



**Western Cape  
Government**

**BETTER TOGETHER.**

**DEPARTMENT OF LOCAL GOVERNMENT**

**STELLENBOSCH MUNICIPALITY**

**REGIONAL MONITORING TEAMS**

**MUNICIPAL GOVERNANCE REPORTS FOR THE PERIOD ENDED JUNE 2012**

1.	Introduction .....	3
2.	Departmental Diagnostic Report .....	3
2.1	Municipal Governance .....	3
2.2	Public Participation .....	4
2.2.1	Performance Management .....	4
2.2.2	Ward Committee Budget and Expenditure .....	4
2.2.3	Status of Ward Committee and Public Participation policies .....	4
2.2.4	Ward Committee Functionality .....	4
2.4	Municipal Support .....	6
2.4.1	Performance Management System .....	6
2.4.2	Valuations Appeals Board .....	6
2.4.3	Training and Development.....	6
2.6	Integrated Development Planning.....	7
2.7	Municipal Infrastructure .....	8
2.7.1	MIG Projects and Expenditure .....	8
2.7.2	Water and Wastewater Management .....	8
2.7.3	Technical Institutional Leadership .....	11
2.7.4	Level of Capital Expenditure.....	11
2.7.5	Repairs and Maintenance.....	12
2.7.6	Unaccounted for water .....	12
2.7.7	Project Finance .....	13
2.8	District and Local Performance Monitoring .....	15
2.9	Service Delivery Integration.....	15
2.10	Community Development Workers .....	18
2.10.1	Number of CDW's deployed in the Municipality .....	18
2.10.2	Operational Expenditure Reports on CDW Grant submitted by the Municipality ...	18
2.10.3	Projects with municipality and government departments .....	18
2.10.4	Case referrals to government services.....	19

## **1. Introduction**

The key objective of this report is to maintain a central source of information centred on the municipalities' operations across directorates and to make that information readily accessible on an on-going basis.

In addition it should be used as a tool to encourage, facilitate and structure interactions between Directorates on qualitative issues that are related to the municipality.

## **2. Departmental Diagnostic Report**

This section contains the review of the overall municipal governance performance of the Municipality from the Department of Local Governments perspective. Each directorate has provided context to their identified indicators followed by findings and appropriate support or recommendations.

### **2.1 Municipal Governance**

The composition of the Municipal Council is made up as follows: DA – 25, ANC – 11, COPE – 1, SCA 3, NPP – 1, SPA 1 and ACDP – 1. The majority of Council seats are being held by one political party, and therefore the Municipality is politically stable.

The Municipality held three (3) Council meetings for the quarter under review which is in line with the requirement that at least one Council meeting must be held each quarter. The Municipality has a System of Delegations in Place and a Roles and Responsibilities Document both being confirmed on 20 June 2012. No councillors were fined for non- attendance or failing to remain in attendance at council meetings. Municipalities were again asked whether all councillors completed a declaration of interest because even-though it needs to be completed within 60 days of assuming the position there were councillors in the Western Cape that were yet to complete the form. The Municipality indicated that all councillors submitted the declaration of interest form. No councillors at the Municipality are in arrears with rates and service charges for longer than three months. In terms of the Code of Conduct for Councillors, at least 2 breaches of the Code occurred are being investigated during this period. Three allegations of fraud and corruption were reported to the SAPS during the period under review in accordance with Section 32(6).

The Municipality listed 9 litigation matters in which it is cited as a Defendant / Respondent. Given the size of the Municipality the number and nature thereof is insignificant. The Litigation involving the South African Local Authority Pension Fund and the Cape Joint Pension Fund is however a significant contingent liability.

### **Key Challenges/Additional relevant information**

The MEC extended the acting period of the Acting Municipal Manager for a further three months. The period ends on 30 August 2012. Interviews were held during April 2012 but an appointment has not been made. The Municipality has advertised for a second time and

must ensure that the position is filled as a matter of urgency to achieve administrative stability.

### **Support initiatives**

During the period under review the Department provided assistance to the Municipality in respect of the recruitment and selection of the Municipal Manager and attended the interview process.

## **2.2 Public Participation**

### **2.2.1 Performance Management**

Public Participation is a Key Performance Area for the municipality, under the KPA: A leader in governance, partnership and citizen participation.

Management of public participation is included as a KPA in the performance agreement of senior managers whereby senior managers must speak to address community mobilization activities while addressing the projects as indicated in the IDP. Furthermore, they must strengthen the role of communities by facilitating ward based or area based development plans. They must establish and maintain well-functioning political structures /committees. Lastly, they must establish and maintain mechanisms to promote political/administrative interaction.

The municipality has a dedicated public participation unit with three (3) officials as well as Community Development Workers (CDW's)

### **2.2.2 Ward Committee Budget and Expenditure**

The municipality did not report on the budget and expenditure related to ward committees

### **2.2.3 Status of Ward Committee and Public Participation policies**

The municipality did not report on the status of policies related to ward committees

### **2.2.4 Ward Committee Functionality**

The municipality did not report on the functionality of their ward committees in terms of ward committee meetings held, sector report back meetings held or whether and how service delivery issues are dealt with as reported to ward committees.

### **Key Challenges/ Additional relevant information**

The municipality did not report on any challenges that may hamper ward committee functionality.

## **Recommendations**

It is recommended that the municipality submit information with regard to ward committee functionality (meetings held etc.) time in order for the Department to monitor, evaluate and support the municipality with ward committee functionality. Subsequently, the report is submitted to the standing committee on Governance as well as the Department of Co-operative Governance (DCoG)

## **Support Initiatives from the Department**

Ward Committee Induction training is scheduled for 11 & 18 August 2012

## **2.3 Municipal Communications**

The Stellenbosch municipality has an established and dedicated Communications Unit reporting to the Director: Strategic and Corporate Services. The unit comprises of two (2) staff members consisting of one (1) Communication Officer, and one (1) Manager: Communication.

The municipality's Communication Unit has developed and adopted a Communication Policy in 2011. The adopted Strategy will be revised in September, 2012 as part of the performance scorecard. The Stellenbosch Municipality does not have a Language Policy. The Municipality has a dedicated Communications budget of R450 000.

The Municipality consistently met the deadlines for the submission of the Municipal Communication Reporting templates.

Due to lack of capacity and busy schedules of the officials, the Municipality has not always attended and fully participated in the District Forum but formal notices of apologies have been submitted.

## **Key Challenges/additional relevant information**

Lack of resources has continued to have an impact on the Municipality's ability to execute its communication mandate.

## **Support initiatives provided to Municipality**

Formal support will be provided once the Municipality has finalized the performance score cards.

## **Way forward and recommendations**

Allocate sufficient budget and resources that will enable the Communication staff to effectively execute its mandate e.g. Vehicles and equipment.

Develop a Communication Action Plan aligned to the IDP Circle after the finalization of the score card for the Communications portfolio.

Appoint dedicated Communications interns to support the unit as an interim measure to address capacity challenges.

Finalize and adopt the Language Policy

## **2.4 Municipal Support**

The Municipal Manager post is currently vacant. Mr D Beretti is acting as Municipal Manager. The acting Municipal Manager's contract commenced on 1 March 2012 and expired on 31 May 2012. Approval for the extension of the initial contract was obtained from the MEC and the contract was extended for a further 3 months until the 31 August 2012. The organisational structure of the municipality consists of six (6) section 56 positions and one (1) section 57 position. All positions were filled when compiling the assessment report. In terms of the Local Government: Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers of 2006, Regulation 4 sub-regulation 5, the employment contract and performance agreement must be submitted to the MEC responsible for Local Government in the relevant province as well as the national minister responsible for local government within fourteen (14) days after concluding the employment contract and performance agreement. Five (5) employment contracts and seven (7) performance agreements for 2011/12 of Section 56 managers have been signed and submitted to the MEC for Local Government.

### **2.4.1 Performance Management System**

The Department appointed "Ignite Advisory Services" to support the Municipality with the development and implementation of a performance management system (PMS). Ignite is currently in the process of developing and implementing a Performance Management System at the municipality. The Municipality has submitted final drafts of the SDBIP and completed the section 57 performance plans. Two payments have already been made to Ignite.

### **2.4.2 Valuations Appeals Board**

The Municipality has a functional Valuation Appeal Board established in terms of Section 56 of the Local Government: Municipal Property Rates Act 6 of 2004. The term of office of members of the Valuation Appeal Board is four years from 1 August 2009 until 31 July 2013.

### **2.4.3 Training and Development**

In terms of the Skills Development Act of 1998 and SETA's grant regulations regarding monies received by a SETA and related matters, dated 18 July 2005, the Municipality must submit a Workplace Skills Plan (WSP) on or before 30 June each year. The Municipality has complied with this requirement and confirmation was received from LGSETA.

Two (2) officials attended the training programme on "Presiding Officer and Initiator training" which was coordinated for the Cape Winelands and West Coast municipalities. This is a four-

day accredited training programme presented by the Nelson Mandela Metropolitan University (NMMU).

### **Key Findings**

The Municipality, supported by the Department, is in a process of implementing new PMS and it is anticipated that the system will improve the performance and impact on the performance culture of the Organisation.

### **Recommendations**

The Municipality and the Department together is to continue to monitor and evaluate the implementation of the PMS Project as indicated in the Service Level Agreement and Memorandum of Agreement

### **2.5 Specialised Support**

Formal 139 and 106 interventions plus Informal interventions

No

Failure to timeously approve the Annual Budget

No

Inability to timeously produce Annual Financial Statements

No

Stalemate in the Council between political parties adversely affecting decision-making

No

Dysfunctional Council or Administration

No

Vacant MM & CFO and other issues

Yes, MM.

### **2.6 Integrated Development Planning**

## 2.7 Municipal Infrastructure

### 2.7.1 MIG Projects and Expenditure

The following table indicates projects being implemented during the 2011/2012 financial year up to 30 June 2012.

<b>Project</b>	<b>Actual expenditure during the 2011/12 financial year</b>
Wemmershoek: New Waste Water Treatment Plant: Extensions & Associated Transfer & Outfall Sewers	16,822,391
Klapmuts: Upgrade Roads & Stormwater: Access Collectors	2,276,022
Kayamandi-George Blake NMT: Cycle Route	1,856,587
<b>Total:</b>	<b>R20,955,000</b>

#### Key Findings

Stellenbosch Municipality has spent their full MIG allocation of R20,955,000 for the 2011/12 financial year. Many of these projects are multi-year projects and will be completed as shown in the last column above.

#### Recommendations

No recommendation

#### Support by the Department of Local Government

The Directorate of Municipal Infrastructure was involved with the MIG projects from registration and conducted site visits and municipal engagements to monitor progress and provide support. The Directorate of Municipal Infrastructure also hosted monthly MIG provincial monitoring meetings to monitor progress on the MIG implementation at the Municipality. These meetings provide a key forum where municipalities account on their MIG progress and where sector departments like the Department of Water Affairs; Department of Environmental Affairs and Development Planning; Department of Human Settlements and Department of Cooperative Governance is present to support municipalities to resolve problematic issues.

### 2.7.2 Water and Wastewater Management

#### Blue Drop (Source: Blue Drop report: 2012)

The Municipality achieved a Blue Drop Score of 95.56% which is an excellent achievement which places the municipality in 8th place in the Western Cape. The municipality demonstrates a consistent improvement in performance over the past three years. The Blue Drop Score increased from 94.90% in 2010 to 95.74% in 2011 but decreased slightly to 95.56%



in 2012. The decrease was however not as a result of any problems at Stellenbosch, but due to a decrease in performance at the City of Cape Town's Blackheath and Faure Treatment Plants.

Four of the five water treatment plants in Stellenbosch municipal area received blue drop status. Blue drop scores, service provider, design capacity, utilisation and drinking water quality compliance of the 5 water treatment plants can be seen in the following table:

<b>System</b>	<b>Blue Drop Score (%)</b>	<b>Service Provider</b>	<b>Plant Design Capacity (MI/day)</b>	<b>Plant Utilisation (%)</b>	<b>Drinking water quality compliance (%)</b>
Blackheath	95.28	CoCT	NA	NA	100
Faure	95.28	CoCT	NA	NA	100
Franschhoek	84.21	Stellenbosch Mun	2	60	45
Stellenbosch	98.25	Stellenbosch Mun	37	68.65	100
Wemmershoek	95.28	CoCT	310	62.94	100

### **Key Findings**

Franschhoek remains a challenge since microbiological compliance remains well below the expected levels of conformity with national standards. The department notes that this would be a persistent case of non-compliance for many years now and it should be expected that improvement will materialise soon.

### **Recommendations**

The Municipality should address the water quality problem at the Franschhoek Water treatment plant as a matter of urgency. An action plan with targets and timeframes should be submitted illustrating the municipality's commitment to improving the performance of the Franschhoek system.

**Green Drop** (Source: 2011 Green Drop assessment Report & 2012 Green Drop Progress Report)

The Municipality achieved an overall Green Drop Score of 71.3%, which is considered as an average performance with ample room for improvement. This score places municipality in 12th place in the Western Cape.

The table below presents Green Drop scores, design capacity, operational capacity and effluent quality compliance for all six wastewater treatment plants in the municipal area:

<b>System</b>	<b>Green Drop Score (%)</b>	<b>Plant Design Capacity (Ml/day)</b>	<b>Plant Utilisation (%)</b>	<b>Effluent quality compliance (%)</b>	<b>Waste Water Risk Rating (%)</b>
	<b>2011 Green Drop report</b>	<b>2012 Green Drop Progress Report</b>			
Stellenbosch	72.3	20.4	102.9	65.8	74.1
Franschhoek	69.5	2	110	43	70.6
Wemmershoek	69.5	0.6	66.7	55.3	58.8
Klapmuts	72.3	0.8	87.5	63	58.8
Raithby	61.6	0.4	50	64.1	47.1
Pniel	57.8	1.2	100	82.6	64.7

### **Key findings**

Stellenbosch has started to conceptualise a risk abatement process, but has not submitted evidence thereof. It remains the only municipality in the Berg catchment to commit to this process in terms of a catchment based risk abatement.

Stellenbosch has made a concerted effort to improve the WWTWs over the past 1,5 years, starting with the appointment of experienced senior staff and allocation of budget. As a result, the risk profile of Stellenbosch plants did improve. Although 3 plants have moved into medium risk space and 1 plant into low risk space, the 2 plants still in high risk position, namely Stellenbosch and Franschhoek, are of concern. To resolve this, the capacities of the plants and the effluent quality need to be resolved as a matter of urgency.

It must be noted that the Stellenbosch Plant is in the process of being refurbished and the capacity upgrading of the plant from its current 20.4 ML/d to 35 ML/d has been registered under the RBIG fund with DWA. The RBIG funded capacity upgrading will commence in the 2012/13 financial year. The Franschhoek Plant has just been upgraded to a new 2 ML/d ISBR plant which will upon completion of the new 5.63 ML/d Wemmershoek Plant (which is currently under construction), be relocated to Pniel. The new Wemmershoek Plant, a MIG funded project, will address the Franschhoek Valley drainage basin's future waste water treatment needs. The Franschhoek, Langrug, Groendal, La Motte and Wemmershoek settlements will all be linked to the new Wemmershoek WWTP. The relocated Franschhoek Plant/equipment will address the future waste water treatment capacity needs in the Pniel area. The Klapmuts Plant will also be upgraded from its current 0.83 ML/d to 1.5ML/d and ultimately 4.8 ML/d. Phase 1 will be funded by the Department of Human Settlements and Phase 2 and 3 will be funded by MIG .

### **Recommendations**

It is recommended that the municipality submit the Risk Abatement Plan to DWA as a matter of urgency. The municipality should also indicate how it intends preventing and mitigating the continued risk of pollution downstream of the Stellenbosch and Franschhoek works until such time that the new Stellenbosch and Wemmershoek WWTP's are fully operational. The logical

phasing of the Stellenbosch WWTP capacity upgrading should as first priority have the immediate illumination of pollution risk.

### 2.7.3 Technical Institutional Leadership

The composition of the Technical Department at the municipality is as follows:

Post	Filled / Vacant (F or V)	Qualifications	Number of years Experience
<b>Director Technical Services</b>	F	Professional Engineer: BSc Eng	29
Water Services (Water & Sanitation)	F	Professional Engineer: BSc Eng	30
Roads and Storm water	v		
Solid Waste	F	BSc (Hon), BCom	15
Electrical Services	F	BSc Elec Eng	30
MIG PMU Manager	F		

### Key Findings

The management structure of the Technical service department is not adequately resourced.

### Recommendations

The municipality should conduct a human resource benchmarking exercise and budget according to the requirements of a municipality of Stellenbosch's magnitude.

### 2.7.4 Level of Capital Expenditure

(Source: Provincial Treasury: Table C5 – Quarterly Budget Statement)

	Original Budget (R'000)	Adjustment Budget (R'000)	Expenditure (up to June 2012)	(%) Variance (up to May 2012)
<b>Total Budget</b>	<b>199,066</b>	<b>210,104</b>	<b>45,239</b>	<b>21,53</b>
<b>Trading Services (Total)</b>	<b>128,860</b>	<b>136,044</b>	<b>33,251</b>	<b>24,44</b>
Electricity	23,783	29,878	2,294	9,79
Water	14,600	17,417	2,053	11,79
Waste Water Management	58,907	64,720	23,064	35,64
Waste Management	31,570	24,029	5,210	21,68

The capital under-expenditure was R45,239 million and 21,53% of the budget.

### **2.7.5 Repairs and Maintenance**

According to the 2011 Annual Financial Statements the cost of the PPE and the infrastructure was R3110 million and R2045 million respectively. The repairs and maintenance expenditure was R38,030 million during 2010/11 and R2,045 million during 2009/10 respectively. The repairs and maintenance expenditure equates to 1,2% of the PPE cost which is lower than 2% guideline.

#### **Key Findings**

The repairs and maintenance expenditure is too low.

#### **Recommendation**

The municipality should spend more on repairs and maintenance.

### **2.7.6 Unaccounted for water**

The Non-Revenue Water percentage reported for the 12 months ending June 2011 was 18.4% . The municipality has not been submitting the quarterly NRW reports to DWA during the 11/12 FY.

The acceptable norm for this ratio per NT guidelines is that it should not exceed 14 - 16 per cent. The analysis indicates that the ratio is fluctuating year on year. The ratio has weakened from 14.14 per cent in the 2009/10 to 16.45 per cent in the 2010/11 financial years. The ratio is slightly outside the NT guideline of 14 – 16 per cent.

The amount of potential revenue lost could not be quantified as the Municipality did not disclose the unit selling price.

Concern is expressed in respect of distribution losses for water. The 2011 Auditor-General's report highlighted that Stellenbosch Municipality incurred material water losses amounting to approximately two million kilolitres of water. Although it was reported by the municipality that a pipe replacement programme is in place, it has been noted that the issue of water losses was tabled in Council, where the Engineering Directorate was tasked to come back to Council with a practical programme in order to reduce water losses. Emphasis is placed on this issue as there was no policy relating to managing water, provided by the Municipality.

DWA funded the development of a Water Conservation and Water Demand Strategy. Submission of this strategy is however still outstanding. The municipality has not adopted a target driven programme to date and has not narrowed water balance calculations down to zonal level. Figures are still only available on town level, making it difficult to effectively manage and control water losses. The municipality has however taken the following positive steps toward reducing water losses:

- Roll out of an extensive water pipe replacement programme
- Appointed IMQS to conduct a consumer water usage history analysis ( this does not include a payment analysis)
- Installation of Pressure Reducing Values in high pressure areas as indicated by GLS

### **Key Findings**

The non-revenue water is unacceptably high.

### **Recommendations**

The municipality must adopt a target driven funded water demand programme.

### **2.7.7 Project Finance**

The Municipality developed a 15 year capital engineering infrastructure budget which amounts to approximately R3 billion over the period. The investment requirements peak over the next two to three years around R400 million per annum where after it stabilises around R 120 million per annum. The municipality can however only afford approximately R130 million per annum forcing the municipality to develop a new innovative approach to overcome the shortfall.

No further development applications can be approved because the required infrastructure to support future development is inadequate. Nor is it possible to significantly increase income from the existing tax base.

Specifically, the existing landfill is full, sewage treatment plants have reached capacity, key components of the existing road infrastructure are due for upgrading, water supply over the long-term is not secure, and energy supplies are becoming increasingly expensive and are effectively capped until 2014 (or later).

The municipality therefore has formed the Stellenbosch Infrastructure Task Team (SITT), of which this department forms part, constituted as a sub-structure of the Rector-Mayor Forum. The aim is to produce a Strategic Infrastructure Plan involving a core group drawn from the different Municipal Departments, the University and business and the Department of Local Government: Municipal Infrastructure

### **Key Findings**

The municipality's planning incorporates all the projects identified in the Comprehensive Bulk Infrastructure Master Planning conducted by the Department.

Major capital expenditure is planned in the following areas during the 2012/2013 financial year:

#### Electricity

- Watergang supply cables
- 66 KV underground cables in excess of R 15 million
- Energy efficient lighting technologies in municipal buildings, street and traffic lighting infrastructure (Electricity Demand Side Management Grant)

#### Roads, Stormwater and Traffic Engineering

- NMT Upgrades
- Reconstruction of roads
- Construction of tar sidewalks

#### Solid Waste

- Completion of the upgrade of the Refuse disposal site and new cell

#### Water Services

- Upgrade of Wemmershoek WWTW
- Upgrade of the Stellenbosch WWTW
- Waterpipe Replacement
- Bulk Water Supply augmentation to Cloetesville, Kaymandi, Jamestown, Klapmuts and Franshoek

## 2.8 District and Local Performance Monitoring

<b>Total number of:</b>			
<b>Households</b>	<b>Indigent Households</b>	<b>Informal Households receiving basic</b>	<b>Informal Households receiving basic services</b>
29 668	Formal : 4 455 and 7 849 Informal Households		The amount of households (4 455) refers to formal households receiving the full basket of services ( electricity, water, sewerage, refuse removal) and excludes the Informal Settlements which are 7 849 households. The municipality provides bulk services to these settlements and grants 60 kWh free electricity every month to each household who qualifies according to Council's Indigent Policy.
<b>Total number of households with access to each basic service:</b>			
<b>Water</b>	<b>Electricity</b>	<b>Sanitation</b>	<b>Refuse Removal</b>
17 487	25 812	17 023	16 860
<b>Total number of households receiving each Free Basic Service:</b>			
<b>FBS Water</b>	<b>FBS Electricity</b>	<b>FBS Sanitation</b>	<b>FBS Refuse Removal</b>
12 304	5 945	12 304	12 304
<b>General Comments for clarification or additional information such as additional services provided:</b>			
*Households -Total even(sectional title units included) has been used to derive this figure.	**Free Basic Electricity - This amount now includes indigent households receiving 60 kWh from Council and 60 kWh from where the electricity distribution is conducted by ESKOM and Drakenstein Municipality.	All other Free Basic Services include Registered Indigent households and the Informal households.	

Stellenbosch Municipality renders both basic and free basic services. The municipality has a total number of 29 668 households of which; 17 487 households have access to basic water; 25 812 households have access to basic electricity; 17 023 households have access to basic sanitation and 16 860 have access to basic refuse removal.

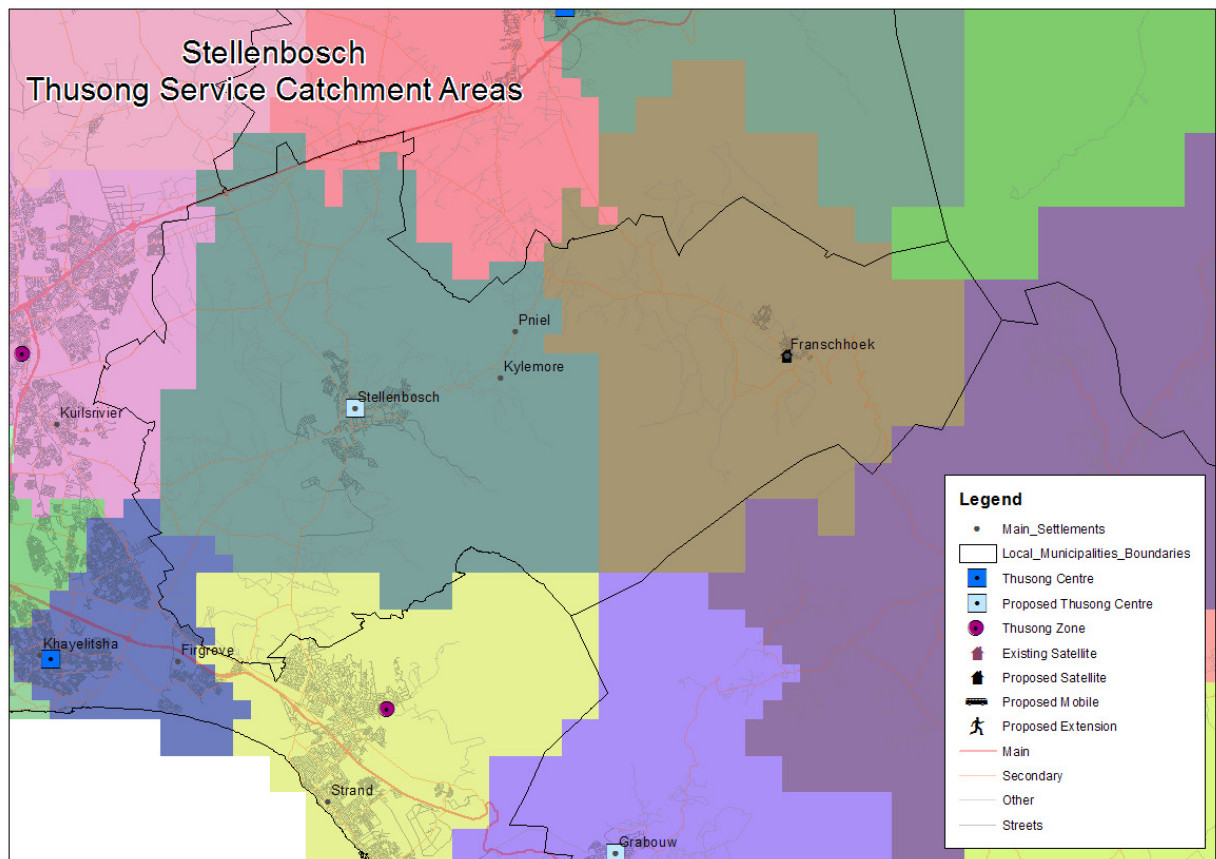
This municipality has an Indigent Policy and Indigent Register. The register lists 12 304 households of which; 12 304 Indigent households have access to free basic water, free basic sanitation and free basic refuse removal, 5 945 Indigent households have access to free basic electricity.

## 2.9 Service Delivery Integration

### Thusong Centres

The Thusong Plan for the Stellenbosch Municipality as indicated by the Accessibility Analyses study is as follows:

## Stellenbosch Thusong Plan



## Stellenbosch Thusong Plan

Town	Thusong Service	Beneficiaries reached within 25km
Stellenbosch	Proposed Centre	100 419
Kylemore	Towns within 25km from the planned Thusong Service Centre	
Pniel		
Franschhoek	Satellite	20 885

However, based on available resources between the three (3) spheres of government the Thusong Implementation Plan for 2012/13 is illustrated in Table below:



## Stellenbosch Thusong Implementation Plan for 2012/13

Town	Thusong Service	Date
Stellenbosch	Proposed Centre	2014/ 15
	Mobile	Klapmuts: 10- 11 May 2012
Pniel	Extension	10 Oct 2012
Franschhoek	Satellite	Towns not served during 2012/ 13
Kylemore	Mobile	

The Department of Local Government has begun consultation with the Stellenbosch Municipality. During the consultation process, the Department of Local Government recommended utilising an existing building (Economic Corridor). The Department of Local Government has allocated capital funds for the establishment of a new Thusong Service Centre during the 2014/15 financial year.

### Thusong Mobiles

A Thusong Mobile was held in Klapmuts on 10 and 11 May 2012 and 2 121 people were serviced. The Stellenbosch Municipality's involvement with the arrangement and support during the Klapmuts Thusong Mobile, was significant. They arranged the venue for the first and second task team planning meetings and provided catering. They also secured the Klapmuts Sports Ground as a venue for the Thusong Mobile. Chairs and tables for the mobile were transported from Stellenbosch and Franschhoek to the Klapmuts Sports Ground by the Municipality at no cost. The municipality rendered services to the Mobile with regards to the indigent grant, LED and housing. The Department of Law Enforcement assisted with loud hailing and they were also visible in the stadium for safety and security. The municipality also supported in assisting the project team with securing electricity supply to the marquee as well as the approval of the plans for the construction of the marquee. Two buses to transport people to the mobile from different farming areas were arranged and funded by the municipality.

A Thusong Mobile was held in Kayamandi on 11 and 12 June 2012 and 1 341 people were serviced. Stellenbosch Municipality organised the venue for the first and second task team planning meetings as well as secured the venue (the Kayamandi Sport Ground) for the Kayamandi Thusong Mobile at no cost. The CDW programme provided very good support in marketing the Thusong Mobile as well as assisting at the mobile. The municipality's overall support to the project team was exceptional. All the representatives of the municipality ensured that they were available during the planning phase as well as on the days of the Mobile to support and provide advice. Additional electricity supply to the marquee was made possible due to their negotiation with the Electricity Department at very short notice. Ongoing effort was made to assist the project team in getting the approval for the plans of constructing the marquee. The caretaker of the sportsgrounds was made available in

assisting the project team with all the logistics. The Municipality also procured three taxis to transport people from the surrounding farm areas to the Mobile. The District municipality's disaster management worked in conjunction with Province's Community Safety as well as SAPS in developing a risk management plan for the Thusong Mobile. The Law Enforcement department assisted with loud hailing and were also doing visible safety policing at the Mobiles. The CDWs assisted with the ushering of the community to different departments. Although excellent support was received from the municipality in terms of logistics, the only services that was offered by them to the community was with regards to the indigent grant.

A Thusong Mobile was held in the Jamestown area (on a farm Klein Welmoed) on 14 and 15 June 2012. 360 People were serviced in this farm area. The Stellenbosch Municipality was part of the first and second task team planning meetings, on 16 and 21 May 2012 respectively and provided catering. The Project Team had good and open communication with the Municipal representatives. The project team was very well supported by the CDWs in terms of marketing the project, as well as assisting in the development of the Communication and Transport Plan. The Municipality provided and transported the chairs and tables to the venue (marque) for free. Together with the CDWs the municipality provided logistical support i.e. the camera for ID photos, the printer for ID photos, a photo copy machine as well as extra support in terms of the NARYSEC interns. The municipality provided services with regards to the indigent grant and housing to the community.

## **2.10 Community Development Workers**

### **2.10.1 Number of CDW's deployed in the Municipality**

Currently the 3 X CDWs` in the municipality are accommodated in municipal offices .The 1 X CDW in Idasvalley is accommodated at the library and fully resourced having access to telephones, fax/copy and stationary. The 2 X CDWs` in Kayamandi are located in municipal offices and have access to resources to function well.

The CDWP is internalized in the program of the local municipality as CDWs` are assigned to a local coordinator who is responsible for the coordination of the activities and supporting them in meeting their requirements.

### **2.10.2 Operational Expenditure Reports on CDW Grant submitted by the Municipality**

The Municipality has submitted the Operational Expenditure Report and accounted for the funding transferred in 2011/2012. The MOA for 2011/2012 was signed and submitted by the Municipality. Subsequently, an amount of R 78 000.00 was transferred by the Department of Local Government on 12 January 2012. No MOA sign for this year.

### **2.10.3 Projects with municipality and government departments**

- Assisted with the mobile thusong centres and the municipality with youth sports day.
- Recruitment of youth to participate in a learner driving program with department community safety.

#### **2.10.4 Case referrals to government services**

234 Cases were referred to relevant government departments

Case referrals relate to ID documents, Indigent grants, Housing, Fire Disaster, Domestic Violence, Water Leakage, Youth, Labour, Justice, Eviction, Electricity, Provident Fund, Tax Clearance, Employment Issue, Child Problems, Enquiry on Provident Fund, Municipal Account, Pension Fund, UIF, Policy Enquiry, Maintenance Money, Disability Review, etc.