenses of officials to meetings in the Province and District
WhatsApp group communication	Effective way of communicating information to members of the community Utilization of WhatsApp groups to communicate to staff members since the implementation of National lockdown

CHALLENGES

DESCRIPTION	ACTION TO ADDRESS
Poor cellular phone connectivity in most areas of Hantam due to vastness of area No cellular phone connectivity along routes that link towns in KHM	Improvement of cellular phone and radio signals through SKA's project
No wi-fi hotspots or broadband for community who cannot afford to install	Installation of wi-fi hotspots and broadband
Virtual meetings requiring strong internet connectivity	
No Communication strategy/plan	To be drafted
Outdated Communication Policy	To be reviewed
No Public Participation Policy	Public Participation Policy to be drafted
Customer Satisfaction Surveys	To be addressed in 2021/2022

2.15 PUBLIC SATISFACTION ON MUNICIPAL SERVICES

The Municipality has difficulty with the following services due to lack of sufficient funds to attend to all the necessary maintenance:-

- Electricity
- Water supply
- Road maintenance
- Littering

The addressing of these four topics will reduce the amount of complaints by the general public. The maintenance of the tar roads is currently not done sufficiently and is still a concern of the community at this stage. The municipality is currently utilizing the funds received through the EPWP program to repair potholes in all three towns. A MIG project for the paving of streets in Williston has commenced and the contract was awarded to Duneco during June 2020. The paving project was completed by February 2021. The littering is also quickly becoming an issue. Due to Williston's landfill Site not being fenced the litter and garbage are spreading into the nearby fields. Urgent funding for the fencing will be needed.

COMPLAINTS REGISTER

A Complaints Register have been instituted at all three towns' offices where the public can write down their complaints and which are being addressed accordingly on a weekly basis. On the website the community as well as other people can also make complaints or requests which are received as emails and are acted upon within a week of receipt. It are being followed up regularly.

2.16 MUNICIPAL OVERSIGHT COMMITTEES (MPAC & IDP/BUDGET STEERING COMMITTEE

MPAC were established during 2017/2018. The Committee was re-establish during the 2018/2019. During the 2018/2019 the MPAC did not comply with due dates and they then met late with the Oversight Report only in April 2019 due to a constitutional issue. It was resolved and then the committee held their meeting. During 2020/2021 they only met once and it can be stated that oversight was not done properly according to legislation and according to their schedule. However Since April 2020 no meetings took place due to Covid19. They had a scheduled meeting for September 2020 but did not have a quorum. Another scheduled meeting for December 2020 but due to the CFO who had to attend his sisters funeral the meeting was postponed. In May 2021 a meeting was scheduled for 19 May 2021 but not held, due to no quorum and was then held on 21 May 2021 to draft the Oversight Report.

CHAPTER 3: SERVICE DELIVERY PERFORMANCE

OVERVIEW OF PERFORMANCE WITHIN THE ORGANISATION

Performance management is a process which measures the implementation of the organisation's strategy. It is also a management tool to plan, monitor, measure and review individual performance indicators to ensure efficiency, effectiveness and the impact of service delivery by the Municipality.

At local government level performance management is institutionalized through the legislative requirements on the performance management process for Local Government. Performance management provides the mechanism to measure whether targets to meet its strategic goals, set by the organisation and its employees, are met.

Some of the legislative prescripts include: Section 152 of the Constitution of the Republic (1996), section 152 local government to be "democratic and accountable government". Section 195 (1) of the Constitution requires the following from local government, inter alia:

- the promotion of efficient, economic and effective use of resources,
- accountable public administration,
- to be transparent by providing information,
- to be responsive to the needs of the community, and
- to facilitate a culture of public service and accountability amongst staff.

The Municipal Systems Act (MSA), 2000 requires municipalities to establish a performance management system. Further, the MSA and the Municipal Finance Management Act (MFMA) requires the Integrated Development Plan (IDP) to be aligned to the municipal budget and to be monitored for the performance of the budget against the IDP via the Service Delivery and the Budget Implementation Plan (SDBIP).

In terms of section 46(1)(a) of the Municipal Systems Act a Municipality must prepare for each financial year a performance report reflecting the Municipality's and any service provider's performance during the financial year, including comparison with targets of and with performance in the previous financial year. The report must, furthermore, indicate the development and service delivery priorities and the performance targets set by the Municipality for the following financial year and measures that were or are to be taken to improve performance.

3.1 PERFORMANCE MANAGEMENT OVERVIEW, LEGISLATIVE REQUIREMENTS, THE PM SYSTEM USED AND THE PROCESS

Performance management is prescribed by Chapter 6 of the MSA, Act 32 of 2000 and the Municipal Planning and Performance Management Regulations, 796 of August 2001. Section 7(1) of the aforementioned regulation states that "**A municipality's performance management system entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the responsibilities of the different role players."** This framework, inter alia, reflects the linkage between the IDP, budget, Service Delivery Budget Implementation Plan (SDBIP) and individual and service provider performance. Performance management is not only relevant to the organisation as a whole, but also to the individuals employed in the organisation as well as the external service providers and the municipal entities.

In order to improve on performance planning, implementation, measurement and reporting, the institution implemented the following actions.

- Departmental operational plans were developed for monitoring and reporting operational programmes;
- An electronic performance management system is operational within the Municipality. The same system forms the basis of performance evaluations of the Directors (senior managers) and Municipal Manager.

- The Municipality endeavoured during the development of the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) as well as with the development of the Departmental SDBIP that the "SMART" principle be adhered to in the setting of indicators and objectives. Emphasis was placed on ensuring that targets were specific and time bound, thus making it measurable.
- The Integrated Development Plan (IDP) was developed for 2017- 2022 and was reviewed, during the 2020/2021 Financial YEAR. The Top Layer SDBIP in the IDP was also revised during October/November 2020.
- Care has been taken to ensure that the mSCOA regulations are adhered to at all times.

	Performance Policy & Performance Management Framework	All MSA s57/56 Performance contracts signed	Audit Committee	Performance Audit/Management Committee	Municipal Public Accounts Committee (MPAC	Quarterly Performance Reporting to Council	Mid-Year Performance Reporting to Council	Annual Reporting to Council
In place?	√	√	√	To be established	√	√	√	√

TABLE Performance Management System Checklist

The Municipal Scorecard (Top Layer SDBIP) consolidate service delivery targets set by the Council/Senior Management and provide an overall picture of performance for the Municipality as a whole, reflecting performance on its strategic priorities.

Components of the Top Layer SDBIP included:

- One-year detailed plan, but should include a three year capital plan;
- The 5 necessary components includes:
  - Monthly projections of revenue to be collected for each source
    - Expected revenue to be collected NOT Billed
  - Monthly projections of expenditure (operating and capital) and revenue for each vote
    - Section 71 format(Monthly budget statements)
  - Quarterly projections of service delivery targets and performance indicators for each vote
    - **Non financial measurable performance objectives in form of targets and indicators**
    - Output NOT input /internal management objectives
    - Level and standard of service being provided to the community
  - Ward Information for expenditure and service delivery
  - Detailed Capital project plan broken down by ward over three years

Top Layer KPI's prepared based on the following:

- KPI's identified during the IDP processes and KPI's that need to be reported to key municipal stakeholders.
- KpI's to address the required National Agenda, priorities and minimum reporting requirements.
- KPI's to give effect to the Strategic Objectives and to the Budget for Implementation thereof.

It is important to note that the MM needs to implement the necessary systems and processes to provide the PoE's for reporting and auditing purposes.

3.1.1 Organisational performance

The organisational performance is monitored and evaluated via the **Municipal Scorecard (Top Layer SDBIP)** and through the Service Delivery and Budget Implementation Plan (SDBIP) at directorate and departmental levels. The performance process can be summarised as follows:

- ☐ The Top Layer SDBIP 2020/2021 was approved by the Mayor on **8 July 2020**.
- ☐ The Municipality utilises a web-based performance management system which is updated on a quarterly basis.
- ☐ The first quarter Top Layer SDBIP report was submitted to Council on **30 October 2020** but only tabled to Council on **19 November 2020** due to postponement of the Council Sitting.

- Together with the First Quarter TL SDBIP report Council approved that 10 Departmental KPI's be moved to the Top Layer SDBIP. There were no budgetary implications on this revision. *Only more KPI's moved to Top layer SDBIP for Reporting. The reasons for the change in KPI's was documented in a report to Council for approval on 19 November 2020. KPI's were adjusted to be aligned with functional requirements and the reasons if there were any was documented.*

- The Section 72 Mid-year Report in terms of the MFMA, was submitted to Council **on 29 January 2021**.
- The third quarter SDBIP report was submitted to Council on **31 May 2021**.
- The Internal Audit Unit reviews the performance measurements of the Municipality on a continuous basis as prescribed by relevant legislation, which includes submission of reports on a quarterly basis to the Municipal Manager and Audit Committee.
- The Q4 Performance Report will be submitted to Council on 31 August 2021 as some KPI's measurements only take form after the submission and development of the AFS.
- The Annual Performance Report (APR) forms part of the Annual Report as Chapter 3 and 4.

The SDBIP is a plan that converts the IDP and Budget into measurable criteria on how, where and when the strategies, objectives and normal business process of the Municipality are implemented. It also allocates responsibility to Departments to deliver the services in terms of the IDP and Budget.
The MFMA Circular No.13 prescribes that:

- The IDP and budget must be aligned;
- The budget must address the strategic priorities;
- The SDBIP should indicate what the municipality is going to do during next the 12 months; and
- The SDBIP should form the basis for measuring the performance against goals set during the budget /IDP processes.

The Departmental SDBIP of each Directorate were approved by the Municipal Manager after the Budget was approved.

The overall assessment of actual Quarterly and annual performance against targets set for the Key Performance Indicators as documented in the SDBIP is illustrated in terms of the following assessment methodology:

INTERPRETATION OF TRAFFIC LIGHTS REFLECTED IN THIS REPORT		
Colour	**Explanation on SyStem**	**Category Meaning**
BL	Outstanding/Far Exceeds Target (167% and Above)	KPI Extremely Well Met
T	Achieved/Exceeded Target (133% - 166.9%)	KPI Well Met
G	Achieved target (100% - 132.9%)	KPI Met
Y	Below Target (66% - 99.9%)	KPI Almost Met
R	Unsatisfactory (0% - 65.9%)	KPI Not Met
BR	TARGET ON HOLD	KPI on HOLD (Not able to reach target due to other circumstances such as Covid)
P	TARGETS NOT MEASURED	KPI Not Yet Measured (Not applicable for the Quarter/ No target for the quarter)

The Performance Management System is part of the Sebata EMS system which is an integrated system. All KPI's are linked to the IDP, Projects/Activities in the Budget and the Approved SDBIP.

** The Above Interpretation was suggested by the Service Provider (November 2020) and after evaluation of the System was done during July 2021 was found that the traffic Lights need some adjustments to be in line with the Performance Regulations with reference to the percentages for certain traffic lights.

Progress on KPI's were captured quarterly into the system and reports were then extracted for reporting purposes to the municipal manager, audit committee and council on a quarterly, half yearly and annual basis.

3.1.2 Individual performance (Departmental Scorecard)

a) Municipal Manager and managers directly accountable to the Municipal Manager

The MSA prescribes that the Municipality must enter into performance-based agreements with the S57- employees and that performance agreements be reviewed annually. This process and the format are further regulated by Regulation 805 (August 2006). The performance agreements for the 2020/21 financial year for the Municipal Manager, Director Infrastructure Services (Senior Manager: Technical Services) and Director Financial Services (Senior Manager Finance) was signed on 28 July 2020. The mid-year performance assessment was done orally during February 2021 for the 2020/21 financial year.

b) Mid-level Managers
The Municipality is in the process of cascading Performance to lower levels staff. It commenced with staff having certain responsibilities which link to KPI's on the Departmental SDBIP. These mid-level personnel signed a mutual agreement to perform their duties and to commit to the performance of the municipality to reach certain strategic goals and objectives as set in the IDP.

The Departmental Scorecards (detailed SDBIP) capture the performance of each Department. Unlike the Municipal Scorecard, which reflects on the strategic performance of the Municipality, the Departmental SDBIP 2020/2021 provides a comprehensive picture of the performance per Department/sub-department. It was compiled by the Senior Managers and middle managers for their Departments and consists of objectives, indicators and targets derived from the approved Top Layer SDBIP and signed off by the Municipal Manager.

KPI's were developed for Council, The office of the MM and for each directorate. The KPI's:

- Address the Top Layer KPI's by means of KPI's for the relevant section responsible for the KPI.
- Include Capital Projects KPI's
- Address the key departmental activities
- Each KPI have clear monthly/quarterly targets and are assigned to the person responsible.

The Municipality utilises an electronic web based system on which the **PMS Officials update actual performance on a monthly and quarterly basis as ws reported by the KPI Owner.** The following information are being captured on the performance system:

- The actual result in terms of the target set.
- A Performance comment on the achievement or non-achievement
- The calculation of the actual performance reported (Evidence submitted)
- The reasons if the target was not achieved
- Corrective measures to improve or rectify the performance against the target set.
- If Targets was on hold due to Covid or any other reasons, the reasons are captured.

Municipal performance is measured quarterly in terms of reporting to the MM and to Council as well as in the Mid-year assessments.

Overall Corrective Measure: All Baseline Information should receive attention in the 2021/2022 financial year.

3.2 THE IDP AND THE BUDGET

The IDP and the budget for 2020/2021 was reviewed and approved on **28 May 2020**. It was in the midst of the global pandemic and the lockdown restrictions were still heavy in place thus certain Council meetings had to take place virtually. The IDP and performance management processes are integrated. The IDP fulfils the planning stage of performance management. Performance management in turn, fullfils the implementation, management, monitoring and evaluation of the IDP.

3.3 SERVICE PROVIDERS STRATEGIC PERFORMANCE

Section 76(b) of the MSA states that KPIs should inform the indicators set for every municipal entity and service provider with whom the Municipality has entered into a service delivery agreement.

A **service provider:** means a person or institution or any combination of persons and institutions which provide to or for the benefit of the local community

External service provider means: an external mechanism referred to in section 76(b) which provides a municipal service for a municipality

Service delivery agreement: means an agreement between a municipality and an institution or person mentioned in section 76(b) in terms of which a municipal service is provided by that institution or person, either for its own account or on behalf of the municipality.

During the year under review the Municipality did not appoint any service providers who provided municipal services to or for the benefit of the local community on behalf of the Municipality and therefore this report contains no such details**.** **All other contract appointments are regularly monitored by the appointed Project Manager who oversees the project or contract.**

3.4 STRATEGIC SDBIP

Strategic Performance indicates how well the municipality is meeting its objectives and which policies and processes are working. All government institutions must report on strategic performance to ensure that services delivery is efficient, effective and economical. Municipalities must develop strategic plans and allocate resources for the implementation thereof. The implementation must be monitored on an ongoing basis and the results must be reported on during the financial year to various role-players to enable them to timeously implement corrective measures where required.

This report highlight strategic performance in terms of the Municipality's Top Layer SDBIP, high level performance in terms of the NKPA's, performance on the NKPI's prescribed in terms of Section 43 of the MSA, 2000 and an overall summary of performance on a functional level. Details regarding specific basic service delivery targets, achievements and challenges will be included in the Annual Report of the Municipality.

The purpose of strategic performance reporting is to report specifically on the implementation and achievement of IDP outcomes. The SDBIP is the Municipality's strategic plan and shows the strategic alignment between the different documents. (IDP, budget and performance agreements).

The following table explains the method by which the overall assessment of actual performance against targets set for the key performance indicators (KPI's) of the SDBIP is measured:

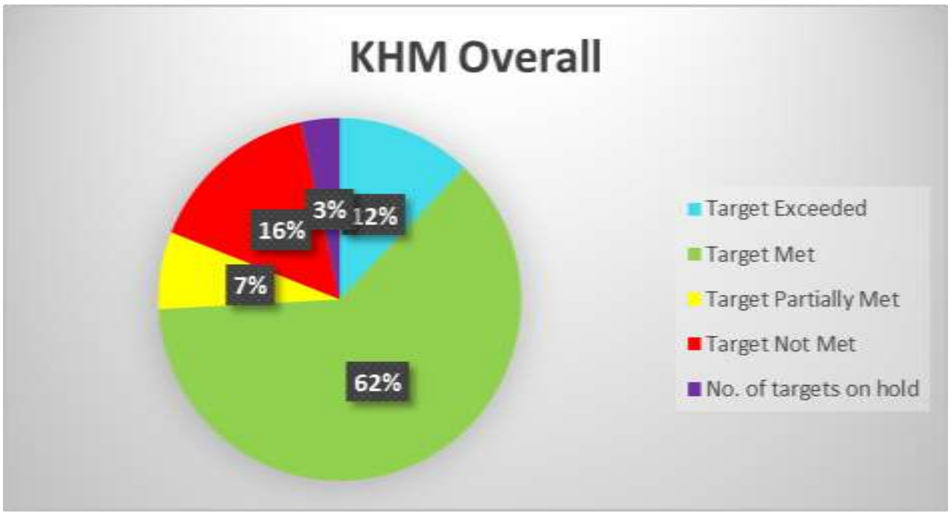
INTERPRETATION OF TRAFFIC LIGHTS REFLECTED IN THIS REPORT		
Colour	**Explanation on SyStem**	**Category Meaning**
BL	Outstanding/Far Exceeds Target (167% and Above)	KPI Extremely Well Met
T	Achieved/Exceeded Target (133% - 166.9%)	KPI Well Met
G	Achieved target (100% - 132.9%)	KPI Met
Y	Below Target (66% - 99.9%)	KPI Almost Met
R	Unsatisfactory (0% - 65.9%)	KPI Not Met
BR	TARGET ON HOLD	KPI on HOLD (Not able to reach target due to other circumstances such as Covid)
P	TARGETS NOT MEASURED	KPI Not Yet Measured (Not applicable for the Quarter/ No target for the quarter)

In the tables listed below is the KPI's set in the approved SDBIP per functional area, including actual performance for the 2020/21 financial year.

This section of the Performance Report will report on the Municipality's actual performance against the planned targets as derived from the Municipality's IDP. The 2019/2020 performance are also shown for comparison purposes.

MUNICIPAL PERFORMANCE PER NATIONAL KEY PERFORMANCE AREA

2019/2020



2019/2020

Karoo Hoogland		KPA 1: Basic Service Delivery and Infrastructure Delivery	KPA 2: Local Economic Development	KPA 3: Municipal Financial Management & Viability	KPA 4: Municipal Transformation & Institutional Development	KPA 5: Good Governance and Public Participation
Target Exceeded	7 (12%)	6 (35.2%)		1 (6,3%)		
Target Met	36 (62%)	8 (47%)	3 (60%)	14 (87.5%)	8 (61.5%)	3 (42.9%)
Target Partially Met	4 (6,89%)	1 (5.9%)	1 (20%)	1 (6,3%)		1 (14%)
Target Not Met	8 (15,5%)	1 (5.9%)			4 (38.5%)	3 (42.9%)
No. of targets on hold	2 (3.4%)	1 (5.9%)	1 (20%)			
No. of targets unable to assess						
Total	**57**	**17**	**5**	**16**	**12**	**7**

2020/2021

	TOTAL TL SDBIP KPi's		KPA 1: Basic Service Delivery and Infrastructure Delivery	KPA 2: Local Economic Development	KPA 3: Municipal Financial Management & Viability	KPA 4: Municipal Transformation & Institutional Development	KPA 5: Good Governance and Public Participation
Outstanding/Far Exceeds Target (167% and Above)	1	2%	1				
Achieved/Exceeded Target (133% - 166.9%)	3	6%	2		1		
Achieved target (100% - 132.9%)	45	90%	7	2	18	7	11
Below Target (66% - 99.9%)	0	0%					
Unsatisfactory (0% - 65.9%)	1	2%-				1	
TARGET ON HOLD - Not able to reach target due to other circumstances such as Covid	0	-					
Total	50	100%	10	2	19	8	11

COMPARISONS TABLE BETWEEN 2019/2020 & 2020/2021 TOP LAYER SDBIP PERFORMANCE

	2019/2020	2020/2021
Nr of KPI's	57	50

BASIC SERVICE DELIVERY AND INFRASTRUCTURE DELIVERY

				TARGETS					ACTUAL	RATING
IDP Reference Number	**Key Performance Indicator (KPI)**	**Portfolio of Evidence / Unit of measurements**	**Actual Annual Performance 2019/ 2020**	**Q1 Measureable Target**	**Q2 Measureable Target**	**Q3 Measureable Target**	**Q4 Measureable Target**	**Annual Target**	**Annual ACTUAL**	**ANNUAL ACHIEVEMENT / RATING**
TL_0001	Provide effective weekly refuse removal services	Quarterly Reports on refuse removal	**4**	1 (Number)	1 (Number)	1 (Number)	1 (Number)	4	**4**	KPI Met
TL_0002	Monitor and report on the state of boreholes	Monthly Reports	**12**	3 (Number)	3 (Number)	3 (Number)	3 (Number)	12	**12**	KPI Met
TL_0003	% of budget spent on Water maintenance (Budget/expenditure) x 100	Expenditure Report	-	0.00000 (Percentage)	0.00000 (Percentage)	0.00000 (Percentage)	85.00000 (Percentage)	85%	**114.00000 (Percentage)**	KPI Well Met / Exceeded Target
TL_0004	Water MIG Expenses: Bulk Water Sutherland	Expense report to MIG	**1**	0 (Number)	0 (Number)	0 (Number)	1 (Number)	1	**1**	KPI Met
TL_0005	Limit unaccounted electricity to less than 15% as at 30 June	One system generated report submitted to show the percentage of unaccounted electricity - and show the losses - The EMS system cannot calculate the quarterly losses for electricity	**11%**	0.00000 (Percentage)	0.00000 (Percentage)	0.00000 (Percentage)	15.00000 (Percentage)	15%	**9%**	KPI Well Met / Exceeded Target
TL_0006	Limit unaccounted water to less than 15% as at 30 June	1 X Annual Report to show unaccounted water and thus water loss - system cannot generate quarterly reports	**13%**	0.00000 (Percentage)	0.00000 (Percentage)	0.00000 (Percentage)	15.00000 (Percentage)	15%	**5.80000 (Percentage)**	KPI Extremely Well Met / Outstanding / Far Exceeds Target
TL_0007	Water Quality managed and measured quarterly in terms of the SANS Accreditation Physical and micro parameters	Lab Reports per quarter	**1**	1 (Number)	1 (Number)	1 (Number)	1 (Number)	4	**3**	KPI Met, could not do 4th SANS due to lack of funding
TL_0008	Conduct water quality test on a monthly basis to ensure 0 E.coli/100ml measured monthly	Lab Results and report received	**0**	3 (Number)	3 (Number)	3 (Number)	3 (Number)	12	**12**	KPI Met
TL_0009	Provide piped water ,sanitation /sewerage electricity and solid waste to formal residential properties which are connected to a Municipal Infrastructure network as at 30 June annually	Evidence that all formal residential properties are provided with all basic services Quarterly reports submitted to state the percentage of all the formal residential properties which are connected to Municipal Infrastructure	**100%**	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100%	**100.00000 (Percentage)**	KPI Met
TL_0010	Updated indigent Register (MFMA Reg S10(a))	"4 x Quarterly Indigent Registers 100% of all qualifying indigent applications processed by 30 June"	**100%**	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100%	**100.00000 (Percentage)**	KPI Met

LOCAL ECONOMIC DEVELOPMENT

					TARGETS					ACTUAL	RATING
IDP Reference Number	**National KPA**	**Key Performance Indicator (KPI)**	**Portfolio of Evidence / Unit of measurements**	**Actual Annual Performance 2019/2020**	**Q1 Measureable Target**	**Q2 Measureable Target**	**Q3 Measureable Target**	**Q4 Measureable Target**	**Annual Target**	**Annual ACTUAL**	**ANNUAL ACHIEVEMENT**
TL_0011	KPA 2: LOCAL ECONOMIC DEVELOPMENT	Develop a Tourism Development Strategy	1 x Tourism Development Strategy developed and submitted to the MM	**0**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met
TL_0012	KPA 2: LOCAL ECONOMIC DEVELOPMENT	Create Temporary jobs - FTE's in terms of EPWP and report quarterly on EPWP appointments	Quarterly reports submitted EPWP Appointments target per annum = 50 signed agreements with EPWP's"	**47**	30 (Number)	0 (Number)	20 (Number)	0 (Number)	50	**53 EPWP total of 194 in total of which some are only temporary jobs**	KPI Met

MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY

				TARGET					ACTUAL	RATING
IDP Reference Number	Key Performance Indicator (KPI)	Portfolio of Evidence / Unit of measurements	Actual Annual Performance 2019/2020	Q1 Measurable Target	Q2 Measurable Target	Q3 Measureable Target	Q4 Measurable Target	Annual Target	Annual ACTUAL	ANNUAL ACHIEVEMENT
TL_0013	Report to the audit committee on the progress made with the implementation of the audit action plan	"2 x reports on the progress of the AAP submitted to the Audit Committee Minutes of meeting where reports were tabled"	**1**	0 (Number)	0 (Number)	1 (Number)	1 (Number)	2	**2**	KPI Met
TL_0014	Facilitate the drafting and approval of the Top Layer Service Delivery and Budget Implementation Plan(SDBIP) approved within 28 days after approval of the Main Budget	Top Layer SDBIP approved by Mayor within 28 days after adoption of budget	**1**	0 (Number)	0 (Number)	0 (Number)	1 (Number)	1	**1**	KPI Met
TL_0015	Submit the Oversight Report on the Annual Report to Council by 31 March	"1 x oversight Report signed Minutes where Oversight Report was tabled to Council"	**New KPI**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met
TL_0016	Prepare the Mid-year performance part of the report in terms of s72 of the MFMA to submit to mayor by 25 January and Council by 31 January	"1 Mid year Performance Report submitted Minutes where report was tabled to Council before 31 january"	**1**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met
TL_0017	Advertise annual report in external media	1 x Annual Report advertised	**1**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met
TL_0018	Draft Annual Report tabled to council within seven months after the end of the financial year before 31 January	Draft Annual Report and Council Resolution	**1**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met
TL_0019	Revise the Asset Management Policy	1 x revised Asset management Policy submitted to the MM by 31 march	**1**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met
TL_0020	Disclose in the Annual Financial Statements all deviations condoned by Council	AFS submitted to the AG	**1**	1 (Number)	0 (Number)	0 (Number)	0 (Number)	1	**1**	KPI Met
TL_0021	Financial viability measured in terms of the total amount of outstanding service debtors in comparison with total revenue received for services as at 30 June (Total outstanding service debtors / revenue received for services)	% of outstanding service debtors measured annually Cost Coverage ratio as at 30 June AFS to be uploaded Baseline 2 (National Norm - MFMA Circular 71) (Total outstanding service debtors / revenue received for services)	**25**	0.00000 (Percentage)	0.00000 (Percentage)	0.00000 (Percentage)	25.00000 (Percentage)	25	**24.00000 (Percentage)**	KPI Met
TL_0022	Submit the Annual Financial Statements by 31 August to the office of the Auditor General	AFS submitted to the AG	**1**	1 (Number)	0 (Number)	0 (Number)	0 (Number)	1	**1**	KPI Met
TL_0023	Implement the Municipal Standard Chart of Accounts	4 x Quarterly reports submitted to Council	**4**	1 (Number)	1 (Number)	1 (Number)	1 (Number)	4	**4**	KPI Met

TL_0024	Achieve a debtor payment percentage of 75% as at 30 June ((Gross debtors opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue) X 100	"Gross debtors opening balance + billed revenue - Gross Debtors Closing Balance - Bad Debts /billed Revenue x 100 Payment % achieved"	**76%**	70.00000 (Percentage)	75.00000 (Percentage)	75.00000 (Percentage)	75.00000 (Percentage)	75%	**80%**	KPI Met
TL_0025	Submit the adjustments budget for approval to Council by 28 February	"1 X Adjustment Budget Minutes of Council where Adjustment Budget were tabled"	**1**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met
TL_0026	Submit the Mid-year budget performance report in terms of s72(1)(a)(i); s72(1)(b) subsection (2) and (3) of the MFMA to Council by 31 January	"1 Mid year BUDGET Performance Report submitted Minutes where report was tabled to Council before 31 january"	**1**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met
TL_0027	Financial viability measured in terms of the available cash to cover fixed operating expenditure at 30 June (cost coverage cash equivalents unspent conditional grants – overdraft + short term investment/ monthly fixed operational expenditure excluding (depreciation, amortization and provision of bad debts, impairment and loss on disposal of assets	"AFS Submission Cost coverage ((cash and cash equivalents - unspent conditional grants – overdraft) + short term investment) monthly fixed operational expenditure excluding (depreciation, amortization and provision of bad debts, impairment and loss on disposal of assets)))	**2 Months**	0.00000 (Percentage)	0.00000 (Percentage)	0.00000 (Percentage)	25.00000 (Percentage)	1:1.5 RATIO Cash to Cover operating expenditure for 2 months	**1:22 months**	KPI Met
TL_0028	Raise /collect operating budget revenue as per approved budget	95% of Total Annual Operating Budget Revenue raised/collected by 30 June	**75%**	0.00000 (Percentage)	0.00000 (Percentage)	0.00000 (Percentage)	95.00000 (Percentage)	95%	**98%**	KPI Well Met / Exceeded Target
TL_0029	Financial viability measured ito municipality's ability to meet its service debt obligations as at 30 June 2021 (Short Term Borrowing + Bank Overdraft + Short Term Lease) / (Total Operating Revenue - Operating Conditional Grants Received)	Debt Coverage Ratio shown in amount of months (Total operating Revenue - Operating Grants Received) / (Debt service payments due within the year)) Measured annually" How many months	**1.5 months**	0 (Number)	0 (Number)	0 (Number)	2 (Number)	2 months	**2 months**	KPI Met
TL_0030	Submission of the MTREF's to Council for approval by 31 May	"1 X MTREF Minutes of Council meeting as evidence"	**1**	0 (Number)	0 (Number)	0 (Number)	1 (Number)	1	**1**	KPI Met
TL_0031	Compile a Procurement Plan for the financial year and submit it to the MM and to Council by 30 March	Procurement Plan compiled and submitted to MM and tabled to Council before 31 March	**1**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met

MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT

				Target					Actual	Rating
IDP Reference Number	**Key Performance Indicator (KPI)**	**Portfolio of Evidence / Unit of measurements**	**Actual Annual Performance 2019/2020**	**Q1 Measureable Target**	**Q2 Measureable Target**	**Q3 Measureable Target**	**Q4 Measureable Target**	**Annual Target**	**Annual ACTUAL**	**ANNUAL ACHIEVEMENT**
TL_0032	Report quarterly on requests received i.t.o Promotion of Access to Information	"4 x Quarterly PAIA request reports "	**No Reports**	1 (Number)	1 (Number)	1 (Number)	1 (Number)	4	**4**	KPI Met
TL_0033	Advertise and fill all funded vacancies within 6 months from date of declaration of vacancy	"100% Organogram uploaded with report on amount of posts with nr of posts vacant Quarterly report "	**100%**	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100%	**100%**	KPI Met
TL_0034	Develop a HIV/ AIDS policy for staff	1 x HIV/Aids Policy developed and submitted to the MM by 31 March	**New KPI**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met
TL_0035	Report on the number of people from employment equity target group groups employed in the three highest levels of management in compliance with Karoo Hoogland's Employment Equity plan	Reports submitted to MM by 30 November and by 30 June	**100%**	0 (Number)	1 (Number)	0 (Number)	1 (Number)	2	**100%**	KPI Met
TL_0036	Percentage of the municipalities operational budget actually spent on implementing the Workplace Skills Plan	"Extract of Budget WSP Proof of expenditure on Implementation of WSP"	**0**	0.00000 (Percentage)	0.00000 (Percentage)	0.00000 (Percentage)	1.00000 (Percentage)	1%	**The amount budgeted was less than 1%** **Amount spend =/+R129 000 on a budgeted amount of +/-R 135 000**	KPI Not Met / Unsatisfactory – Due to Covid
Corrective measure			Due to Covid the budgeted amount could not be spend and thus the WSP could not be fully implemented. It will be implemented during 2021/2022							
TL_0037	Annually reviewing the Organogram through normal customised review processes	1 x Reviewed organogram before 30 June	**0**	0 (Number)	0 (Number)	0 (Number)	1 (Number)	1	**1**	KPI Met
TL_0038	Publish Performance Contracts of Senior Managers and MM	3 x performance Contracts published to the website before 30 July	**3**	1 (Number)	0 (Number)	0 (Number)	0 (Number)	3	**3**	KPI Met
TL_0039	Annual Performance Report tabled to council within two months after the end of the financial year	Annual Performance Report and Council Resolution of tabling	**1**	1 (Number)	0 (Number)	0 (Number)	0 (Number)	1	**1**	KPI Met

GOOD GOVERNANCE AND PUBLIC PARTICIPATION

				TARGET					ACTUAL	RATING
IDP Reference Number	Key Performance Indicator (KPI)	Portfolio of Evidence / Unit of measurements	Actual Annual Performance 2019/2020	Q1 Measurable Target	Q2 Measureable Target	Q3 Measureable Target	Q4 Measureable Target	Annual Target	Annual ACTUAL	ANNUAL ACHIEVEMENT
TL_0040	Investigation of all formally reported fraud, theft and corruption cases	"100% of investigations initiated within 30 days of receipt Register with dates of receipt and date of reporting "	**New KPI**	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100%	**100.00000 (Percentage)**	KPI Met
TL_0041	Coordinate answering of parliamentary and ministerial questions within 48 hours	100% responded to all parliamentary and ministerial questions within 48 hours	**100%**	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100%	**100.00000 (Percentage)**	KPI Met
TL_0042	Respond to all Formal External Media enquiries within 72 working hours	Percentage of formal enquiries responded to within 72 workings hours of receipt Register Report submitted to show the incoming Enquiry date and the date of response **Scan in Formal External media enquiry and the responses	**100%**	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100.00000 (Percentage)	100%	**100.00000 (Percentage)**	KPI Met
TL_0043	Coordinate ward committee meetings and submit reports to portfolio committees and to Council on a quarterly basis	"4 x Quarterly reports submitted to portfolio committees Minutes of Portfolio committees were reports were tabled"	**0**	1 (Number)	1 (Number)	1 (Number)	1 (Number)	4	**4**	KPI Met
TL_0044	Submit IDP Process Plan to Council by 30 August	"1 x IDP Process Plan submitted to Council Minutes where IDP Process Plan was tabled to Council"	**1**	1 (Number)	0 (Number)	0 (Number)	0 (Number)	1	**1**	KPI Met
TL_0045	IDP and Budget annual stakeholder engagements/consultations by 30 June	"6 x Engagement meetings held (2 meetings X 3 towns) Agenda & Attendance & Minutes & Photos"	**3**	0 (Number)	3 (Number)	0 (Number)	3 (Number)	6	**3**	KPI Met
TL_0046	Quarterly Audit Committee reports submitted to Council	"4 x Quarterly Audit Committee reports Minutes of Council meeting where reports was tabled"	**New KPI**	1 (Number)	1 (Number)	1 (Number)	1 (Number)	4	**4**	KPI Met
TL_0047	Develop a RBAP for the next financial year and submit to the Audit Committee by 30 June	"1 x RBAP submitted Minutes of Audit Committee where RBAP was tabled "	**0**	0 (Number)	0 (Number)	0 (Number)	1 (Number)	1	**1**	KPI Met
TL_0048	Approve audit Action Plan by 28 February annually to address the issues raised in the Audit report for the relevant financial year	1 x Audit Action Plan approved by the MM by 28 February	**1**	0 (Number)	0 (Number)	1 (Number)	0 (Number)	1	**1**	KPI Met
TL_0049	Communicate with the Community by issuing external newsletters	4 x external newsletters issued	**4**	1 (Number)	1 (Number)	1 (Number)	1 (Number)	4	**4**	KPI Met
TL_0050	Monitor implementation of Council Resolution	4 Quarterly reports submitted to Council by 30 June	**4**	1 (Number)	1 (Number)	1 (Number)	1 (Number)	4	**4**	KPI Met

3.5 MUNICIPAL FUNCTIONS AND SHORT OVERVIEW OF MUNICIPALITY

The Karoo Hoogland Municipality was established in 2000. Karoo Hoogland is a **category B municipality** as determined in terms of Municipal Structures Act (1998). **In terms of Section 9 of the Local Government: Municipal Structures Act (No. 117 of 1998) KHM is a Category B municipality with a plenary executive system combined with a ward participatory system.**

The establishment of the municipality fulfilled the local government transformation process as articulated by the White Paper on Local Government, 1998. The White Paper envisaged the form and nature of new local government structures in the country. The new local government structures are mandated to improve the quality of life of their citizens and residents. In terms of its category B status the Karoo Hoogland Municipality has been empowered to perform the **following functions** as bestowed upon it by the Constitution in terms of section 156(1) and the division of powers and functions.

Municipal Functions/District		
Municipal Functions	**Function Applicable To Municipality**	**District**
Water Provision	✓	
Waste Water (Sanitation)	✓	
Electricity Provision	✓	
Waste Management	✓	
Housing	✓ (with funding from CoGHSTA)	
Free Basic Services	✓	
Road Transport	✓	
Waste Water Storm Water Drainage	✓	
Community Social Services	✓	
Museums	✓	
Cemeteries	✓	
Environmental Protection	✓	
Health	✓	
Health Inspections and Abattoir		✓
Security and Safety		✓
Sport and Recreation	✓	
Disaster Management		✓
Air pollution		✓
Building regulations	✓	
Firefighting services	✓	

Municipal Functions/District		
Municipal Functions	**Function Applicable To Municipality**	**District**
Local tourism	✓	
Municipal planning	✓	
Trading regulations	✓	
Control of public nuisances	✓	
Fencing and fences	✓	
Licensing and control of undertaking that sell food to the public	✓	
Municipal Parks	✓	
Waste Water Storm Water Drainage	✓	

(Stats SA served as the source of information for the following information.)

Karoo Hoogland Municipality consists of Sutherland, Williston and Fraserburg and surrounding rural areas.

3.6 OVERVIEW OF FINANCIAL PERFORMANCE AND CAPITAL PROJECTS 2020/2021

COMPLETION OF CAPITAL PROJECTS IN THE PAST FIVE YEARS

The council has spent the following amounts in the last five years on projects in the municipality with Grant Funding:

1. Upgrading Sutherland Sport Facility (7 500 000)(2017)
2. Upgrading Sutherland Internal Water network (R 17 000 000)(2016)
3. Upgrading Sutherland Bulkwater (R 6 500 000)(2016)
4. New Water plant in Sutherland (R 13 000 000)(2019)
5. Upgrading of Electrical network Fraserburg (R 3 800 000) (2019)
6. Williston Upgrading Bulk Water (R 37 000 000) (2019)
7. Williston paving of streets (R 17 000 00)(2019 & 2020)
8. Upgrading Bulk AC pipeline Fraserburg (R 5 000 000)(2019)

These projects were all part of the IDP that was communicated to the community. The municipality appoints people from of the community on all the various projects like EPWP projects.

MUNICIPAL FINANCIAL PERFORMANCE FOR THE 2020/2021 FINANCIAL YEAR AND MEASURES TAKEN TO IMPROVE PERFORMANCE

This section provides a high level overview of capital and cash flow performance. Financial Performance will be reported in more detail in Chapter 5 as well as in the AFS.

a) CAPITAL PROJECT PERFORMANCE

The Following projects commenced in **2020/2021** for which funding have been secured:

- Paving/Upgrading of Streets in Williston Phase 2 — MIG
- Fencing of refuse site Fraserburg (R 1 000 000) — Incentive grant EPWP
- Procurement of a Sewage Suction Tanker — Own Funding

The table below gives information on the largest capital projects in all wards for 2020/2021:

CAPITAL PROJECTS 2020/2021				
No	**Project name and Detail**	**Start Date**	**End Date**	**Total Value R**
1	Williston Streets Upgrading Phase 2	September 2020	February 2021	+/- R 6 400 000
2	Fencing of Refuse Site Fraserburg	September 2020	June 2021	+/- R 1 000 000
3	Sutherland Sewage Suction Truck	September 2020	April 2021	+/- R1 100 000

b) CASH FLOW PERFORMANCE

Financial Year	Revenue				Operating Expenditure			
	Budget	Actual	Difference	%	Budget	Actual	Difference	%
	R'000	R'000	R'000		R'000	R'000	R'000	
2017/2018	56858	56638	220	99.61%	56805	59935	-3130	105.51%
2018/2019	58378	55329	3049	94.78%	58323	65323	-7000	112.00%
2019/2020	58556	57438	1118	98.09%	64017	69196	-5179	108.09%
2020/2021	65581	79656			71515	75992		

2019/2020

	Approved Budget		Adjusted Budget		Actuals	
Revenue	R	59,087,000	R	58,556,000	R	57,438,000
Opex	R	66,428,000	R	64,017,000	R	69,196,000
Capex	R	36,234,000	R	10,087,000	R	11,212,000

2020/2021

'000	Approved Budget (A-Schedule)		Adjusted Budget (B-Schedule)		Actuals (C-Schedule)	
Revenue	R	63,296,000	R	65,581,000	R	79,656,000
Opex	R	69,986,000	R	71,515,000	R	75,992,000
Capex	R	8,766,000	R	9,367,000	R	8,980,000

FINANCIAL INFORMATION PER NKPA AS PER THE BUDGET (A-SCHEDULE) AND THE ACTUALS(C-SCHEDULE) FOR 2020/2021

REPORTING ON THE MONTHLY PROJECTIONS/BUDGET VS THE MONTHLY ACTUALS FOR REVENUE AND EXPENDITURE (C-SCHEDULES)

Choose name from list - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2020/21																									
R thousand		July Budget	July Actual	Aug Budget	Aug Actual	Sept Budget	Sept Actual	October Budget	October Actual	November Budget	November Actual	December Budget	December Actual	January Budget	January Actual	February Budget	February Actual	March Budget	March Actual	April Budget	April Actual	May Budget	May Actual	June Budget	June Acutal	Yearly Actual	Yearly Budget
Revenue By Source	-																										
Property rates		612	571	612	571	612	571	612	571	612	571	612	571	612	571	612	571	612	571	612	571	612	571	612	571	6,852	7,348
Service charges - electricity revenue		944	910	944	910	944	910	944	910	944	910	944	910	944	910	944	910	944	910	944	910	944	910	944	910	10,918	11,324
Service charges - water revenue		339	308	339	308	339	308	339	308	339	308	339	308	339	308	339	308	339	308	339	308	339	308	339	308	3,693	4,064
Service charges - sanitation revenue		286	281	286	281	286	281	286	281	286	281	286	281	286	281	286	281	286	281	286	281	286	281	286	281	3,368	3,437
Service charges - refuse revenue		225	213	225	213	225	213	225	213	225	213	225	213	225	213	225	213	225	213	225	213	225	213	225	212	2,550	2,694
																											–
Rental of facilities and equipment		49	54	49	54	49	54	49	54	49	54	49	54	49	54	49	54	49	54	49	54	49	54	49	54	643	588
Interest earned - external investments		20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	237	237
Interest earned - outstanding debtors		213	218	213	218	213	218	213	218	213	218	213	218	213	218	213	218	213	218	213	218	213	218	213	218	2,617	2,561
Dividends received		–		–		–		–		–		–		–		–		–		–		–		–	–	–	–
Fines, penalties and forfeits		1	1	1	1	1	1	1	1	1	–	1	–	1	–	1	–	1	–	1	–	1	–	1	1	4	7
Licences and permits		–		–		–		–		–		–		–		–		–		–		–	–	–	–	–	–
Agency services		2	8	2	8	2	8	2	8	2	8	2	8	2	8	2	8	2	8	2	8	2	8	2	8	99	28
Transfers and subsidies		2,730	3,479	2,730	3,479	2,730	3,479	2,730	3,479	2,730	3,479	2,730	3,479	2,730	3,479	2,730	3,479	2,730	3,479	2,730	3,479	2,730	3,479	2,730	3,479	41,746	32,761
Other revenue		44	577	44	577	44	577	44	577	44	577	44	577	44	577	44	577	44	577	44	577	44	577	44	577	6,929	532
Gains		–		–		–		–		–		–		–		–		–		–		–		–	–	–	–
Total Revenue (excluding capital transfers and contributions)		**5,465**	**6,639**	**5,465**	**6,639**	**5,465**	**6,639**	**5,465**	**6,639**	**5,465**	**6,638**	**5,465**	**6,638**	**5,465**	**6,638**	**5,465**	**6,638**	**5,465**	**6,638**	**5,465**	**6,638**	**5,465**	**6,638**	**5,465**	**6,637**	**79,656**	**65,581**
Expenditure By Type	-																										
Employee related costs		2,336	2,297	2,336	2,297	2,336	2,297	2,336	2,297	2,336	2,297	2,336	2,297	2,336	2,297	2,336	2,297	2,336	2,297	2,336	2,297	2,336	2,297	2,336	2,297	27,560	28,028
Remuneration of councillors		230	221	230	221	230	221	230	221	230	221	230	221	230	221	230	221	230	221	230	221	230	221	230	221	2,651	2,763
Debt impairment		312	596	312	596	312	596	312	596	312	596	312	596	312	596	312	596	312	596	312	596	312	596	312	596	7,150	3,739
Depreciation & asset impairment		625	1,003	625	1,003	625	1,003	625	1,003	625	1,003	625	1,003	625	1,003	625	1,003	625	1,003	625	1,003	625	1,003	625	1,003	12,032	7,500

Finance charges		11	247	11	247	11	247	11	247	11	247	11	247	11	247	11	247	11	247	11	247	11	247	11	247	2,966	134
Bulk purchases		842	847	842	847	842	847	842	847	842	847	842	847	842	847	842	847	842	847	842	847	842	847	842	847	10,163	10,100
Other Materials		110	116	110	116	110	116	110	116	110	116	110	116	110	116	110	116	110	116	110	116	110	116	110	116	1,391	1,320
Contracted Services		624	383	624	383	624	383	624	383	624	383	624	383	624	383	624	383	624	383	624	383	624	383	624	383	4,596	7,483
Transfers and subsidies		16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	197	197
Other expenditure		853	607	853	607	853	607	853	607	853	607	853	607	853	607	853	607	853	607	853	607	853	607	853	607	7,286	10,241
Losses		–		–		–		–		–		–		–		–		–		–		–		–	–		
Total Expenditure		**5,959**	**6,333**	**5,959**	**6,333**	**5,959**	**6,333**	**5,959**	**6,333**	**5,959**	**6,333**	**5,959**	**6,333**	**5,959**	**6,333**	**5,959**	**6,333**	**5,959**	**6,333**	**5,959**	**6,333**	**5,959**	**6,333**	**5,959**	**6,333**	**75,992**	**71,505**
Surplus/(Deficit)		**(494)**	**305**	**(494)**	**305**	**(494)**	**305**	**(494)**	**305**	**(494)**	**305**	**(494)**	**305**	**(494)**	**305**	**(494)**	**305**	**(494)**	**305**	**(494)**	**305**	**(494)**	**305**	**(494)**	**305**	**3,664**	**(5,924)**
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		664	748	664	748	664	748	664	748	664	748	664	748	664	748	664	748	664	748	664	748	664	748	664	748	8,980	7,966
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)		–		–		–		–		–		–		–		–		–		–		–					
Transfers and subsidies - capital (in-kind - all)		–		–		–		–		–		–		–		–		–		–		–					
Surplus/(Deficit) after capital transfers & contributions		**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**12,644**	**2,042**
Taxation		–		–		–		–		–		–		–		–		–		–		–					
Attributable to minorities		–		–		–		–		–		–		–		–		–		–		–					
Share of surplus/ (deficit) of associate		–		–		–		–		–		–		–		–		–		–		–					
Surplus/(Deficit)	**1**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**170**	**1,054**	**12,644**	**2,042**

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

check

COMPONENT A : BASIC SERVICES

Karoo Hoogland Municipality delivers on its core functions as prescribed by the Constitution. Performance targets for basic services were set, taking into account the financial position of the Municipality and the availability of resources. The focus was on delivering basic services to the community to the best of its ability within limited resources and finance. The Municipality delivers the following basic services to its residents:

- Water provision
- Sanitation provision
- Electricity
- Solid waste management
- Municipal roads and stormwater
- Free basic services and indigent support

National Key Performance Indicators : Basic Service Delivery and Local Economic Development
The following table indicates the municipality's performance in terms of the National KPI required in terms of the LG: Municipal Planning and the Performance Management Regulations of 2001 and section 43 of the MSA.

KPA & Indicators	2019/2020	2020/2021
Basic Service Delivery		
The number of households with access to free basic water	924	874
The number of households with access to free basic electricity	417	441
The number of households with access to free basic sanitation	924	874
The number of households with access to free solid waste removal	924	874
The number of households with access to basic level of water	2204	2209
The number of households with access to basic level of sanitation	2204	2209
The number of households with access to basic level of electricity	2204	2209
The number of households with access to basic level of solid waste removal	2204	2209
Local Economic Development		
The number of jobs created through municipality's LED initiatives including capital Projects	47	53
*Represents the number of households that were billed as at 30 June 2020 and 30 June 2021 * Number of Full Equivalent Employment (FTE's) created in terms of the EPWP as at 30 June 2020 and 30 June 2021		

Basic Services Provision 2020/2021					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	2209	2209	2209	2209	
Informal households					
Total Households*	2209	2209	2209	2209	
				Houses completed in year	0
Informal households supplied with electricity by Eskom					

3.7 WATER PROVISION/ WATER SERVICES

The Municipality is dependent on underground water resources and a system of borehole pumps and pipelines are upgraded and (in the year under review) in place to feed the reservoirs in the three towns from where it is further reticulated to all households. During the previous years under review new reservoirs were built in Fraserburg, specifically to increase the storage capacity to ensure sufficient availability during power failures.

NATURAL RESOURCES:

Karoo Hoogland Municipality has 21 Production Boreholes + 1 Recharge Borehole :

Fraserburg : 5 Boreholes / 1 Reservoir
Williston : 12 Boreholes + 1 Recharge Borehole / 3 Reservoirs
Sutherland : 4 Boreholes / 2 Reservoirs

HIGHLIGHTS AND GOOD PRACTICES :

The implementing of prepaid water meters has been recognized as a Good Practice by Karoo Hoogland Municipality in the 2019/2020 financial year. Karoo Hoogland Municipality were also able to increase credit control measures with the implementation of these prepaid meters in areas where the public do not buy their electricity from us.In 2019/2020 KHM replaced all broken water meters.
Extra MIG Funding were allocated through the DoRA to spend on the Williston Internal Water Network Upgrading in the 2020/2021 but due to appeals during the Bidding Process the municipality had to apply for a Roll-over of the funds.

CHALLENGES EXPERIENCED :

The **drought** is currently the biggest challenge as water levels need to be monitored constantly and very low levels of water in Williston and Sutherland brought about water restrictions and water supply for only certain hours of the day. This was done in coordination with DWS.
The drought is affecting the provision of water to Williston and Sutherland.

Water Service Delivery Levels		
Description	**2019/2020**	**2020/2021**
Water : (above min level)	2204	2209
Pipe water inside dwelling	0	0
Pipe water inside yard (but not in dwelling)	0	0
Using public tap (within 200m from dwelling)	0	0
Other water supply within 200m	0	0
Minimum Service Level and Above sub-total	2204	2209
Minimum Service Level and Above percentage	100%	100%
No water supply	0	0
Total number of households	**2204**	**2209**

Total Use of Water by Sector (cubic meters)

	Agriculture	Forestry	Industrial	Domestic	Unaccountable water losses
2014/2015				290720	40395
2015/2016				273529	28889
2016/2017				**289092**	**15768**
2017/2018				**269185**	**22095**
2018/2019				**269004**	**18221**
2019/2020				**296168**	**19638**
2020/2021				**341982**	**27378**

	Measured in Cubic meters			
	Domestic & Non Domestic			
2019/2020	**Billed Water Consumption**	**Input Water**	**water losses**	
Sutherland	**67446**	**71233**	**3787**	5.3%
Fraserburg	**103669**	**109488**	**5819**	5.3%
Williston	**105415**	**115447**	**10032**	8.7%
TOTAL	**276530**	**296168**	**19638**	6.6%

Water Losses 2020/2021				
	Billed Water Consumption	Input Water	Water Losses	Percentage
Sutherland	84531	90577	6046	6.7
Fraserburg	109765	118656	8891	7.5
Williston	120308	132749	12441	9.4
TOTAL	314604	341982	27378	8,01%

EMPLOYEES WATER SERVICES

The Municipality does not have separate personnel attending to only this function as there is a general working team who attend to all infrastructure matters including the provision of water. A portion of the total salary budget is allocated to water services.

FINANCIAL PERFORMANCE 2020/2021 : WATER SERVICES (Operational Budget)				
Detail	2020/2021			
	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	9,035,796.00	9,535,796.00	9,225,196.33	310,599.67
Expenditure:	2,030,703.00	2,030,703.00	1,049,958.78	980,744.22
Employees	237,000.00	237,000.00	478,150.07	- 241,150.07
Repair and Maintenance	4,391,402.00	4,391,402.00	7,633,226.59	- 3,241,824.59
Other	15,694,901.00	16,194,901.00	9,161,335.44	- 2,191,630.77
Total Operational Expenditure	(6,659,105.00)	(6,659,105.00)	63,860.89	2,502,230.44
Surplus /(Deficit)	2,030,703.00	2,030,703.00	1,049,958.78	980,744.22

Capital Expenditure Year 2020/2021 : Water Services					
R' 000					
	2020/2021				
Capital Projects Water	Budget	Adjustment Budget	Actual Expenditure	Variance from Adjustment budget	Total Project Value
Total All	0	0	0		
Project Name	0				
Total project value represents the estimated cost of the project on approval by council (including past and future expenditure as appropriate.					T3.1.9

3.8 WASTE WATER (SANITATION) PROVISION

- All households in the Karoo Hoogland Municipal area have access to basic sanitation.
- Some of the erven in all three towns are connected to a waterborne sewerage system.
- Some erven are still equipped with sewerage drains and the sewerage are removed with sewerage removal vehicles.
- The balance of the erven has dry sanitation toilets, which are also serviced by the municipality.
- All three towns have oxidation ponds.

The following projects form part of the multiyear strategic projects in the IDP.

- Eradication of UDS Toilets (704 households remaining)
- Installation of full waterborne sewer system
    - To ensure proper operation and maintenance of existing infrastructure and equipment
    - Replace individual septic tanks with full waterborne sewer system
    - Upgrading of oxidation ponds (completed)

HIGHLIGHTS AND GOOD PRACTICES :

New sewage suction truck was bought with own funds for Sutherland.

Construction of services for 150 sites – Williston : Barzani implementing agents was appointed by COGHSTA to start construction of services for the 150 sites new township establishment in Williston(Amandelboom)

CHALLENGES EXPERIENCED :

The Bucket system need to be eradicated and proper operation and maintenance of existing infrasrtucture and equipment need to be done.

SANITATION SERVICE DELIVERY LEVELS : HOUSEHOLDS		
Description	**2019/2020** Actual No	**2020/2021** Actual No
Sanitation / Sewerage (above minimum level)	2204	2209
Flush toilet (connected to sewerage)	702	707
Flush toilet with septic tank	798	798
Other Toilet Provisions (above minimum service level)	704	704
No toilet provision (temporary ablution)	35 (shacks)	35 (shacks)
Total households	2204	2209

EMPLOYEES SANITATION SERVICES

The Municipality does not have separate personnel attending to this function as there is a general working team who attend to all infrastructure matters including the provision of sanitation. A portion of the total salary budget is allocated to sanitation services as indicated in the table below.

FINANCIAL PERFORMANCE 2020/2021 : SANITATION SERVICES					
Detail		2020/2021			
		Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		8,828,700.00	8,898,700.00	8,831,391.79	67,308.21
Expenditure:					
Employees		1,394,603.00	1,394,603.00	2,570,696.34	- 1,176,093.34
Repair and Maintenance		270,000.00	270,000.00	301,802.38	- 31,802.38
Other		2,155,702.00	2,155,702.00	3,351,391.60	- 1,195,689.60
Total Operational Expenditure		3,820,305.00	3,820,305.00	6,223,890.32	(2,403,585.32)
Surplus /(Deficit)		5,008,395.00	5,078,395.00	2,607,501.47	2,470,893.53
Net expenditure to be consistent with summary table in Chapter 5. Variances are calculated by dividing the difference between the Actual and Original Budget by the Actual.					

Capital Projects (Sanitation Services)	2020/2021				
	Budget	**Adjustment Budget**	**Actual Expenditure**	**Variance From Adjustment Budget**	**Total project Value**
Total					

Total project value represents the estimated cost of the project on approval by council (including past and future expenditure as appropriate.

There was no capital expenditure on Waste Water Services in the 2020/2021 financial year.

3.9 ELECTRICITY PROVISION

The Municipality supplies electricity to Fraserburg and part of Williston(Electricity and Street Lighting). The other part of Williston(Amandelboom) as well as Sutherland and the rural areas are serviced by ESKOM.

The electricity losses for 2020/2021 were determined at **8,9 %.**

The electricity losses were determined at **9,89 %** for the 2019/20 financial year compared to **11,97 %** for the 2018/19 financial year. This increase in the % losses is due to faulty meters, electricity theft and points of supply that are not being metered.

HIGHLIGHTS AND GOOD PRACTICES :

No Major outages occurred.
Regular follow ups on incidents of possible electricity theft
Electricity losses within acceptable range.

CHALLENGES EXPERIENCED :

Electrical reticulation throughout Fraserburg is mainly by means of overhead 11kV and low voltage. The age of these networks are in excess of 40 years and have degraded to such a state that normal maintenance and refurbishment is not adequate anymore to ensure safe and reliable operation.

- Funding for the upgrade of the network in Fraserburg (MV and LV)(Funding from the Department of Energy to upgrade networks through INEP)
- The regular reading of meters
- High cost of electricity

ELECTRICITY SERVICE DELIVERY LEVELS		
Description	**2019/2020**	**2020/2021** Actual No
Energy (at least minimum service level) conventional meters		
Electricity – pre-paid (min service level)		2209
Minimum Service Level and Above sub-total		
Minimum Service Level and Above percentage	100%	100%
Total number of households	2204	2209

TOTAL EMPLOYEES : ELECTRICITY SERVICES

The following posts are approved on the organogram and are budgeted for :

- Electrician (1)
- General Worker Electrical (1)

FINANCIAL PERFORMANCE 2020/2021 : ELECTRICITY SERVICES					
Detail		2020/2021			
		Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		17,240,802.00	16,440,801.00	15,958,405.08	482,395.92
Expenditure:					
Employees		1,097,174.00	1,094,202.00	348,093.33	746,108.67
Repair and Maintenance		280,000.00	280,000.00	124,203.20	155,796.80
Other		11,857,401.00	15,043,196.00	11,302,924.61	3,740,271.39
Total Operational Expenditure		13,234,575.00	16,417,398.00	11,775,221.14	4,642,176.86
Surplus /(Deficit)		4,006,227.00	23,403.00	4,183,183.94	(4,159,780.94)

Capital Projects (Electricity Services)	2020/2021				
	Budget	Adjustment Budget	Actual Expenditure	Variance From Adjustment Budget	Total project Value
Total					

There was no capital expenditure on Electricity Services in the 2020/2021 financial year.

FINANCIAL PERFORMANCE 2020/2021: INFRASTRUCTURE (Operational Budget)					
Detail		2020/2021			
		Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		-	-	-	-
Expenditure:					
Employees		1,045,704.00	1,045,704.00	946,395.70	99,308.30
Repair and Maintenance		-	-	-	-
Other		1.00	1.00	8,041.21	- 8,040.21
Total Operational Expenditure		1,045,705.00	1,045,705.00	954,436.91	91,268.09
Surplus /(Deficit)		(1,045,705.00)	(1,045,705.00)	(954,436.91)	(91,268.09)

3.10 WASTE MANAGEMENT (Refuse Collections, Waste Disposal, Street Cleaning and recycling)

Solid waste can be defined as any garbage, refuse, sludge or other discarded material resulting from industrial, commercial, institutional and residential activity.

The Municipality delivers solid waste services to the residents of Karoo Hoogland Municipality. All residents receive the **service once a week** and **a black bag system** is being implemented for the removal of solid waste.

The Municipality has an **Integrated Waste Management Plan 2014/2018** in place which was compiled by the District Municipality.The Municipality awaits the new IWM Plan from the District as due to Covid since April 2020 no progress was recorded.

Refuse Removal:

The Municipality has a refuse removal team in each of the three towns. These teams are responsible for the collection, removal of domestic as well as business refuse and the final disposal of waste at municipal waste disposal sites. The teams each comprises of a tractor driver and general workers and the refuse are collected manually and transported to the landfill sites in each town.

Black bags are available to the public at the municipality in which refuse must be placed for removal. The municipality must ensure proper operation and maintenance of existing infrastructure and equipment through licensing and upgrading of landfill sites.

Dumping Sites/Landfill Sites:

The Municipality has 3 landfill sites : Williston, Fraserburg and Sutherland. Only Fraserburg's landfill site has a permit and the other two have licenses. Requests for the change have been submitted already. Although these sites are fully functional, illegal dumping of waste in the municipal area remains a major challenge. To curb illegal dumping, it is recommended that Council consider a recycling program.

HIGHLIGHTS AND GOOD PRACTICES :

- Regular removal of refuse despite of the Covid19 pandemic (Weekly waste removal targets met)
- New Refuse removal vehicles were bought during 2019/2020
- Fencing of Fraserburg Landfill Site took place
- CWP and Thuma Mina participants helped out with cleaning up of municipal dumping sites where the black bags were sabotaged by illegal dump dwellers/pickers

CHALLENGES EXPERIENCED :

- Eradication of small garden refuse areas: The Removal of some small garden waste camps/areas in Williston brought about some issues because the community still dumps their garden refuse where the sites were. The community should be educated in this regard and alternative procedures should be developed.
- Illegal dumping (Corrective measures: Fines (law enforcement program) will be imposed on the public which participates in these illegal activities, as the Municipality has communicated with all towns communities via Face book, newsletters and the website.
- Corrective measure : Educational programmes to educate communities about their role to play by taking ownership by keeping our towns clean and the Landfill Sites and reporting illiegal activities)
- Cleaning of dumping sites

- The Williston Landfill Site is not fenced and the papers/garbage and bags are blown all over and closer to town. This results to additional costs to clean and manage the landfill sites. It is **recommended** to request funding to fence this landfill Site.

Solid Waste Service Delivery Levels – Nr of Households				
Description	2017/2018	2018/2019	2019/2020	2020/2021
	Actual	Actual	Actual	Actual
	No.	No.	No	No
Solid Waste Removal: (Minimum level)				
Removed at least once a week	2204	2204	2204	2209
Minimum Service Level and Above sub-total	2204	2204	2204	2209
Minimum Service Level and Above percentage	100%	100%	100%	100%
Solid Waste Removal: (Below minimum level)				
Removed less frequently than once a week				
Using communal refuse dump				
Using own refuse dump				
Other rubbish disposal				
No rubbish disposal				
Below Minimum Service Level sub-total	0	0	0	0
Below Minimum Service Level percentage	0	0	0	0
Total number of households	2204	2204	2204	2209

FINANCIAL PERFORMANCE 2020/2021 : REFUSE SERVICES / SOLID WASTE					
Detail		2020/2021			
		Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		7,906,700.00	8,061,700.00	7,882,434.33	179,265.67
Expenditure:					
Employees		1,602,700.00	1,602,700.00	1,869,936.60	- 267,236.60
Repair and Maintenance		90,000.00	90,000.00	57,745.75	32,254.25
Other		385,702.00	385,703.00	5,630,956.65	- 5,245,253.65
Total Operational Expenditure		2,078,402.00	2,078,403.00	7,558,639.00	(5,480,236.00)
Surplus /(Deficit)		5,828,298.00	5,983,297.00	323,795.33	5,659,501.67
Net expenditure to be consistent with summary table T5.1.2 in Chapter 5. Variances are calculated by dividing the difference between the Actual and Original Budget by the Actual.					
Solid waste and Sanitasion is a combined service.					

Capital Projects (REFUSE SERVICES / SOLID WASTE)	2020/2021				
	Budget	Adjustment Budget	Actual Expenditure	Variance From Adjustment Budget	Total project Value
Total					

Total project value represents the estimated cost of the project on approval by council (including past and future expenditure as appropriate.

TOTAL EMPLOYEES : REFUSE SERVICES

The Municipality does not have separate personnel attending to this function as there is a general working team who attend to all infrastructure matters including the removal of refuse and solid waste disposal. A portion of the total salary budget is allocated to sanitation services as indicated in the table below.
The Municipality has a refuse removal team in each of the three towns. These teams are responsible for the collection, removal of domestic as well as business refuse and the final disposal of waste at municipal waste disposal sites. The teams each comprises of a tractor driver and general workers and the refuse are collected manually and transported to the landfill sites in each town.

3.11 HOUSING

The Municipality does not have a specific staff component to deal with housing matters as the provision of housing was a Provincial function. When a housing project is approved the services of Consulting Engineers and Contractors are procured through prescribed SCM Principles. An objective of the municipality is also to enhance sustainable service delivery through infrastructure development with reference to the eradication of the housing backlog of **670 (2019/2020) houses by 2030**. This backlog does not include the backyard dwellers which are found being reported through the IDP. About 215 (2019/2020) backyard dwellers are found in all three towns and this amount varies through the years as people move around and leave town for work in other towns as well as move here when construction work arises. Through the **National Housing Needs Register** it is being predicted that the backyard dwellers and people with a need for housing increases annually.

Housing unofficial waiting list per town:

Town	*2019/2020*	*2020/2021*
Williston	**300**	**330**
Fraserburg	**130**	**150**
Sutherland	**240**	**260**
Rural areas(Farms)	35	**45**
Informal Structures	25	45
Backyard Dwellers	215	225
Total housing backlog :		**+/- 830**

The Municipality embarked on visits to all towns in Karoo Hoogland during 2018/19 to register new applications on the Unofficial Housing waiting list after the approval of the new Spatial Development Framework 2018/23. Training on the National Housing Needs Register could however only commence now in 2021/2022 due to administrative issues. Council identified areas per town for future housing development projects.

Housing is not a function of the Municipality and therefore no municipal resources are allocated towards Housing. Housing is managed by Northern Cape CoGHSTA.

Although Housing is not a function it is a clear need which need to be addressed and stressed for attention at all levels of government.

At the end of 2019/2020 the Municipal Manager gave specifications for erven to be subdived in Williston to assist some of the people on the backlog who will possibly not qualify for FLISP or other Housing Subsidies. Thus a Tender was put out in June 2020 for a Surveyor. The contract could hoever not be finalised due to an EIA which the Municipality still have to do and appoint a service provider for that for the SPLUMA process of the 60 erven to be concluded and approved by the Municipal Planning Tribunal.

During the 2014/15 financial year it was announced that 150 new erven will be planned and developed in Williston. The Planning phase commenced in 2015/2016 for these 150 erven. The SPLUMA applications was submitted in 2016/2017 for the Williston 150 erven and it is also when the EIA process commenced. Due to a delay in approval from certain national departments and the final RoD from Environmental Affairs the Town Planning application was only approved by the Municipal Planning Tribunal on 13 September 2018. The municipality is busy applying for the funding for the internal services and bulk services as well as the top structures. The building of top structures can only commence when the sites are serviced by the different service providers which in this case are ESKOM and the municipality. The municipality await the approval of the business plans which was submitted in August 2018.

During 2013/2014 an outstanding 15 new houses should have been built on the previous 225 Fraserburg Housing Project. Due to lack of competent contractors this project would only be completed in 2017/2018. However this project was not completed in 2017/2018. This project were taken over by CoGHSTA Regional in Springbok to finalize. 10 of the 15 Houses were completed during the 2019/2020 financial year and the outstanding 5 were completed during 2020/2021 bringing the total households of Karoo Hoogland to **2209 as at 30 June 2021**.

During the 2015/16 a total housing project for all three towns was submitted to address the housing need and identify areas where possible residential erven could be developed.

In 2016/2017 two new housing projects were registered and approved and the town planning processes commenced:

- 150 Erven Williston (Town Planning application successful during September 2018)
- 100 Erven Sutherland (Town Planning application not yet successfully submitted)

A **Housing Sector Plan were being developed in 2017/2018** in partnership with Namakwa District Municipality. This plan will adhere to the Housing Needs of the Municipality in the future. The Plan was however not concluded and the process continued in the 2018/2019 year. Due to Covid the progress of this Housing Sector Plan was not reported.

TITLE DEEDS

The Municipality submitted a business plan to transfer Title Deeds which are still in the name of the Municipality for old housing projects. The status as at 30 June 2021 as no deeds were transferred during 2018/2019 and 2019/2020 and 2020/2021:

		2016/2017		2017/2018	
	Total Outstanding Targets	**Target**	**Actuals**	**Target**	**Actual**
Williston	226	0	0	226	0
Sutherland	0	81	81	0	0
Fraserburg	0	205	205	20	20

3.12 FREE BASIC SERVICES AND INDIGENT SUPPORT

Due to the level of unemployment and subsequent poverty in the local municipal area, there are households that are unable to pay for normal municipal services. The Municipality therefore adopted an Indigent Management Policy to ensure that these households have access to at least all basic municipal services and was guided in the formulation of this Policy by the National Government's Policy in this regard.

All households who qualify in terms of the said policy, receives a subsidy on property rates as well as other service charges such as water, refuse and electricity (50kWh of electricity per month free of charge as well as 6000 liters water per household per month (appr. 200 liters of water/ day))

Table 33: Number of households benefiting from indigent support system, 2016

Namakwa District Municipality	Indigent households registered with municipalities	Benefitting			
		Water	Electricity	Sewerage and sanitation	Solid waste management
Hantam Municipality	1 452	1 452	1 229	1 452	1 452
Kamiesberg Municipality	1 276	1 276	1 201	205	1 226
Karoo Hoogland Municipality	944	944	944	944	944
Nama-Khoi Municipality	5 045	5 045	5 045	5 045	5 045
Richtersveld Municipality	1 068	1 068	1 033	1 068	1 068
Khâi-Ma Municipality	1 752	1 752	1 353	1 751	1 751
Total	**11 537**	**11 537**	**10 805**	**10 465**	**11 486**

Source: Non-financial census of municipalities, 2017

Table 33 shows that the number of indigent households registered in the Namakwa district for the year 2016 is 11 537 units with Nama-Khoi municipality having the highest number of such households at 5 045 units, followed by Khai-Ma, Hantam, and Kamiesberg municipality with 1 752, 1 452 and 1 276 indigent households registered as indigent respectively. The municipalities with the least number of indigent households are Karoo

Free Basic Services To Low Income Households

	Number of households									
		Households earning less than R 5300 per month								
			Free Basic Water		Free Basic Sanitation		Free Basic Electricity		Free Basic Refuse	
	Total	Total	Access	%	Access	%	Access	%	Access	%
2019/2020	2204	924	924	42%	924	42%	417	19%	924	42%
2020/2021	2209	874	874	40%	874	40%	441	20%	874	40%
2021/2022	2209									
									T3.6.3	

Free basic Electricity is split between municipal and what Eskom provides.

Only households where the accountholder or property owner has registered as indigent in terms of the municipality's annual registration program and whose registration has been approved and entered into the register of indigents qualify for the above concessions. These registers are submitted each month per town to the Performance Management System as well.

The subsidies on rates and the specified service charges will be determined as part of each annual budget and in terms of the Municipality's Policies on property rates and tariffs.

Financial Performance 2016/2017: Cost to Municipality of Free Basic Services Delivered to Indigent Households				
Services Delivered	**2020/2021**			
	Budget	Adjustment Budget	Actual	Variance to Budget
Water	R 1,724,000.00	R 1,724,000.00	R 1,815,393.00	-R 91,393.00
Waste Water (Sanitation)	R 1,222,000.00	R 1,222,000.00	R 1,286,781.00	-R 64,781.00
Electricity	R 546,000.00	R 546,000.00	R 574,944.00	-R 28,944.00
Waste Management (Solid Waste)/Refuse	R 1,060,000.00	R 1,060,000.00	R 1,116,193.00	-R 56,193.00
Rates	R 865,000.00	R 865,000.00	R 910,855.00	-R 45,855.00
Total	R 5,417,000.00	R 5,417,000.00	R 5,704,166.00	-R 287,166.00
			T3.6.4	

Currently there are **874 (30 June 2021)** households that are receiving indigent support on a monthly basis. However this amount varies each month as the indigents need to apply monthly as we found that household situations differ each month.

Each month a Free Basic Services Report are being submitted to CoGHSTA in Springbok as well as to the Namakwa District Municipality and Provincial Treasury. Karoo Hoogland Municipality is frequently monitoring the indigent and free basic services. Please see in the tables below how the indigents' situations changes monthly and varies during the year.

2019/2020

QUARTER 1 : INDIGENTS (JULY – SEPTEMBER 2019)			
	JULY 2019	AUGUST 2019	SEPTEMBER 2019
TOTAL	912	768	768
QUARTER 2 : INDIGENTS (OCTOBER – DECEMBER 2019)			
	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019
TOTAL	768	768	768
QUARTER 3 : INDIGENTS (JANUARY – MARCH 2020)			
	JANUARY 2020	FEBRUARY 2020	MARCH 2020
TOTAL	908	908	908
QUARTER 4 : INDIGENTS (APRIL – JUNE 2020)			
	APRIL 2020	MAY 2020	JUNE 2020
TOTAL	924	924	**924**

2020/2021

QUARTER 1 : INDIGENTS (JULY – SEPTEMBER 2020)			
	JULY 2020	AUGUST 2020	SEPTEMBER 2020
TOTAL	648	698	740
QUARTER 2 : INDIGENTS (OCTOBER – DECEMBER 2020)			
	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020
TOTAL	760	780	804
QUARTER 3 : INDIGENTS (JANUARY – MARCH 2021)			
	JANUARY 2021	FEBRUARY 2021	MARCH 2021
TOTAL	812	825	tba
QUARTER 4 : INDIGENTS (APRIL – JUNE 2021)			
	APRIL 2021	MAY 2021	JUNE 2021
TOTAL	tba	**847**	**874**

COMPONENT B: ROAD TRANSPORT

This component includes: Roads, transport and stormwater drainage.

The Municipality is responsible for the normal maintenance, re-gravel and reseal of roads. One of the major challenges experienced by the Municipality is the ongoing maintenance of potholes due to insufficient funds. The district municipality is responsible for maintenance, repairing, protecting and management of the proclaimed provincial roads in the area.

The Municipality's waste water (stormwater) systems consist of channels, pipelines and open trenches with piped road crossings.

3.13 ROADS

Williston, Fraserburg and Sutherland have tar roads and gravel roads. The Municipality must submit projects to MIG for the upgrading of roads regularly. The tar roads are currently in a poor condition with potholes occurring all over the roads. The Municipality endeavors to arrange training for its personnel to repair potholes and also purchase the necessary equipment and material to do the work in the future.

The Municipality however does not have the **financial capacity** to budget for the repair of all the potholes. The Municipality submitted a business plan to MIG to pave the roads in Williston, Fraserburg and Sutherland during 2015/2016. Not only will this improve the infrastructure but also the health of the community to curb the dust in the dry Karoo.
During the 2018/2019 1,8 km of gravel roads were paved in Williston.
During the 2020/2021 a further 2,1 km of gravel roads were paved in Williston.

The following projects form part of the multiyear strategic projects in the IDP:

- Surfacing of existing gravel roads
- Surfacing of internal gravel roads using labour intensive methods
- Manufacturing paving blocks on site using local labour
- Surfacing of roads with concrete paving blocks
- Cross cutting Infrastructure : Upgrading of all major routes
- Fabrication of stones
- Safety of streets (Speed bumps)
- Fencing of BNG Houses
- Upgrading of Community Halls
- Signage : Street names and Numbers
- Upgrading of pedestrians routes
- Multipurpose center
- Driver License Testing Centre Fraserburg
- Upgrade of Swimming pool (On hold due to drought)

KPA 1: BASIC SERVICE DELIVERY

Priority Issue: Review SDF for Integration of new projects
Strategic Objectives:

- Revision of spatial development framework once the IDP has been approved to ensure that all new projects are contained in the SDF
- Reduction in the level of Service Delivery backlogs
- Settlements must be located in climate safe locations, reducing climate related risk and vulnerability.
- To facilitate economic growth and job creation
- Accessibility of emergency services to the community
- To ensure communities are contributing towards Climate Change and reduction of Carbon footprint
- To provide a Systematic Integrated Spatial Land Development Policy
- Increase Regulations of built environment

Programmes in the IDP:

- SDF
- Climate Change
- SPLUMA

Priority Issue: Lack of infrastructure for proper service delivery
Strategic Objectives:

- To enhance sustainable service delivery through infrastructure development
- To ensure proper operation and maintenance of existing infrastructure and equipment
- To develop appropriate skills required for efficient service delivery
- To ensure a healthy environment for all residents with reference to combinable diseases
- Provision of standard sanitation for all residents
- Improve the storm water infrastructure
- Improve road infrastructure
- Infrastructure plans should be evaluated to ensure that they are sustainable resilient, and in climate safe locations
- Reduction in the level of service delivery Backlogs
- To Facilitate Economic Growth and Job Creation
- Facilitate Promotion of health and Well-being of communities
- Facilitate Promotion of education upliftment within communities
- Facilitate safe and secure neighborhoods
- Optimize availability of municipal vehicles
- Increase the accessibility of emergency services to the community
- To ensure communities are contributing towards climate change

Programmes in the IDP:

- Electrification
- Water and Sanitation
- Roads and Storm Water
- Waste Management
- Housing
- Project Management
- Health Services
- Cemeteries
- Education Libraries

- Safety and Security
- DLTC
- Climate Change
- Public Transport
- EPWP
- Fleet Management
- Disaster Management
- Environmental Management

EMPLOYEES ROAD SERVICES

The Municipality does not have separate personnel attending to this function as there is a general working team who attend to all infrastructure matters including road services. A portion of the total salary budget is allocated to road services.

HIGHLIGHTS AND GOOD PRACTICES :

- Paving of gravel Roads in Williston

CHALLENGES EXPERIENCED :

- Lack of funding to upgrade and maintain streets properly
- Lack of equipment to maintain gravel roads
- Small budget allocation as well as COVID-19 Level 5 and level 4 lockdown restrictions since March 2020
- Well skilled operators/staff in all the towns in the Municipality

Financial Performance 2020/2021 Road Services					
R'000					
		2020/2021			
Details		Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		1,000,000.00	1,000,000.00	9,980,898.04	- 8,980,898.04
Expenditure:					
Employees		2,810,497.00	3,856,201.00	4,292,400.48	- 436,199.48
Repairs and Maintenance		200,000.00	200,000.00	63,322.10	136,677.90
Other		2,251,201.00	2,251,201.00	3,713,719.44	- 1,462,518.44
Total Operational Expenditure		5,261,698.00	6,307,402.00	8,069,442.02	- 1,762,040.02
Net Operational Expenditure		(4,261,698.00)	(5,307,402.00)	1,911,456.02	(7,218,858.02)
Net expenditure to be consistent with summary table T5.1.2 in Chapter 5. Variances are calculated by dividing the difference between the Actual and Original Budget by the Actual.					T3.7.8

Capital Expenditure 2020/2021 : Road Services					
	2020/2021				
Capital Projects	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	8,065,000.00	8,065,000.00	8,980,898.04	- 915,898.04	
Williston Upgrading of Streets Phase 2					
Williston Upgrading of Internal Water Network					
Total project value represents the estimated cost of the project on approval by council (including past and future expenditure as appropriate.					T3.7.9

3.14 WASTE WATER STORM WATER DRAINAGE

Storm water drainage forms an integral part of road infrastructure. Due to the fact that the road infrastructure in the three towns is not up to standard it results in poor storm water drainage during times of heavy rain. The maintenance and construction of storm water structures will only be addressed once the municipality receives funds for the upgrading of its road infrastructure.

Stormwater remains one of the **main challenges** to the area due to the gravel roads which do not have stormwater channels. During the rainy season gravel roads washes away and the maintenance to these roads need to be done at high costs for the Municipality.

The Municipality does not have separate personnel attending to this function or a budget in this regard.

3.15 TRANSPORT

The Municipality does not have a Transport Plan for any of the three towns due to the lack of any major form of transport. The majority of the community does not have the means to pay for the transport and as the current statistics indicate various other methods is used for transport. Transport is **not a function** of the Municipality, however, there is potential to expand this industry, particularly the provision of public transport through economic development.

The majority of the Karoo Hoogland Local Municipality's population (82.3%) travel to school or to work by foot. Around 6.7% of the Karoo Hoogland population make use of public transport (i.e. the bus, train, taxi, or lifts with other people); while 1.6% make use of bicycles and 9.4% use their own private transport. Donkeys and horses as well as donkey/horse carts are also widely used in the area.

Significant portions of Karoo Hoogland's population are living in small, dispersed settlements and have limited transport capacity to travel the often significant distances between urban centres. As many of these households are also living in poverty, the lack of transport adds to the so-called "poverty trap", as these people are less able to conduct, for example, informal activities to alleviate their circumstances.

Williston, Fraserburg and Sutherland have tar and gravel roads. The municipality must submit projects to MIG for the upgrading of roads regularly. The tar roads are currently in a poor condition with potholes occurring all over the roads. The municipality endeavors' to arrange training for its personnel to repair potholes and also purchase the necessary equipment and material to do the work in the future. **Provincial routes need to be resealed**. The current conditions have a very negative impact on the local economy as easy access is not available for potential investors and tourists.

COMPONENT C: PLANNING AND DEVELOPMENT

This component includes two service delivery priorities namely planning and development. Planning consists of land use and building control and development consist of Local Economic Development (LED).
LED is built around a commitment to develop a climate in which economic development and growth can prosper.

3.16 PLANNING AND SPLUMA

The Municipality does not have a Planning department and for the purposes of specific town planning matters, the municipality procures the services of a Professional Town planner.

The municipality does have a Land Use Management Scheme (Scheme Regulations, 2007) as well as a revised Spatial Development Framework(Aug 2019) and all matters in this regard are handled by the Corporate Services Department.

Funding to implement the LUMS was a challenge to the Municipality.The Municipality could not reach the deadline date of 30 June 2020. Subsequently an application for postponement was referred to the Minster and was then granted. A funding application was sent to the Department of Rural Development and was approved. The LUMS will be completed by April 2022.The Department of Rural Development is assisting the municipality in appointing the Consultant who are currently revising the LUS which should be completed in April 2022.

According to the MFMA, low cost housing development and associated services as planning and surveying is not a municipal function (with regard to financing of the project) and therefore no capital projects in this regard could be provided for, as no housing project has been approved by province during the past year. No other township establishment projects have been undertaken during the past year. Please refer to 3.5 Housing.

HISTORY AND BACKGROUND OF SPLUMA

During the 2014/2015 year the Spatial Land Use Management Act was passed by Parliament and all future land use management matters will be dealt with in terms of the new provisions of this Act. The municipality received assistance from Dept of Rural Development to gazette their new By-Law in the 2015/2016.

The Local Government Planning and Performance Regulations (2001) stipulate the content of the SDF. In terms of Section 4 of Regulations the SDF is required to.

- Give effect to principles contained in Chapter 1 of the Development Facilitation Act, 1995
- Set out objectives that reflect desired spatial form of the Municipality
- Contain strategies and policies regarding the manner in which to achieve the objectives which must:
- Indicate the desire pattern of land use
- Indicate the direction of growth
- Provide strategic guidance in respect to location and nature of development

- Set out basic guidelines for land use management system
- Set out a capital investment framework for development programmes
- Incorporation a strategic assessment of the environmental impact land within the Municipality
- Identify programmes and projects for development of land within the Municipality
- Be aligned with neighboring municipal SDF's
- Provide visual representation of the desired spatial form which
- Must indicate areas in which the intensity of land development could be either increased or reduced
- Must indicate desired and undesired utilization of land in an area
- Indicate conservation of both the built and natural environment
- Must indicate where public private land development and Infrastructure investment should take place
- May delineate the urban edge
- Must identify where priority spending is required

Gazette where By-Law was published 19 October 2015 (Notice 154 of 2015) http://www.gpwonline.co.za/Gazettes/Pages/Provincial-Gazettes-Northern-Cape.aspx

A new By-Law was promulgated in November 2015. In a previous Annual Report of 2015/2016 a full SPLUMA Report with all preparations done and Council Decisions taken were attached. Karoo Hoogland Municipality now form part of the District Municipality's Municipal Planning Tribunal who decides on applications after the full process have been completed.

SPLUMA administrators at Karoo Hoogland appointed by Council :
Municipal Manager & Manager : Administration

Municipal Planning Tribunal active since March 2016

The focus of planning is on the approval and issuing of rezoning applications, sub-divisions and consolidation and application of the regulations in terms of building control and the approval of building plans.

HIGHLIGHTS : PLANNING

Municipal Planning Tribunal (NDM) – Fully Functional

CHALLENGES: PLANNING

Challenges	Corrective Action
Limited available space for graves	Establishment of new cemeteries and identification of land
Complaints from communities regarding the vandalism at cemetaries	
Complaint from communities regarding landfill sites	Implementation of recycling project and establishment of recycling facilities Fencing of sites
Housing provision challenge and availability of land for housing development	EIA and subdivisions of erven for RDP and middle income houses
Identification of land for housing and Bulk Services to be installed and lack of town planning capacity	Appointment of professional service providers to do

	EIAs, Geotech as well as subdivisions for township establishment and Bulk Services need to be applied for
Drought and impact of climate change	Drought relief funding from National Government
Scarcity of water resources such as boreholes and reservoirs	Drought relief funding from National Government, as well as water and sanitation programme
Poor and outdated infrastructure and buildings	Improvement in revenue collection to maintain infrastructure and buildings
Lack of sufficient support for emerging farmers including after care of projects	Interventions from the Department of Agriculture, Rural Development and Land Reform to assist emerging farmers

BACKGROUND OF REVISION OF SDF DURING 2018/2019

With the SPLUM Act and Regulations the SDF must be revised before 2020 and a request for assistance was send to the Department of Rural Development and Land Reform in this regard. The Department concluded the Terms of Reference for the tender process during November 2017. The current SDF was developed and approved by Council in 2010/2011 and must be revised before 2019 to include new legislation. SKA proposed to sponsor the revision of the SDF as this is a very expensive project. The tender for a consultant to do the revision of the SDF commenced in 2017/2018 during Feb 2018 – April 2018. In June 2018 a Consultant Ditsamai was appointed and the process commenced in July 2018. The process of revision was done and concluded in March 2019. Final approval by Council was done on 30 August 2019. Karoo Hoogland Municipality now have a Revised and SPLUMA Compliant SDF. Please visit our website for the result of which we are very proud.

Service Delivery Statistics : List and progress of Applications received and in process for 2020/2021: Windfarms, Rezoning, Consolidations, Subdivisions summarized in Register

Progress On Applications for Land Use Development

Detail	Formalisation of Townships				Freestanding Cellular Communication Base Station				Rezoning INCLUDING WINDFARMS				Built Environment/ Building plan applications				
	2017/2018	2018/2019	2019/2020	2020/2021	2017/2018	2018/2019	2019/2020	2020/2021	2017/2018	2018/2019	2019/2020	2020/2021	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Planning application received	1			1	3	1	1	1	1	8	3	10	9	10	**7**	**11**	**8**
Determination/approval made in year of receipt						1		1		3		4	9	8	3	6	2
Determination/approval made in following year		1		1	2		1		1	6	3	6			2		
Applications withdrawn					1					1							
Applications outstanding at year end	2			1	2				1	4		6		2	4	2	
Application for land for housing				1						1							

3.17 LOCAL ECONOMIC DEVELOPMENT

Municipalities have a Constitutional Mandate to promote Local Economic Development (LED). Section 153 of the Constitution of the Republic of South Africa, 1996 states that: *"A municipality must structure and manage its administration, and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the Community."*

Economic development can be defined as an "***activity that seeks to improve the economic well-being and quality of life for a community, by creating and/or retaining jobs".***

Circulate local generated money and money received via value chain and local procurement in the local community to increase the number of times profit can be added to an ever growing bigger volume of local currency that will subsequently grow the economy and create local ownership and employment. This require that local resources are added value to and exported. Furthermore local residential, commercial and industrial demands are supplied by locally owned enterprises, thus circulating local currency and obtaining external currency to grow the local GDP.

The draft LED Strategy, which was compiled during 2011 by the Department of Economic Development, Namakwa District Municipality and Urban Econ, was approved by Council in 2011. The Provincial Department of Economic Development will assist with the review of the Strategy once the necessary capacity becomes available. The LED Strategy is built around commitment to develop a climate in which economic development and growth can prosper and growth is shared. The primary role of local government is to create a climate that is conducive to local economic development hence we can only achieve this goal with the assistance and support of all our relevant stakeholders.

Karoo Hoogland Municipality has a Local Economic Development Strategy which have been implemented since 2019/2020.

JOBS CREATED THROUGH EPWP

In relation to no jobs created in the 2017/2018 year, in the 2018/2019 Karoo Hoogland Municipality created **110 EPWP jobs** through projects funded by MIG.

During 2019/2020 47 jobs were created
During 2020/2021 53 jobs were created

Community Works Program

The implementation period was from 1 April 2017 to 31 March 2018. The Community Work Programme (CWP) was established to provide an employment safety net to eligible members of target communities by offering them a minimum number of regular days of work each month. The programme targets unemployed and underemployed people. The stipends participants receive supplement their existing livelihood means and provide them with a basic level of income security. They also assists those whose livelihood activities are insufficient to lift them out of abject poverty. The CWP is an innovative offering from government to provide a job safety net for unemployed people of working age. It provides a bridging opportunity for unemployed youth and others who are actively looking for employment opportunities. The programme provides them with extra cash to support them in their search for full-time or part-time employment. Programme participants do community work thereby contributing to improvements that benefit all community members.

Purpose of the CWP

- To provide an employment safety net. The CWP recognizes that sustainable employment solutions will take time, particularly in reaching marginal economic areas.
- To contribute to the development of public assets and services in poor communities.
- To strengthen community development approaches.
- To improve the quality of life for people in marginalized economic areas by providing work experience, enhancing dignity and promoting social and economic inclusion.

The rationale for availing 8 days of work a month in the CWP was in order to allow participants to engage in other income generating activities for the remainder of the month. The idea was that most unemployed people would not normally sit and do nothing while unemployed. Instead they would find some "piece jobs," take up part-time or casual employment or self-employment.

The plan for Karoo Hoogland LM will focus on Local Economic Development in all the wards the key development issues to be address by the CWP anchor sector is;

- Economic Tourism and Environment
- Economic Job Creation
- Education
- Health and Social

JOBS CREATED THROUGH CWP

3LDevelopment was appointed as the new implementing agent for the Community Works Programme in Karoo Hoogland from 1st April 2019. The total amount of participants in the programme is at 429 out of site that need to have 550 beneficiaries. Registration on this programme is continuously as beneficiaries leave the programme for better employment opportunities.

The municipality actively participate in the **Northern Cape Economic Development Forum** to report and ensure that economics changes are implemented on a local level.

Th following programmes was conducted to empower **Small Medium Enterprises in the past three years**;

- SEDA Training for Small Enterprises 13 June 2018.
- Roggeveld Windfarm Engagement Meeting 12 June 2018
- Nordex Energy Roggeveld Wind Farm Meeting 10 July 2018
- Community Mapping Introduction Meeting 25 July 2018
- EDD Roadshow Planning Meeting 7 September 2018
- Engagement Meeting between Building Energy, Nordex Energy South Africa 10 September 2018
- Community Engagement Meeting Job and Economic Opportunities 23 October 2019
- Engagement Meeting with Nordex Energy South Africa 15 October 2019
- Economic Development Department 20 October 2018
- Sutherland Economic Survey 12 November 2018
- SEDA Information Session 13 November 2018
- CIPC Business Registration 29 November 2018

OTHER JOBS CREATED THROUGH CAPITAL PROJECTS & SECTOR DEPARTMENTS

With the commenced of construction on Capital Projects funded through MIG the following amount of jobs was also created:

2017/2018

Water Reticulation Network	4(Sutherland)	15	12 months
Williston Borehole Phase 1 Construction	1(Williston)	4	4 months

2017/2018

DEPARTMENT OF PUBLIC WORKS

Reseal of Fraserburg/Leeu Gamka Tar Road	2(Fraserburg)	20	6 months
Reseal of Fraserburg/Williston Tar Road	2(Fraserburg)	20	6 months
Reseal of Williston/Carnarvon Tar Road	1(Williston)	25	6 months
Maintenance of Provincial Tar Roads	4(Sutherland)	15	6 months

2018/2019

Department of Environmental Affairs and Nature Conservation

- Williston Bricklaying 20 people
- Fraserburg 20 people
- Sutherland 20 people

Department of Public Works

- Reseal of Fraserburg/Leeu Gamka Tar Road 6 months
- Reseal of Fraserburg/Williston Tar Road 6 months
- Maintenance of the Calvinia road 3 months

2018/2019 – MIG Projects

Bulk Water Supply	1	(Williston)	20
Upgrading of Streets	1	(Williston)	30
Internal Water Network	3	(Sutherland)	10

2019/2020 – MIG Projects

Project:	**Ward:**		**Amount of jobs:**	**Duration**
Sutherland Internal water phase 2	**4**	**Sutherland**	**25**	**7 maande**

2020/21-MIG Projects

Williston upgrading streets Phase 2	**1**	**Williston**	**27**	**6 maande**

EPWP INCENTICE GRANT 2020/21

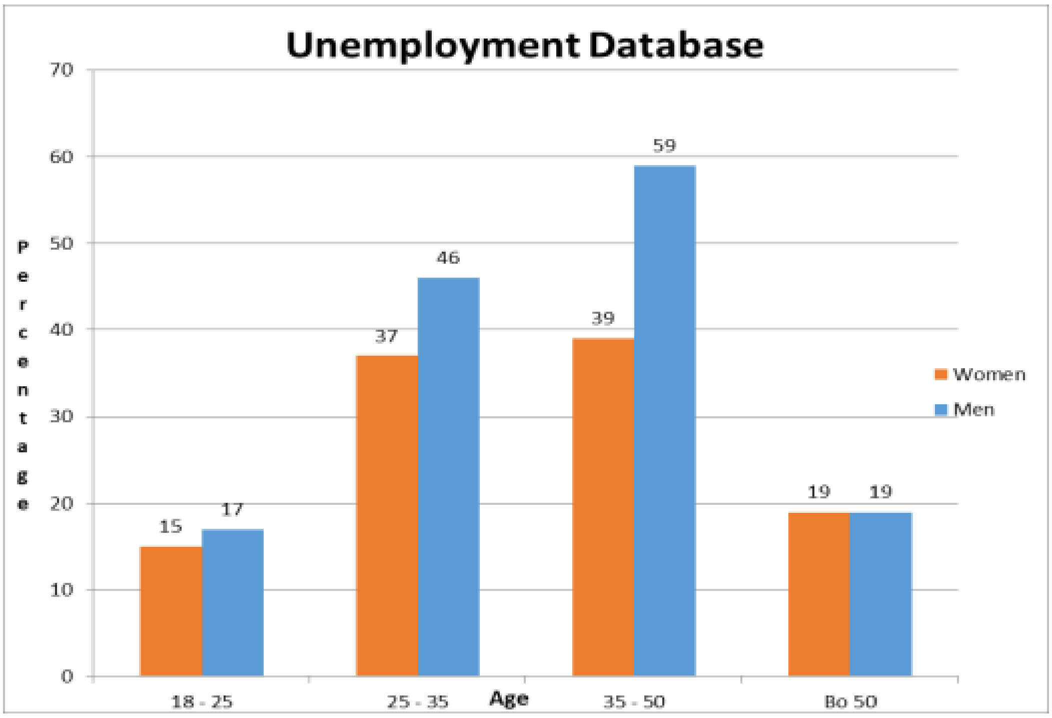
Upgrading refuse site	**2**	**Fraserburg**	**20**	**9 maande**

UNEMPLOYMENT DATABASE

Karoo Hoogland Municipality compiled a registration process for unemployed jobseekers to complete a formal registration form of their employment status, the application form is available on the website of the municipality for jobseekers that have access to internet facilities to download the form and complete and send it back via the municipal's e-mail address, the application form is also available at the offices of the Community Development Workers (CDW's) and at the offices of the municipality.

Jobseekers get employed according to the criteria of the municipality and needs of the individual. They get employed through the EPWP projects, CWP, Sector Departments and the municipality.

In 2018/2019 through the assistance of Nordex Energy South Africa an unemployment databases was created for job seekers in **Sutherland.**



The following priorities were revisited in 2020/2021 and personnel actively took part to ensure the reaching of these goals – however not all were achieved.

THE FOLLOWING LOCAL ECONOMIC DEVELOPMENT POLICY OBJECTIVES WERE TAKEN FROM THE IDP:

PRIORITY ISSUE: EDUCATION, ILLITERACY AND SKILLS DEVELOPMENT

Objectives:

- Engage with schools and relevant stakeholders regarding access to and development of training infrastructure
- Establish, with relevant stakeholders, general training and skills development programmes accessible by the community
- Engage with relevant stakeholders regarding the enhancement of education in the area

PRIORITY ISSUE: THE SUCCESSFUL IMPLEMENTATION OF THE NEW LED STRATEGY:

Objective:

- To establish partnerships with relevant stakeholders and consult with them in the successful implementation of the LED strategy

PRIORITY ISSUE: THE DEVELOPMENT OF A TOURISM INDUSTRY:

Objectives:

- Develop a tourism strategy in consultation with stakeholders
- Develop skills and services related to tourism
- Develop tourism infrastructure
- The marketing of Karoo Hoogland as a tourism destination
- Establishment and enhancement of festivals unique to the area

PRIORITY ISSUE: STIMULATE LOCAL ECONOMY

Objectives:

- Attract potential investors through incentive programmes
- Develop basic infrastructure on vacant municipal land e.g. water, electricity
- Enhance skills and SMME development with a view to marketing services outside the region
- Identify agricultural projects for development and marketing

PRIORITY ISSUE: ADDRESS SOCIAL CHALLENGES THAT HINDER ECONOMIC DEVELOPMENT

Objectives:

- Establish, in consultation with stakeholders, a strategy for the management of alcohol abuse and related welfare challenges
- Develop or identify infrastructure to support social welfare programmes
- Develop and enforce by-laws relating to establishments that contribute to social challenges
- Develop youth empowerment programmes
- Develop and source skills related to social development

PRIORITY ISSUE: SAFE AND AFFORDABLE HAVEN FOR VISITORS AND RESIDENTS

Objectives:

- Development of public facilities such as parks, sport and recreational infrastructure
- Engage with business sector regarding affordability of goods
- Develop, in collaboration with stakeholders, a crime prevention strategy
- Develop, in collaboration with relevant government departments, sufficient available health services
- Enhance access to public transport

PRIORITY ISSUE: DEVELOP ENVIRONMENTAL POLICIES AND BY LAWS

Objectives:

- To address environmental challenges and compile strategies
- Wetland Protection Strategy
- Revised and implement Integrated Waste Management Strategy
- Develop and Implement Environmental by laws
- Develop, mechanism to ensure environmental accountability and reporting
- Develop Climate Change Strategy and business plans to implement

Programmes:

- Economic Growth and Development
- Poverty Alleviation
- Tourism
- SMME Development

COMPONENT D : COMMUNITY & SOCIAL SERVICES

This component includes: libraries and archives; museums, arts and galleries; community halls; cemeteries and crematoria; child care; aged care; social programmes.

ENVIRONMENTAL PROTECTION

The municipality does not provide these services as it is a provincial function and services are provided by Namakwa District Municipality.

HEALTH

Health and ambulances is a provincial function and provided by the Department of Health. The service is however not satisfactory due to shortage of doctors ambulances as well as inferior conditions of the road infrastructure between the towns.

There are a total of 3 clinics in the municipal area. According to CSIR planning standards there should be 1 hospital per 25 000 people and 1 clinic per 5 000 people.

Because of the distance of the clinics communities have requested for mobile unites to serve them but also to assist those living in the rural areas.

HEALTH INSPECTIONS AND ABATTOIR

The services is rendered and financed by Namakwa District Municipality on a contract base to the municipality.

SECURITY AND SAFTY

Fire and Disaster Management is currently a function of the Municipality but we receive a lot of assistance from Namakwa District Municipality however the municipality do have a water truck and fire units for emergencies to attend to. The compiling of a Disaster Management Plan is currently a responsibility of Namakwa District Municipality who assist us with it.

It is critical that the municipality galvanizes community structures to assist the police services to prevent and combat crime. At the local level Karoo Hoogland LM should focus on the development of effective by-laws including whistle-blowing on corruption and fraud and encouraging the participation of council and residents in Community Policing Forums and other activities aimed at eliminating criminal tendencies.

SPORT AND RECREATION

The municipality have sport grounds in Williston, Sutherland and Fraserburg which are maintained by municipal staff. The current focus of the municipality is to maintain the existing sports facilities.

The municipality will work closely with the Department of Sports and Recreation to assist sporting codes with training and equipment to develop the various sporting codes and to be active for the years to come.

COMMUNITY PARTICIPATION

The medium for communication includes Municipal newsletters, Annual Report, local and National Newspapers, Ward committee system, Community Development workers (CDW's), as well as through our Facebook Page and Whatsapp groups.

The Local Municipality has been incrementally increasing public participation, however there is a need to increase the number of residents and communities. The present reliance on the intermitted and often fragmented processes of consultation and participation orchestrated through IDPs and budgeting processes are inadequate. The municipality would be revising its public participation and communication strategies. The municipality would further enhance existing IGR structures to improve public participation. The municipality sustained a good relationship with its internal and external stakeholders. Traditional leaders participate in the council meetings and also take part in the IDP consultation process through the office of the Mayor.

Other structures that participate in the IDP development are as follows:

- CPF (Community Policing Forum)
- NGO's and CBO's
- Farmers associations
- CDW's (Community Development Workers)
- ESKOM
- Sector departments and the District municipality
- Early Childhood Development Centres
- The Aged centres
- Women Caucus
- Local Aids Council
- Disability forum
- Provincial and National sector departments

COMMUNITY PARTICIPATION CHALLENGES

- Lack of budget for communications due to Cost Containment
- Shortage of communication personnel
- Lack of working resources- branding material
- Capacity building
- No enough coverage of municipal good news- units do not submit for both newsletter, website, print media in general

PROGRAMMES (OFFICE OF THE MAYOR)

Through the Office of the Mayor the municipality have budgeted to support special programs for the 2020/2021 financial year that will focus and address to attend to social matters in the Karoo Hoogland municipal area however more needs to be done to concur the social injustices. Due to Covid not much of the actual projects could took place.

Government of South Africa introduced the outcomes approach as a programme of action to realise service delivery. DAFF prioritizes its effort on three Outcomes: 4 promoting job creation; 7 ensuring vibrant equitable and sustainable rural communities to attain food security for all and 10 environmental sustainability.

YOUTH AND THE AGED

- Organise and coordinate youth programmes within the municipality
- Initiate and run youth developmental programmes
- Organise seminars and educational workshops on various issues such as health, career guidance, business management etc.
- Network with National and Provincial and District agencies aimed at youth development
- The youth are faced with a huge challenge of unemployment
- Inadequate educational facilities/institutions such as technikons, FET colleges and Universities
- Poverty alleviation programmes for the youth
- Inadequate old aged homes for the elders

WOMEN

Women across the municipality are faced with a number of challenges that needs the attention of government and the society to act on and ensure better living of women. The municipality, through the Office of the Mayor, will established a Women Caucus Forum that will pay attention to issues of women. The role of the will forum is to establish and co-ordinate programmes and also deal with problematic issues that impacts negatively on women.

THE DISABLED

While there is limited information on employment rates for the disabled, low literacy, low employment rates and widespread social stigma are making it difficult for disabled people to participate in economic activities in the municipal area. It is vital the municipality and other governmental agencies should create conditions for the disabled to access educational and employment opportunities. In addition, the municipality endeavours to facilitate:

- interventions that will include deepening preventative health programs
- screen all children at a young age
- empower disabled young adults with employable skills
- encourage the private sector to employ people with disabilities
- ensure full integration by overcoming stigma
- promote newer thinking and better coordination of programs
- Improve the measurement of disability to ensure that the scale of disability is better understood.
- In addition, the public participation processes in the municipality should actively encourage persons with
- Disabilities to be visible and active participants in the development process.

5 MORAL REGENERATION CHARTER

There is a global observation that people have gone astray from their cultural norms and values, religion and believes. The role of the forum is to establish structures that will assist making co-ordination much easier. The office of the Mayor will play a major role by developing programmes that will realise the objectives of the forum identified special groups needs are:

- Transport to attend meetings
- Skills development programme
- Employment opportunities that will help meet 2% target
- Brail machine for the visual impairment (Disabled group)
- Stationary for all special schools and centres
- Provision of water and electricity in needy centres
- Financial assistance to the youth
- HIV/AIDS council co-ordination
- Old-aged centre requires a building

EARLY CHILD DEVELOPMENT (ECD)

Centres for early child development have been established in most of the villages. Some of these centres get support from the Social Development department whilst others depend on contributions by beneficiaries. The office of the Mayor is constantly meeting with representatives of these centres with an aim to give support where necessary. The municipality has to develop programmes that will help alleviate challenges the ECD centres are faced with.

Challenges facing ECDs are:

- Lack of proper learning centers
- Funding
- Inadequate support by National, Provincial and both local and district municipalities

CHILDREN'S RIGHTS

The municipality was chosen along with two (2) others to participate in a sponsored programme conducted by Save the Children South Africa (Scsa) for the purpose of mainstreaming children's rights into local government. The project aimed to address the absence of municipal action plans for children or child rights strategy, absence of a dedicated budget for children's issues, minimal participation of children in decisions that affect them; lack of coordination forums for children's issues, and no policy for children's issues.

The municipalities need to developed a municipal action plans for children which will service as a guide to mainstream children's and prioritize children's issues within the integrate development plans and budget. A focal point to this initiative is the establishment of Ward-based children's committees to create a platform for children to participate in Municipal decision-making processes.

3.18 LIBRARIES, ARCHIVES, MUSEUMS, COMMUNITY FACILITIES AND OTHER

INTRODUCTION TO COMMUNITY AND SOCIAL SERVICES (LIBRARIES, ARCHIVES, MUSEUMS, GALLERIES, COMMUNITY FACILITIES, OTHER THEATRES, ZOOS ETC)

LIBRARIES

The Municipality has three Libraries that render services to the communities of Williston, Ammerville (suburb in Fraserburg) and Sutherland.

Service Statistics for Libraries

Type of Service	2019/2020	2020/2021
	Libraries	
Number of Libraries	**4**	**3**
Library members	**1529**	**1598**
Books Circulated	**11445**	**13285**
People visiting	**893**	**1321**
Internet users - number of computers	**467**	**291**
Children Programmes	**0 Due to covid**	**0 Due to covid**
Visits by school groups and creches	**36**	**44**
Book group meetings for adults	**4**	**7**

MUSEUMS

The Municipality operates and maintains two museums, one each in the towns of Williston and Fraserburg. The Municipality also budgeted for financial support to the privately owned Museum, NP van Wyk Louw Museum, in Sutherland in the 2016/2017 financial year, however they did not claim it. The Williston Museum is in a very bad condition and will need serious maintenance urgently.

COMMUNITY FACILITIES

The municipality has a community hall in Williston and two in Fraserburg. The one in Amandelboom (Williston) is totally vandalized and have been out of use for the past eight years. The two in Fraserburg are frequently being used for dances, community meetings and other events. The Municipality also makes the Community Hall in Ammerville (Fraserburg) available for grant payouts. The Councillors also make use of the community halls for community and ward committee meetings. This is quite a headache when organizing IDP and Budget meetings in Williston and Sutherland as we have to rent facilities, usually the Sneeuvlokkie hall in Sutherland and the Nico Bekker Hostel Hall in Williston(which has now been fully vandalised and squatters have taken over). Williston also has the Church hall and a big hall owned by the "Landbougenootskap" which also have catering facilities. New Supply Chain regulations makes the renting of venues very difficult as more than three quotations should always be obtained.

ARCHIVES

The Section Registry processes all incoming correspondence from the Community in the Incoming Correspondence Register, which are then indexed on the electronic Document Management System (MS Excel). All Transfer documentation of erven is kept safely in the Registry. All payments received through the postal system are handled in a Register. Filing is done on a daily basis by one official.

The records management function is articulated according to the National Archives and Records Service of South Africa Act (Act 43 of 1996). An approved filing plan from National Archives are being used. A duplication service is rendered for the Municipality in general as well as a messenger service for delivery of documents and mail. During 2020/2021 the records management department's policies, resources, responsibilities, training, strategic plan, classification system, procedures and storage as well as update the File Plan was prioritized. (also for Electronic Document Management). An Action Plan was drafted and attended to with regular input and assistance from Internal Audit and the District Municipality. A few outstanding policies still need to be revised and developed. The registry position was also vacant for almost a year and a half. An appointment were made during November 2020 for a Clerk operating in this department.

During 2017/2018 the Archive/Registry email also became more active and weekly emails are being distributed via email from info@karoohoogland.gov.za – It is however not possible to give the correct amount of emails as emails are received on all email addresses and about 30% of emails received are junk emails. Correspondence must be distributed within 3 days and 80% of the time that is achieved.

Financial Performance 2020/2021: Libraries; Archives; Museums; Galleries; Community Facilities; Other				
R'000				
	2020/2021			
Details	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	1,671,100.00	1,664,100.00	1,664,716.32	- 616.32
Expenditure:				
Employees	936,102.00	936,102.00	531,263.56	404,838.44
Repairs and Maintenance	1,500.00	54,500.00	73,395.62	- 18,895.62
Other	2,642,587.00	2,634,290.00	309,190.56	2,325,099.44
Total Operational Expenditure	3,580,189.00	3,624,892.00	913,849.74	2,711,042.26
Net Operational Expenditure	(1,909,089.00)	(1,960,792.00)	750,866.58	(2,711,658.58)
Surplus /(Deficit)	1,671,100.00	1,664,100.00	1,664,716.32	- 616.32
Net expenditure to be consistent with summary table T5.1.2 in Chapter 5. Variances are calculated by dividing the difference between the Actual and Original Budget by the Actual.				T3.52.5

*** Library Grant 2020/2021 received : R 1 400 000 (No grant received yet)

3.19 CEMETERIES AND CREMATORUIMS

The Municipality has more than one cemetery in each of the towns which are maintained by municipal workers. The Municipality does not have any crematoriums operated by municipal personnel however the municipality owns a few mortuaries which are being rented for free for that purpose. There are 5 cemeteries in the Karoo Hoogland area that resort under the jurisdiction of the Municipality and 1 additional Old English cemetary.

Adequate provision is made for cemeteries in all three wards. Priority will be given to investigate new sites for future generations.

Financial Performance 2020/2021 : Cemetories and Crematoriums				
	2020/2021			
Details	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	7,000.00	7,000.00	9,202.15	- 2,202.15
Expenditure:				
Employees				
Repairs and Maintenance				
Other	-	-	108,112.00	- 108,112.00
Total Operational Expenditure	-	-	108,112.00	- 108,112.00
Surplus /(Deficit)	7,000.00	7,000.00	- 98,909.85	105,909.85

The Municipality does not have separate personnel attending to this function or a budget for it. The following project has been identified in the IDP:

- Environmental Impact assessment with the view to expand current cemeteries

The municipality also issue grave plots to applicants.

	2016/2017	**2017/2018**	**2018/2019**	**2020/2021**	**2021/2022**
Graveplots/burials :	131	54	43	*No input received from personnel*	

CHALLENGES EXPERIENCED :

Vandalism - Law Enforcement need to be addressed and the By-law need to be promulgated

3.20 CHILD CARE; AGED CARE; SOCIAL PROGRAMMES

The Municipality does not provide this service as it is a Provincial function. Although by law it is a function of the municipality it is not affordable and the municipality does not budget for this function. However the Department of Social Development did establish a pre-school (crèche)(Early Childhood Development Centre) in Williston on erven that the municipality made available. Further schools will be developed in Fraserburg and Sutherland in the future.

The Williston Drop In Centre received a grant to build a new Multi-Purpose Centre. They requested land from the municipality to build this Centre and an area was identified. The Spatial Planning processes for this centre commenced in 2016/2017. The centre was built during 2017/2018 and the transport of the erven was delayed and commenced in 2020/2021 only.

There are currently two old age homes in Williston for the community, one in Fraserburg and one in Sutherland. These old age homes are administered by NPO's called ACVV. It must be stressed that these old aged homes do struggle to survive financially.

The aim of social programmes is to: -

- Address problems and poverty identified in the community
- Commemorate special public days
- Enhance good communication

Due to Covid and the restrictions no events were held during the 2020/2021 year.

COMPONENT E : ENVIRONMENTAL PROTECTION

The function is currently residing at the District Municipality, who is the designated licensing authority, issuing licenses to premises or industries. The Karoo Hoogland Municipality has however a monitoring function in this regard. Pollution control forms part Environmental Health, in the absence of a section dedicated to Pollution control, solely. Namaqua District Municipality remains responsible for the enforcement of Pollution Control.

According to Section156(2) of the Constitution, a municipality may make and administer by-laws for the effective administration of matters that it has the right to administer. Air pollution is listed as a matter in which local government has authority and national and provincial government may not compromise or impede a municipality's right to exercise its powers or perform its functions.

Protecting the Natural Environment is a priority for Karoo Hoogland taking in consideration with specific reference to global warming which contribute to climate change.

3.21 POLLUTION CONTROL

The Municipality does not provide this service as it is a Provincial function and services are provided by Namakwa District Municipality.

INTRODUCTION TO POLLUTION CONTROL

Pollution Control form part of Environmental Health and there is no separate section for pollution control.

Environmental Pollution consists of:

1. Dirty or unsightly conditions

a) Accumulation of refuse, debris, including glass, paper, rags, tins, trash, ash and coal.
b) Overgrown weeds and long grass, existence of thicket, shrub or any poisonous plants.
c) Accumulation of wreck, chassis, engine or other part of a motor vehicle which is unsightly and may pose a health nuisance.
d) Offensive smells from any activity on premises.
e) Stagnant water and dumping or littering of waste on premises.
f) Breeding of flies or mosquitoes.
g) Harbourage of rodents or other vermin on the premises.

2. Littering, dumping and burning of waste

a) Dumping, throwing or littering of waste, including rubbish, glass, tins, paper, car wrecks or parts of motor vehicles, dead animals, waste water or flushing water or other litter or waste, whether liquid or solid, on or in a street, road, bridge, thoroughfare, open space, vacant stand, public place or any watercourse.
b) Burning or permitting of burning of any waste material, including tyres, rubbish, garden refuse, paper or other material on any premises in such a way as to create a health nuisance or health hazard.

SERVICE STATISTICS FOR POLLUTION CONTROL

Inform the community via pamphlets and radio talks, door to door campaigns, workshops, regarding alternative measures to be taken such as the boiling of water, the adding of a disinfectant like bleach when water do not comply with safety standards. With regards to the 2020/2021 financial year, no failures occurred in terms of safe drinking water. When failures would occur, the community are alerted immediately as to the said precautionary measures.

AIR POLLUTION

Service delivery priorities:

At local level our function is only to observe and monitor air pollution and also react on complains from the community if a nuisance occur in the jurisdiction of the local municipality, we either serve a notice to rectify the problem immediately or refer it to the district municipality for further investigations and where necessary, legal steps deemed. The District Municipality, Namakwa, is also the licensing authority in terms of premises or industries, requiring licences for their respective activities. An investigation into the use of Asbestos housing and the usage of coal inside the houses to prepare food has commenced in 2014/2015. A report in this regard was received in 2015/2016 and business plans to address the problems identified followed in 2016/2017. The Final Provincial Plan/Strategy for Air Quality Management has been compiled by the Department of Environmental Affairs and implementation commenced in 2018/2019 and progress updates are awaited.

The impact:

Air pollution in general has a detrimental effect on the inhalation system of the body which can cause sinusitis or even lung disorders if exposed over long periods.

Measures taken to improve:

If a nuisance occurs in the jurisdiction of the local municipality, we either serve a notice to rectify the problem immediately or refer it to the district municipality for them to withdrawn the licence of the premise if applicable.

Environmental pollution:

Service delivery priorities:

- Waste removal from households is done once every week and from the business sectors twice every week.
- Daily observations for illegal dumping and handling of refuse complaints.
- Delivering of black plastic bags to all the households in the jurisdiction to minimize illegal dumping.
- Medical Waste is being collected and removed from the hospitals and clinics by private companies who specify in this field.

The impact:

Environmental pollution causes economical restrains for the tax payers and illegal dumping leads to unhygienic conditions.

Measures taken to improve:

Complaints about illegal dumping which could not be traced to a specific person are rectified every Friday by the Refuse Removal Section. If a person, responsible for the illegal dumping could be identified, a notice is given which grants him/her five working days to rectify the problem otherwise it will be done by the refuse removal services at cost to the polluter.

Indoor air quality is a major determination of personal exposure to pollutants in today's world. Manny people spend much of their time in numerous different indoor environments.

The ambient air quality of South Africa is regulated by the National Environmental Management Air Quality Act 39 of 2004 governed by the constitution which states that everyone has the right to and environment that is not harmful to their health or well-being. One way to characterize indoor air quality is to examine typical residence for levels of pollutants that are common place. Another way is to examine energy efficient residences to determine which pollutants if any are at increased levels.

Sutherland is a town with about three thousand inhabitants in the Northern Cape Province it lies in the western Roggeveld Mountains in the karoo. Sutherland is the coldest town in South Africa with an average yearly temperature of 11.3 degree Celsius and an annual minimum temperature of 2.8 degree Celsius snowfall is common in winter. The coldest temperature recorded in Sutherland was – 16.4 degree Celsius on 12 July 2003 the climate in the region is semi-arid.

3.22 BIO-DIVERSITY (INCLUDING CLIMATE CHANGE)

Climate Change is currently emanate and is increasing faster than it was anticipated by scientists. Climate Change is effected mostly by the increasing of the average global temperature due to the increased greenhouse gasses emissions in the atmosphere. The effect of the changing climate has an impact on people's livelihoods as well as on our wildlife and the environment.

The level of the impact of climate change depends on the rate of increasing earth temperature. Climate change will cause some regions to become wetter and others warmer, while some regions will be more at risk of heat waves, drought, flooding and natural disasters. Climate change could ruin food chains and ecosystems, putting whole species at risk of extinction. Taken into account the above a look at Karoo Hoogland and its bio-diversity and the effect on it, we are in the need of some urgent planning for the future in this region.

Karoo Hoogland is home to wide variety of bulbs, riverine rabbit, monkey beetles, bees and wasps. This biodiversity can contribute to the future socio economic well-being of the inhabitants.

Taken the above in account the effect of climate change could influence the community's livelihoods especially the poor communities reliant on agriculture and farming. The further risk of climate change in increased intensity of drought will lead to complete desertification and further water scarcity. Fire will be a constant risk due to hot winds and dead or dry vegetation. Subsistence farmers will suffer the most and are likely to lose their livelihood to the encroaching desert.

There is a need for collaboration amongst all stakeholders and the Northern Cape Government needs to play a leading role in this regard. The municipality try to attend all forums with regard to Climate Change and have already submitted business plans to DENC. However it was unsuccessful in the 2015/2016 year. The municipality is fully aware of the impact Climate Change has and the indirect effect on the environment as 2014/2015, 2015/2016 and 2016/2017 were very dry years where most of the municipal rural areas still have a harsh drought. Water restrictions have been implemented as per request from Department of Water Affairs since October 2015.

Action Plans and projects were drafted to address these eminent issues in 2018/2019 and 2019/2020 and 2020/2021 and precautionary measures to be set in place in 2021/2022 to minimize the risk of having less and less water in the future.

Namakwa District Municipality compiled a District Climate Change Vulnerability Strategy (after a full scale assessment was done) for implementation by all seven municipalities within the District. The ideal would be that all future developments must adhere and align to this Strategy.

Climate

"Climate change" refers to any change in climate over time, whether due to natural variability or as a result of human activity. Current climate change, often referred to as global warming, is caused by the emission of large amounts of Greenhouse Gases and is a direct result of human industrial activities. The United Nations Framework Convention on Climate Change (UNFCCC) defines climate change as "a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods."

Rainfall

Rainfall in the Namakwa District is already very variable, and very low compared with the rest of South Africa. There are already noticeable water constraints that impact on the ability of municipalities to deliver water services effectively. Median and worst case scenarios predict a decrease in rainfall for Namakwa's winter rainfall areas, with average annual rainfall projected to decrease by up to 30% along the west coast by 2100. This drying trend is particularly strong towards the end of the rainy season. Changes in weather patterns in the summer rainfall areas can be expected as a result of climate change and the Namakwa District is likely to experience some combination of the two rainfall impacts. A best case scenario to 2050 indicates there may some early increase in rainfall, followed by drying later as frontal systems shift southwards. There are likely to be more frequent and more intense rainfall related extreme weather events such as droughts and storms. The NDM is already drought prone, and while little change is projected in the immediate future, droughts are expected to increase in frequency and severity by up to 50% towards the end of the century.

Temperature

The Karoo Hoogland LM is already a hot place, with summer day-time temperatures regularly reaching the high into the 30s Celsius. Climate scientists predict a rise in average temperatures as a result of climate change. A significant trend for increasing temperatures is already shown by weather stations in the Northern Cape tacking temperature data from 1960-2003. Under a relatively unmitigated scenario for future climate change, the Namakwa District can expect a 1-3°C increase in temperature along the coast by 2050, rising to a 3-4°C increase in temperatures by 2100. The interior can expect greater increases in temperature, between 3-6°C increased in temperatures by 2100.

Coastal Processes

According to the IPCC (2007), sea levels are projected to rise globally by 15 to 95cm by 2100. The coastline may be impacted by 'storm surges' and rising sea levels. The town of Port Nolloth, for example, has been affected by storm surges in the past (most recently in 2009) and may be at risk from the same in the future. Although overall vulnerability to these processes is fairly low due to a steep, rocky coastline evolved in response to historical big swell and wave action, there are nodes of vulnerability around towns, fishing fleets, and estuaries.

Impacts Analysis

A combination of increasing temperatures and reduced and/or more variable rainfall could have severe negative impacts for the Namakwa District. The municipality is characterized by fairly high levels of poverty and inequality, isolated communities, and a large geographical area, which results in a vulnerable population. Large numbers of people, both private and communal, are also directly dependent on agriculture, and therefore on functioning ecosystems and water regimes, for their livelihoods. These are sensitive to climate change. Water quality and availability will likely be the greatest area of impact in the Karoo Hoogland.

Conclusion

Climate change threatens food security, poverty alleviation and sustainable socio-economic growth, core mandates of the municipality. Climate change will impact persons and groups that are already vulnerable. Policy decisions taken in the next decade will largely determine the dimension of the impact of climate change. Eco-systems-based adaptation approaches, using nature and biodiversity to help people cope with and respond to the negative impacts of climate change, will have an important role to play in the Karoo Hoogland.

Local government is in the front line of implementation and service delivery, and thus local government needs to pursue adequate mitigation and adaptation strategies, which should include participation from the public sector, the private sector and NGOs. There is a need for collaboration amongst all stakeholders. It is also necessary that progressive planning and risk assessment must be done to minimize the effects of climate change. In the case of the Karoo Hoogland municipality these risk assessments have already been completed in the Disaster Management Plans for each municipality and the Climate Change Vulnerability Assessment for the District.

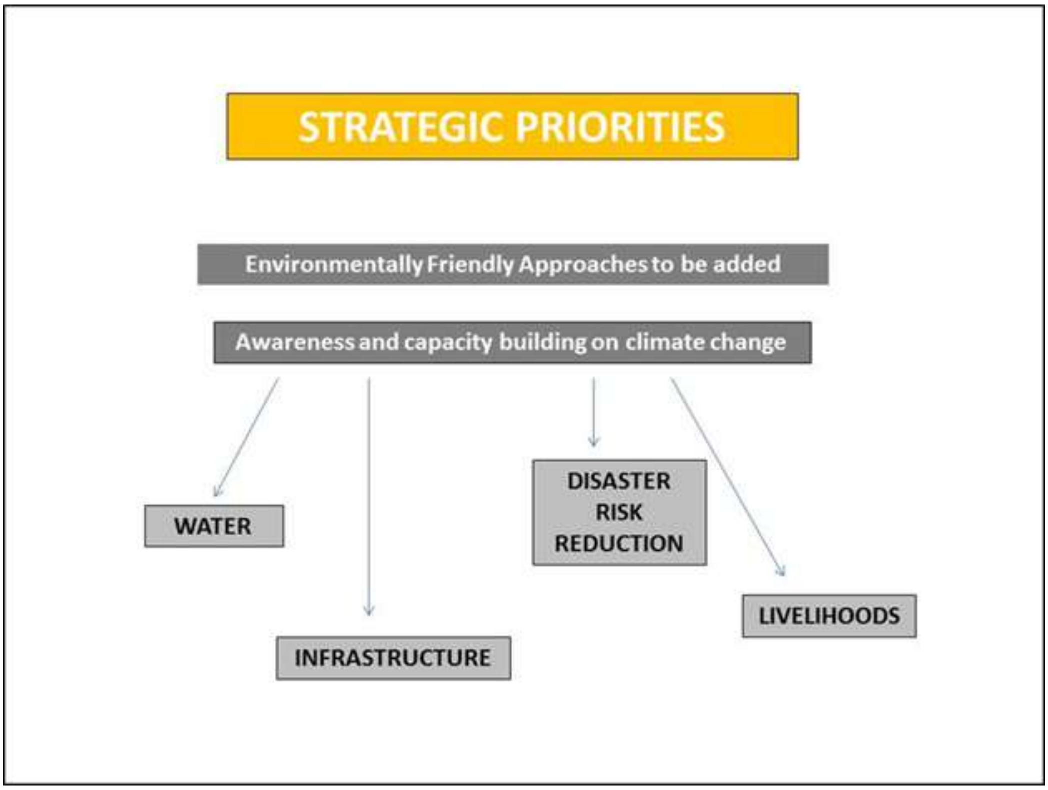
Planning can include:

- **Over the short term:** Disaster risk reduction and disaster relief preparedness, early warning systems for adverse weather, pest and disease occurrence; adequate support for vulnerable groups; equitable disbursement of financial assistance; and the identification and prioritised sustainable management of ecosystems (including agricultural lands) that provide critical ecosystem services such as water retention and flood protection, and their restoration where these are damaged or compromised.

- **Over the medium term:** Develop an enhanced understanding of longer term climate variability and change and use this to devise adequate disaster management for affected regions; develop sector-specific strategies to cope with variability as a precursor for adaptation to long term climate trends. This could include working with farmers to test and adopt best practices for land and nature resource management in order to quantify the benefits and overcome the challenges of adaptation approaches, restoration and maintenance of key ecosystem services (grazing land, rivers, and wetlands).

- **Over the long term:** Significant investments in new adaptation tools, technologies and techniques in conserving, rehabilitating and restoring natural ecosystems to continue to improve the ability of people and society to withstand the adverse impacts to climate variability and climate change at all time frames.

While the short term planning needs can be easily addressed in IDP processes, medium and longer term processes should be incorporated into a climate change response plan linked to the Northern Cape Climate Change Response Strategy.



BACKGROUND: The purpose of the Karoo Succulent Ecosystem Programme (SKEP) is to provide for the conservation of the biome known as the Succulent Karoo. This biome covers approximately 116 000km² and stretches from the south-west to the north-west of South Africa and southern Namibia. It is considered an international biodiversity hotspot, comprising a diverse range of flora, reptiles and invertebrates, many of which are endemic to the region. However. Only 3, 5% of this biome falls under formal conservation areas and there is pressure on the environment from humans in the form of mining, crop agriculture, and ostrich farming. Overgrazing, illegal collection of fauna and flora, and climate change. In response to these threats, the SKEP programme was developed.

One of the outcomes of the programme was the delineation of nine geographic priority areas with the Succelent Karoo biome. The delineation process undertaken was as follows, "These areas were delimited based on agglomerations of high irreplaceability planning units (few components of key ecological processes. Where the priority areas bordered one another the boundaries were defined on the basis of biotic discontinuities, e.g fundamental differences between the biota of the sandy coastal plain compared to the granite Namaqualand uplands. Within each of these geographic priority areas, fines scale conservation planning will be required to guide local land-use planning and decision-making and for reserve design."

These 9 geographic regions are listed as follows:

Bushmanland Insebergs
Central Breede Valley
Central Little Karoo
Cenral Nanaqualand Coast
Greater Richtersveld
Bokkeveld-Hantam-Roggeveld
Knersvlakte
Namaqua Uplands
Spergebiet

A portion of the Karoo Hoogland is covered by the Bokkeveld-Hantam-Roggeveld geographic priority area and must be considered in terms of planning and conversation initiatives.

It is important to ensure that long term environmental sustainability is promoted through the planning process. The biodiversity principle and land use guidelines proposed for Karoo Hoogland in terms of the Namakwa District Biodiversity Sector Plan 2008 are therefore supported with regard to long term sustainable planning.

The Biodiversity Sector Plan, 2008 identifies Critical Biodiversity Areas (CBA's) in terms of the landscape terrestrial and aquatic features that are critical for retaining biodiversity. The categories and recommended land use activities are briefly discussed hereunder.

At present, these are broad advisory statements to guide planners and provide better informed Spatial Development Frameworks and Integrated Development Plans. The situation on the grounds should still be verified by an ecologist before a decision on land use taken.

Water Conservation

A water Conservation and Water Demand Management strategy must be implemented to reduce water losses in all three towns. Rain water harvesting can potentially benefit individual household and Municipality by reducing the strain on the existing ground water resources. Re-use of effluent from the waste water treatment works must be investigated against the cost and technical requirements.

Water bodies

Dams and rivers that form part of the Water Supply system, or any water resource, should be managed in a sustainable way, especially when development or change in land use is envisaged. Compliance with the requirements of the Department of Water Affairs, when developing around dams, alongside rivers or when crossing rivers or streams, is a prerequisite. Proposed watercourses crossing must be placed in areas where the impact on the watercourse will be minimal.

In terms of the National Water Act 1998, no development shall be permitted below the 1:100 year flood line, to be determined by professional engineer. A 100m buffer for rivers was demarcated for non-perennial rivers due to the absence of flood line calculations. Wetlands and perched water tables need to be identified and protected from being encroached on by development.

HERITAGE

National Heritage Resource Act, 1999 (Act 25 of 1999), provides for the establishment of the South African Heritage Resource Agency (SAHRA), and a Provincial Heritage Resource Authority in each province, which replaced the National Monuments Council (NMC). The Northern Cape Heritage Resources Authority is Ngwao Boswa Kapa Bokoni (Heritage Northern Cape), commonly known as Boswa. SAHRA and Boswa are obliged to identify those places tha respectively have special national and or provincial significance in terms of heritage assessment criteria. A heritage resource is protected by law from certain actions (alteration, subdivision, and change in land use) without the necessary contents from relevant authority.

In terms of types of protection of heritage resources, the well-known category of national monument has replaced or modified by a category of provincial heritage site for sites of outstanding national importance. The new scope of the act allows members of the public to identify places with qualities that are of special national or provincial significance to be declared national or provincial heritage sites.

In Karoo Hoogland are several identified heritage sites with one heritage house identified in Sutherland. Fraserburg has a heritage grid in the town which consists largely of heritage houses and Parsonga Church. Williston has in excess of 10 houses identified with heritage characteristics and the bulk of these are the corbelled houses which are unique to this area.

The availability and accessibility of resource (natural or human) determines the potential for economic development of a specific area. The Main economic sectors of the Karoo Hoogland Municipality are agriculture and tourism.

The largely area of the Karoo Hoogland is characterized by sheep farms and small towns with agriculture forming the backbone of the Karoo Hoogland economy.

With the amalgamation of the three towns of Williston, Fraserburg and Sutherland into one municipal area, a strategy has to be devised to link these towns economically and to ensure and integrated approach in the economic rejuvenation of these towns.

Historically, this area is dominated by farming, in particular sheep farming, with the climate, vegetation and large tracts of grazing land ideally suited to this economic pursuit. Large areas of this municipal area are still dedicated to sheep farming and, as a result, the towns are characterized by limited infrastructure development, low population density and large scale poverty due to limited employment opportunities.

Kruisrivier : Reburial - 2018/2019 and onward
The University of Cape Town under the leadership of Professor Loretta Feris about human remains that was unethically obtained in 1920's. These remains was donated by a farmer Cornelius Coetzee from Kruisrivier Sutherland.

The remains of 11 people of which 9 is from Sutherland area. To restore the injustice caused by the illegal removal of the human remains and to return it to the descendants in Sutherland and drive the process of re-burial consultation took place with the families other stakeholders, leadership as well as the broader public.

At a council meeting Karoo Hoogland nominated Mayor VC Wentzel, Councillor Jeremy Davids and Mr Allistar Gibbons to be part of task team that will ensure the process of reburial will be done according to the law.

3.23 SKA & SALT

SAAO

A document SALT Collateral Benefits Plan was compiled in July 1999 outlining the benefits SALT will have for South Africa specifically in terms of astronomy technology industrial and educational empowerment.

Parallel to these developments the SAAO and the previous Council of Karoo Hoogland Municipality signed a partnership (twinning) agreement. A range of joint projects were identified through a series of community workshops and LED funds were granted in 1999/2000 to kick start the projects under the auspices of the mentioned partnership agreement.

The Main thrust of the agreement is that SALT provide opportunities to alleviate poverty in the region through the SALT collateral benefits Plan. Education, Economic Development and Tourism are addressed through this agreement and a dedicated department has been established. SALT itself is a major tourism destination but remains predominantly a research facility. To expose the public and especially children to astronomy is part of their future goals.

SALT Astro Tourism has become a main contributor to economic growth in the Municipality. Through SALT Astro Tourism is popular among South Africans and a total number of 10 000 tourists visit the facility annually.

SKA

The Karoo Array Telescope (MeerKAT) project involves the construction of a world call radio telescope which is being built by the Department of Science and Technology and National Research Foundation near the towns of Carnarvon and Williston.

The construction of the SKA is expected to cost about 1.5 billion euros. The operations and maintenance of a large telescope normally cost about 10% of the capital costs per year. This means the international SKA consortium will be spending approximately 100 to 150 million Euros per year on the telescope.

Karoo Hoogland Municipality envisage an agreement between them and Kareeberg Municipality for the purpose of this twining agreement is to ensure that the local communities benefit from the economic opportunities that will come from the construction of the SKA.

SKA also funded the revision of the SDF in 2018/2019 and 2019/2020 as mentioned earlier.

The municipality envisages to sign a twinning agreement with the SKA built on and expand the current twinning agreement with SALT as well.

3.24 COMMONAGE

The Municipality has four Farms on which emerging farmers farm on and benefit on. However the one, Verjaagsfontein, is still registered in the District Municipality's name. Rural Development and Land Reform promised to assist with projects to address the current veld Detorization situation in 2015/2016 and 2016/2017 and 2017/2018 and 2018/2019 and 2019/2020 and 2020/2021, however no assistance was given. We look forward to 2021/2022 for assistance and better working relationships.

The municipality also has historic commonage areas close to the towns where farming activities are accommodated.

The Commonage policy enjoyed attention during 2017/2018 to be aligned with national and provincial strategies and vision. It was approved by Council during May 2018.

The municipality revised its commonage policy for better cooperation between the municipality and small scale farmers as from 1 December 2018 the commonage land of the municipality is 100% occupied by emerging farmers. However the municipality need assistance in terms of infrastructure and maintenance of these farms and commonage land.

3.25 APPLICATIONS AS WELL AS ENVIRONMENTAL IMPACT ASSESSMENT NOTIFICATIONS RECEIVED FOR DEVELOPMENTS OF RENEWABLE ENERGY & MINERAL MINING

WINDFARMS & RENEWABLE ENERGY

KARUSA & SOETWATER WINDFARM // ENEL GREENPOWER (HIDDEN VALLEY)

- EIA completed
- A post for a stakeholder manager has been advertised for the communities of Sutherland, Laingsburg and Matjiesfontein that will benefit from this project
- Construction to commenced

ROGGEVELD WINDFARM // SAVANAH ENVIRONMENTAL
SPLUMA Application approved

SUURPLAAT WINDFARM // SAVANAH ENVIRONMENTAL
Applications in progress

SUTHERLAND RIETRUG RENEWABLE ENERGY FACILITY //ROODE & ASSOCIATES (2017/2018)
SPLUMA Applications approved

140MR BRANDVALLEY WIND ENERGY SOLAR FACILITY //G7 ENERGIES
Applications approved in 2020/2021

KARREEBOSCH WIND ENERGY SOLAR FACILITY //G7 ENERGIES
Applications approved in 2020/2021

RONDEKOP AND KUDUSBERG WIND FARMS
Approved in Nov 2020

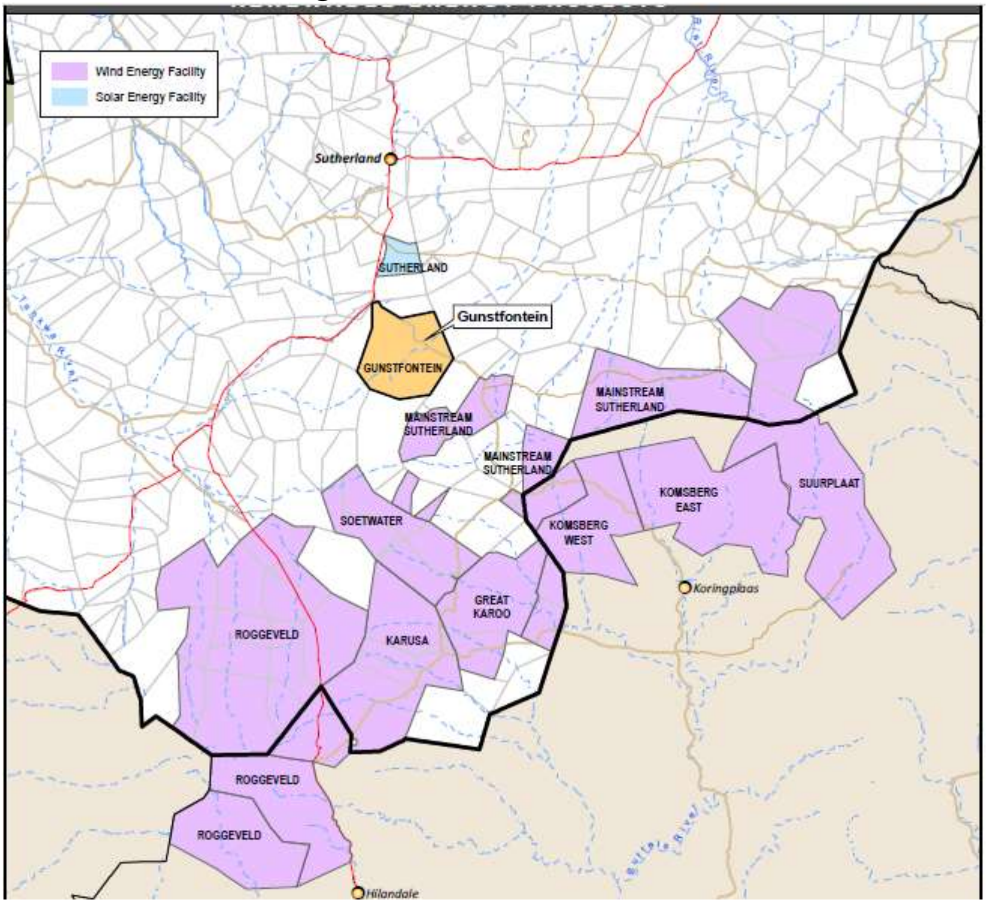
PROPOSED KOMSBERG EAST AND WEST WIND ENERGY FACILITY //EIMS
Applications submitted and approved 2020/2021

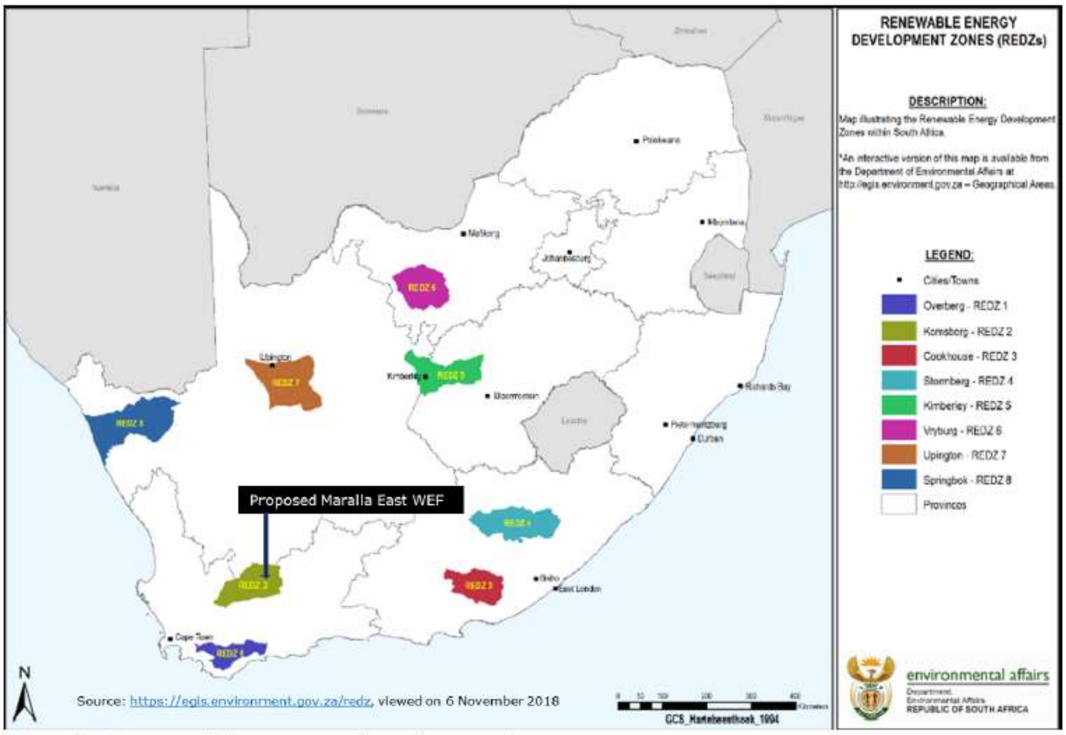
MARALLA EAST & MARALLA WEST
Approved in Nov 2021

GUNSTFONTEIN WEF
Approved in november 2020

GREAT KAROO WEF
Approved in November 2020

Map to show the orientation of all the wind farms in the Komsberg RED Zone with Sutherland as guidance:





Map 5: Renewable energy development zones

MINERALS/MINING PERMIT APPLICATIONS

APPLICATION FOR MINING PERMIT BY POWER CONSTRUCTION (EDMS) LTD
Portion 3 of Farm 99 Jakhals Valley (Sutherland)

APPLICATION FOR MINING PERMIT BY SITE PLAN CONSULTING
Farm 209 Remainder (Sutherland)

STRATEGIC ENVIRONMENTAL ASSESSMENT FOR SHALE GAS BY CSIR AND OTHER DEPARTMENTS (2015/2016)
Study Area : Eastern Cape, Northern Cape and Western Cape and includes 27 local municipalities encompassing 171 811km^2

APPLICATION FOR PROSPECTING RIGHT (PROPOSED PROSPECTING OF URANIUM AND MOLYBDENUM BY SARMCO GROUP (PTY) LTD) WEALTH-AGE HOUSE OF CAPITAL
Includes about 29 farms in the Fraserburg Area within Karoo Hoogland Municipality

Applications for Borrow Pits and Quarry : Sutherland were also approved during 2019/2020 to deliver material to the KARUSA and SOETWATER windfarms for construction.

3.26 OCCURRENCE OF NATURAL PHENOMENA'S

It is clear when you take the above into account that climate change is happening. In October 2012 an earthquake of about 3.6 on the scale occurred in Williston. In the 2015, 2016 and 2017 year, the Northern Cape as well as South Africa experienced a drought and lowest average rainfall since 110 years. Flooding usually occurs every 13 years in our municipal area. In April 2001 and in 1988 flooding occurred. All statistics and weather reporters warns about El Nino and La Nina every now and then on the news. Natural phenomena's are occurring more and more unpredictably and even the seasons are changing. Winters starts later and lasts longer and the same with summer.

Karoo Hoogland need to plan for these changing times in 2021/2022 as well as prepare contingency plans for when disaster may strike. It was also mentioned in the Audit Committee that the Finance Department should budget for drought for the collection rate that might decrease as when farmers experience drought it has an effect on their payment of the accounts. It was taken in to account during the 2020/2021 financial year. This will be taken into consideration in the 2021/2022 financial year.

COMPONENT F : HEALTH

3.27 CLINICS

This is a Provincial function and provided by the Department of Health. The service is however not satisfactory due to the shortage of doctors, ambulances as well as inferior conditions of the road infrastructure between the towns.

Williston, Fraserburg and Sutherland each have a hospital with limited services rendered at these facilities. The function to provide Health Services is the Provincial Government Department of Health's respectively. A new Community Health Centre has been planned to be constructed in Williston since 2010 but the project is currently on hold. The 6 Staff houses which has been build have been fully vandalised. The services at the current facility are not always satisfactory due to the shortage of medical personnel and limited ambulance services. Patients in the rural areas are dependent on ambulance services and the gravel roads are not in a suitable condition.

3.28 HEALTH / AMBULANCE SERVICES

This is a Provincial function and provided by the Department of Health. The service is however not satisfactory due to the shortage of doctors, ambulances as well as inferior conditions of the road infrastructure between the towns. The services at the current facility are not always satisfactory due to the shortage of medical personnel and limited ambulance services. Patients in the rural areas are dependent on ambulance services and the gravel roads are not in a suitable condition.

3.29 HEALTH INSPECTIONS, FOOD & ABATTOIR LICENSING & INSPECTION

In each of the three towns there are abattoirs that are privately owned. The Municipality cannot afford to appoint an Environmental Health Inspector and is this service rendered and financed by Namakwa District Municipality on a contract base to the Municipality.

All food and abattoir property owners have to apply to the municipality for inspections where after, if they are found to be suitable, they receive an Inspection Certificate.

INTRODUCTION TO HEALTH INSPECTIONS; FOOD & ABATTOIR LICENCING AND INSPECTIONS

Health inspections are done by the Environmental Health Practitioner (EHPs) and he is concerned with the administration, inspection, monitoring, education and regulation as prescribed in environmental health legislation. He act as a public arbiter of environmental health standards, maintaining close contact with the community.

They develop professional standards and apply them in environmental health and the main functions can be described as:

1. Ensure safe food:
    a. All food handling premises must be in possession of COA's (Certificate of Acceptability) - which implies that health requirements are met in terms of R962 (Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972).

    All Food handlers were reached and educated through health awareness campaigns.

2. Ensure safe water through continues sampling
3. Ensure safe medical waste disposal. Maintain a compliance ratio of 95% through the year.
4. Accommodate informal trading by implementing minimum health standards and equip informal food handlers with health education

Safe Water:

Actual samples taken by this division in 2020/2021 which includes quality and compliance monitoring was 108 (9 per town per month x 12) water samples in all three towns with a population ratio of approximately 13069 people (including the rural areas).

COMPONENT G : SECURITY AND SAFETY

This component includes: police; fire; disaster management, licensing and control of animals, and control of public nuisances, etc.

3.30 FIRE / DISASTER MANAGEMENT

Fire Services is currently a function which the Namakwa District Municipality is assisting Karoo Hoogland, however the Municipality do have a water truck and fire units for emergencies to attend to. The compiling of a Disaster Management Plan is currently a responsibility of Namakwa District Municipality who assists us with it.

The present budget constrains also impacts on the purchase of much needed equipment and hampers service delivery to the community and business's. The risks are increasing with the present local economic growth and preventative/rehabilitative measures needs to be put in place in order to ensure a safe living environment for all communities.

In 2020/2021 some fires occurred where houses burnt down in Williston where the District Municipality assisted the municipality. Two veld fires also occurred in our area during 2019/2020.

3.31 OTHER DISASTER MANAGEMENT

Annual drills are held by the District Municipality to assess competency with volunteers and all involved stake holders e.g. SAPS, Department of Health, EMS, ACSA, SANDF, Provincial Traffic and other government departments are involved. Due to Covid no drills took place.

A project where the community could voluntarily apply for their problem animals to be put down was completed by the Department of Veterinarian Services of Calvinia and Environmental/Municipal Health Services as well as by the Fraserburg Offices of this Department during 2019/2020.

Screening and in depth assistance took place during Covid from March 2020 - June 2021 and continued with assistance at funerals and gatherings and consultation into the 2020/2021 Financial Year.

COVID-19 / GLOBAL PANDEMIC

NATIONAL LEGISLATION AND HISTORY WRT COVID-19

History of Covid-19, effect on South Africa and National Legislation

On 7 January 2020, severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) was confirmed as the causative agent of coronavirus disease 2019 (COVID-19). Most of the initial cases were dealers and vendors at a seafood, poultry and live wildlife market (Huanan Seafood Wholesale Market) in the Jianghan District of Hubei Province, China. This suggests that the novel coronavirus has a possible zoonotic origin, but the specific source of the virus has not yet been scientifically confirmed.

After the initial outbreak in China there has been ongoing sustained transmission of COVID-19 worldwide. On 30 January 2020 the World Health Organisation (WHO) declared the outbreak a Public Health Emergency of International Concern (PHEIC). The virus continued to spread at a rapid pace in many countries, and on 11 March 2020 the WHO Director General announced that COVID-19 has been classified as a **pandemic**.

In South Africa the **first positive** case of Covid-19 was confirmed on 5 March by the National Institute for Communicable Diseases (NICD).
By March 15th, South Africa already had 51 positive cases when President Cyril Ramaphosa declared a national state of disaster in terms of the Disaster Management Act of 2002. A National Command Council was formed (NCC) for the Government to manage South Africa's response to the pandemic on a day to day basis. Positive cases continued to increase in South Africa and by **23 March 2020** there were **402 confirmed cases**.

On 15 March 2020 President Cyril Ramaphosa declared South Africa Covid-19 epidemic a national state of disaster under the Disaster Management Act of 2002. This was done primarily, as the President stated it to enable the government to "have an integrated and coordinated disaster management mechanism that will focus on preventing and reducing the outbreak of this virus." The declaration enabled the government to issue a slew of regulations, directions, and guidelines to contain and mitigate the impact of the pandemic.

During a state of disaster, the Disaster Management Act allows the government to issue regulations to restrict, inter alia, movement of persons and goods "to, from or within the disaster-stricken or threatened area, … the suspension or limiting of the sale, dispensing or transportation of alcoholic beverages in the disaster-stricken or threatened area…. [or] any other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster…" (section 27(2).)
Similarly, the Disaster Management Regulations of 2004 (DMR) (as amended) state that:
"any Minister may issue and vary directions, as required, within his or her mandate, to address, prevent and combat the spread of COVID-19, from time to time, as may be required, including…steps that may be necessary to prevent an escalation of the national state of disaster, or to alleviate, contain and minimise the effects of the national state of disaster." (section 10(8).)
These regulations and the pandemic itself has had a major impact on the basic service delivery and operations of local government, who had to adjust with immediate effect not only identified risks, projects, man power but also budgets.

On the **23rd of March** President Cyril Ramaphosa announced a three-week nationwide lockdown with severe restrictions on travel and movement, supported by the South African National Defence Force. The lockdown came into effect at midnight on Thursday, 26 March, and was initially planned to continue until midnight on Thursday, 16 April.

Two weeks into the lockdown period, South Africa had 1,934 confirmed cases as at 9 April 2020. President Cyril Ramaphosa, after consultation with Government's advisors and the NCC, announced an extension to the lockdown on **9 April**. The lockdown will continue until the end of April 2020.
Relevant Ministers have published regulations for the lockdown period in the Government Gazette. The regulations have been amended and updated several times to address ambiguity or changing conditions. Amendments to the regulations are accompanied by detailed press briefings from the relevant ministers.

Government has also initiated a dedicated website with information about Covid-19 and Government's initiatives and latest news, at: https://sacoronavirus.co.za/.

All regulations are available on www.gpwonline.co.za

Government Notice No 318 dated 18 March 2020 as amended and substituted from time to time (DMA Regulations)

Mitigating measures have been put in place by the President and there are also regulations promulgated in terms of the Disaster Management Act (Gazette 43107) on 18 March 2020.

Municipalities are instructed to monitor and control social distancing. In collaboration with other stakeholders such as the police and the army, municipalities are required to monitor and control social distancing not only in public facilities but also in communities. Municipalities are the level of government that is physically the closest to communities and familiar with their respective local environments. Using councillors, law enforcement, and community workers and working in partnership with community-based organisations, municipalities are well-placed to monitor and control social distancing.

MUNICIPAL ACTIONS, COMPLIANCE AND INTERVENTIONS TO OPERATE DURING COVID-19

Measures already taken from 16 March 2020

Date of action	Action
16 March 2020	Assist NDM official Mr LJ Vermeulen to develop flyer with Precautions and measures to prevent COvid-19 spread – see flyer attached – distributed in all three towns
17 March 2020	Order hand sanitizers and masks
18 March 2020	Gazette 43017
23 March 2020	Correspondence to SAPD and all liquor-selling stores
	Correspondence to all accommodation and social clubs including sport and recreation
	Closing of Libraries and Museums
	Cancelling of all Public events until 15 April 2020
	Presidential Speech : 21 days lockdown

Municipal Manager, JJ Fortuin, said that in the light of the ever increasing number of infections, the municipality has introduced additional measures to promote the concept of Social Distancing.

Special arrangements with certain shops and petrol stations for delivering of services and goods in case of emergencies.
We will only flatten the infection curve if people adhere to calls to practice social distancing and stay at home."
The wellbeing of residents is our first priority.
The municipality will unblock the water meters of those residents who are in arrears with their payments and no further blocking will take place until 16 April 2020**. Please note that residents are still responsible for settling their outstanding accounts.** Honour arrangements made to avoid being blocked again. In terms of the Council's policy, indigent resident receive 6kl free water per month. This scarce resource must be used responsibly and the COVID- 19 pandemic should not be used as an excuse to abuse water consumption."

New measures for visitors to municipal offices have also been introduced. "Hand-sanitation stations will be placed throughout the organisation and reception. No large groups will be allowed entry to the building. No personal contact will be allowed.

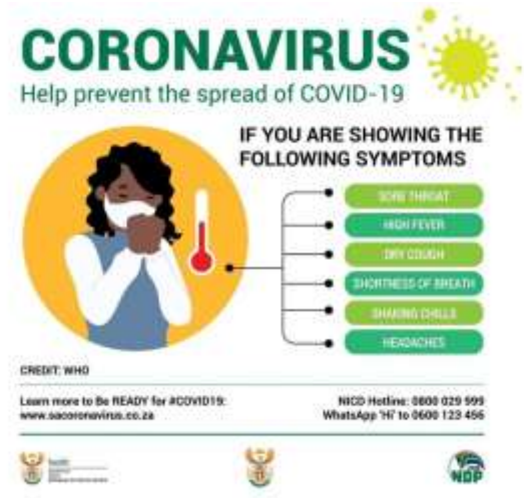
Further measures and actions from 24 March 2020:

Date of action	Action
24 March 2020	Draft all internal and external memorandums Get it signed and send out to personnel and public
	Closing of all usage of all braai areas, parks, sport facilities, Municipal halls Publish statement in Noordwester with hours of municipality and services to be delivered Internal Mails to all personnel
25 March 2020	Send out Newsletter with numbers of essential services and measures to public
	Meeting of all municipalities in district to align action plans to be distributed to all communities
	Informing all Departments of COGHSTA, NCPG, OTP, NT,AGSA of measures taken and compliance meetings which have been postponed due to the Presidents lockdown announcement
26 March 2020	Send out emails informing public and contacts of measures put in place Notices : requesting public to make use of website and email where necessary
27 March 2020	Cashiers to be open certain hours Skeleton Staff with regards to Essential services personnel will be going on as during December Holidays
	Cancel all council meetings Cancel all council and committee meetings Cancel all ward meetings Cancel all IDP and Budget consultation meetings Only commenced in May 2020

From 20 April the Municipal Offices/Cashiers was open every day from 09:00 – 14:00.

- **No interest on late payments for April – June 2020**
- **Extension of rental agreements for 6 months to accommodate tenants(Covid)**

During April 2020 an Covid-19 response plans Business continuity plan was compiled and implemented from May 2020 & Phased in risk adjusted strategy During covid19/lockdown pandemic period was developed



RISK EXPOSURE ASSESSMENTS

An Risk Exposure Assessment was done in assistance with the District Municipality. Explanation on risk assessment to follow.

Classifying Worker Exposure to SARS-CoV-2 Worker risk of occupational exposure to SARS-CoV-2 (the virus that causes COVID-19) during an outbreak may vary from very **high to high, medium, or low (caution) risk.**

The level of risk depends in part on the industry type, need for contact within 2 metres (6 feet) of people known to be, or suspected of being infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being infected with SARS-CoV-2.

Very High Exposure Risk
Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, post mortem, or laboratory procedures.
Workers in this category include:
• Healthcare workers (e.g. doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g. intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
• Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g. manipulating cultures from known or suspected COVID-19 patients).
• Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk
High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:
• Healthcare delivery and support staff (e.g. doctors, nurses, and other hospital staff who must enter patients rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)

- Medical transport workers (e.g. ambulance personnel and porters) moving known or suspected COVID-19 patients in enclosed vehicles
- Mortuary workers involved in preparing (e.g. for burial or cremation) the bodies of people who are known to have, or suspected of having COVID-19 at the time of their death.

Medium Exposure Risk
Medium exposure risk jobs include those that require frequent and/or close contact with (i.e. within 2 meters of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travellers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g. in schools, high-population-density work environments, such as labour centres, consulting rooms, point of entry personnel and some high-volume retail settings).

Lower Exposure Risk (Caution)
Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being infected with SARS-CoV-2, nor frequent close contact with (i.e. within 2 meter of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers.

Implementing Workplace Controls
The legislation governing workplaces in relation to COVID – 19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents Regulations. Section 8 (1) of the Occupational Health and Safety (OHS) Act, Act 85 of 1993, as amended,requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees. Specifically section 8(2)(b) requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to personal protective equipment (PPE). However, in the case of COVID–19, a combination of controls is required, although the main principle is to follow the hierarchy of controls. However, before the implementation of control measures, current risk assessments need to be reviewed and updated, taking into account the new hazards posed by exposure to COVID19 in the workplace. This is in accordance with Section 8 (2) (d) of the OHS Act.

Risk Exposure assessments and a Screening questionaire completed daily with temperature scannings in the morning and in the afternoon to control and monitor the symptoms to minimize an outbreak.

Sanitizers, disinfectants and other measures

Every employer must, free of charge, ensure that –

- there are sufficient quantities of hand sanitizer based on the number of workers or other persons who access the workplace at the entrance of, and in, the workplace which the workers or other persons are required to use;
- every employee who works away from the workplace, other than at home, must be provided with an adequate supply of hand sanitizer.

If a worker interacts with the public, the employer must provide the worker with sufficient supplies of hand-sanitizer at that worker's workstation for both the worker and the person with whom the worker is interacting.
Every employer must take measures to ensure that –

- all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends;

- all areas such as toilets, common areas, door handles, shared electronic equipment are regularly cleaned and disinfected;
- disable biometric systems or make them COVID-19-proof.

The employer must ensure that –

- there are adequate facilities for the washing of hands with soap and clean water;
- only paper towels are provided to dry hands after washing – the use of fabric toweling is prohibited;
- the workers are required to wash their hands and sanitize their hands regularly while at work;
- the workers interacting with the public are instructed to sanitize their hands between each interaction with public;
- surfaces that workers and members of the public come into contact with are routinely cleaned and disinfected.

Awareness Posters were put up so that everyone could be aware of the situation
Training has been provided with info packs to all personnel. Screening started after the necessary equipment were received from Level 4 with all personnel at the workplace.

Health & Safety Officers: 2 per town
The Compliance Officer had to report to the Joint operational Committee's on the number of COVID- 19 infections, recoveries and fatalities within the respective departments; Identification and communication of hotspots in municipal area; Adhering to regulations pertaining the availability of PPE; Regular statistics, Distribution of food parcels and support needed in communities; Regular communication to communities to keep them informed; Scheduling sanitization of municipal buildings, government buildings, public spaces as well as spaza shops; Provision of necessary water and sanitation infrastructure where needed; Monitor of public gatherings, such as funerals to be in line with Disaster Management Act and Regulations; Identification of cemetery for COVID-19 burials as was required; and Identification of recovery facility for Karoo Hoogland area.

ACTIONS TAKEN BY MUNICIPALITY:

- Discuss, implement and monitor Disaster Management Act Regulations;
- Appointment of COVID-19 Compliance Officer;
- Compilation of COVID-19 Action Plan of the Municipality;
- Distribution of PPE to all municipal sites and skeleton staff officials;
- Compile schedule for sanitizing of buildings;
- Discussion of working hours and action plan for gradual return to work of skeleton staff (1third);
- Compilation of policy to be approved by Council;
- Referred regulation regarding COVID-19 Danger Allowance to Council for approval including Policy;
- Compilation of schedule for sanitization of municipal buildings, government buildings, public spaces as well as Spaza shops; and
- Identification of cemetery for COVID-19 burials as was required.

CHALLENGES DURING COVID-19
• Difficulty getting the necessary PPE (Treasury's circulars were used for the cost of each item of PPE) • Implementation of Skeleton Staff (Timetables of each department was developed and monitored) • Loss in revenue for KHM (Impact on revenue collection and businesses were accommodated with payment plans) • Work from Home (Timetables were developed)

COMMUNICATIONS AWARENESS

- Posting of Statistics & information on the Municipal Website and Fasebook Page of the Municipality and on WhatsApp Communications
- Distribution of Information Pamphlets to the Ward Committees
- Working hours of staff and opening of municipal offices was published in the Noordwester, Notice Boards and Facebook as well as WhatsApp Groups

3.32 LAW ENFORCEMENT OF BY-LAWS

The enforcement of by-laws are very difficult as the municipality does not have a Law Enforcement Officer or a Security Unit who can enforce the laws. Only one by-law was gazetted in 2016/2017 and the need for a Law Enforcement Officer must be addressed. The Keeping of Dogs was promulgated on 7 November 2016 and a few more to follow in 2021/2022. Unfortunately no new by-laws could be promulgated during 2019/2020 or 2020/2021 due to budget constraints, but the need for by-laws became evident in 2019/2020 and 2020/2021 and will be addressed in 2021/2022 as well as the enforcement of these by-laws.

COMPONENT H :
SPORT AND RECREATION

This component includes:

- Community halls
- Swimming pools
- Caravan park
- Nature reserve
- Sport grounds

Community halls are maintained and available in Williston and two in Fraserburg.
Cleaning and minimum maintenance are done at the Fraserburg community halls. These halls are used by the community for gatherings and social activities with friends and family. The Williston Community hall have not been used for a few years and have been vandalised. Material for repairs to the Williston Community Hall have been received as a donation from SKA during 2019/2020.

CHALLENGES : COMMUNITY HALLS

Vandalism of buildings and fencing (Corrective Action to be taken into account : Possible installation of Security Cameras or security services or better fencing, monitored Regularly and reported on)
Maintenance of community halls is lacking (Due to the lack of personnel, the upkeep and maintenance of the halls are lacking)

3.33 SPORT AND RECREATION

The Municipality has sport grounds in Williston, Fraserburg and Sutherland which are maintained by municipal staff.

Williston (Rugby, Swimming Pool, Tennis courts, Golf Club, Caravan Park)

- The current sport facility is more than 40 years old.
- During 2013/2014 financial year the Council spend R300 000 to maintain and repair the pavilion in order for it to be safe. The wooden seats were removed, steal welding repaired and the wooden seats replaced.
- All the schools and the local rugby clubs make use of this facility.
- The sports ground is in walking distance and no previous complaints have been received in this regard.
- Due to the absence of a proper fence and a secure entrance the normal vandalism take place.
- The municipality does have personnel there during the day time that irrigates the grace and so small repairs.
- The local rugby club plays all their matches there and the community attends the matches.

- The municipality cannot afford more than one sport facility and do budget each year for maintenance.
- Currently due to the drought, the grass is diminishing but water is available at the sport grounds.
- The sport facility is also as such included in the approved Spatial Development Plan of the Municipality.
- The Tennis court is also nearby the sport ground and is utilized by the community and has also had its fair share of vandalism. There is no fencing as fencing get stolen.
- The sport ground is named after Mr JA Louw (Das Louw Stadium) who died at the age of 100 years in 2014. Mr JA Louw established the sport facility and the swimming pool years back in his term as Mayor of Williston Municipality.
- The swimming pool are in operation each year from November till March. However due to water restrictions the swimming pool did not open for the following years: 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021.
- Vandalism of sport grounds and buildings a challenge.
- The Golf Course are let to the local Williston Golf Club Association in terms of a long term lease. They are responsible for the maintenance and upkeep of the Golf Course and associated buildings.
- The Caravan Park in Williston is lacking maintenance but it has however not been used much during 2020/2021.

Fraserburg (Rugby, Tennis Courts, Caravan Park

- The sport facility also need an adequate fence and entrance to keep it safeguarded and protected from vandalism which occurs frequently.
- There is only one sport facility and it's being utilized by all the schools and the local rugby club.
- There are boreholes and enough water and the grass is in a good condition due to the stable water supply.
- The sport ground does not have a specific name at this stage.
- The tennis courts are also nearby situated.
- The sport facility is mostly utilized by the disadvantaged community.
- Maintenance is also done within the budget limits.
- The Caravan Park in Fraserburg are not in use at the moment and fully vandalised.
- The Golf Course and related buildings are let to the local Golf Club in Fraserburg who maintain the course and the buildings in terms of their long term lease.

Sutherland (Rugby and athletic (sport) stadium)

- There was no sport facility for the community, only a rugby field at the school which is in a poor condition.
- The municipality assists each year with maintenance so that athletics tournaments could be held.
- The proposed site for 2016/2017 of the sport facility was at Rebelskop. This project planning phase commenced in 2015/2016 and the phase 1 construction commenced in 2016/2017. Construction of a new sport facility for the community continued in 2017/2018 and was finalized in 2018/2019.
- It is a challenge to budget for the funds for the maintenance.
- No Community Hall or Swimming pool or caravan parks are in Sutherland.

FINANCIAL PERFORMANCE 2020/2021: SPORT AND RECREATION					
R'000					
	2020/2021				
Details	**Original Budget**	**Adjustment Budget**	**Actual**	**Variance to Budget**	
Total Operational Revenue	1,700.00	1,700.00	-	1,700.00	
Expenditure:					
Employees	553,600.00	553,600.00	625,526.91	- 71,926.91	
Repairs and Maintenance	80,900.00	70,000.00	6,051.94	63,948.06	
Other	113,901.00	113,901.00	296,686.34	- 182,785.34	
Total Operational Expenditure	748,401.00	737,501.00	928,265.19	(190,764.19)	
Surplus /(Deficit)	(746,701.00)	(735,801.00)	(928,265.19)	192,464.19	

The municipality has sufficient parks in the urban and suburban areas for local residents to use for relaxation and recreation. There is however a shortage of parks in the peri-urban and rural areas of the municipality. This shortage is slowly being attended to through development of additional parks in these neighbourhoods.

COMPONENT I : CORPORATE POLICY OFFICES AND OTHER SERVICES

This component includes:
- Executive and Council
- Financial Services
- Corporate Services and HR
- ICT Services
- Property Services

3.34 EXECUTIVE AND COUNCIL

Executive and Council includes the:
- Mayor
- Councillors
- Office of the Municipal Manager

The Municipal Council consists of 1 full time Mayor and 6 part time councillors. The Municipal Manager is the Chief Executive Officer of the Council and also the Accounting Officer in terms of the MFMA.

The main priorities of Council are outlined in the Key Performance Areas as contained in the IDP.

HIGHLIGHT	DESCRIPTION
OVERSIGHT AND POLICY MAKING	
Approval of policies	A total of +/-50 policies were reviewed/developed during 2020/2021 and tabled to Council for approval which include financial/budget policies, HR Policies, IT policies, Record Management, Social Media, Spaza Shop Application Procedures, Sport Management Plan, Contract Management, Consequence Management and Performance related frameworks and policies
Functionality of Council Committees	**The following committees held meetings during 2020/2021:** ▪ Municipal Public Accounts Committee (MPAC) ▪ Infrastructure Committee ▪ Finance and Admin Committee ▪ Local Labour Forum (LLF) ▪ Employment Equity ▪ Training Committee ▪ IDP and Budget Steering Committee ▪ Audit Committee ▪ Performance Evaluation Panel for S56 and S57 Managers performance (Dec 2020) ▪ ICT Steering Committee

COUNCIL	
Council Meetings	28 August 2020 (Virtual) 29 September 2020 19 November 2020 29 January 2021 26 February 2021 31 March 2021 20 May 2021 (Special) 31 May 2021 29 June 2021 (Special) (9 Meetings of which 2 were Special meetings) Average of 80% attendance of Councillors)
Council Meet the People engagements	No Engagements with the public took place only with the Ward Committees due to Covid
Stability of Council	All councillors mostly attend Council- as well as committee meetings and are robustly participating in discussions on the agenda impacting Hantam's communities Decisions of Council are mostly made in consensus between the political parties at the best interest of the communities
Functional ward committees	Ward committees of three wards are fully functional and regular meetings are held – Ward 3 – the rural ward however do not hold formal meetings due to the distance of travelling. Ward Committees still need training on their mandate and the recommendations to be made to Council Ward Committees to provide annual Ward based Plans per ward per financial year
INFRASTRUCTURE PROJECTS	
Spending of grant funding allocated to Karoo Hoogland Municipality	All Grants were received and spent for the 2020/2021 financial year : Equitable Share – Subsidise of all free basic services - FMG – (interns and other) RBIG – WSIG – MIG - Williston Upgrade of Streets Phase 2 - INEP – EPWP Incentive Grant - Library Services Grant - Municipal Disaster Relief Grant -
Water and Borehole Monitoring	Due to Drought the water levels are a challenge in Williston and Sutherland and have been monitored weekly and monthly to activate mitigating measures where necessary.
FINANCE	
Timeous approval of budget and IDP during COVID 19 lockdown period	All budgets were timeously approved as per the legislation requirements including all adjusted budgets as a result of COVID-19 appropriates
Spending of COVID 19 budget	Personal Protective Equipment (PPE) was procured for each employee as well as a danger pay for employees who had to work during the lockdown period (masks and temperature scanners and other) All municipal buildings in the Karoo Hoogland Area was sanitized, some government departments' buildings as per request, as well as public spaces and spaza shops

HUMAN RESOURCES	
Section 57 managers	The Municipal Manager and two senior management signed performance agreements for 2020/2021. No vacant positions on senior management level.
New appointments made	Await input from HR
Vacancies to be filled	Await input from HR
Organisational structure	Approval of organisational structure by Council on
Job descriptions	Await input from HR
Positions declared redundant	Await input from HR
Acting Allowance for certain positions where no incumbent have been appointed	Await input from HR
CHALLENGES	**CORRECTIVE ACTIONS**
Revenue and debt collection	Municipal account holders can make arrangements with the Municipality to pay off their arrear accounts – no interest were levied. Recovery on prepaid sales of 25%
Collection of government debts	Interact through Intergovernmental Relations Forum on a regular basis
Regular requests from communities to assist with funding for social programmes, bursary applications, school uniforms, etc.	Requests are channelled to investors who has a role to play in terms of social responsibility contributions to communities of Karoo Hoogland
High unemployment and poverty	A clause was included in Tenders of the Municipality to utilise local SMME's/contractors for projects implemented in Karoo Hoogland Local SMME's are given support with registration of their businesses and to obtain the necessary documentation to enable them to participate in tender processes to make them more sustainable

FINANCIAL PERFORMANCE 2020/2021: THE EXECUTIVE AND COUNCIL				
R'000				
	2020/2021			
Details	**Original Budget**	**Adjustment Budget**	**Actual**	**Variance to Budget**
Total Operational Revenue	2,668,600.00	2,486,800.00	2,841,900.82	- 355,100.82
Expenditure:				
Employees	8,633,412.00	8,633,415.00	8,663,582.79	- 30,167.79
Repairs and Maintenance	-	-	-	-
Other	4,546,298.00	4,483,797.00	2,919,031.58	1,564,765.42
Total Operational Expenditure	13,179,710.00	13,117,212.00	11,582,614.37	1,534,597.63
Surplus /(Deficit)	(10,511,110.00)	(10,630,412.00)	(8,740,713.55)	(1,889,698.45)

3.35 FINANCIAL SERVICES

Financial services include:

- Budget and treasury control
- Income management (revenue)
- Supply Chain Management & Expenditure Management

Sound financial management practices are essential to the long-term sustainability of the Municipality. It underpins the process of democratic accountability. The key objectives of the MFMA is to modernise municipal financial management in South Africa to lay a sound financial base for the sustainable delivery of services. The management of key financial and governance areas is achieved by focussing on reducing the levels of outstanding debt owed to the Municipality, to assist with service delivery spending and maintaining a healthy cash flow and maintaining an unqualified audit for the Municipality by resolving audit findings and improving financial governance.

This section is being dealt with in detail in Chapter 5.

DEBT RECOVERY						
R' 000						
	2019/2020			2020/2021		
Details of the types of account raised and recovered	Billed in Year	Actual for accounts billed in year	Proportion of accounts value billed that were collected %	Billed in Year	Actuals for accounts billed in year	Proportion of accounts value billed that were collected %
Property Rates	7,764,500	6,152,732	79%	7,312,694.20	4,918,158.87	67.26 %
Electricity	12,176,700	11,080,797	91%	10,227,476.51	10,097,704.39	98.73 %
Water	4,550,400	2,633,080	58%	4,716,956.47	2,479,517.99	52.57 %
Sanitation	4,374,900	3,067,764	70%	3,771,783.04	2,012,214.25	53.35 %
Refuse	3,530,500	2,839,880	80%	2,920,509.38	1,659,678.42	56.83 %
Advanced Payments				-	398,900.00	-
Other	32,397,000	25,774,253	80%	1,034,844.62	772,211.98	74.62 %
				29,984,264.22	22,338,385.90	74.50 %
B- Basic; C= Consumption. See chapter 6 for the Auditor General's rating of the quality of the financial Accounts and the systems behind them.(Water and Electricity)						T3.70.2

JULY 2020 - JUNE 2021 TENDER REGISTER // BID REGISTER //TO BE ADDED TO CONTRACT REGISTER KAROO HOOGLAND MUNICIPALITY

REVENUE / EXPENDITURE	Bid Nr	Bid Name	Date of Bid Specifications	Date Advertised	Advertised	Date of Compulsory Tender Meeting	Closing date	Bid Evaluation Committee date	Bid Adjudication Committee date	MM Approval date	Allowed Appeal Period	All bidders	Successful Bidder	Bid Award accepted by Contractor	Any Appeals lodged within 14 days	Approved Contract Amount	Contractor aware of Performance monitoring and evaluations done	Site Meetings documented	Appointed Project Manager	Highest point scoring bidder	Notes
EXPENDITURE	**KHM T001/11/2019**	WILLISTON UPGRADING/PAVING OF STREETS - PHASE 2	04.11.2019	06.11.2019	MUNICIPAL WEBSITE, NOTICE BOARDS, e-tender WEBSITE	22.11.2019	06.12.2019	28.05.2020	28.05.2020	01.06.2020	YES	Iceburg Trading B&B Transport & Plant Hire Duneco Urwhebo e-Transand PR Civils Taanil Construction Ruwacon Phambili Civils	Duneco	JA	NO	6 233 000.00	Yes	yes	Yes Frannie Lotter and Lyners to Monitor	No	** In March 2020 all tenders were requested to extend the validity of their tender amounts
EXPENDITURE	**KHM T001/006/2020**	APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF THE ANNUAL FINANCIAL STATEMENTS IN CASEWARE AND GRAP COMPIANT ASSET REGISTER FOR A PERIOD OF THREE (3) YEAR 2019/2020 - 2021/22	03.06.2020	04.06.2020	MUNICIPAL WEBSITE, NOTICE BOARDS, e-tender WEBSITE, FACEBOOK		12.06.2020	18.06.2020	19.06.2020	30.06.2020	yes	MUBESKO (PTY) Ltd Ducharme Itile Consultancy (PTY) Ltd Makomota Investment Holdings (PTY) Ltd	Mubesko (PTY) Ltd	Ja	NO	R861 212.00 (eerste jaar)	Yes	No site meetings	Yes - CFO and A Haas	yes	
EXPENDITURE	**SCM/T2051/06/2020**	SUBDIVION AND REZONING OF ±50 ERVEN IN THE KAROO HOOGLAND MUNICIPAL AREA, WILLISTON	No Committee	30.06.2020	MUNICIPAL WEBSITE, NOTICE BOARDS, WEBSITE, FACEBOOK		10.07.2020	23.07.2020	28.07.2020	30.07.2020	yes	CD Venter Landmeters Williston Planning and Surveying Ck Rumboll and partners Reneilwe Consulting and Planners African Consulting Surveyors TK Independent M& T Geomatices **One late unopened bidding document submission	CD Venter Landmeters		NO	R 138 460.00 (btw incl)	Yes	No site meetings	Yes - C Viljoen - not complete due to and EIA which need to be done and appointed by KHM - reason for delay	yes	

EXPENDITURE	KHM T008/09/2020	Supply and Delivery of 1 x 8000 L 3 CR12 Sewage Suction Vacuum Tankers	04.09.2020	08.09.2020			30.09.2020	02.10.2020	07.10.2020	07.10.2020	yes	Shorts Nissan CC Newgen Pumps & Valves Isuzu Truck Centre	Shorts Nissan		NO		Yes	No site meetings	FJ Lotter	yes	* vehicle delivered in April 2021 - very good condition
EXPENDITURE	KHM T031/07/2020	FRASERBURG LANDFILL SITE – SUPPLY OF FENCING MATERIALS	30.07.2020	31.07.2020	WEBSITE, NOTICE BOARDS, WEBSITE		21.08.2020	21.09.2020	21.09.2020	29.09.2020	n/a	NOT AWARDED									
EXPENDITURE	KHM T001/04/2021	WATER INTERNAL NETWORK UPGRADES - PHASE 2	23.03.2021	24.03.2021	MUNICIPAL WEBSITE, NOTICE BOARDS, WEBSITE, FACEBOOK	31.03.2021	30.04.2021	12.05.2021 HER-EVALUERING 25.05.2021	14.05.2021 HER-TOEKENING 26.05.2021	NOT APPROVE 19.05.2021 Approved on 31 May 2021 by Acting MM	YES and received 1 Appeal from BBT	BBT CONSTRUCTION GEEZFIX LTD ZAMUVUKA CONSTRUCTION CC WECONSTRUCTION LTD ACV CIVILS JVZ CONSTRUCTION LTD DE JAGERS LOODGIETERS ALERT DEVELOPMENTS LTD PHAMBILI CIVILS CC	JVZ Construction	Hanging due to appeal Mediators Report - 2 July 2021 BEC - 22 July 2021 BAC - 6 Aug 2021	yes				FJ Lotter	yes	
EXPENDITURE	KHM T012/04/2021	APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS MUNICIPAL INFRASTRUCTURE AND BUILDING PROJECTS FOR A PERIOD OF THREE YEARS	12.04.2021	12.04.2021	MUNICIPAL WEBSITE, NOTICE BOARDS, WEBSITE, FACEBOOK,		17.05.2021	22.07.2021											FJ Lotter		
EXPENDITURE	KHM T001/05/2021	SHORT TERM INSURRANCE FOR 2YEARS & 9 MONTHS	25.05.2021 and 13.07.2021 and	13.08.2021	MUNICIPAL WEBSITE, NOTICE BOARDS, e-tender WEBSITE, FACEBOOK	19.08.2021	02.09.2021												SJ Van Schalkwyk		

FINANCIAL PERFORMANCE 2020/2021: FINANCIAL SERVICES				
R'000				
	2020/2021			
Details	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	14,302,602.00	17,001,003.00	22,571,414.30	- 5,570,411.30
Expenditure:				
Employees	8,810,701.00	8,810,701.00	8,174,299.70	636,401.30
Repairs and Maintenance	27,100.00	27,000.00	27,426.56	- 426.56
Other	6,782,303.00	7,882,305.00	9,625,778.86	(1,743,473.86)
Total Operational Expenditure	15,620,104.00	16,720,006.00	17,827,505.12	(1,107,499.12)
Surplus /(Deficit)	(1,317,502.00)	280,997.00	4,743,909.18	(4,462,912.18)

HIGHLIGHTS

The table below gives a brief description of all the highlights for financial services during the 2019/2020 & 2020/2021 financial year:

Highlight Description

- ✓ Standard operating procedures Implemented within the financial year and to be finalise within 2021/2022
- ✓ Annual tenders implemented – Procurement Plan adopted and reported on
- ✓ Creditors Arrangements was made with SALGA and AG
- ✓ Supply Chain Policies reviewed and updated and strictly adhered to
- ✓ Investigations Committee appointed to investigate Irregular Expenditure and report to MM in 2019/2020 and 2020/2021 – however not yet reported to MPAC or Disciplinary Board

CHALLENGES

The table below gives a brief description of the financial services challenges during the 2020/2021 financial year:

Outstanding debtors

Outstanding debt was handed over to lawyers and dealt with accordingly. It need more attention in 2021/2022

Cash flow

The Municipality developed and adopted a cost containment policy as prescribed by national Treasury and strict measures are put in place to reduce expenditure.

3.36 HUMAN RESOURCE SERVICES

There are 99 posts approved on the current organogram and there are currently **17** vacancies on the approved organogram. **The organogram has been reviewed by the LLF and was approved by council during 2020/2021 on 31 March 2021.** The vacancies will be addressed in **2021/2022**.

Karoo Hoogland Municipality underwent a Work-study process to revise the organisational structure in 2013/2014 for implementation in 2015/2016 financial year. Karoo Hoogland Municipality recognized the significance and importance of the development and management of its employees in order to deliver an optimal service to the community.

The HR Unit resort under the Directorate : Corporate Services and is responsible for the following functions:

- HR Administration
- Recruitment and selection
- Legal services and labour relations
- Employment Equity
- Organisational structure and job evaluation
- Occupational Health and Safety
- Training and development
- Employee Assistance Programme (EAP)

The aim is to provide management with effective and efficient strategic advice and support regarding new and amended legislation, interpretation of policies, organisational change, sound labour relation practices and a healthy and safe environment.

STAFFING AND MANAGEMENT PROFILE

- The total staff complement as at 30 June 2020 was **78** permanent employees.

- The total staff complement as at 30 June 2021 was **87** permanent employees

The Employment Equity Act (1998) Chapter 3, Section 15(1) states that affirmative action measures are measures designed to ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational categories and levels in the workforce of a designated employer. The national performance indicator also refers to the: "number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan".

EMPLOYMENT EQUITY

Description	African	Coloured	Indian	White	Total
Number of positions filled	**1**	**80**	**0**	**6**	**87**

STATUS OF MANAGERIAL POSITIONS AS AT 30 JUNE 2021

- Municipal Manager was appointed on 1 February 2018 and his contract will terminate one year after the Local Elections of 2021
- Director: Corporate Services was vacant since May 2014. However on the new organogram the Directorate Corporate Services do not have a director.
- Director: Infrastructure Services appointed on 1 June 2016 on a permanent basis.
- Director: Financial Services was appointed on 1 July 2016 until 30 June 2021. The Cfo was appointed to act for three months there after for the recruitment processes to be finalised.

SKILLS DEVELOPMENT AND TRAINING

All Councillors, some office personnel and general workers received training during the **2020/2021** year as well as the Municipal Manager.

Minimum Competency Level Training's process of recognition of prior learning commenced in June 2016. The Municipality received the Statements of Results **and the certificates** in August 2018.

EMPLOYMENT EQUITY PLANS & IMPLEMENTATION REPORTS

- The Employment Equity Report (EE02 & EE04) was submitted on **23 December 2020.**
- The Employment Equity Forum held **a few meetings.**

The Employment Equity Forum extended the duration of the current Employment Equity Plan (EE12) from **01 February 2020 to 31 December 2022**, in order to develop a new Employment Equity Plan.

3.37 CORPORATE SERVICES

The Corporate Services Unit resort under the Directorate : Corporate Services and is responsible for the following functions:

- HR (See 3.36)
- Administration services
- ICT services
- Record management
- Cleaning services
- Switchboard and customer care

The aim is to ensure effective and efficient administrative systems to enhance the Municipality's objectives.

HIGHLIGHT	DESCRIPTION
Redundant Position of Switchboard Operator /Customer Care	Revised and approved by Council Electronic system can guide customers
Appointment of Records Officer	Budgeted for and appointed
Social Media Policy and Facebook Page	Getting communication out to public quicker
CHALLENGES	**CORRECTIVE ACTION**
Limited space for records management and storage	Budget constraints is currently hampering the process. However, will budget accordingly in the 2021/22 financial year
Backlog at Records Management	The position was vacant for more than a year and the backlog and other issues need to be addressed by new incumbent
Filling of Vacant Positions	The IDP/LED/ Community Services Manager need an assistant Performance Management Clerk will be investigated
Cascading of Performance	All personnel will need to develop and assess their Annual Work Plans and submit them to the Departmental heads so that it can be monitored

3.38 INFORMATION & COMMUNICATION TECHNOLOGY (ICT) SERVICES

INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

The establishment of ICT department within Karoo Hoogland Municipality to render a service to all departments through effective, efficient and cost effective systems and equipment that enhances the performance of these departments in service delivery to inhabitants. The ICT services are being render by different companies. Our financial system which is called EMS is supplied by SEBATA/Inzalo EMS. Our telephone and data service are being delivered by Vodacom at all our municipal offices. Our email are mostly managed by each user, but the service is hosted at Web-ateljee in Upington (Contract awarded through tender process).

Council has there server on which its systems run. These systems are for financial management, document management, prepaid services and communication. E-natis vehicle registration management are done by Department Transport. Council business is conducted from different buildings spread over the whole servicing area including the three towns. Within some of the buildings a wired network connects as well as wireless network connects, the main municipal office are all connected with a shared firewall.

The IT Department should support all system users, maintains equipment and is responsible for the purchasing of equipment either for replacement or new staff. Keeping track with technology changes is always challenging due to budget constraints. IT services are also being outsourced or contracted when needed as no specialized IT personnel is employed by KHM. The IT department is being supported by an ICT steering committee who is represented by each department in the Municipality.

The following policies were adopted by Council on 29 August 2017 effective from 1 July 2017 to adhere to audit outcomes and to regulate the IT departments work:

a. Change Policy and Procedure (ICT)
b. Patch Management Policy and Procedure (ICT)
c. Internet Acceptable Use Policy (ICT)
d. Back-up Policy and Procedure (ICT)
e. Physical Protection of IT Facility Policy (ICT)
f. User Account Management Policy (ICT)
g. IT Risk Management Policy (ICT)

Also, the ICT policy were workshopped and adopted with council in 2018/2019 financial year for implementation in 2019/2020 financial year. Council have adopted the Corporate Governance Policies to be affect from 1 July 2019. Council is working on adopting more ICT related policies for governance purposes.Council has budgeted for a new system that monitor and detect unwanted internet access internally and externally.

COMMENT ON THE PERFORMANCE OF ICT SERVICES OVERALL:

New PC's, Laptops, printers and a UPS were purchased in the event the equipment had become redundant or uneconomical to repair. Some was purchased for new positions as the need arose as well as some purchased to replace stolen equipment. Our ICT equipment is mSCOA ready. This performance is realting to the 2019/2020 and the 2020/2021 financial year.

3.39 PROPERTY, LEGAL, RISK MANAGEMENT & PROCUREMENT SERVICES

LEGAL SERVICES

The Municipality does not have a separate division with personnel to attend to legal services. The Legal Services division/function delivers a supporting function to all directorates in the municipality. The division forms part of the Office of the Municipal Manager. This office handles all requests for legal advice and legal aid in respect of municipal matters. Some of these services are also outsourced or contracted.

This office is also responsible for the contracts of the municipality. A number of new contracts were concluded and contracts that expired were renewed. A Contract Management Register were implemented by the CFO to keep track of all Contracts and Agreements.

RISK MANAGEMENT

Risk Management is the identification, assessment, and prioritization of risks through a structured and systematic process followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of risks. When properly executed risk management can provide reasonable assurance to Council and management that the municipality will be successful in achieving its objectives and goals.

Managing business risks associated within the municipality is an ongoing process involving different levels within the organisation. Even though risks identified may have a low likelihood of occurring or controls are in place mitigating the risks, a continuous approach of monitoring and testing of controls needs to be done by management supported by the internal audit function.

HISTORY: INTERNAL AUDIT AND AUDIT COMMITTEE

The municipality started a shared services agreement with the District Municipality for Internal Audit Services. They only started their process in 2014/2015 and in 2015/2016 two risk evaluations were done. In 2015/2016 the Internal Audit Team did not perform as well as expected and certain issues will be addressed in this regard. In 2016/2017 other options for Internal Audit Services were explored and investigated to have this unit be fully functional and so that they can report to the Audit Committee.

HISTORY: RISK MANAGEMENT

The Risk Evaluation / Assessment in terms of the 2017/18 financial period were done by Provincial Treasury in December 2016 and received in September 2017 in respect of the 2016/17 financial period. As a result of receiving the Risk register and Risk assessment only within the 2017/18 financial year, the Risk evaluation were accepted for the 2017/18 financial year.

The Municipality had a shared services agreement with the District Municipality for Internal Audit Services. The Risk Evaluation in terms of the 2018/19 financial period were done by 2 of the District Municipality's Internal Audit Interns, Ms. V. Larie and Ms. S. Mxokozeli, and by the municipality's Internal Auditor Ms. D. Smit during July 2018, and the Risk evaluation were accepted for the 2018/19 financial year.

For the 2019/20 financial period the Risk Evaluations / Assessments were done by Mr. K. Mokgope from Provincial Treasury and by the municipality's Internal Auditor Ms. D. Smit during June 2019, and the Risk evaluation was accepted for the 2019/20 financial year. The 2019/20 Risk Register was updated appropriately.

For the 2020/21 financial period the Risk Evaluations / Assessments were done by Mr. K. Mokgope from Provincial Treasury and by the municipality's Internal Auditor Ms. D. Smit during May and June 2020, and the Risk evaluation was accepted for the 2020/21 financial year. The 2020/21 Risk Register was updated appropriately and finalized by 11 June 2020.

This report serves as a basis in the preparation of the Internal Audit Plan as it highlights the business risks that management deems needs to be concentrated on first.

PROPERTY

The Council will develop a Property Disposal Policy in 2021/2022. However, some vacant erven have been advertised in 2013/2014 and are in the process of being sold and disposed of. Only 6 erven have been transferred to the new owners in 2015/2016. The other almost 63 were done and finalised in 2017/2018. The municipality also received assistance from CoGHSTA to help home owners who cannot afford the transfer costs and who has been living in their homes for a long time now without their deeds to be transferred in their names. This process commenced in 2015/2016 and all three towns will benefit from this effort to finalise transferring of deeds to their owners. This process completion will depend on the active participation of the community.

FINANCIAL PERFORMANCE 2020/2021: PROPERTY; LEGAL; RISK MANAGEMENT; AND PROCUREMENT SERVICES					
R'000					
		2020/2021			
Details		Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		633,000.00	483,400.00	690,401.48	- 207,001.48
Expenditure:					
Employees		833,104.00	833,104.00	872,260.50	- 39,156.50
Repairs and Maintenance		1,500.00	91,500.00	97,274.31	- 5,774.31
Other		62,503.00	62,503.00	27,368.94	35,134.06
Total Operational Expenditure		897,107.00	987,107.00	996,903.75	(9,796.75)
Surplus /(Deficit)		(264,107.00)	(503,707.00)	(306,502.27)	(197,204.73)

SERVICE STATISTICS FOR PROPERTY; LEGAL; RISK MANAGEMENT AND PROCUREMENT SERVICES

LEGAL SERVICES

Legal Advice was requested from external sources on quite a few matters. The Council used Van de Wall & Associates and GB Kempen & De Wet Nel(Changed to MD Visser Transport) in different cases and requests in the 2016/2017, 2017/2018 year as well as in the 2018/2019, 2019/2020 year and the 2020/2021 year.

RISK ASSESSMENT

Perform assessment as per approved risk assessment plan.

Report on findings on a quarterly basis should have been addressed in 2016/2017. However, the report on the assessment from Provincial Treasury that was done in December 2016 was only received back in September 2017. Therefore, it could only receive attention in 2017/2018.
The MSCOA Risk Register was updated monthly since October 2015. The Risk register that was updated in July 2014 was revised and progress was reported on in 2016/2017 and in 2017/2018.

RISK MANAGEMENT POLICY:

The objective of the risk policy is to ensure that a strategic plan is developed that assist management to make informed decisions which will:

- Improve the municipality's performance on decision making and planning;
- Promote a more innovative, less risk averse culture in which the taking of calculated risks in pursuit of opportunities to benefit the municipality is encourage;
- Provide a sound basis for integrated risk management and internal control a components of good corporate governance;
- Promote a reporting system which will facilitate risk reporting; and
- Promote an effective culture of risk assessment.
- Progress on the Risk register should be reported quarterly and preventative measures should be put in place.
- Internal Audit should be established to be able to apply risk management effectively.

Risk Management Strategy:

The roles and responsibilities of all stakeholders are clearly defined in the approved risk management strategy e.g Council; Accounting Officers; Risk Management Committee; line managers; Internal Audit; Risk Officer.

Risk Management Methodology:

The risk management processes are clearly defined in the risk management framework.

RISK MANAGEMENT COMMITTEE CHARTER:

Is about the roles and responsibilities of the committee amongst others:

a) To ensure that risks are managed and monitored effectively;
b) To evaluate reports from the concerned departments;
c) Review annually the risk management policy, charter, framework and strategy and recommend it for approval by Council and the Accounting Officer;

d) Review the institution's risk identification and assessment methodologies to obtain reasonable assurance of the completeness and accuracy of the risk register;
e) Report to the Accounting Officer any material changes to the risk profile of the Institution;
f) Review any material findings and recommendations by assurance providers on the system of risk management and monitor that appropriate action is instituted to address the identified weaknesses.

RISK MANAGEMENT IMPLEMENTATION PLAN

Outline Karoo Hoogland Local Municipality risk management activities that will be carried out in the 2016/2017 financial year. The risk management implementation plan for the Municipality should hereby be prepared to give effect to the implementation of the risk management policy and strategy and to sets out all risk management activities planned. However, this area lacked attention due to no Internal Audit Unit or assistance from the District and sector Departments. This is a high-risk area and should enjoy serious attention in the 2017/2018 year. Risk Evaluation should be done annually with assistance from Provincial Treasury.

For 2018/19 Karoo Hoogland Local Municipality received assistance from Provincial Treasury with the development and implementation of the Risk Management Implementation Plan applicable to the 2018/19 financial year. The Plan was approved by the Director: Risk Management NCPT, Mr. SM Ruiters, the Accounting Officer, Mr. JJ. Fortuin, and the Chief Financial Officer, Mr. SJ. Myburgh, on 03 April 2019, whereby the plan was outlined as of from 01 April 2019 up to 30 June 2019.

For 2019/20 Karoo Hoogland Local Municipality received assistance from Provincial Treasury with the development and implementation of the Risk Management Implementation Plan applicable to the 2019/20 financial year. The Plan was approved by the Director: Risk Management NCPT, Mr. SM Ruiters, the Accounting Officer, Mr. JJ. Fortuin, and the Chief Financial Officer, Mr. SJ. Myburgh, on 01 July 2019, whereby the plan was outlined as of from 01 July 2019 up to 30 June 2020.

For 2020/21 Karoo Hoogland Local Municipality received assistance from Provincial Treasury with the development and implementation of the Risk Management Implementation Plan applicable to the 2020/21 financial year. The Plan was approved by the Director: Risk Management NCPT, Mr. SM Ruiters, the Accounting Officer, Mr. JJ. Fortuin, and the Chief Financial Officer, Mr. SJ. Myburgh, on 01 July 2020, whereby the plan was outlined as of from 01 July 2020 up to 30 June 2021.

COMPONENT J : MISCELLANEOUS

3.40 AIRFIELDS

Karoo Hoogland Municipality has one registered/licensed Airfield in Williston. However it was deregistered/delicensed in 2015/2016 because the maintenance cost is too high as well as the insurance. The maintenance of the airfield was privatized in 2018/2019.

Sutherland also has a privately owned airfield as well as a municipal airfield which are not registered. Sutherland municipal airfield was leased in 2018/2019 to Otto Gerntholtz. A Three year Contract is in place.

COMPONENT K : ORGANISATIONAL PERFORMANCE SCORECARD AND INDIVIDUAL PERFORMANCE

This component includes: Annual Performance Scorecard Report for the current year.

3.41 DEVELOPMENT AND SERVICE DELIVERY PRIORITIES FOR 2021/2022

Chapter 3 and 4 of the Annual Report is the Annual Performance Report Information for 2020/2021. A Performance Management System was introduced at the Municipality during the 2018/2019 Financial Year and this has been audited and a qualification has been issued. Reports are being extracted directly from the system as it forms part of the EMS system which is an integrated system. However not integrated with the financial system. Moving forward the system is being refined to ensure that all reporting deadlines are met in terms of section 52 and section 72 of the MFMA. All the Municipal KPI's as approved by council will be contained in the system and all managers have been issued with their respective SOP's so that Performance Management can be properly evaluated moving forward from the 2021/2022 financial year.

The main development and service delivery priorities for 2021/2022 forms part of the Municipality's Top Layer SDBIP for 2021/2022 and are indicated in the Top Layer SDBIP for 2021/2022 which is annexed at the back.

MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO HE MUNICIPAL MANAGER

The MSA, 2000 prescribes that the municipality must enter into performance-based agreements with all s56-employees and that performance agreements must be reviewed annually. This process and the format are further regulated by Regulation 805(August 2006). The performance agreements of senior managers for the 2019/2020 financial year were signed as prescribed with a lot of errors with regards to dates. The appraisal of the actual performance in terms of the signed agreements took place twice per annum. One formal evaluation with the performance evaluation panels and one oral evaluation where the Mid year performance reporting documentation are used to see progress and whether any serious corrective measures need to be taken. The annual/ final Evaluation of the 2019/2020 financial year took place on 3 December 2020.

3.42 B2B REPORTING

Monthly reporting on the Back 2 Basics template received from National Treasury are done regularly. From 2021/2022 it will be replaced with Quarterly Reporting on a standard set of Technical Indicators.

3.43 FREE BASIC SERVICES REPORTING

Government's Free Basic Service (FBS) commitment was borne out of numerous debates on ways to address the needs of the masses of impoverished citizens of South Africa. The right of all citizens to have at least a basic level of service is a right that is entrenched within the South African Constitution (Act 108 of 1996). This right has been actualized in government's commitment towards the provision of Free Basic Water (FBW), Free Basic Sanitation (FBSan) and Free Basic Electricity (FBE) to economically disadvantaged communities (indigents).

The Department of Co-Operate Governance Human Settlements and Traditional Affairs (COGHSTA) is commissioning a provincial study to provide information and insight on the implementation status of municipalities, challenges experienced and support required.

A number of difficulties were highlighted in relation to the provision of FBS in existing documentation. These included the following:

- Statistics available do not provide a detailed picture of FBS at municipal level in the Northern Cape Province.
- There is a lack of information on the challenges faced by municipalities in delivering FBS.
- The impacts that FBS has on poverty is unknown.
- Information on which municipalities is experiencing difficulties and would require support in rolling out FBS is absent.

In rolling out of the study, COGHSTA require municipalities to completing the following templates monthly:

1. Municipal Free Basic Services assessment form.
2. Indigent statistical information.

Karoo Hoogland Municipality submit these monthly reporting templates regularly. Herewith an extract of the information requested in these reports and the municipalities status with reference to these questions:

POLICY DEVELOPMENT	
Indigent Policy	YES, Annual revision : 28 May 2020 and 31 May 2021
Free basic water policy (including assessment of free basic water in a Rural Context and Free Basic Water Implementation for Farm dwellers)	YES, included in Indigent Policy, - not a separate policy
Free Basic Sanitation Policy	YES, included in Indigent Policy, - not a separate policy
Free Basic Electricity Policy (including Free Basic Alternative Energy)	YES, included in Indigent Policy, - not a separate policy
Free basic Refuse Removal Policy	YES, included in Indigent Policy, - not a separate policy
Credit Control and Debt Collection Policy	YES, Annual revision : 28 May 2020

FREE BASIC SERVICES INSTITUTIONAL ARRANGEMENTS	
Mechanisms to manage and monitor Free Basic services	Indigent Policy and monthly application forms

REGULATION		
Services bylaws with conditions as required by the acts.	Not in place - only Property Rates bylaw annually gazette	Would like assistance with regards to system monitoring and compliance
Mechanisms to ensure compliance with bylaws	Policies to ensure compliance annually revised, however still in the process of reviewing necessary bylaws	Would like assistance with regards to system monitoring and compliance
Registration of landfill sites	Fraserburg landfill registered - - Permit AECOM appointed by the Dept of Environmental Affairs to register Williston and Sutherland landfill sites. – Williston and Sutherland Landfill sites received their licenses in 2016/2017. Sector Departments to assist to fund business plans to comply with license specifications and conditions in 2021/2022	
WATER CONSERVATION AND DEMAND MANAGEMENT		
Water conservation and demand management strategy and by-laws	Not in place	Would like some assistance in this regard
PERFORMANCE MANAGEMENT AND MONITORING : FBS and Water service		
Performance management systems with FBS kpa's	In place - monitored by provincial treasury	Training on the full operation now in progress
Water service monitoring and evaluation (M&E) system	Not in place - to review and update Water Services Development Plan in 2015 November - updating the information - was tabled to Council in March 2016 and was adopted by Council on 26 April 2016 – This plan was also captured electronically by DWS in 2016/2017 and are annually revised.	

All indigents who apply and qualify, benefit from Free Basic Services.

3.44 LGMIM

Local Government Management Improvement Model (LGMIM)

The National Development Plan (NDP) on a Capable and Developmental State envisioned that by 2030 we will have a developmental local state that is accountable, focused on citizen's priorities and capable of delivering high-quality services consistently and sustainably through co-operative governance and participatory democracy. The quality of management practices is critical to improving performance, productivity and service delivery within the public sector.

LGMIM provides an integrated and holistic view of a municipality's performance across several critical key performance areas, thus making it easier to prioritize areas that are in need of significant improvement and potential support. At the same time, LGMIM can assist sector departments and other stakeholders in identifying areas where frameworks and guidelines could be improved. During 2020/2021 no information or assistance were received on the LGMIM.

CHAPTER 4
ORGANISATIONAL DEVELOPMENT PERFORMANCE
(PERFORMANCE REPORT INFORMATION)

INTRODUCTION

The Organisational Structure was reviewed in January 2014 by Council to decrease the amount of posts and directors to be able to have an affordable organogram but which will still provide all the functions/services. Management retained a healthy relationship with employees by meeting with recognized labour unions on the Local Labour Forum. The new Organogram was approved on 9 December 2015. Placements onto the new organogram commenced in June 2016. Subsequent Organograms were approved annually for each year.

INTRODUCTION TO THE MUNICIPAL WORKFORCE

4.1 EMPLOYEE TOTALS, TURNOVERS AND VACANCIES

The primary objective of HR management is to render an innovative HR service that addresses both skills development and an administrative function.

Employees 2020/2021

	2019/2020	2020/2021		
Description	**Employees**	**Approved Posts**	**Employees**	**Vacancies**
	No.	No.	No.	No.
Water	10	9	6	3
Waste Water (Sanitation)	21	9	6	3
Electricity	2	2	1	1
Waste Water (Stormwater Drainage)		14	12	2
Roads	10	14	12	2
Finances	15	17	17	0
Planning (Strategic & Regulatary)		3	3	0
Local Economic Development		0	0	0
Community & Social Services	3	8	5	3
Sport and Recreation	7	9	9	0
Corporate Policy Offices and Other	18	14	11	3
Totals	86	99	82	17
Headings follow the order of services as set out in chapter 3. Service totals should equate to those included in the Chapter 3 employee schedules. Employee and Approved Posts numbers are as at 30 June.				T4.1.1

STAFFING AND MANAGEMENT PROFILE

- The total staff complement as at 30 June 2021 was 82 permanent employees.

The Employment Equity Act (1998) Chapter 3, Section 15(1) states that affirmative action measures are measures designed to ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational categories and levels in the workforce of a designated employer. The national performance indicator also refers to the: "number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan".

Description	African	Coloured	Indian	White	Total
Number of positions filled	**1**	**75**	**0**	**6**	**82**

KPA and Indicators	Target	Municipal achievement
	2020/2021	**2020/2021**
Percentage of people from employment equity target groups that will be appointed in the three highest levels of management during the 2020/2021 financial year in compliance with the municipality's approved employment equity plan	**100%**	**100%**
Percentage of municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2021 ((Total Actual Training Expenditure/ Total personnel Budget)x100))	**1%**	**0,4%%**

MANAGING THE MUNICIPAL WORKFORCE

INTRODUCTION TO MUNICIPAL WORKFORCE MANAGEMENT

Managing the municipal workforce refers to analysing and coordinating employee behaviour.

4.2 HR POLICIES AND PLANS

Policies and plans provide guidance for fair and consistent staff treatment and a consistent approach to managing staff.

The table below shows the HR policies that was reviewed and workshopped during the 2019/20 financial year:

HIGHLIGHT	DESCRIPTION
Organisational Structure	Revised and approved by Council
HR Policies approved (Reviewed)	a) Revised policies and approved on 19 nov 2020: i. Attendance and Punctuality Policy; ii. Confidentiality Policy; iii. Dress Code Policy; iv. Education Training and Development Policy; v. Exit Management Policy; vi. Incapacity due to Ill Health/Injury; vii. Incapacity due to Poor Work Performance; viii. Leave Management Policy; ix. Occupational Health And Safety Policy; x. Overtime Policy; xi. Sexual Harassment Policy; xii. Smoking; xiii. Student Assistant Policy; xiv. Substance Abuse Policy; xv. Succession Planning Policy; xvi. Transport Allowance; xvii. Whistle Blowing Policy xviii. Acting and Additional Responsibility Allowance xix. Recruitment and Selection Policy xx. Code of Ethics b) Workshopped on 28 October 2020 and approved on 19 Nov 2020: i. Employee Wellness Policy ii. HIV/AIDS Policy iii. Cellphone / Telephone Policy iv. Private Work and Declaration of Interest Policy
Employment Equity	Employment Equity Committee has been appointed and is fully functional Employment Equity Plan has been submitted to the Department of Labour in line with legislation
Success Planning	Succession Planning Policy has been approved by Council to promote training & development as well as promotions
CHALLENGES	**CORRECTIVE ACTION**
Employment Assistance Programme	A proper employment assistance programme will be implemented during the 2021/22 financial year
Job Evaluation	Job Evaluation need to be done in the 2021/22 financial year. Due to COVID-19 National lockdown restrictions the scheduled evaluations had to be postponed
Filling of Vacant Positions	Funding is still an issue and suitably qualified applicants must be recruited
Training And Development	Due To Covid it was not possible to have a lot of training other than Virtual training

4.3 INJURIES, SICKNESS AND SUSPENSIONS

An occupational injury is a personal injury, disease or death resulting from an occupational accident. Compensation claims for such occupational injuries are calculated according to the seriousness of the injury/disease and can be costly to a municipality. Occupational injury will influence the loss of man hours and therefore financial and productivity performance.

Incidents are investigated to determine whether there was any negligence involved to ensure that it is an actual injury on duty.

Total of sick leave days requested from financial department

2019/2020	247 days
2020/2021	**167 days**

COMMENT ON INJURY AND SICK LEAVE:

No fatal accidents occurred in the work place. The municipality complied with the requirements of the Occupational Health and Safety Act. Training was provided to employees who work in confined spaces. Employees working with chemicals and those that are exposed to sewerage were sent form medical testing. Workers who became permanently incapacitated were assisted to apply to the pension funds for disability benefits.

COMMENT ON SUSPENSIONS AND CASES OF FINANCIAL MISCONDUCT:

No employees were suspended for fraud and theft. No cases were reported.

4.4 PERFORMANCE REWARDS

No system for performance rewards is in place for other levels of staff except for the CFO and the Director Infrastructure and the MM. It will receive attention in 2021/2022.

COMPONENT C : CAPACITATING THE MUNICIPAL WORKFORCE

INTRODUCTION TO WORKFORCE CAPACITY DEVELOPMENT

The main focus for the year was compliance with the Minimum Competency Regulations for Senior and Middle Managers. However, sufficient training was not done and necessary training still need to be done. Training for Councillors, LLF members, Infrastructure personnel and training on the new EMS Financial system from SEBATA were done in 2020/2021.

Section 68(1) of the MSA states that a municipality must develop its HR capacity to a level that enables it to perform its functions and exercise its powers in an economical, effective, efficient and accountable way. For this purpose, the HR capacity of a municipality must comply with the Skills Development Act (SDA), 1998 (Act No. 81 of 1998), and the Skills Development Levies Act, 20 1999 (Act No. 28 of 1999).

4.5 SKILLS DEVELOPMENT/MATRIX & TRAINING & MINIMUM COMPETENCY LEVEL REPORTING

This information is attached as Volume VII.

Financial Competency Development: Progress Report as at 30 June 2021

Description	A. Total number of officials employed by municipality (Regulation 14(4)(a) and (c))	B. Total number of officials employed by municipal entities (Regulation 14(4)(a) and (c)	Consolidated: Total of A and B	Consolidated: Competency assessments completed for A and B (Regulation 14(4)(b) and (d))	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))	Consolidated: Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))
Financial Officials						
Accounting officer	1		1	1	1	1
Chief financial officer	1		1	1	1	1
Senior managers	1		1	1	1	0
Any other financial officials	3		3	0	0	1
Supply Chain Management Officials						
Heads of supply chain management units	1		1	0	0	0
Supply chain management senior managers	0		0			
TOTAL	7	0	7	3	3	3

* This is a statutory report under the National Treasury: Local Government: MFMA Competency Regulations (June 2007) T4.5.2

Skills Matrix as at 30 June 2021

Management Level	Gender	Employees in post as at 30 June 2021	Number of skilled employees required and actual as at 30 June 2021											
			Learnerships			**Skills programmes & other short courses**			Other forms of training			Total		
		No.	Actual: End of 2017/2018	Actual: End of 2018/2019	Target at end of 2020/2021	Actual: End of 2017/2018	Actual: End of 2018/2019	Target at end of 2020/2021	Actual: End of 2017/2018	Actual: End of 2018/2019	Target at end of 2020/2021	Actual: End of 2017/2018	Actual: End of 2018/2019	Target at end of 2020/2021
MM and s57	Female	0												
	Male	3		1					2			2	1	
Councillors, senior officials and managers	Female	3							1			1		
	Male	7							2			2		
Technicians and associate professionals*	Female	6							1			1		
	Male	7												
Professionals	Female	3							2			2		
	Male	2							2			2		
Sub total	Female	12							4			4		
	Male	19		1					6			6	1	
Total		31	0	1	0	0	0	0	10	0	0	10	1	0

*Registered with professional Associate Body e.g CA (SA)

T4.5.1

COMPONENT D :

MANAGING THE WORKFORCE EXPENDITURE

Section 66 of the MSA states that the accounting officer of a municipality must report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits. This is in line with the requirements of the Public Service Regulations (2002), as well as National Treasury Budget and Reporting Regulations SA22 and SA23.

EMPLOYEE EXPENDITURE

Financial Year	Total expenditure salary and allowances	Total operating expenditure	Percentage
	R'000		%
2018/2019	24,199	65,324	37.04%
2019/2020	26,140	69,408	37.66%
2020/2021	27,560	75,992	36.27%

Table: Personnel expenditure

Below is an analysis of the personnel expenditure for the year under review:

Description		2019/2020	2020/2021
		Actual	Actual
		R	
Councillors (Political office bearers plus other)			
Salary		2,369,722	2,349,744
Cell phone allowance		263,000	300,900
Subtotal-Councillors		**2,632,722**	**2,650,644**
%increase/(decrease)		**6.35%**	**0.00%**
All municipal employees (excl.Councillors)			
Salary		23,648,559	24,209,646
Company contriutions		1,479,724	2,296,958
Motor verhicle allowances		87,159	121,000
Housing benefits and allowances		86,378	51,618
Performance bonus		382,012	285,653
Overtime		455,898	595,000
TOTAL		26,139,730	27,559,875

The national norm of between 35 to 40% and Karoo Hoogland is : 35,8 % The percentage personnel expenditure in relation to the total budget is essential in the budgeting process as it reflects on current and future efficiency. (Employee Cost to Total Budget)

SKILLS DEVELOPMENT - BUDGET ALLOCATION

Total personnel budget	Total training allocated	Total Spent	% spent
R 28 027 700	R 135 000	R 129 025	0,4%

COMMENT ON UPGRADED POSTS AND THOSE THAT ARE AT VARIANCE WITH NORMAL PRACTICE:

No posts were upgraded during the year and there was no variance from normal practice. Only placements onto the new Organogram were being finalised.

DISCLOSURES OF FINANCIAL INTERESTS

All directors and Councillors declared their financial interests as prescribed in the performance Regulation 805 of 2006. (Annexure J)

CHAPTER 5
FINANCIAL PERFORMANCE

STATEMENTS OF FINANCIAL PERFORMANCE

This Key Performance Area is without any doubt the most important one, since no business or organisation can fulfill its obligations without financial resources and sound financial management. The performance of Karoo Hoogland during the year under review must be benchmarked against the performance during the previous financial years.

5.1 STATEMENT OF FINANCIAL PERFORMANCE

For a better picture and to compare against the previous audited financial year, find 2019/2020 Budget Summary

NC066 Karoo Hoogland - Table A1 Budget Summary 2019/2020

Description	2019/20 Medium Term Revenue & Expenditure Framework		
R thousands	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Financial Performance			
Property rates	7 147	7 533	7 940
Service charges	19 259	20 299	21 396
Investment revenue	309	325	343
Transfers recognised - operational	26 434	28 741	30 729
Other own revenue	5 939	6 260	6 598
Total Revenue (excluding capital transfers and contributions)	59 088	63 159	67 005
Employee costs	27 074	28 536	30 077
Remuneration of councillors	2 674	2 819	2 971
Depreciation & asset impairment	7 500	7 500	7 500
Finance charges	244	257	271
Materials and bulk purchases	10 612	11 185	11 789
Transfers and grants	539	568	599
Other expenditure	17 482	18 426	19 420
Total Expenditure	66 125	69 291	72 627
Surplus/(Deficit)	(7 037)	(6 132)	(5 622)
Transfers and subsidies - capital (monetary allocatio	35 087	13 274	14 542
Contributions recognised - capital & contributed asse	–	–	–
Surplus/(Deficit) after capital transfers & contributions	28 051	7 142	8 920
Share of surplus/ (deficit) of associate	–	–	–
Surplus/(Deficit) for the year	28 051	7 142	8 920
Capital expenditure & funds sources			
Capital expenditure	35 087	13 274	14 542
Transfers recognised - capital	35 087	13 274	14 542
Borrowing	–	–	–
Internally generated funds	–	–	–
Total sources of capital funds	35 087	13 274	14 542
Financial position			
Total current assets	12 434	13 161	13 930
Total non current assets	266 601	266 840	281 619
Total current liabilities	8 211	8 623	9 057
Total non current liabilities	58 429	61 272	64 268
Community wealth/Equity	212 395	210 106	222 224
Cash flows			
Net cash from (used) operating	38 465	17 714	19 658
Net cash from (used) investing	(35 087)	(13 274)	(14 542)
Net cash from (used) financing	(303)	(303)	(303)
Cash/cash equivalents at the year end	5 490	9 627	14 440
Cash backing/surplus reconciliation			
Cash and investments available	2 479	2 613	2 754
Application of cash and investments	(7 357)	(7 805)	(8 280)
Balance - surplus (shortfall)	9 836	10 418	11 034
Asset management			
Asset register summary (WDV)	262 424	262 437	276 979
Depreciation	7 500	7 500	7 500
Renewal and Upgrading of Existing Assets	–	–	–
Repairs and Maintenance	1 536	1 801	1 982
Free services			
Cost of Free Basic Services provided	3 917	4 128	4 351
Revenue cost of free services provided	1 582	1 667	1 757
Households below minimum service level			
Water:	–	–	–
Sanitation/sewerage:	–	–	–
Energy:	–	–	–
Refuse:	–	–	–

NC066 Karoo Hoogland - Table A1 Budget Summary

Description	2020/21 Medium Term Revenue & Expenditure Framework		
R thousands	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
Financial Performance			
Property rates	7,348	7,891	8,254
Service charges	21,519	22,543	23,582
Investment revenue	237	311	325
Transfers recognised - operational	32,761	31,259	32,737
Other own revenue	3,716	4,003	4,189
Total Revenue (excluding capital transfers and contributions)	65,581	66,007	69,087
Employee costs	28,028	28,563	30,354
Remuneration of councillors	2,763	2,862	2,969
Depreciation & asset impairment	7,500	7,574	7,651
Finance charges	135	126	116
Materials and bulk purchases	11,420	12,682	13,271
Transfers and grants	197	42	46
Other expenditure	21,463	20,819	21,647
Total Expenditure	71,505	72,668	76,053
Surplus/(Deficit)	(5,924)	(6,661)	(6,966)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	–	–	0
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions) & Transfers and subsidies - capital (in-kind - all)	–	–	–
Surplus/(Deficit) after capital transfers & contributions	(5,924)	(6,661)	(6,966)
Share of surplus/ (deficit) of associate	–	–	–
Surplus/(Deficit) for the year	(5,924)	(6,661)	(6,966)
Capital expenditure & funds sources			
Capital expenditure	9,367	19,415	9,718
Transfers recognised - capital	8,065	18,352	8,652
Borrowing	–	–	–
Internally generated funds	1,401	1,063	1,066
Total sources of capital funds	9,466	19,415	9,718
Financial position			
Total current assets	17,843	17,549	17,455
Total non current assets	244,276	261,186	267,809
Total current liabilities	9,778	8,181	8,544
Total non current liabilities	60,591	63,078	65,677
Community wealth/Equity	191,760	207,476	211,044
Cash flows			
Net cash from (used) operating	9,379	19,853	11,049
Net cash from (used) investing	(8,164)	(20,352)	(10,562)
Net cash from (used) financing	(339)	–	–
Cash/cash equivalents at the year end	3,365	2,866	3,353

Cash backing/surplus reconciliation			
Cash and investments available	3,481	2,526	1,741
Application of cash and investments	(4,719)	(6,964)	(7,279)
Balance - surplus (shortfall)	8,200	9,490	9,020
Asset management			
Asset register summary (WDV)	240,560	248,116	256,483
Depreciation	7,500	7,574	7,651
Renewal and Upgrading of Existing Assets	641	0	0
Repairs and Maintenance	1,325	1,657	1,632
Free services			
Cost of Free Basic Services provided	3,571	3,736	3,908
Revenue cost of free services provided	3,082	3,224	3,373
Households below minimum service level			
Water:	–	–	–
Sanitation/sewerage:	–	–	–
Energy:	–	–	–
Refuse:	–	–	–

5.2 GRANTS

Grants received were spent during the period under review. (2020/2021)

2019/2020 Grant Performance

APPENDIX D
KAROO HOOGLAND MUNICIPALITY
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

Grant Description	Balance at 1 July 2019 R	Contributions during the year R	Operating Expenditure during the year Transferred to Revenue R	Capital Expenditure during the year Transferred to Revenue R	Total Expenditure during the year Transferred to Revenue	Grants Withheld R	Balance at 30 June 2020 R	Unspent 30 June 2020 (Creditor) R	Unpaid 30 June 2020 (Debtor) R
UNSPENT CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS									
National Government Grants									
Integrated Electrification Programme		2 000 000	-	1 999 994	1 999 994	-	5.57	5.57	-
Financial Management Grant		2 435 000	2 435 000	-	2 435 000	-	-	-	-
Municipal Infrastructure Grant		8 087 000		8 087 000	8 087 000		(0)	-	(0.43)
Municipal Systems Improvement Grant				-	-	-	-	-	-
Energy Efficiency and Demand Side Management Grant		-	-	-	-	-	-	-	-
Water Services Infrastructure Grant	-	-		-	-	-	-	-	
Regional Bulk Infrastructure Grant		-	-	-	-				
Disaster Relief Grant		21 000							
Total National Government Grants	-	12 543 000	2 435 000	10 086 995	12 521 994	-	5	6	(0)
Provincial Government Grants									
Expanded Public Works Programme					-	-	-	-	-
Library Services	696 453	1 497 000	1 739 049		1 497 000	-	454 404	454 404	-
Total Provincial Government Grants	696 453	1 497 000	1 739 049	-	1 497 000	-	454 404	454 404	-
Other Grants									
District Municipality Surplus funds	-	-	-	-	-	-	-	-	-
NALA	-	-	-	-	-	-	-	-	-
Total Other Grants	-	-	-	-	-	-	-	-	-
Equitable Share	-	22 416 000	22 416 000	-	22 416 000	-	-	-	-
TOTAL GOVERNMENT GRANTS	696 453	36 456 000	26 590 049	10 086 995	36 434 994	-	454 410	454 410	(0.43)

2020/2021 Grant Performance

APPENDIX D
KAROO HOOGLAND MUNICIPALITY
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

Grant Description	Balance at 1 July 2020 R	Contributions during the year R	Operating Expenditure during the year Transferred to Revenue R	Capital Expenditure during the year Transferred to Revenue R	Total Expenditure during the year Transferred to Revenue	Grants Withheld R	Balance at 30 June 2021 R	Unspent 30 June 2021 (Creditor) R	Unpaid 30 June 2021 (Debtor) R
UNSPENT CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS									
National Government Grants									
Integrated Electrification Programme		-	-	-	-	-	-	-	-
Financial Management Grant		2 800 000	2 800 000	-	2 800 000	-	-	-	-
Municipal Infrastructure Grant		12 966 000		8 966 410	8 966 410		3 999 590	3 999 590	-
Municipal Systems Improvement Grant				-	-	-	-	-	-
Energy Efficiency and Demand Side Management Grant		-	-	-	-	-	-	-	-
Water Services Infrastructure Grant	-	-		-	-	-	-	-	
Regional Bulk Infrastructure Grant		-	-	-	-				
Disaster Relief Grant		-							
Total National Government Grants	**-**	**15 766 000**	**2 800 000**	**8 966 410**	**11 766 410**	**-**	**3 999 590**	**3 999 590**	**-**
Provincial Government Grants									
Expanded Public Works Programme		1 000 000	1 000 000		1 000 000	-	-	-	-
Library Services	454 404	-	263 936	-		-	190 468	190 468	(1 400 000.00)
Total Provincial Government Grants	**454 404**	**1 000 000**	**1 263 936**	**-**	**1 000 000**	**-**	**190 468**	**190 468**	**(1 400 000.00)**
Other Grants									
District Municipality Surplus funds	-	-	-	-	-	-	-	-	-
Total Other Grants	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Equitable Share	-	27 301 000	27 301 000	-	27 301 000	-	-	-	-
TOTAL GOVERNMENT GRANTS	**454 404**	**44 067 000**	**31 364 936**	**8 966 410**	**40 067 410**	**-**	**4 190 058**	**4 190 058**	**(1 400 000.00)**

5.3 FINANCIAL RATIOS

LIQUIDITY RATIO

The table below indicates the Municipality's liquidity ratio:

Description	Basis of Calculation	2019/2020 Audited Outcome	2020/2021 Audited Outcome
Current Ratio	Current assets/current liabilities	**1,57**	**1,63**
Current Ratio adjusted for aged debtors	Current assets less debtors . 90 days/current liabilities	**0,31**	**0,33**
Liquidity Ratio	Monetary Assets/Current Liabilities	**1,57**	**1,63**
Liquidity Ratio – Measures the municipality's ability to pay its bills and is calculated by dividing the monetary assets (due within one year) by the municipality's current liabilities. A higher ratio is better.			

IDP REGULATION FINANCIAL VIABILITY

The table below indicates the Municipality's IDP regulation financial viability

Description	Basis of Calculation	2019/2020 Audited Outcome	2020/2021 Audited Outcome
Cost Coverage	(Available cash + Investments)/monthly fixed operational expenditure	**1 MONTH**	**1 MONTH**
Total Outstanding Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	**0,42**	**0,45**
Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	**3%**	**2%**
Cost Coverage - It explains how many months expenditure can be covered by cash and other liquid assets available to the municipality excluding utilisation of grants and is calculated as per the basis of calculation above			

5.4 ASSETMANAGEMENT

The Municipality had an outdated Asset Management Policy and Asset Register from 2010 in place. In 2014/2015 the municipality started processes to procure a tender from another municipality to upgrade and update our Asset Management Register. The Asset Management Policy was revised during 2015/2016 and the process of updating and unbundling assets commenced in 2015/2016 and continued in 2016/2017 and 2017/2018. The process has been completed and only additions has been made. Focus on the previous year finding and were addressed by internal staff and contracted service by Mubesko.

REPAIR & MAINTENANCE 2019/2020

R'000

Description	2018/2019 Actual	2019/2020 Operating Budget	2019/2020 Budget	2019/2020 Adjustment	2019/2020 Actual	Variance %
Repair & Maintenance	1,496	69,795	1,836	1,836	1,080	1.55%

REPAIR & MAINTENANCE 2020/2021

R'000

Description	2019/2020 Actual	2020/2021 Operating Budget	2020/2021 Budget	2020/2021 Adjustment	2020/2021 Actual	Variance %
Repair & Maintenance	1,080	75,992	1,320	1,320	1,391	1.83%

Asset management is undertaken in terms of the MFMA and based on a comprehensive asset management policy that was revised during 2016/2017, 2017/2018, 2018/2019 and again during 2020/2021. The Asset Management Policy provides direction for management to monitor, purchase, account, control and dispose of Assets (PPE, Investment Property, Intangible Assets and Heritage Assets) to ensure that:

There is full implementation of the approved Asset Management Policy as required in terms of section 63 of the MFMA.

* To verify assets in possession of the Council annually and during the course of the financial year.
* To keep a complete and balanced record of all assets in possession of the Council.
* To ensure the report in writing of all asset losses, where applicable.
* That assets are valued and accounted for in accordance with a statement of GRAP.
* That assets are properly maintained and safeguarded.

SPENDING AGAINST CAPITAL BUDGET

5.5 CAPITAL EXPENDITURE

The funding for the capital budget is derived from Grants. All funds received were spent.

CAPITAL EXPENDITURE 2020/2021

	'000				
Description	**2019/2020 Actual**	**2020/2021 Budget**	**2020/2021 Adjustment**	**2020/2021 Actual**	**Variance %**
MIG	8,087	7,966	7,966	8,980	-11%
INEP	2,000	0	0	0	0%
EEDSM	0	0	0	0	0%
WSIG	0	0	0	0	0%
RBIG	0	0	0	0	0%

LARGEST PROJECTS 2018/2019

- ✓ **Williston Bulk Water Supply Phase 3 (Mechanical and Civil)**
- ✓ **Williston Streets Paving – Phase 1**
- ✓ **Sutherland Internal Water network**

2019/2020

MIG	R	8 087 000
INEP	R	2 000 000
FMG	R	2 435 000
Disaster Relief	R	21 000

LARGEST PROJECTS 2019/2020 – 2020/2021

- ✓ **Williston Streets Paving – Phase 2 – (2020/2021)**
- ✓ **Sutherland Internal Water network (2019/2020)**

MIG 1255	SUTHERLAND WATER RETICULATION - SUTHERLAND INTERNAL WATER NETWORK UPGRADE - PHASE 2	KHM T006/5/2019/1	7,336,797.60	Construction to be COMPLETED	APPROVED AND CONTRACTED , - retention 2021	PHAMBILE CIVILS	**100 %**
INEP & EEDSM	FRASERBURG MEDIUM & LOW VOLTAGE NETWORK UPGRADE	KHM E-005/2019	1,946,231.42	COMPLETED	APPROVED AND CONTRACTED	EMC ELECTRICAL RETICULATION	**118 %**
MIG	WILLISTON UPGRADING/PAVING OF STREETS - PHASE 2	KHM T001/11/2019	6,233,000.00	COMPLETED	APPROVED AND CONTRACTED	DUNECO	**100 %**

2020/2021 Grants

MIG	R 8 980 000
EPWP	R 1 000 000
FMG	R 2 800 000
Equitable Share	R 24 142 000
Disaster Relief	R 3 159 000
Library	R 1 663 936

CASH FLOW MANAGEMENT AND INVESTMENTS

5.6 CASH FLOW

INTRODUCTION TO CASH FLOW MANAGEMENT AND INVESTMENTS

Cash flow management is the process of monitoring, analyzing, and adjusting the municipality's cash flows. The most important aspect of cash flow management is avoiding extended cash shortages, caused by having too great a gap between cash inflows and outflows. **CASHFLOW OUTCOMES**

NC066 Karoo Hoogland - Table A7 Budgeted Cash Flows

Description	Ref	2020/21 Medium Term Revenue & Expenditure Framework		
R thousand		Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
CASH FLOW FROM OPERATING ACTIVITIES				
Receipts				
Property rates		6,148	6,636	6,941
Service charges		19,029	19,830	20,734
Other revenue		1,695	1,925	2,014
Transfers and Subsidies - Operational	1	32,860	31,259	32,737
Transfers and Subsidies - Capital	1	7,966	20,352	10,562
Interest		2,258	2,362	2,471
Dividends		–	–	–
Payments				
Suppliers and employees		(60,128)	(62,041)	(63,940)
Finance charges		(376)	(396)	(396)
Transfers and Grants	1	(74)	(74)	(74)
NET CASH FROM/(USED) OPERATING ACTIVITIES		**9,379**	**19,853**	**11,049**
CASH FLOWS FROM INVESTING ACTIVITIES				
Receipts				
Proceeds on disposal of PPE		–	–	–
Decrease (increase) in non-current receivables		–	–	–
Decrease (increase) in non-current investments		–	–	–
Payments				
Capital assets		(8,164)	(20,352)	(10,562)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**(8,164)**	**(20,352)**	**(10,562)**
CASH FLOWS FROM FINANCING ACTIVITIES				
Receipts				
Short term loans		–	–	–
Borrowing long term/refinancing		(302)	–	–
Increase (decrease) in consumer deposits		–	–	–
Payments				
Repayment of borrowing		–	–	–
NET CASH FROM/(USED) FINANCING ACTIVITIES		**(302)**	**–**	**–**
NET INCREASE/ (DECREASE) IN CASH HELD		**913**	**(499)**	**487**
Cash/cash equivalents at the year begin:	2	**2,490**	**3,403**	**2,904**
Cash/cash equivalents at the year end:	2	**3,403**	**2,904**	**3,391**

References

1. Local/District municipalities to include transfers from/to District/Local Municipalities

2. Cash equivalents includes investments with maturities of 3 months or less

3. The MTREF is populated directly from SA30.

Total receipts	69,957	82,364	75,459
Total payments	(68,742)	(82,863)	(74,972)
	1,215	(499)	487
Borrowings & investments & c.deposits	(302)	–	–
Repayment of borrowing	–	–	–
	913	(499)	487
	–	–	–

NC066 Karoo Hoogland - Table A7 Budgeted Cash Flows

Description	Ref	2019/20 Medium Term Revenue & Expenditure Framework		
R thousand		Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
CASH FLOW FROM OPERATING ACTIVITIES				
Receipts				
Property rates		7 147	7 533	7 940
Service charges		19 259	20 299	21 396
Other revenue		3 224	3 398	3 581
Government - operating	1	26 434	28 741	30 729
Government - capital	1	35 087	13 274	14 542
Interest		3 024	3 188	3 360
Dividends		–	–	–
Payments				
Suppliers and employees		(54 927)	(57 893)	(61 019)
Finance charges		(244)	(257)	(271)
Transfers and Grants	1	(539)	(568)	(599)
NET CASH FROM/(USED) OPERATING ACTIVITIES		**38 465**	**17 714**	**19 658**
CASH FLOWS FROM INVESTING ACTIVITIES				
Receipts				
Proceeds on disposal of PPE		–	–	–
Decrease (Increase) in non-current debtors		–	–	–
Decrease (increase) other non-current receivables		–	–	–
Decrease (increase) in non-current investments		–	–	–
Payments				
Capital assets		(35 087)	(13 274)	(14 542)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**(35 087)**	**(13 274)**	**(14 542)**
CASH FLOWS FROM FINANCING ACTIVITIES				
Receipts				
Short term loans		–	–	–
Borrowing long term/refinancing		–	–	–
Increase (decrease) in consumer deposits		–	–	–
Payments				
Repayment of borrowing		(303)	(303)	(303)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**(303)**	**(303)**	**(303)**
NET INCREASE/ (DECREASE) IN CASH HELD		**3 075**	**4 137**	**4 813**
Cash/cash equivalents at the year begin:	2	**2 415**	**5 490**	**9 627**
Cash/cash equivalents at the year end:	2	**5 490**	**9 627**	**14 440**

<u>*References*</u>

1. Local/District municipalities to include transfers from/to District/Local Municipalities

2. Cash equivalents includes investments with maturities of 3 months or less

3. The MTREF is populated directly from SA30.

Total receipts	94 175	76 433	81 547
Total payments	(90 797)	(71 992)	(76 431)
	3 378	4 440	5 116
Borrowings & investments & c.deposits	–	–	–
Repayment of borrowing	(303)	(303)	(303)
	3 075	4 137	4 813
	–	–	(0)

5.7 BORROWING AND INVESTMENTS

No funds were borrowed under the period of review.

DBSA Long Term Liability

BORROWING 2020/2021			
	'000		
Description		**2019/2020**	**2020/2021**
DBSA Non Current		1,442	1,208
DBSA Current		222	234
Finance Leases		321	177

INVESTMENTS 2020/2021			
	'000		
Description		**2019/2020**	**2020/2021**
Deposits Bank		3,213	1,667

OTHER FINANCIAL MATTERS

5.8 SUPPLY CHAIN MANAGEMENT

Due to the limited number of suppliers in the region it happens often that goods and services are procured from the sole suppliers. During previous periods under review the Municipal Manager appointed during those periods flaunted SCM regulations on several occasions and were contractors appointed without following the correct procedures. These transgressions were pointed out in previous Annual Financial Statements for review by the Auditor – General.

The Supply Chain Policy was revised and updated to new Regulations in this regard. The municipality has made significant strides to ensure that the policies and procedures have been adhered to. Important vacancies have been filled, and computer software has been advanced to ensure transparency within the municipality. Turnaround strategies and Action Plans have been developed to address short comings in the SCM units and regular audits are performed to address potential risk in the municipality. The municipality prides itself in complying with the MFMA Act No 56 of 2003 and the SCM policy.

5.9 GRAP COMPLIANCE

Karoo Hoogland Municipality's Annual Financial Statements is fully GRAP compliant. The Financial Statements for 2015/2016 were compiled by the then Acting CFO Mr. SJ Myburgh with assistance from Nexia SAB&T whose services was procured from another municipality's tender processes. The 2016/2017 AFS were also compiled by the CFO, Mr SJ Myburgh (Appointed on contract from 1 July 2016) with assistance from Nexia SAB&T as well as the 2017/2018 AFS and the 2018/2019 AFS were compiled with the assistance from Mubesko. During the 2020/2021 financial year a tender were awarded to Mubesko to do the 2020/2021 AFS.

GRAP is the acronym for Generally Recognized Accounting Practice. GRAP sets the rules and formats by which municipalities are required to maintain their financial accounts. Various GRAP standards have been incorporated in the Annual Financial Statements.

5.10 REPORTING ITO LEGISLATION

The Municipality is submitting all monthly, quarterly, bi-annually and annual reports as per the MFMA. The AFS for 2019/2020 was also submitted before the due date of 31 August 2020 – (changed to 31 October 2020 per MFMA Extension Notice) to the office of the AG and Provincial Treasury. The AFS for 2020/2021 was timeously submitted on 31 August 2021 to the office of the AG and Provincial Treasury.

5.11 UNAUTHORISED, IRREGULAR AND FRUITLESS EXPENDITURE REPORTING

The Municipality have appointed an investigation team that commenced investigations all UIF expenditure and will report to the MM after their investigation in 2021/2022. The MM will determine whether officials will be kept liable for these expenses and will submit his report to the Disciplinary Board for further investigation and recommendations. The Disciplinary Board will then report back to the MM and Council on their findings. Monthly registers of UIF are kept and will be used for investigation purposes. Monthly reports on UIF are also submitted to Provincial Treasury.

5.12 MSCOA COMPLIANCE

Various challenges with the implementation of mSCOA are experienced and the cost involved with the implementation are approximately R 5 Million. Challenges on the billing module, SCM module, salary module and prepaid sales hamper effective administration within, mainly the finance department. The Service Provider and the municipality are working close together to resolve these issues but obviously at a high cost. The HR module is also not implemented as yet and the salaries will be implemented by 2021/2022 to run concurrently with the income tax year.

CHAPTER 6: AUDITOR GENERAL AUDIT FINDINGS

COMPONENT A : AUDITOR GENERAL OPINION OF FINANCIAL STATEMENTS : 2019/2020

6.1 AUDITOR GENERAL REPORTS: 2019/2020 & PREVIOUS YEARS

Herewith a summary of the past years' audit opinions and qualifications to compare and point out the major improvements:

YEAR	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Opinion	QUALIFIED	QUALIFIED	UNQUALIFIED	QUALIFIED	UNQUALIFIED
Accumulated Surplus					
PPE	◘	x			
Commitments		x			
Revenue Exchange					
Revenue Non-Exchange				X	
Trade Receivables					
Other Receivables					
Irregular					
LT Liabilities					
Trade Payables					
Other Grant Expenditure					
Unauthorised Expenditure					
Contingent Liabilities					
Cash flow					
Employee Benefits					
Fruitless					
Prior Period Errors					
Investment Property	◘				
TOTALS	**2**	**2**	**-**	**1**	

COMPONENT B : Auditor General Opinion for 2020/2021

6.2 Auditor General Report 2020/2021

The Final Management Report and Report of the Auditor General for 2020/2021 is attached as Volume II.

Audit Opinion for 2020/2021: UNQUALIFIED

ANNEXURES, VOLUMES AND APPENDIXES

ANNEXURE A :

COUNCILLORS, COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

Councillors, Committees Allocated and Council Attendance - Councillors as at 30 June 2021

Council Members	Full Time / Part Time	Committees Allocated	*Ward and/ or Party Represented	Percentage Council Meetings Attendance			
				PERCENTAGE ATTENDED	AMOUNT OF TOTAL MEETINGS ATTENDED		TOTAL AMOUNT ATTENDED
					SPECIAL	GENERAL	
	FT/PT			%	2	7	9 = 100%
MS VC WENTZEL	FT	FINANCE & ADMIN, INFRASTRUCTURE	PROPOR / ANC	100%	2	7	9
MR JE DAVIDS	PT	FINANCE & ADMIN MPAC LLF	WARD 4 /ANC	100%	2	7	9
MR J JOOSTE	PT	FINANCE & ADMIN, INFRASTRUCTURE, MPAC & LLF	WARD 2 / ANC	90%	2	6	8
MR G KLAZEN	PT	MPAC INFRASTRUCTURE	WARD 1 / ANC	75%	1	6	7
MR JJ VAN DER COLFF	PT	LLF	WARD 3 / DA	90%	2	6	8
MR JJ JACOBS	PT	FINANCE & ADMIN, INFRASTRUCTURE, MPAC	PROPOR / DA	55%	0	5	5
MS AM JANUARIE	PT		PROPOR / COPE	75%	1	6	7

Note: * Councillors appointed on a proportional basis do not have wards allocated to them

ANNEXURE B:
COMMITTEES & COMMITTEE PURPOSES

Committees (other than Mayoral / Executive Committee) and Purposes of Committees

Municipal Committees	Purpose of Committee	ACTIVE COMMITTEE
FINANCE & ADMINISTRATION	Financial Administration Audit Reports Finance Reporting Appointments Remuneration Risk Management Public relations Strategic Plans Imbizo Public Participation IDP & LED (Incl Tousrims & Marketing) Planning / SPLUMA	**active**
LOCAL LABOUR FORUM	Labour Relations not addressed in the MCA Only recommendation accepted / no decision making authority	**active**
Sub committee's Training, Employment Equity, Health & Safety	Training, Employment Equity, Health & Safety	**Active - to become one**
INFRASTRUCTURE	Infrastructure Service Delivery Electrical Services Parks & Streets Fleet Management Commonage Planning / SPLUMA	**active**
MPAC	Oversight on Finance Committee	**active**
OVERSIGHT COMMITTEE	MPAC does Oversight roll on Annual Reporting	**active**
SECTION 32	Reporting on Fruitless, Irregular, Wasteful Expenditure	**active**
IDP & BUDGET STEERING COMMITTEE		**active**
LAND REFORM AND COMMONAGE	None	**N/A - covered at Finance Committee**
LOCAL ECONOMIC DEVELOPMENT & TOURISM	None	**N/A - covered at Finance Committee**

ANNEXURE C :

THIRD TIER ADMINISTRATIVE STRUCTURE

Third Tier Structure	
Directorate	**Director/Manager (State title and name)**
Office of the Municipal Manager	Filled : Mr JJ Fortuin (App: Feb 2018)
Directorate : Corporate Services	No Position on Organogram // Not budgeted for Directorate functions are divided and delegated to Middle Managers (Manager: Admin, Manager: HR, Manager: Community Services and IDP)
Directorate : Finance	Filled : Mr SJ Myburgh
Directorate : Infrastructure	Filled : Mr FJ Lotter

ANNEXURE D :
FUNCTIONS OF MUNICIPALITY

Municipal Functions/District

Municipal Functions	Function Applicable To Municipality	District
Water Provision	✓	
Waste Water (Sanitation)	✓	
Electricity Provision	✓	
Waste Management	✓	
Housing	✓ (with funding from CoGHSTA)	
Free Basic Services	✓	
Road Transport	✓	
Waste Water Storm Water Drainage	✓	
Community Social Services	✓	
Museums	✓	
Cemeteries	✓	
Environmental Protection	✓	
Health	✓	
Health Inspections and Abattoir		✓
Security and Safety		✓
Sport and Recreation	✓	
Disaster Management		✓
Air pollution		✓
Building regulations		✓
Firefighting services	✓	

Municipal Functions/District

Municipal Functions	Function Applicable To Municipality	District
Local tourism	✓	
Municipal planning	✓	
Trading regulations	✓	
Control of public nuisances	✓	
Fencing and fences	✓	
Licensing and control of undertaking that sell food to the public	✓	
Municipal Parks	✓	
Waste Water Storm Water Drainage	✓	

ANNEXURE E :
WARD REPORTING

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward committee members	Committee established (Yes / No)	Number of monthly Committee meetings held during the year	Number of monthly reports submitted to Speakers Office on time	Number of quarterly public ward meetings held during year
1	COUNCILLOR G KLAZEN	YES	2	0	0
2	COUNCILLOR J JOOSTE	YES	6	0	0
3	COUNCILLOR JJ VAN DER COLFF	YES	0	0	0
4	COUNCILLOR JE DAVIDS	YES	4	0	0

*** No ward committee meeting recommendations were received from ward councillors to be considered by Council*

ANNEXURE F :
WARD INFORMATION

Commitments as at 30 October 2021

Contracts and tender register

Reference Nr	Project Description	TENDER NR	Project Value (contract value) VAT INCL	PROGRESS ON CONTRACT	CONTRACT AWARDED TO	Accumulated payments value of total contract	Payments for the financial year ending 30 June 2020	Payments for the financial year ending 30 June 2021	TOTAL PAYMENTS	RETENTIONS		MOTIVATION FOR OVERPAYMENT	TOTAL AMOUNT OF CONTRACT VALUE OUTSTANDING	COMMITMENT TO BE DISCLOSED IN THE AFS
MIG	WILLISTON UPGRADING/ PAVING OF STREETS - PHASE 2 WARD 1	KHM T001/11/ 2019	6,233,000.00	APPROVED AND CONTRACTED	DUNECO	0%	-	6,324,359.16	6,324,359.16	337,872.45			-	-
							-	**6,324,359.16**	**6,324,359.16**	**337,872.45**		-	-	-
							2019/2020	2020/2021						**COMMITMENTS AMOUNT TO BE DISCLOSED IN AFS IN June 2021**

SEBATA Votes:

TENDER REGISTER 1 JULY 2020 – NOV 2021																				
ON PROCUREMENT PLAN	Bid Nr	Bid Name	Date of Bid Specifications Committee	Budget	Date Advertised	Advertised	Date of Compulsory Tender Meeting	Closing date	Bid Evaluation Committee date	Bid Adjudication Committee date	MM Approval date	Days from Advertised to letter of award	Allowed Appeal Period	final Appointment letter	All bidders	Successful Bidder	Bid Award accepted by Contractor	Bidding Document amount	Any Appeals lodged within 14 days	Approved Contract Amount (Vat Incl)
YES	KHM T001/11/2019	WILLISTON UPGRADING/PAVING OF STREETS - PHASE 2 WARD 1	04.11.2019	MIG	11/6/2019	MUNICIPAL WEBSITE, NOTICE BOARDS, e-tender WEBSITE	22.11.2019	06.12.2019	28.05.2020	28-May-20	6/1/2020	208	YES		Iceburg Trading B&B Transport & Plant Hire Duneco Urwhebo e-Transand PR Civils Taanil Construction Ruwacon Phambili Civils	Duneco	JA		NO	6 233 000.00
YES	KHM T001/006/2020	APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF THE ANNUAL FINANCIAL STATEMENTS IN CASEWARE AND GRAP COMPIANT ASSET REGISTER FOR A PERIOD OF THREE (3) YEAR 2019/2020 - 2021/22 ALL WARDS	03.06.2020	Own Funding	4/6/2020	MUNICIPAL WEBSITE, NOTICE BOARDS, e-tender WEBSITE, FACEBOOK		12.06.2020	18.06.2020	19.06.2020	6/30/2020	85	yes		MUBESKO (PTY) Ltd Ducharme Itile Consultancy (PTY) Ltd Makomota Investment Holdings (PTY) Ltd	Mubesko (PTY) Ltd	Ja		NO	R861 212.00 (eerste jaar)

NO - INITIAL REQUISITION	SCM/T2051/06/2020	SUBDIVION AND REZONING OF ±50 ERVEN IN THE KAROO HOOGLAND MUNICIPAL AREA, WILLISTON WARD 1	No Committee	Own Funding	6/30/2020	MUNICIPAL WEBSITE, NOTICE BOARDS, WEBSITE, FACEBOOK		10.07.2020	23.07.2020	28.07.2020	7/30/2020	30	yes		CD Venter Landmeters Williston Planning and Surveying Ck Rumboll and partners Reneilwe Consulting and Planners African Consulting Surveyors TK Independent M& T Geomatices **One late unopened bidding document submission	CD Venter Landmeters			NO	R 138 460.00 (btw incl)
YES	KHM T008/09/2020	Supply and Delivery of 1 x 8000 L 3 CR12 Sewage Suction Vacuum Tankers WARD 4	04.09.2020	Own funding	9/8/2020			30.09.2020	02.10.2020	07.10.2020	10/7/2020	29	yes	30.10.2020	Shorts Nissan CC Newgen Pumps & Valves Isuzu Truck Centre	Shorts Nissan			NO	R 1 156 302,00 (Vat incl)
YES	KHM T031/07/2020	FRASERBURG LANDFILL SITE – SUPPLY OF FENCING MATERIALS WARD 2	30.07.2020	Own Funding	7/31/2020	MUNICIPAL WEBSITE, NOTICE BOARDS, WEBSITE, FACEBOOK		21.08.2020	21.09.2020	21.09.2020	9/29/2020	60	n/a		NOT AWARDED					
YES	KHM T001/04/2021	WATER INTERNAL NETWORK UPGRADES - PHASE 2 WARD 1	23.03.2021	MIG extra	3/24/2021	MUNICIPAL WEBSITE, NOTICE BOARDS, WEBSITE, FACEBOOK	31.03.2021	30.04.2021	12.05.2021 HER-EVALUERING 25.05.2021 22.07.2021	14.05.2021 HER-TOEKENING 26.05.2021 06.08.2021	NOT APPROVE 19.05.2021 Approved on 31 May 2021 by Acting MM 06.09.2021 FINAL	**166**	YES and received 1 Appeal from BBT	17.06.2021	BBT CONSTRUCTION GEEZFIX LTD ZAMUVUKA CONSTRUCTION CC WECONSTRUCTION LTD ACV CIVILS JVZ CONSTRUCTION LTD DE JAGERS LOODGIETERS ALERT DEVELOPMENTS LTD PHAMBILI CIVILS CC	JVZ Construction	Appeal from BBT - Mediator appointed Mediator report 02.07.2021		YES	R 11,490,650.59

YES	KHM T012/04/2021	APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS MUNICIPAL INFRASTRUCTURE AND BUILDING PROJECTS FOR A PERIOD OF THREE YEARS ALL WARDS	12.04.2021		4/12/2021	MUNICIPAL WEBSITE, NOTICE BOARDS, WEBSITE, FACEBOOK,	23.04.2021	17.05.2021	22.07.2021 14.09.2021	11.08.2021 **13.08.2021 Extention letters 21.09.2021	29.09.2021	**170**	yes	14.10.2021	RIBICON CONSULTING GROUP PTY LTD BVI CONSULTING UDS AFRICA MATSAPA PROJECTS NEIL LYNERS & ASS	Neil Lyners and Ass BVI Consulting Engineers				
YES	KHM T001/05/2021	SHORT TERM INSURRANCE FOR 2YEARS & 9 MONTHS ALL WARDS	25.05.2021 and 13.07.2021 and 11.08.2021		8/13/2021	MUNICIPAL WEBSITE, NOTICE BOARDS, e-tender WEBSITE, FACEBOOK	19.08.2021	02.09.2021	14.09.2021	21.09.2021	28.09.2021	**49**	YES	14.10.2021	KUNENE MAKOPO RISK SOLUTIONS MPUMELELO SERVICES LATERAL UNISON INSURANCE BROKERS OPULENTIA FINANCIAL SERVICES AON SOUTH AFRICA	AON SOUTH AFRICA				R 266,145.42
	KHM T001/11/2021/C	SUTHERLAND EMERGENCY BULK WATER: CIVIL WARD 4	22.11.2021	WSIG	11/23/2021	MUNICIPAL WEBSITE, NOTICE BOARDS, e-tender WEBSITE, FACEBOOK, CIDB	12/3/2021	12/15/2021				**22**								
	KHM T002/11/2021/M&E	SUTHERLAND EMERGENCY BULK WATER: MECHANICAL & ELECTRICAL WARD 4	22.11.2021	WSIG	11/23/2021	MUNICIPAL WEBSITE, NOTICE BOARDS, e-tender WEBSITE, FACEBOOK, CIDB	12/3/2021	12/15/2021				**22**								

ANNEXURE G :

RECOMMENDATIONS OF THE AUDIT COMMITTEE 2020/2021

ANNEXURE H :

LONG TERM CONTRACTS & PPP

None

ANNEXURE I :

SERVICE PROVIDER PERFORMANCE SCHEDULE

EXTERNAL SERVICE PROVIDER'S ASSESSMENT REPORT - 2019/2020 && 2020/2021

The monitoring of the service provider performance is ensured through the signing of the SLA and the GCC signing . It is currently being done by the End User Department. Monthly and Quarterly reports are being submitted to the Administration and SCM to compole monthly reports in terms of compliance to project timelines. Service providers who fail to perform are reported to SCM and the CFO and the necessary action sis taken including termination of the contract or cancellation of an order.

FINANCIAL YEAR	Project Name / Description of service or Goods / Bid Number	Appointed External Service Provider(Consultant/Contractor/Supplier)	Date Contract Awarded	Value of Project	Expenditure on Project for 2019/2020	Expenditure on Project for 2020/2021	Project Achieved / Not Achieved / Term Contract / Service provided in terms of Specifications or SLA	Project Status Quo	Reason for Variance	Mitigation Measure	Project Start Date	Project End Date	Overall Rating Excellent = 4 Good = 3 Average = 2 Poor = 1
2019/2020	Compilation of AFS / Annual Financial Statements on Caseware PROVISION OF ACCOUNTING SERVICES FOR A CONTRACT PERIOD ENDING 30 JUNE 2019 GRAP 17 COMPLIANCE : ASSET MANAGEMENT AND ADMINISTRATIVE WORK FOR AFS Sec 32 - Swellendam/Bitou Municipality	**Mubesko Africa**	Service Provider consented to appointment on 15 March 2017		R 1,150,410.10				none	none			**3**

2019/2020	Supply of GRAP Compliant Fixed Asset Register PROVISION OF ACCOUNTING SERVICES FOR A CONTRACT PERIOD ENDING 30 JUNE 2019 GRAP 17 COMPLIANCE : ASSET MANAGEMENT AND ADMINISTRATIVE WORK FOR AFS Sec 32 - Swellendam Municipality	**Mubesko Africa**	Service Provider consented to appointment on 15 March 2017						none	none			**3**
2019/2020	Supply of Prepaid water meters Account Normalization and management Services Sec 32 Nama Khoi Municipality	**Macrocomm**	08.04.23019		R 200,000.00		THREE YEARS	Could only commence from Jan 2020 until March 2020	none	none		4/30/2020	**2**
2019/2020	Telecommunication Account management	**B-Efficient**	Previous Financial Year	Commision Based	R 37,027.90				none	none			**2**
2019/2020	ZNC 256 Consulting Engineer Monitoring De Jagers Loodgieters - Replacement of AC Water Pipes Sec 32 Richterseld Municipality	**Ribicon Consulting**	02.05.2019	-	-		12 weeks		none	none		30.08.2019	**3**
2019/2020	REPLACEMENT OF AC PIPES - FRASERBURG Section 32 Appointment from Dr Beyers Naude Municipality	**DE JAGERS LOODGIETER KONTRAKTEURS**	09.05.2019	R 3,532,999.53	R 205,742.03		12 weeks		none	none			**3**

2019/2020	Consulting Engineer Monitoring Contractors - DE Jagers - Paving of Streets Williston Phase 1Monitoring done via Monthly Site Meetings and Site visitsProject ManagementSec 32 - Mosselbay Municipality	**Niel Lyners**	08.06.2018		R 1,524,920.00		CONSULTING ENGINEERS FOR VARIOUS MUNICIPAL INFRASTRUCTURE AND BUILDING PROJECTS FROM 1 JULY 2017 - 30 JUNE 2020		none	none		30.06.2020	**3**
2019/2020	Consulting Engineer Monitoring Contractors - DE Jagers - Internal Water Sutherland - Phase 1 Monitoring done via Monthly Site Meetings and Site visits Project Management Sec 32 - Mosselbay Municipality	**Niel Lyners**	08.06.2018		-		CONSULTING ENGINEERS FOR VARIOUS MUNICIPAL INFRASTRUCTURE AND BUILDING PROJECTS FROM 1 JULY 2017 - 30 JUNE 2020		none	none		30.06.2020	**4**
2019/2020	Consulting Engineer Monitoring Contractors - JVZ & Tricomm - upgrading of boreholes Phase 3 Williston Monitoring done via Monthly Site Meetings and Site visits Project Management Sec 32 - Mosselbay Municipality	**Niel Lyners**	08.06.2018		-		CONSULTING ENGINEERS FOR VARIOUS MUNICIPAL INFRASTRUCTURE AND BUILDING PROJECTS FROM 1 JULY 2017 - 30 JUNE 2020		none	none		30.06.2020	**3**
2019/2020	RBIG FUNDING - KHM WB04/007/2018 MECHANICAL AND ELECTRICAL WORKS	**TRICOM AFRICA**	20.02.2019	R 8,412,250.00	R 925,495.19			successfully completed	none	none		30.09.2019	**3**

2019/2020	RBIG FUNDING - KHM WB03/007/2018 CIVIL WORKS	**JVZ CONSTRUCTION**	18.10.2018	R 17,577,050.00	R 185,057.01			succes sfully compl eted	none	none		18.0 9.20 19	**3**
2019/2020	Consulting Engineer Monitoring Contractors - Phambili Civils - Phase 2 - Sutherland Internal Water network Upgrade - MIG 1255 Monitoring done via Monthly Site Meetings and Site visits Project Management Sec 32 - Mosselbay Municipality	**Niel Lyners**	08.06.2018		-		CONSULTING ENGINEERS FOR VARIOUS MUNICIPAL INFRASTRUC TURE AND BUILDING PROJECTS FROM 1 JULY 2017 - 30 JUNE 2020		none	none		30.0 6.20 20	**4**
2019/2020	KHM T006/5/2019/1 SUTHERLAND INTERNAL WATER NETWORK UPGRADE - PHASE 2	**Phambili Civils**	13.06.2019	R 7,336,797.60	R 6,968,797.69		24 weeks		none	none		17.0 3.20 20	**3**
2019/2020	KHM E-005/2019 FRASERBURG MEDIUM & LOW VOLTAGE NETWORK UPGRADE	**EMC Electrical**	16.08.2019	R 2,000,000.00	R 1,946,229.93		16 weeks		none	none		09.0 1.20 20	**3**
2019/2020	Consulting Engineer Monitoring Contractors - EMC Electrical - Fraserburg Electrical Network UpgradeMonitoring done via Monthly Site Meetings and Site visitsProject ManagementSec 32 - Mosselbay Municipality	**Niel Lyners**	08.06.2018		-		CONSULTING ENGINEERS FOR VARIOUS MUNICIPAL INFRASTRUC TURE AND BUILDING PROJECTS FROM 1 JULY 2017 - 30 JUNE 2020		none	none		30.0 6.20 20	**4**

2019/2020	KHM T 001/007/2019 SUPPLY AND DELIVERY OF 3 X 1 TON LIGHT DELIVERY VEHICLES (LDV) TO WILLISTON	**Worcester Nissan**	06.08.2019	R 705,108.00	R 705,108.00		Goods Delivered		none	none			**3**
2020/2021	MSCOA Compliancy - EMS - Financial System Monitoring done via Steering Com meetings quarterly	**Sebata**	SLA since 2015		R 4,726,078.66	R 3,940,057.12	ongoing						**-**
2020/2021	Valuation Roll Compilation Sec 32 Bergrivier Municipality	**HCB**	30.11.2017	R 490,000.00	R -		SLA		none	none	01.07 .2017	30.0 6.20 23	**3**
2020/2021	KHM T001/11/2019 WILLISTON UPGRADING/PAVING OF STREETS - PHASE 2	**Duneco**	01.06.2020	R 6,233,000.00	R -	R 6,419,576.55	GCC / tender doc					CO MPL ETE D	**3**
2020/2021	Consulting Engineer Monitoring Contractors - Oversee project for Williston Upgrading and paving AND assistance with Williston Water Internal network upgrade tender documents Monitoring done via Monthly Site Meetings and Site visits Project Management Sec 32 - Mosselbay Municipality - extended per project for Duneco and Williston Internal WAter	**Niel Lyners**	08.06.2018		-		CONSULTING ENGINEERS FOR VARIOUS MUNICIPAL INFRASTRUCTUR E AND BUILDING PROJECTS FROM 1 JULY 2017 - 30 JUNE 2020 **extended per projects		none	none		30.0 6.20 20	**4**

2020/2021	KHM T01/10/08/2018 SHORT TERM INSURANCE third year	**AON SA**	19.09.2018	THREE YEAR TERM : 1ST YEAR : R207 971.68 ANNUAL ESCALATION : 6%	R 469,252.89	R 475,028.82	3 years		none	none		9/30/2021	**3**
2020/2021.	APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF THE ANNUAL FINANCIAL STATEMENTS IN CASEWARE AND GRAP COMPIANT ASSET REGISTER FOR A PERIOD OF THREE (3) YEAR 2019/2020 - 2021/22	Mubesko (PTY) Ltd	6/30/2020	three years R861 212.00 (eerste jaar)		R 1,116,531.10	3 years				7/1/2020	6/30/2023	**3**
2020/2021	SUBDIVION AND REZONING OF ±50 ERVEN IN THE KAROO HOOGLAND MUNICIPAL AREA, WILLISTON	CD Venter Landmeters	9/1/2020	R 138 460.00 (btw incl) - DEPENDANT ON KHM FOR INFO - NO PERIOD								2021/2022	**3**
2020/2021	Supply and Delivery of 1 x 8000 L 3 CR12 Sewage Suction Vacuum Tankers	Shorts Nissan	10/1/2020	R 1 156 302,00 (Vat incl)		R 1,156,302.00	Delivered in Good order 1 April 2021						**4**
2021/2022	SHORT TERM INSURANCE TENDER FROM OCTOBER 2021 FOR 33 MONTHS	**AON SA**	10/10/2021				2 YEARS AND 9 MONTHS						**
2021/2022	APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS MUNICIPAL INFRASTRUCTURE AND BUILDING PROJECTS FOR A PERIOD OF THREE YEARS	Neil Lyners and Ass BVI Consulting Engineers	10/14/2021										

ANNEXURE J :

DISCLOSURE OF FINANCIAL INTERESTS: COUNCIL, MM & DIRECTORS

Disclosures of Financial Interests

Period 1 July 2020 to 30 June 2021

Position	Name	Description of Financial interests* (Nil / Or details)
Mayor	Veruschska Charlene Wentzel	Nil
Councillor	Anna M Januarie	Nil
	Jeremia Elias Davids	Nil
	Giel Klazen	Nil
	J Jooste	Public Office bearer at Dept of Public Works in Fraserburg
	J J van der Colff	Member of Williston Vleis Kooperasie (Shareholder) Fulltime Farmer in KHM Area
	JJ Jacobs	Work as a HIV and Aids-Counsellor for an NGO
Municipal Manager	JJ Fortuin	Own a House in Calvinia
Chief Financial Officer	SJ Myburgh	Own a House in Bloemfontein
Head Infrastructure	FJ Lotter	Own a House in Fraserburg
Other S57 Officials	N/A	

* Financial interests to be disclosed even if they incurred for only parts of the year. See MBRR SA34A

ANNEXURE K :
REVENUE COLLECTION – PERFORMANCE BY VOTE & BY SOURCE

ANNEXURE K (i)
REVENUE COLLECTION – PERFORMANCE BY VOTE

Choose name from list - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	Ref	Current Year 2020/2021			2021/2022 Medium Term Revenue & Expenditure Framework		
R thousand		Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2021/2022	Budget Year +1 2022/2023	Budget Year +2 2023/2024
Revenue by Vote	1						
Vote 1 - Executive and Council		2,669	2,487	2,842	2,825	2,787	2,904
Vote 2 - Directorate Corporate Services		–	–	–	–	–	–
Vote 3 - Directorate Financial Services		14,302	17,001	22,571	14,837	15,905	15,498
Vote 4 - Directorate Infrastructure Services		44,645	44,420	52,569	63,925	57,991	60,155
Vote 5 - COMMUNITY & SOCIAL SERVICES		1,680	1,673	1,674	1,514	1,589	1,669
Vote 6 - [NAME OF VOTE 6]		–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–
Total Revenue by Vote	2	**63,296**	**65,581**	**79,656**	**83,101**	**78,272**	**80,225**
Expenditure by Vote ***to be appropriated***	1						
Vote 1 - Executive and Council		13,180	13,117	11,583	13,180	14,234	14,803
Vote 2 - Directorate Corporate Services		–	–	–	–	–	–
Vote 3 - Directorate Financial Services		15,620	16,720	17,828	18,122	19,546	20,353
Vote 4 - Directorate Infrastructure Services		32,997	37,315	44,740	40,047	43,439	45,165
Vote 5 - COMMUNITY & SOCIAL SERVICES		4,328	4,362	1,842	1,939	1,918	2,033
Vote 6 - [NAME OF VOTE 6]		–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–
Total Expenditure by Vote	2	**66,125**	**71,515**	**75,992**	**73,288**	**79,137**	**82,354**
Surplus/(Deficit) for the year	2	**(2,829)**	**(5,934)**	**3,664**	**9,813**	**(865)**	**(2,129)**

References

1. Insert 'Vote'; e.g. department, if different to functional classification structure

2. Must reconcile to Budgeted Financial Performance (revenue and expenditure)

3. Assign share in 'associate' to relevant Vote

ANNEXURE K :

REVENUE COLLECTION – PERFORMANCE BY VOTE & BY SOURCE

ANNEXURE K (ii)

REVENUE COLLECTION – PERFORMANCE BY SOURCE

Choose name from list - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2019/2020	Current Year 2020/2021				2021/2022 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2021/2022	Budget Year +1 2022/2023	Budget Year +2 2023/2024
Revenue By Source									
Property rates	2	7,209	7,348	7,348	7,348	6,850	7,824	8,129	8,471
Service charges - electricity revenue	2	10,506	11,454	11,324	11,324	10,918	12,539	13,028	13,575
Service charges - water revenue	2	3,232	4,049	4,064	4,064	3,693	4,158	4,320	4,502
Service charges - sanitation revenue	2	2,890	3,435	3,437	3,437	3,368	3,562	3,701	3,856
Service charges - refuse revenue	2	2,282	2,776	2,694	2,694	2,551	2,549	2,648	2,760
Rental of facilities and equipment		591	588	588	588	643	507	527	549
Interest earned - external investments		270	237	237	237	238	305	317	330
Interest earned - outstanding debtors		2,284	2,561	2,561	2,561	2,617	2,678	2,783	2,900
Dividends received		–	–	–	–	–	–	–	–
Fines, penalties and forfeits		1	7	7	7	4	13	13	14
Licences and permits		–	–	–	–		–	–	–
Agency services		–	28	28	28	99	52	54	56
Transfers and subsidies		26,611	30,001	32,761	32,761	41,746	45,477	47,751	47,751
Other revenue	2	1,426	812	532	532	6,929	1,160	1,057	1,101
Gains		–	–				–	0	0
Total Revenue (excluding capital transfers and contributions)		**57,301**	**63,296**	**65,581**	**65,581**	**79,656**	**80,825**	**84,329**	**85,865**
Expenditure By Type	-								
Employee related costs	2	25,063	28,028	28,028	28,028	27,560	28,375	30,099	31,357
Remuneration of councillors		2,633	2,763	2,763	2,763	2,651	4,119	4,280	4,459
Debt impairment	3	178	3,739	3,739	3,739	7,150	3,936	4,713	4,757
Depreciation & asset impairment	2	12,242	7,500	7,500	7,500	12,032	9,500	9,871	10,285
Finance charges		2,909	135	134	134	2,966	90	94	97
Bulk purchases	2	9,482	10,100	10,100	10,100	10,163	10,811	11,912	12,412
Other materials	8	1,380	1,320	1,320	1,320	1,391	1,447	1,503	1,566
Contracted services		3,031	7,483	7,483	7,483	4,596	6,747	7,426	7,738
Transfers and subsidies		134	197	197	197	197	67	69	72
Other expenditure	4, 5	11,427	10,241	10,241	10,241	7,286	7,725	8,238	8,626
Losses		1,315	–	–	–	–	0	0	0
Total Expenditure		**69,795**	**71,505**	**71,505**	**71,505**	**75,992**	**72,816**	**78,205**	**81,372**
Surplus/(Deficit)		**(5,260)**	**(8,209)**	**(5,924)**	**(5,924)**	**3,664**	**8,008**	**6,124**	**4,493**

Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		10,087	8,065	7,966	7,966	8,980	18,276	10,562	10,734
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)	6	–					–	–	–
Transfers and subsidies - capital (in-kind - all)		0					–	–	–
Surplus/(Deficit) after capital transfers & contributions		**4,827**	**(144)**	**2,042**	**2,042**	**12,644**	**26,284**	**16,686**	**15,227**
Taxation		–					–	–	–
Surplus/(Deficit) after taxation		**4,827**	**4,827**	**4,827**	**4,827**	**4,827**	**26,284**	**16,686**	**15,227**
Attributable to minorities		–					–	–	–
Surplus/(Deficit) attributable to municipality		**4,827**	**4,827**	**4,827**	**4,827**	**4,827**	**26,284**	**16,686**	**15,227**
Share of surplus/ (deficit) of associate	7	–					–	–	–
Surplus/(Deficit) for the year		**4,827**	**4,827**	**4,827**	**4,827**	**4,827**	**26,284**	**16,686**	**15,227**

References

1. Classifications are revenue sources and expenditure type

2. Detail to be provided in Table SA1

3. Previously described as 'bad or doubtful debts' - amounts shown should reflect the change in the provision for debt impairment

4. Expenditure type components previously shown under repairs and maintenance should be allocated back to the originating expenditure group/item; e.g. employee costs

5. Repairs & maintenance detailed in Table A9 and Table SA34c

6. Contributions are funds provided by external organisations to assist with infrastructure development; e.g. developer contributions (detail to be provided in Table SA1)

7. Equity method (Includes Joint Ventures)

8. All materials not part of 'bulk' e.g road making materials, pipe, cable etc.

ANNEXURE L :

CONDITIONAL GRANTS RECEIVED : EXCLUDING MIG

Choose name from list - Supporting Table SA18 Transfers and grant receipts

Description	Ref	2018/19	2019/20	Current Year 2020/21			2021/22 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
RECEIPTS:	1, 2								
-									
Operating Transfers and Grants									
National Government:		**22,029**	**24,872**	**28,242**	**31,101**	**31,101**	**27,881**	**29,457**	**29,619**
Local Government Equitable Share		20,059	22,416	24,142	24,142	24,142	25,231	26,807	26,969
Finance Management		1,970	2,435	2,800	2,800	2,800	2,650	2,650	2,650
Municipal Systems Improvement		–	–	–	–	–	0	0	0
Municipal Drought Relief		–	21	–	3,159	3,159	0	0	0
EPWP Incentive		–	–	1,000	1,000	1,000	0	0	0
Municipal Systems Improvement				300	–				
Other transfers/grants [insert description]									
Provincial Government:		**–**	**–**	**1,667**	**1,667**	**1,664**	**–**	**–**	**–**
Sport and Recreation				1,667	1,667	1,664			
Other transfers/grants [insert description]									
District Municipality:		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
[insert description]									
Other grant providers:		**–**	**–**	**92**	**92**	**–**	**96**	**100**	**104**
Post Retirement Benefit		–	–	92	92	–	96	100	104
Total Operating Transfers and Grants	5	**22,029**	**24,872**	**30,001**	**32,860**	**32,765**	**27,977**	**29,557**	**29,723**
Capital Transfers and Grants									
National Government:		**4,779**	**10,087**	**8,065**	**7,966**	**8,980**	**18,276**	**10,562**	**10,734**

Municipal Infrastructure Grant (MIG)		2,779	8,087	8,065	7,966	8,980	8,276	8,562	8,734
Integrated National Electrification Programme Grant		2,000	2,000	–	–	–	–	2,000	2,000
Water Services Infrastructure Grant		–	–	–	–	–	10,000	–	–
Other capital transfers/grants [insert desc]									
Provincial Government:		–	–	–	–	–	–	–	–
Other capital transfers/grants [insert description]									
District Municipality:		–	–	–	–	–	–	–	–
[insert description]									
Other grant providers:		–	–	–	–	–	–	–	–
Post Retirement Benefi									
Total Capital Transfers and Grants	5	**4,779**	**10,087**	**8,065**	**7,966**	**8,980**	**18,276**	**10,562**	**10,734**
TOTAL RECEIPTS OF TRANSFERS & GRANTS		**26,808**	**34,959**	**38,066**	**40,826**	**41,745**	**46,253**	**40,119**	**40,457**

References

1. *Each transfer/grant is listed by name as gazetted together with the name of the transferring department or municipality, donor or other organisation*
2. *Amounts actually* RECEIVED; not revenue recognised (objective is to confirm grants transferred)
3. *Replacement of RSC levies*
4. *Housing subsidies for housing where ownership transferred to organisations or persons outside the control of the municipality* **(41,746)**
5. *Total transfers and grants must reconcile to Budgeted Cash Flows* 41,745
6. *Motor vehicle licensing refunds to be included under 'agency' services (Not Grant Receipts)* (1)

ANNEXURE M (i):

CAPITAL EXPENDITURE – NEW ASSETS PROGRAMME

Choose name from list - Supporting Table SA34a Capital expenditure on new assets by asset class

Description	Ref	2018/19	2019/20	Current Year 2020/21			2021/22 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
Capital expenditure on new assets by Asset Class/Sub-class									
-									
Infrastructure		**39,799**	**16,733**	**8,255**	**8,156**	**8,156**	**18,276**	**10,562**	**10,734**
Roads Infrastructure		2,304	–	7,325	7,226	7,226	335	–	0
Roads		–	–	–	–	–	–	–	–
Road Structures		2,304	–	7,325	7,226	7,226	335		0
Road Furniture		–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–
Drainage Collection		–	–	–	–	–	–	–	–
Storm water Conveyance		–	–	–	–	–	–	–	–
Attenuation		–	–	–	–	–	–	–	–
Electrical Infrastructure		3,054	–	–	–	–	–	2,000	2,000
Power Plants		–	–	–	–	–	–	–	–
HV Substations		–	–	–	–	–	–	–	–
HV Switching Station		–	–	–	–	–	–	–	–
HV Transmission Conductors		–	–	–	–	–	–	–	–
MV Substations		–	–	–	–	–	–	–	–
MV Switching Stations		–	–	–	–	–	–	–	–
MV Networks		–	–	–	–	–	–	–	–
LV Networks		3,054	–	–	–	–	–	2,000	2,000
Capital Spares		–	–	–	–	–	–	–	–
Water Supply Infrastructure		34,440	(7,070)	740	740	740	17,941	8,562	8,734
Dams and Weirs		–	–	–	–	–	–	–	–
Boreholes		–	–	–	–	–	–	–	–
Reservoirs		–	–	–	–	–	–	–	–
Pump Stations		–	–	–	–	–	–	–	–
Water Treatment Works		–	–	–	–	–	–	–	–
Bulk Mains		–	–	–	–	–	–	–	–
Distribution		34,440	(7,070)	740	740	740	17,941	8,562	8,734
Distribution Points		–	–	–	–	–	–	–	–
PRV Stations		–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–
Sanitation Infrastructure		–	23,803	190	190	190	–	–	–
Pump Station									

	–	–	–	–	–	–	–	–
Reticulation	–	–	–	–	–	–	–	–
Waste Water Treatment Works	–	23,803	–	–	–	–	–	–
Outfall Sewers	–	–	–	–	–	–	–	–
Toilet Facilities	–	–	190	190	190	–	-	-
Capital Spares	–	–	–	–	–	–	–	–
Solid Waste Infrastructure	–	–	–	–	–	–	0	0
Landfill Sites	–	–	–	–	–	–	0	0
Waste Transfer Stations	–	–	–	–	–	–	–	–
Waste Processing Facilities	–	–	–	–	–	–	–	–
Waste Drop-off Points	–	–	–	–	–	–	–	–
Waste Separation Facilities	–	–	–	–	–	–	–	–
Electricity Generation Facilities	–	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–	–
Rail Infrastructure	–	–	–	–	–	–	–	–
Rail Lines	–	–	–	–	–	–	–	–
Rail Structures	–	–	–	–	–	–	–	–
Rail Furniture	–	–	–	–	–	–	–	–
Drainage Collection	–	–	–	–	–	–	–	–
Storm water Conveyance	–	–	–	–	–	–	–	–
Attenuation	–	–	–	–	–	–	–	–
MV Substations	–	–	–	–	–	–	–	–
LV Networks	–	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–	–
Coastal Infrastructure	–	–	–	–	–	–	–	–
Sand Pumps	–	–	–	–	–	–	–	–
Piers	–	–	–	–	–	–	–	–
Revetments	–	–	–	–	–	–	–	–
Promenades	–	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–	–
Information and Communication Infrastructure	–	–	–	–	–	–	–	–
Data Centres	–	–	–	–	–	–	–	–
Core Layers	–	–	–	–	–	–	–	–
Distribution Layers	–	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–	–
Community Assets	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Community Facilities	–	–	–	–	–	–	–	–
Halls	–	–	–	–	–	–	–	–

Centres		–	–	–	–	–	–	–	–
Crèches		–	–	–	–	–	–	–	–
Clinics/Care Centres		–	–	–	–	–	–	–	–
Fire/Ambulance Stations		–	–	–	–	–	–	–	–
Testing Stations		–	–	–	–	–	–	–	–
Museums		–	–	–	–	–	–	–	–
Galleries		–	–	–	–	–	–	–	–
Theatres		–	–	–	–	–	–	–	–
Libraries		–	–	–	–	–	–	–	–
Cemeteries/Crematoria		–	–	–	–	–	–	–	–
Police		–	–	–	–	–	–	–	–
Parks		–	–	–	–	–	–	–	–
Public Open Space		–	–	–	–	–	–	–	–
Nature Reserves		–	–	–	–	–	–	–	–
Public Ablution Facilities		–	–	–	–	–	–	–	–
Markets		–	–	–	–	–	–	–	–
Stalls		–	–	–	–	–	–	–	–
Abattoirs		–	–	–	–	–	–	–	–
Airports		–	–	–	–	–	–	–	–
Taxi Ranks/Bus Terminals		–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–
Indoor Facilities		–	–	–	–	–	–	–	–
Outdoor Facilities		–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–	–
Monuments		–	–	–	–	–	–	–	–
Historic Buildings		–	–	–	–	–	–	–	–
Works of Art		–	–	–	–	–	–	–	–
Conservation Areas		–	–	–	–	–	–	–	–
Other Heritage		–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–	–
Unimproved Property		–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–	–
Unimproved Property									

	–	–	–	–	–	–	–	–
Other assets	–	–	–	–	–	–	–	–
Operational Buildings	–	–	–	–	–	–	–	–
Municipal Offices	–	–	–	–	–	–	–	–
Pay/Enquiry Points	–	–	–	–	–	–	–	–
Building Plan Offices	–	–	–	–	–	–	–	–
Workshops	–	–	–	–	–	–	–	–
Yards	–	–	–	–	–	–	–	–
Stores	–	–	–	–	–	–	–	–
Laboratories	–	–	–	–	–	–	–	–
Training Centres	–	–	–	–	–	–	–	–
Manufacturing Plant	–	–	–	–	–	–	–	–
Depots	–	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–	–
Housing	–	–	–	–	–	–	–	–
Staff Housing	–	–	–	–	–	–	–	–
Social Housing	–	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–	–
Biological or Cultivated Assets	–	–	–	–	–	–	–	–
Biological or Cultivated Assets	–	–	–	–	–	–	–	–
Intangible Assets	–	–	–	–	–	–	–	–
Servitudes	–	–	–	–	–	–	–	–
Licences and Rights	–	–	–	–	–	–	–	–
Water Rights	–	–	–	–	–	–	–	–
Effluent Licenses	–	–	–	–	–	–	–	–
Solid Waste Licenses	–	–	–	–	–	–	–	–
Computer Software and Applications	–	–	–	–	–	–	–	–
Load Settlement Software Applications	–	–	–	–	–	–	–	–
Unspecified	–	–	–	–	–	–	–	–
Computer Equipment	–	–	–	–	–	70	0	0
Computer Equipment	–	–	–	–	–	70	0	0
Furniture and Office Equipment	118	–	–	–	–	–	0	0
Furniture and Office Equipment	118	–	–	–	–	–	0	0
Machinery and Equipment	–	–	–	–	–	–	–	–
Machinery and Equipment	–	–	–	–	–	–	–	–

Transport Assets		–	–	511	1,211	824	–	–	–
Transport Assets		–	–	511	1,211	824	–	–	–
Land		–	6,055	–	–	–	–	–	–
Land		–	6,055	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–
Total Capital Expenditure on new assets	1	**39,917**	**22,789**	**8,766**	**9,367**	**8,980**	**18,346**	**10,562**	**10,734**

References

1. *Total Capital Expenditure on new assets (SA34a) plus Total Capital Expenditure on renewal of existing assets (SA34b) plus Total Capital Expenditure on upgrading of existing assets (SA34e) must reconcile to total capital expenditure in Budgeted Capital Expenditure*

ANNEXURE M (ii):

CAPITAL EXPENDITURE – UPGRADE & RENEWAL PROGRAMME

Choose name from list - Supporting Table SA34b Capital expenditure on the renewal of existing assets by asset class

Description	Ref	2019/20	Current Year 2020/2021			2020/21 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
Capital expenditure on renewal of existing assets by Asset Class/Sub-class								
-								
Infrastructure		**10,308**	**–**	**0**	**0**	**641**	**0**	**0**
Roads Infrastructure		–	–	–	–	–	–	–
Roads		–	–	–	–	–	–	–
Road Structures		–	–	–	–	–	–	–
Road Furniture		–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–
Drainage Collection		–	–	–	–	–	–	–
Storm water Conveyance		–	–	–	–	–	–	–
Attenuation		–	–	–	–	–	–	–
Electrical Infrastructure		–	–	–	–	–	–	–
Power Plants		–	–	–	–	–	–	–
HV Substations		–	–	–	–	–	–	–
HV Switching Station		–	–	–	–	–	–	–
HV Transmission Conductors		–	–	–	–	–	–	–
MV Substations		–	–	–	–	–	–	–
MV Switching Stations		–	–	–	–	–	–	–
MV Networks		–	–	–	–	–	–	–
LV Networks		–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–
Water Supply Infrastructure		10,308	–	0	0	641	0	0
Dams and Weirs		–	–	–	–	–	–	–
Boreholes		–	–	0	0	–	–	–
Reservoirs		10,308	–	–	–	641	0	0
Pump Stations		–	–	–	–	–	–	–
Water Treatment Works		–	–	–	–	–	–	–
Bulk Mains		–	–	–	–	–	–	–
Distribution		–	–	0	0	–	–	–
Distribution Points		–	–	–	–	–	–	–
PRV Stations								

	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–
Sanitation Infrastructure	–	–	0	0	–	–	–
Pump Station	–	–	0	0	–	–	–
Reticulation	–	–	–	–	–	–	–
Waste Water Treatment Works	–	–	–	–	–	–	–
Outfall Sewers	–	–	–	–	–	–	–
Toilet Facilities	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–
Solid Waste Infrastructure	–	–	–	–	–	–	–
Landfill Sites	–	–	–	–	–	–	–
Waste Transfer Stations	–	–	–	–	–	–	–
Waste Processing Facilities	–	–	–	–	–	–	–
Waste Drop-off Points	–	–	–	–	–	–	–
Waste Separation Facilities	–	–	–	–	–	–	–
Electricity Generation Facilities	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–
Rail Infrastructure	–	–	–	–	–	–	–
Rail Lines	–	–	–	–	–	–	–
Rail Structures	–	–	–	–	–	–	–
Rail Furniture	–	–	–	–	–	–	–
Drainage Collection	–	–	–	–	–	–	–
Storm water Conveyance	–	–	–	–	–	–	–
Attenuation	–	–	–	–	–	–	–
MV Substations	–	–	–	–	–	–	–
LV Networks	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–
Coastal Infrastructure	–	–	–	–	–	–	–
Sand Pumps	–	–	–	–	–	–	–
Piers	–	–	–	–	–	–	–
Revetments	–	–	–	–	–	–	–
Promenades	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–
Information and Communication Infrastructure	–	–	–	–	–	–	–
Data Centres	–	–	–	–	–	–	–
Core Layers	–	–	–	–	–	–	–
Distribution Layers	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–

Community Assets		–	–	–	–	–	–	–
Community Facilities		–	–	–	–	–	–	–
Halls		–	–	–	–	–	–	–
Centres		–	–	–	–	–	–	–
Crèches		–	–	–	–	–	–	–
Clinics/Care Centres		–	–	–	–	–	–	–
Fire/Ambulance Stations		–	–	–	–	–	–	–
Testing Stations		–	–	–	–	–	–	–
Museums		–	–	–	–	–	–	–
Galleries		–	–	–	–	–	–	–
Theatres		–	–	–	–	–	–	–
Libraries		–	–	–	–	–	–	–
Cemeteries/Crematoria		–	–	–	–	–	–	–
Police		–	–	–	–	–	–	–
Parks		–	–	–	–	–	–	–
Public Open Space		–	–	–	–	–	–	–
Nature Reserves		–	–	–	–	–	–	–
Public Ablution Facilities		–	–	–	–	–	–	–
Markets		–	–	–	–	–	–	–
Stalls		–	–	–	–	–	–	–
Abattoirs		–	–	–	–	–	–	–
Airports		–	–	–	–	–	–	–
Taxi Ranks/Bus Terminals		–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–
Indoor Facilities		–	–	–	–	–	–	–
Outdoor Facilities		–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–
Monuments		–	–	–	–	–	–	–
Historic Buildings		–	–	–	–	–	–	–
Works of Art		–	–	–	–	–	–	–
Conservation Areas		–	–	–	–	–	–	–
Other Heritage		–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–
Unimproved Property								

	–	–	–	–	–	–	–
Non-revenue Generating	–	–	–	–	–	–	–
Improved Property	–	–	–	–	–	–	–
Unimproved Property	–	–	–	–	–	–	–
Other assets	–	–	–	–	–	–	–
Operational Buildings	–	–	–	–	–	–	–
Municipal Offices	–	–	–	–	–	–	–
Pay/Enquiry Points	–	–	–	–	–	–	–
Building Plan Offices	–	–	–	–	–	–	–
Workshops	–	–	–	–	–	–	–
Yards	–	–	–	–	–	–	–
Stores	–	–	–	–	–	–	–
Laboratories	–	–	–	–	–	–	–
Training Centres	–	–	–	–	–	–	–
Manufacturing Plant	–	–	–	–	–	–	–
Depots	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–
Housing	–	–	–	–	–	–	–
Staff Housing	–	–	–	–	–	–	–
Social Housing	–	–	–	–	–	–	–
Capital Spares	–	–	–	–	–	–	–
Biological or Cultivated Assets	–	–	–	–	–	–	–
Biological or Cultivated Assets	–	–	–	–	–	–	–
Intangible Assets	–	–	–	–	–	–	–
Servitudes	–	–	–	–	–	–	–
Licences and Rights	–	–	–	–	–	–	–
Water Rights	–	–	–	–	–	–	–
Effluent Licenses	–	–	–	–	–	–	–
Solid Waste Licenses	–	–	–	–	–	–	–
Computer Software and Applications	–	–	–	–	–	–	–
Load Settlement Software Applications	–	–	–	–	–	–	–
Unspecified	–	–	–	–	–	–	–
Computer Equipment	59	–	0	0	–	–	–
Computer Equipment	59	–	0	0	–	–	–
Furniture and Office Equipment	–	–	0	0	–	–	–
Furniture and Office Equipment	–	–	0	0	–	–	–

Machinery and Equipment		–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–
Total Capital Expenditure on renewal of existing assets	1	**10,367**	**–**	**0**	**0**	**641**	**0**	**0**
Renewal of Existing Assets as % of total capex		*20.6%*	*0.0%*	*0.0%*	*0.0%*	*6.8%*	*0.0%*	*0.0%*
Renewal of Existing Assets as % of deprecn"		*0.0%*	*0.0%*	*0.0%*	*0.0%*	*8.5%*	*0.0%*	*0.0%*

References
1. Total Capital Expenditure on renewal of existing assets (SA34b) plus Total Capital Expenditure on new assets (SA34a) plus Total Capital Expenditure on upgrading of existing assets (SA34e) must reconcile to total capital expenditure in Budgeted Capital Expenditure

ANNEXURE N:
CAPITAL PROGRAMMES BY PROJECT 2020/2021

Choose name from list - Supporting Table SA36 Detailed capital budget

R thousand Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Audited Outcome 2019/20	Current Year 2020/21 Full Year Forecast	2021/22 Medium Term Revenue & Expenditure Framework Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
Parent municipality: *List all capital projects grouped by Function*																
Electricity	**Electricity_INEP_Grant_Capital**	**PC001002001000000000000000000000000_00950**	**New**	*Responsive, accountable, effective and efficient local government*		**To effectively monitor and manage property**	*Infrastructure*	*Electrical Infrastructure*	**Whole of the Municipality**	0	*0*	–	–	–	2,000	2,000
Finance	Finance_Laptops_Own Funding	PC002003004000000000000000000000000_00488	**New**	*Responsive, accountable, effective and efficient local government*		**Budgeting**	*Computer Equipment*	*Computer Equipment*	**Whole of the Municipality**	0	*0*	–	–	70	–	–
Finance	B/S_Furniture and Equipment_In Use	PC002003005000000000000000000000000_00359	**New**	*Responsive, accountable, effective and efficient local government*		**To effectively monitor and manage property**	*Furniture and Office Equipment*	*Furniture and Office Equipment*	**Whole of the Municipality**	0	*0*	–	–	–	–	–
Finance	B/S_Furniture and Equipment_In Use	PC002003005000000000000000000000000_00359	**New**	*Responsive, accountable, effective and efficient local government*		**To effectively monitor and manage property**	*Furniture and Office Equipment*	*Furniture and Office Equipment*	**Whole of the Municipality**	0	*0*	–	–	–	–	–
Finance	B/S_Furniture and Equipment_In Use	PC002003005000000000000000000000000_00359	**New**	*Responsive, accountable, effective and efficient local government*		**To effectively monitor and manage property**	*Furniture and Office Equipment*	*Furniture and Office Equipment*	**Whole of the Municipality**	0	*0*	–	–	–	–	–
Public Toilets	Properties_Fraserburg Public Toilets_Own_Capital	PC001002005000000000000000000000000_00487	**New**	*Responsive, accountable, effective and efficient local government*		**To effectively monitor and manage property**	*Infrastructure*	*Sanitation Infrastructure*	**Whole of the Municipality**	0	*0*	–	190	–	–	–
Roads	Road and Streets MIG Expenses: Paving Williston	PC001002006000000000000000000000000_00270	**New**	*Responsive, accountable, effective and efficient local government*		**Improve road infrastructure**	*Infrastructure*	*Roads Infrastructure*	**Whole of the Municipality**	0	*0*	–	7,226	335	0	0

Solid Waste Disposal (Landfill Sites)	Fenching Grant Landfill Site_EPWP	PC001002002000000000000000000000000_00937	New	*Protect and enhance our environmental assets and natural resources*		**Settlements must be located in climate safe locations, reducing climate related risk and vulnerability**	*Infrastructure*	*Solid Waste Infrastructure*	**Whole of the Municipality**	0	*0*	–	–	–	–	–
Water Distribution	Water MIG Expenses: Internal Water	PC001001001004000000000000000000000_00313	New	*An efficient, competitive and responsive economic infrastructure network*		**To enhance sustainable service delivery through infrastructure development**	*Infrastructure*	*Water Supply Infrastructure*	**Whole of the Municipality**	0	*0*	–	740	17,941	8,562	8,734
Water Distribution	Water WSIG: Bulk Water_Capital	PC001002004000000000000000000000000_00951	New	*Responsive, accountable, effective and efficient local government*		**To effectively manage financial grants**	*Infrastructure*	*Water Supply Infrastructure*	**Whole of the Municipality**	0	*0*	–	–	–	–	–
Transport Asset	B/S_Voertuie	PC00100200400000000000000000000000000	New	*Responsive, accountable, effective and efficient local government*		**To effectively manage financial grants**		*Transport Asset*	**Whole of the Municipality**	0	*0*	–	824			
Parent Capital expenditure												–	**8,980**	**18,346**	**10,562**	**10,734**
Entities: *List all capital projects grouped by Entity*																
Entity A Water project A **Entity B** Electricity project B																
Entity Capital expenditure												–	–	–	–	–
Total Capital expenditure												–	**8,980**	**18,346**	**10,562**	**10,734**

References
Must reconcile with Budgeted Capital Expenditure

Projects that fall above the threshold values applicable to the municipality as identified in regulation 13 of the Municipal Budget and Reporting Regulations must be listed individually. Other projects by Function
Asset class as per table A9 and asset sub-class as per table SA34
GPS coordinates correct to seconds. Provide a logical starting point on networked infrastructure.

Distinguish projects approved in terms of MFMA section 19(1)(b) and MRRR Regulation 13
Project Number consists of MSCOA Project Longcode and seq No (sample PC001002006002_00002)

ch 142, 1,12
eck 695 0 0 0 0

NC066 Karoo Hoogland - Supporting Table SA36 Detailed capital budget

Municipal Vote/Capital project	Ref	Program/Project description	Individually Approved (Yes/No)	Asset Class	Asset Sub-Class	GPS co-ordinates	Total Project Estimate	Prior year outcomes		2018/19 Medium Term Revenue & Expenditure Framework			Project information	
								Audited Outcome 2016/17	Current Year 2017/18 Full Year Forecast	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21	Ward location	New or renewal
R thousand	4		6	3	3	5								
Parent municipality: *List all capital projects grouped by Municipal Vote*														
Steets Paving Williston		Paving of streets in Willsiton	Yes	*Roads Infrastructure*	*Roads*				822	2,406	2,426	2,482	1	New
Street lighting Fraserburg and Williston		Replacement of Streetlights with LED's	Yes	*Electrical Infrastructure*	*LV Networks*				2,000	–	–	–	1 and 2	New
Electricity network in Fraserburg		Upgrade electricity network in Fraserburg	Yes	*Electrical Infrastructure*	*LV Networks*				1,000	1,000	–	–	2	New
Sutherland Water Network		Upgrade water reticulation network	Yes	*Water Supply Infrastructure*	*Distribution*				–	5,614	5,661	5,792	4	New
Bulk water supply Williston		Develop bulk water supply	Yes	*Water Supply Infrastructure*	*Boreholes*				–	32,000	20,000	–	1	New
Parent Capital expenditure	1									**41,020**	**28,087**	**8,274**		
Entities: *List all capital projects grouped by Entity*														
Entity A Water project A														
Entity B Electricity project B														

Entity Capital expenditure					**–**	**–**	**–**	**–**	**–**
Total Capital expenditure					**–**	**3,822**	**41,020**	**28,087**	**8,274**

References

1. Must reconcile with Budgeted Capital Expenditure

2. As per Table SA6

3. As per Table SA34

4. Projects that fall above the threshold values applicable to the municipality as identified in regulation 13 of the Municipal Budget and Reporting Regulations must be listed individually. Other projects by programme by Vote

5. Correct to seconds. Provide a logical starting point on networked infrastructure.

6. Distinguish projects approved in terms of MFMA section 19(1)(b) and MRRR Regulation 13

Check –

VOLUME I:

AFS FOR 2020/2021
(only Soft copy available at Offices)
(seperately submitted to AG)

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AUDIT ACTION PLAN OF 2019/2020 ADDRESSED DURING 2020/2021

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VOLUME IV:

APPROVED ORGANOGRAM AS AT 30 JUNE 2021

(only Soft copy available at Offices)

(seperately submitted to AG)

VOLUME V:

PERSONNEL INFORMATION AS AT 30 JUNE 2021

Choose name from list - Supporting Table SA24 Summary of personnel numbers

Summary of Personnel Numbers	Ref	2019/20			Current Year 2020/21			Budget Year 2021/22		
Number	1,2	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
Municipal Council and Boards of Municipal Entities										
Councillors (Political Office Bearers plus Other Councillors)		7	–	7	7	–	7	7	–	7
Board Members of municipal entities	4									
Municipal employees	5									
Municipal Manager and Senior Managers	3	3	1	2	3	1	2	3	1	2
Other Managers	7	3	3	–	3	3	–	3	3	–
Professionals		*8*	*8*	–	*8*	*8*	–	*8*	*8*	–
Finance		4	4	–	4	4	–	4	4	–
Spatial/town planning										
Information Technology										
Roads										
Electricity										
Water										
Sanitation										
Refuse										
Other		4	4	–	4	4	–	4	4	–
Technicians		*5*	*3*	*2*	*5*	*3*	*2*	*5*	*3*	*2*
Finance										
Spatial/town planning										
Information Technology										
Roads										
Electricity										
Water										
Sanitation										
Refuse										
Other		5	3	2	5	3	2	5	3	2
Clerks (Clerical and administrative)		10	10	–	10	10	–	10	10	–
Service and sales workers		5	5	–	5	5	–	5	5	–
Skilled agricultural and fishery workers										
Craft and related trades										
Plant and Machine Operators		10	10	–	10	10	–	10	10	–
Elementary Occupations		43	43	–	43	43	–	43	43	–
TOTAL PERSONNEL NUMBERS	9	**94**	**83**	**11**	**94**	**83**	**11**	**94**	**83**	**11**
% increase					–	–	–	–	–	–
Total municipal employees headcount	6, 10									
Finance personnel headcount	8, 10									
Human Resources personnel headcount	8, 10									

References
1. Positions must be funded and aligned to the municipality's current organisational structure
2. Full Time Equivalent (FTE). E.g. One full time person = 1FTE. A person working half time (say 4 hours out of 8) = 0.5FTE.
3. s57 of the Systems Act
4. Include only in Consolidated Statements
5. Include municipal entity employees in Consolidated Statements
6. Include headcount (number fo persons, Not FTE) of managers and staff only (exclude councillors)
7. Managers who provide the direction of a critical technical function
8. Total number of employees working on these functions
9. Correct as at 30 June
10. Must account for all budgeted positions, as per the municipal organogram

VOLUME VI:

SCHEDULE OF KEY DEADLINES FOR 2020/2021 BUDGET & IDP PROCESS APPROVED AUGUST 2019

(only Soft copy available at Offices)

(Separately submitted to AG)

VOLUME VII:

MINIMUM COMPETENCY LEVEL REPORT AS AT 30 JUNE 2021

MFMA: MUNICIPAL REGULATIONS ON MINIMUM COMPETENCY LEVELS

SIX MONTHLY IMPLEMENTATION REPORT: SCHEDULE

Every municipality must submit this schedule to National Treasury disclosing for the 6 months ending 31 December and 30 June:
1. the total number of financial and supply chain management officials employed by the municipality and each of its municipal entities, and of those officials:
2. how many have undertaken a competency assessment, and
3. how many have complying performance agreements, including the attainment of competencies as a performance target.
4. Should you wish to provide additional information please include comments in the box below or forward a separate letter to the National Treasury MFMA Implementation Unit, Private Bag X115, Pretoria, 0001.

The schedule must be submitted no later than one month after the 6 month period end (i.e.30 January and 30 July). No extension of time will be given. This information must also be reflected in the municipality's Annual Report as at the end of the financial year to which the report relates. A municipal entity must submit its information to the parent municipality no later than 20 January and 20 July and also reflect this in its own Annual Report.

To save the file press the following keys at the same time with Caps Lock off: Ctrl-Shift-S. Save file as: Muncde_COM_ccyy_Sn.xls (e.g. GT411_COM_2008_S1.xls)
The electronic return must be emailed to lgdatabase@treasury.gov.za.

DECLARATION: The Municipal Manager/ Chief Executive Officer certifies this to be a true and accurate record of the implementation of the MFMA Municipal regulations on Competency Levels for officials in the municipality and/ or municipal entity for the six month period.

Municipal Manager/ CFO name:	JJ Fortuin	Email:	munman@karoohoogland.gov.za
Telephone:	053 3913 003	Date (ccyy/mm/dd):	6/30/2021
Mun Code:	NC066	Municipality Name:	Karoo Hoogland
Financial Year:	2020/2021	Six Month Period:	S2 Jan - June

Description	A. Total number of officials employed by municipality (Regulation 14(4)(a) and (c))	B. Total number of officials employed by municipal entities (Regulation 14(4)(a) and (c)	Consolidated: Total of A and B	Consolidated: Competency assessments completed for A and B (Regulation 14(4)(b) and (d))	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))	Consolidated: Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))
Financial Officials						
Accounting officer	1	0	1	1	1	1
Chief financial officer	1	0	1	1	1	1
Senior managers	1	0	1	1	1	0
Any other financial officials	3	0	3	0	0	1
Supply Chain Management Officials						
Heads of supply chain management units	1	0	1	0	0	0
Supply chain management senior managers	0	0	0	0	0	0
TOTAL	**7**	**0**	**7**	**3**	**3**	**3**
Comments						

VOLUME IIX:

TOP LAYER SDBIP 2021/2022

VOLUME IX:

ANNUAL PERFORMANCE REPORT 2020/2021

APPENDIX A:

ANNUAL REPORT CHECKLIST FOR INFORMATION CONTAINED