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# DRAFT IDP 2021/26

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## POLITICAL LEADERSHIP



**CLLR V E DE BEER-MTHOMBENI**

**EXECUTIVE MAYOR**



**CLLR NP MOPEDI  
SPEAKER**

### PROPORTIONAL REPRESENTATIVE COUNCILLORS

<b>NAME &amp; SURNAME</b>	<b>PR COUNCILLORS</b>	<b>POLITICAL PARTY</b>
NEHENG MOPEDI	PR	ANC
VICTORIA DE BEER-MTHOMBENI	PR	ANC
NOMAKHAZA MOLOI	PR	ANC
NTUTU SEHUME	PR	DA
MATTHEWS MOLAPHENE	PR	DA
ARNOLD SCHOONWINKEL	PR	DA
FRANCOISE DE JAGER	PR	DA
ROBERT FERENDALE	PR	DA
CATHARINA SERFONTEIN	PR	DA
SELLWANE MOSEME	PR	EFF
PIET MOTAUNG	PR	EFF
JOSEPHINA MOKOENA	PR	EFF
MAKABELO MOLOI	PR	EFF
ABRAHAM JANTJOE	PR	EFF
MARINDA MATTHYSEN-ENGELBRECHT	PR	VF
JAN MEYER	PR	VF
PHILLIP VAN DER MERWE	PR	VF
SELMA KOK	PR	NRA

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## FOREWORD BY EXECUTIVE MAYOR



As Ngwathe municipality, we have started a journey to develop a five year IDP 2021-2026 under conditions imposed by Covid 19 pandemic. These conditions impact on how we conduct our public participation programmes and budgeting. We are also operating in environment where economic growth is very low and these has impact on fighting poverty, hunger and unemployment. Despite these imposed conditions, we would ensure that all our communities get the opportunity to contribute meaningfully through ward based meetings and stakeholder engagements complying with the new normal.

The conditions not of our making of Covid-19 pandemic and low economic growth, continues to suffocate municipalities around the country and limits and dictate municipalities on how service delivery should be delivered in accordance with the drastically budget cuts.

Over and above conditions imposed by Covid 19 pandemic and low economic growth, the municipality is still battling to pay the huge debt owed to Eskom and Water board. The municipality is also faced by the culture of non-payment of services by certain government departments, business and households. These culture of non-payment limits the municipality ability to effectively deliver service in a sustainable manner. These culture is a threat to maximization of revenue collection. This is a serious threat and we must therefore continue to implement measures to protect and maximize revenue collection and we must call upon all our communities to pay for their services.

We are further constrain by the limited budget to satisfy the huge demand for development of new infrastructure and the maintenance of the current ageing one from our communities. The leadership of the municipality will have to take tough decisions and difficult choices to respond to the demands of the communities. The leadership will have to reach compromises on the priorities which are fundamental needs within the communities. Council will have to perform stricter oversight responsibility role in dictating the direction of the budget and IDP process to the priorities as mandated by different communities. We must with full steam, ensure reconstruction and development of new infrastructure geared towards reliable and sustainable services to all.

Our strategic focus on provision of sanitation, replacing gravel roads with tarred or paved roads, sustainable water supply, housing, installation and maintenance of street lights to ensure a safer environment, installation of new infrastructure to ensure sustainable electricity and development of storm water drainage will remain our hall mark for the next five years. We will endeavour with the little financial resources at our capacity, to deal with routine maintenance such as resealing of roads, replacement of old water pipes, refurbishing of our municipal facilities, removing illegal dumping and bettering of our roads as a result of heavy rains.

The biggest and most single challenging problem facing Ngwathe, is the provisioning of sustainable water supply to our communities. All efforts will be geared towards resolving these problem in the next five years. We will ensure that our internal capacity in relation to productivity and systems are geared towards addressing developmental concern of our communities especially around water supply. We will work with the South African Police Services and all relevant stakeholders to guarantee the safety of all citizens. We will integrate planning and resources with all stakeholders fighting crime in the context of integrated national crime prevention strategy with SAPS as the leading department.

Public participation remains a cornerstone of entrenching democracy through accountability and openness. We have and will continue to consult all stakeholders in different forums and platforms to ensure the coming five-year term will have a positive impact to the citizens of Ngwathe. It is in these context that we call on all our communities, stakeholders, social partners to work hand in hand with us in the correction of and carving of better service delivery patterns, so that Ngwathe moves in the right path to become a better place for its people to call home.

We take this opportunity to appreciate participation by all stakeholders during various planning stages to ensure that this IDP's strategic objectives will be realised as Ngwathe continues in its path to becoming a model of the municipality the entire communities aspire it to be. I therefore call on the citizens of Ngwathe to join hands with us, as we move towards creating a better place we can all be proud of. Let's get Ngwathe working.

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Cllr Victoria de Beer- Mthombeni

Executive Mayor

**Ngwathe Local Municipality**





## OVERVIEW BY MUNICIPAL MANAGER

The development of the integrated development plan 2021/2026 takes place during the period where the country will be celebrating 21 years since the establishment of the current municipalities after December 2000 local government elections. Furthermore, the Republic of South Africa will be celebrating 28 years of freedom on the 27<sup>th</sup> of April 2022. As the accounting officer, it gives me the greatest pleasure to present and submit the Integrated Development Plan (IDP) in the most important historic year.

COVID-19 has affected and changed the plans of Municipalities in a major way, a major concern was the projected reduction in revenue collection by the municipalities owing to job losses, reduced household incomes and this impacted on municipalities' ability to meet other obligations. Ngwathe local municipality like many other municipalities had to drastically change and adapt their plans in order to heed a call from the National Corona Command Council in combating the spread of the virus by providing emergency relief measures as directed by the Disaster Management Act 57 of 2002.

Despite these conditions imposed by Covid, Ngwathe adjusted the IDP consultations with communities to ensure maximum input by adhering to the strict regulations in compliance with Covid protocol as the meetings were face to face with communities and stakeholders.

The Constitution of the Republic of South Africa (1996) Chapter 7, section 152 (1) set out the objects of Local Government as follows;

- (a) To provide democratic and accountable government for local communities;
- (b) To ensure the provision of services to communities in a sustainable manner;
- (c) To promote social and economic development;
- (d) To promote a safe and healthy environment, and
- (e) To encourage the involvement of communities and community organizations in matters of local government.

To achieve the above local government objects, the municipality uses the Integrated Development Plan (IDP) as the principal strategic planning instrument which guides and informs all planning, budgeting, management and decision-making processes in a municipality. In terms of the Municipal Systems Act, 32 of 2000, Section 28 (1), each municipal Council must adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan. Ngwathe local Municipality developed an IDP and Budget process plan on an annual basis.

The IDP and Budget process plan set-out activities and processes that will unfold culminating with the final approval and adoption of the IDP by Council. The process outlines and explains in detail what has to happen, when, by whom, with whom, and where. Ngwathe Local Municipality takes pride as it always adheres to the set schedule of activities as reflected in the process plan.

In adhering to the legislative prescripts in ensuring that we develop an Integrated Development Plan (IDP) document that is people focused, we follow the legislations that requires that municipalities must establish appropriate mechanisms, processes and procedures and organs of

state, including traditional authorities and other role players to be identified and consulted on the drafting of the Integrated Development Plan. The political leadership is charged with the responsibility to lead the public and stakeholder engagements in the development and review of the IDP, Budget and Performance. Ngwathe local municipality has an established the IDP and Budget Representative Forum as a mechanism for further engagements mainly with organized formations and government departments. This forum is fully functional and its meetings are held every phase of the IDP for feedback purposes and further engagements with stakeholders.

The following represent the stakeholders Ngwathe Local Municipality engages with from time to time;

- Community Based Organisations
  - Business Sector
- Government Departments
- Education Sector
- Non-Government Organizations

Property rates and services revenue collection is highly vulnerable to defaulting by households as a result of income losses. COVID-19 has impacted widely on the property market itself, which in turn will impact on property rates. The pandemic has also posed challenges on creating rising unemployment, non-payment of services, lack of cash reserves, failure to achieve targets, fatigue of essential staff, high staff absenteeism, increased illegal connections and inadequate funding to offset the constrained budget. The situation has started to make it difficult for the municipality to deliver water, sanitation and electricity to the community, however, COVID 19 is not the only contributing factor to the challenges we face. We have overtime been confronted by strain on infrastructure due to homebound residents and increasing illegal connections to electricity and failing aged infrastructure that has not been maintained.

The municipal staff appears to be relatively well positioned to carry out their duties despite COVID-19 related challenges, however these might only for a limited duration. The possibility of substantial increased infection rates would be difficult to avoid as contact with COVID 19 positive individuals, absenteeism due to ill health might hamper the effective delivery of municipal services. These scenarios could result in labour action should workers and unions feel that the health and safety of the municipal labour force is not the main priority. Ngwathe tourism sector has been badly affected by the pandemic, numerous economic activities such as the flower festival were cancelled. The hospitality industry suffered heavy blows as the local industry had to be non-operational.

These income generating economic activities could not be sustained and thus the impact reflected in low income for the town. However, municipality will continue to fulfil its mandate with the provision of well-structured community facilities for social and recreational purposes. To this extend it is officially recorded that a number of municipal and/or community halls and offices has deteriorated to the levels of being dilapidated and therefore not being of sound state for community use.

The serious lack of maintenance on the identified facilities cause for serious dis-repair, therefore requiring the development of a well-structured plan that will not only see the repair and/or

replacement of facilities but ensuring that appropriate mechanisms are instituted to support the upkeep and long-term future use of such facilities. The appointment of human resources structure to support administration and maintenance will therefore need to be developed.

The following municipal facilities remains priorities for repair and/or replacement;

- Parys Town hall
- Mosepedi hall
- Parys (HQ) Municipal Offices
- Edenville Municipal Offices
- Vredefort Town Hall
- Koppies Municipal Offices
- Heilbron Town Hall

The current state of public facilities necessitates, institutional revisit of municipal processes and systems to strengthen and enhance greater community response to services provided by Council and the public ownership of community facilities.

The decay of municipal halls/facilities and infrastructure combined with high levels of vandalism, littering and cable theft requires the institution to initiate a community education/awareness program to ensure greater care and protection of public facilities. The greater community awareness aims to create greater responsiveness, identification/exposure of those involved in the damage and the institute of penalties for any damages caused to public facilities by individuals/organisations/entities as part of hiring/rental agreement. This program aims to support the longevity of public facility, save on constant repairs and/or replacement of public facility with endless public gain. The political offices of Council will lead this program in partnership with identified stakeholders.

The Municipal Manager Office will initiate a support program in aid of the above focussing on developing a Citizens Charter that encompass rights and responsibilities privileges to be developed and informed by a process of consultation on what the community of Ngwathe values, appreciates and the standards at which particular services are to be rendered. In the space of Local Economic Development, the development and establishment, of constructive/progressive and organised business, tourism and other stakeholder formations is encouraged. Ngwathe, will therefore initiated support for long-term planning; by strengthening our tourism industry, inculcate greater coordination and support for small and emerging business and ensuring that the regulatory framework in terms of town and regional planning is respected for the greater value of both business and council. The support of the following annual activities across Ngwathe must receive greater media coverage and exposure once the COVID 19 lockdown regulations are eased.

These would further help to increase our visitor numbers, strengthen our tourism industry e.g.;

- Annual Flower Festival,

- Power Boat Racing,
- Vredefort Dome Heritage Site and
- Revamp and activate of Parys Museum

As much as both Council and business will initiate different programs to strengthen growth and development, it remains extremely important that the cleanliness of our towns is effectively and efficiently addressed with regular effective cleaning programs and/or waste management in Ngwathe. The current levels of illegal dumping; littering must and will be stopped with the instituting of town planning or spatial management. The launch of a cleaning campaign will therefore include the following;

- Initiate the cleanest Town/Ward
- Monthly walk-about to cleaning of our river-bed
- Clearing of alien vegetation in collaboration with Dept. Environmental Affairs
- Awareness amongst Learners

This IDP 2021/26 it's a continuous building block started 21 years ago which must be more directed and focussed on attaining realistic objectives, achievable targets broken down and reflected in the annual plans. We are gearing our organisational structure, our municipal planning processes, our municipal systems, mechanisms and tools to ensure we drive towards realising the mandate of local government.

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BW KANNEMEYER

**MUNICIPAL MANAGER**

**NGWATHE LOCAL MUNICIPALITY**

## **Executive Summary**

### **Introduction**

According to the Constitution of the RSA: Act no 108 of 2006 (sections 152 and 153), local government is in charge of the development processes and planning in municipal spaces. This constitutional mandate is expressed through the following local government objectives:

- Ensure sustainable provision of services;
- Promote social and economic development;
- Promote a safe and healthy environment;
- Give priority to the basic needs of communities; and
- Encourage involvement of communities.

In accordance with this new intergovernmental development planning ethos, local government is the main/frontline planning arm of government, provinces would support and monitor this activity, and national government would create the framework of norms and standards in which these developmental actions would take place. Collectively, and with each sphere fulfilling its specific mandate, the actions of the three spheres would dovetail into a joint intergovernmental effort aimed at achieving its key developmental objectives.

The IDP is informed by National and Provincial priorities, policies and strategies of national and provincial importance which include amongst others:

- National Development Plan – Vision 2030 (2011),
- Free State Provincial Growth and Developmental Strategy,
- Medium Term Strategic Framework (2014-19)
- The New Growth Path (2010),
- Green Paper on Improving Government Performance (2009),
- Spatial land Use Management Act (SPLUMA) Act 16 of 2013,
- Free State Provincial Spatial Development Framework (FSPSDF),

- Generic Batho Pele Service Standards and Implementation Framework for Local Government,
- Policy Framework for the Government-wide Monitoring and Evaluation System.

## **INTRODUCTION AND BACKGROUND**

### **What is IDP?**

Integrated development planning (IDP) is a process through which municipalities prepare a strategic plan containing short, medium and long-term development objectives, strategies and programmes for the municipal area. The IDP is a principal instrument that guides and informs budgeting, management and decision-making related to service delivery and development in a municipality.

The IDP process enables municipalities to work together with communities and other stakeholders to find innovative and cost effective ways of eradicating poverty and growing the local economy.

### **The vision and mission statements**

MSA: Section 26 states that “An IDP must reflect the municipal council’s vision for the long term development of the municipality with special emphasis on the municipality’s most critical development and internal transformation needs.

<b>VISION</b>	<b>MISSION</b>
<b>TO PROVIDE EXCELLENT AND SUSTAINABLE MUNICIPAL SERVICES</b>	<b>TO PROVIDE QUALITY SUSTAINABLE SERVICES IN AN EFFICIENT, EFFECTIVE &amp; ECONOMIC MANNER TO ALL COMMUNITIES THROUGH THE PROMOTION &amp; IMPROVED INTER-GOVERNMENTAL OF COMMUNITY PARTICIPATION, GOOD GOVERNANCE VALUES</b>

The mission statement addresses the customers, the environment and the service. It also states clearly how the frequency in quality of services are going to be provided to the people of Ngwathe. The emphasis of community participation a key component of good accountable government provides for greater responsible government, both politically and administratively.

## **CORE VALUES**

The value statement is people centered, aimed at instilling a culture of openness quality and satisfactory service provision. The value statement also directs focus towards pride both inside and outside the institutional environment, with emphasis on learning, development and growth within the jurisdictional area as well as the broader province and country.

**Transparency:** We practice good corporate governance, openness and strive to understand the needs of our community at all times.

**Commitment:** We are dedicated to the services we render to the community. We are committed to realize the objective of local government in South Africa.

**Accountability:** We respect and value our people and ensure that we are accountable and responsible on all aspects of our work.

**Integrity:** We perform our work diligently with integrity and courage to ensure that our communities are able to trust and believe in us.

**Democracy:** We encourage adherence to the constitution of the country, by allowing everybody to exercise their rights.

## OVERVIEW

A concise overview of our municipality; reflecting the current situation, key challenges and opportunities, including priority strategies of Ngwathe to improve its situation over the next medium term of the IDP, indicating most critical targets to be achieved. The summary will address following questions;

### 1. Who are we?

Ngwathe is a grade 3 municipality covering the towns of Vredefort, Koppies, Heilbron, Edenville and Parys as the main towns from where our business is directed both to private households and businesses, including government and/or public sector organisations operating within jurisdiction. The economy of the region is mainly structured along; Agriculture, Mining and Tourism of which the latter is in developing stage.

The municipality covers 18 wards, structured along the different towns with the administrative and political head office located in Parys. The municipality has an executive mayoral system, supported by participatory government system, located in ward elected councillors and ward participatory elected committees.

The executive mayor is supported by an executive mayoral committee, consisting of different portfolio-chairpersons and portfolio committee members. These committees, the section 80 committees provide political direction to the different administrative departments/directorates which implements the policy directives of council.

The Speaker of Council, directs the legislative process and provides political oversight on the community/public participation processes and program of council, with ward councillors and ward committee members leading engagements at ward level. The Rules of Order directs the operations of council and further supported by a Code of Conduct for all councillors undersigned in accordance with Chapter 7, Section 54 of the Municipal Systems Act, Act 32 of 2000 (as amended).

The Municipal Manager, appointed in terms of Section 54A of the Municipal Systems Act, with the authority of appointment vested in Council. The Municipal Manager as administrative executive head liaises with the Executive Mayor (political executive) in terms of scheduled reporting on matters of compliance and execution of council programme. The Municipal Manager is supported by directors whom reports to him in terms of section 57, though appointed by council to whom regular report on performance is presented.

### 2. What are the issues we face?

Ngwathe municipality is facing numerous challenges, of which some stem as far back as the last twenty years, since its inception, ranging from structural, systemic and process challenges, that hinders council's ability to meet its constitutional and/or legislative mandate.



The last years' audit outcomes, the financial health of the institution, the status and state of our infrastructure, the service delivery performance report, the governance framework, present a bleak picture for Ngwathe and its inhabitants though a series of interventions is now initiated.

The latest external audit conducted by the Auditor General of South Africa, revealed serious transgressions in the areas of non-compliance to legislation, specific to non-reporting on matters of compliance, policy gaps and flaws, a complete systemic breakdown, lack of policies and policy implementation including a series of actions outside the governance frameworks of local government.

The cash-flow challenges amidst weak revenue collections, compromises the daily operations of the municipality and its ability to meet its daily and monthly creditor obligations.

Of the challenges referred to above, lead to the process introducing a new management team, focussed on introducing a Performance Improvement Plan as lead by the Municipal Manager, analysing departmental structural, systemic and process gaps. The policy/master/strategic planning, departmental staffing processes, asset management, risk management and mitigation, drafting of standard operating procedures, tightening of personnel management, addressing staff moral are of the issues and activities reflected in the PIP.

### **3. What opportunities do we offer?**

Ngwathe continues to offer much to all stakeholders of the municipality, as much as we also offer greater opportunity to both employee and the employer group of the institution to develop the institution into a potential top-performing municipality within the region, focussed on innovation and trending local government services towards sustained excellence and greater heights. The recently developed PIP (Performance Improvement Plan, hereafter referred to as PIP in this document) will direct much resources towards the local community, to empower both the skills and capacity base for future gain as much as benefit margins must be re-negotiated to stimulate affordability, and from the municipality position such investment will enhance greater efficiency gains for the institution.

The enhancement and rigorous structured development of our infrastructure provide opportunity to revitalise not only our local economy, but also our different central business districts as we aim to drive an urban renewal program with improved new-looks for both established and establishing businesses across the different towns, complimenting the identity of Ngwathe. The establishment of a Chambers of Business across all towns aim to strengthen service delivery around our business districts, with greater responsibility on having our towns look much cleaner, neater and better taken care of.

**4. What are we doing to improve ourselves?**

As indicated above, the introduction and implementation of an intervention focussed PIP aim to focus service delivery, create better structured and resourced implementation plans to enhance greater efficiency and responsibility amongst both the receiver and provider of services. The roll-out of outreach programs in collaboration with business, public institutions, religious fraternity, schools and established sector organisations is focussed on cohesive activity to instil greater sense of pride amongst both residents and those visiting our areas.

**5. What can you expect from us over the next three years?**

Over the next three years the following will be prioritised;

**Table: 1 Year One Priorities**

<b>Year One:</b>	<b>Develop Realistic 3 Year departmental Plans</b>	<b>All Departments</b>
	Develop / Review Master Plans/ Strategic Plans / Policies / Standard Operating Procedures / Introduce Ward Based Planning programme Improved municipal reporting (compliance matters)	All Departments
	Annual review of Organisational Structure and Complete filling of critical vacancies (line-management level) and Implement	All Departments

**Table: 2 Year Two Priorities**

<b>Year Two:</b>	Infrastructure renewal programme; Water, Electricity & Roads (Replacement of dilapidated meters/equipment, Introduction of Smart Meter Systems)	Technical Services & Financial services
	Revenue Enhancement; Top 100 Debtors, Councillor, Municipal and Government Employees Areas collections	Financial Services Department
	Staff Wellness Program, Job Descriptions, Job Evaluation, Monthly Employee Achiever Recognition Award	Corporate Services

**Table: 3 Year Three Priorities**

<b>Year Three</b>	Performance Evaluation cascaded to lower levels	Office Municipal Manager
	Enhance the cleaner-town campaign	Community Services
	Urban Renewal programme	Community Services

**6. How will our progress be measured?**

Regular monthly and quarterly reporting on progress made against the implementation of our PIP and IDP/SDBIP/Performance Agreements of Executive Managers will be done and communicated on the local municipality website, local media and the municipality newsletter. The PIP items for implementation will be included in the Performance Plans of all directors, and the performance evaluation will be done consistent with the Performance Management Framework of the municipality of which results will be published for public information after presentation to Council.

## **SECTION A:**

### **Introduction**

#### **Back to Basics Program**

“We cannot solve today’s problems with the same level of thinking that created the problems in the first place” (Albert Einstein) with this differentiated that the Back to Basics program was developed and instituted by COGTA. We must change our paradigm to focus on serving the people and not extractive elites. The Constitution and other legislation spell out our responsibilities and tasks. The Back to Basics program like the previous Turn Around Strategy, aimed in ensuring that local government remain focussed on of the ideals set in the Freedom Charter, The White Paper on Local Government therefore requiring that we have understanding of the intent of the White Paper on Local Government and how we aim breaking down apartheid systems, processes, mechanisms and more importantly communities.

As much as this approach evolved from COGTA national, the environment and conditions which exist with Ngwathe municipal area and the institution, an approach to rehabilitate the operations and activities of the municipality is a must and appropriate.

Some municipalities perform them well, but others don’t. For example, an acceptable level of performance means that municipalities must:

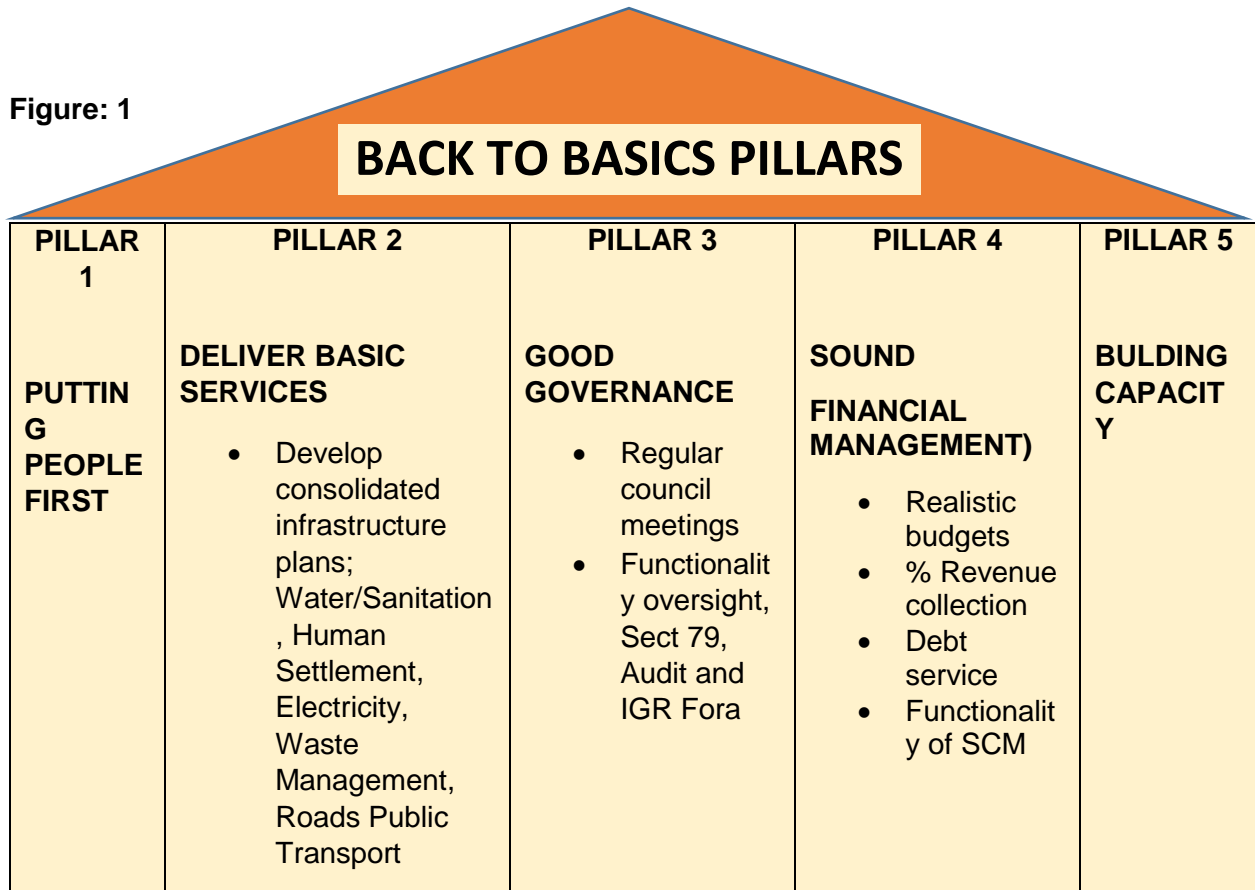
1. Put people and their concerns first and ensure constant contact with communities through effective public participation platforms. This is the essence of our ‘back to basics’ approach.
2. Create conditions for decent living by consistently delivering municipal services to the right quality and standard. This includes planning for and delivery of infrastructure and amenities, maintenance and upkeep, including the budgeting to do this. Ensure no failures in services and where there are, restore services with urgency.
3. Be well governed and demonstrate good governance and administration - cut wastage, spend public funds prudently, hire competent staff, ensure transparency and accountability.
4. Ensure sound financial management and accounting, and prudently manage resources so as to sustainably deliver services and bring development to communities.

5. Build and maintain sound institutional and administrative capabilities, administered and managed by dedicated and skilled personnel at all levels. Changing strategic orientation is not easy and it requires bold

*Extract Back to Basics Programm*

**Strategic pillars of Back to Basics**

**Figure: 1**



## Scope of this chapter

- Introducing Ngwathe, its beautiful scenery, its potential and its challenges – its reality
- Summarise the needs of NLM communities as defined through the direct stakeholder interactions
- Introducing Ngwathe strategy, structure and process based on its reality.
- The policy and legislative context

## NGWATHE – THE CURRENT REALITY

The Ngwathe Local Municipality is a Category B municipality situated in the northern part of the Fezile Dabi District in the Free State. The Vaal River forms the northern boundary of the area, which also serves as the boundary between the Free State, Gauteng and North West Provinces. It is one of four municipalities in the district, making up a third of its geographical area.

Ngwathe offers numerous opportunity for both the investor as well as visitors wishing to explore the natural scenic routes along the **Renoster River** leading towards the vicinity of Koppies in a series of dams, namely the **Weltevrede, Rooipoort** and **Koppies Dams**. Along these routes number of game farming is found which also offers game drive opportunities for weekend and longer period vacation visitors. Though the optimal tourist operations and opportunities are not fully explored, a more comprehensive Economic development programs must continue to be prioritised to broaden and strengthen the economic and subsequent revenue base as potential income stream for the municipality. The visionary leadership of Council, together with the District and Provincial governments, business and other leading stakeholders is required to build and establish Ngwathe as a central leading organisation in the region. The rivers, together with the respective dams, are prominent water sources for agricultural purposes in the region. Other prominent topographical features include the **Vredefort Dome** in **Parys**. The form of the dome consists of a central cone of granite surrounded by concentric ridges of quartzite belonging to the Witwatersrand System. The Parys District has unique natural and environmental assets, like the Vaal River, with several islands in the proximity of Parys, and the Vredefort Dome, that present exceptional tourism potential. Parys has a well-developed airfield that supports commercial, recreational and tourism development in the area. It has a strong commercial component and provides a wide range of services regarding health, education and professional services to the district. Vredefort is the only town that formed the former Vredefort District. The former Heilbron District is predominantly an agricultural area, although major manufacturing industries contribute

largely to the Gross Geographic Product of the district. Koppies is located in an area of agricultural significance and mainly provides services in this regard to the surrounding rural areas. The three well-established and developed irrigation schemes subsequently enhance the agricultural character of the area. The strategic location of Koppies between the larger centres of Kroonstad and Sasolburg influence growth and development within the community. The Koppies tourist potential is not fully exploited to be built a niche market in the area, in the absence of a complete LED strategy. Specific reference is made to the R82 Battlefield Route, which consists of several historical battlefields. These that are envisaged to be further developed along with the Koppies Dam Nature Reserve. Edenville is also located in an area of agricultural significance. The main road linking Kroonstad and Heilbron runs adjacent to the area.

### **Economic and Social Conditions of People**

Together with the tourist and hospitality opportunities that Ngwathe currently and in future will present, an additional key driver of economic growth and sustainability is agricultural development. The good summer rain seasons provide volumes of opportunity for water catchment, along the Vaal and Renoster Rivers, a distribution opportunity to strengthen our income streams in different forms to support the other areas of crucial development the region requires. The social conditions of a majority of communities present no sustainable solution for development, hence a more inclusive economic base is required to strengthen sustainable development opportunity. From an economic position the provision of labour opportunities with a sole reward of wages as form of income, proof to create greater dependence on state and/or government to provide than for independence. Recent economic approaches of cooperative establishment present opportunity for sustainable development if properly structured, regulated and enforced with the required support.

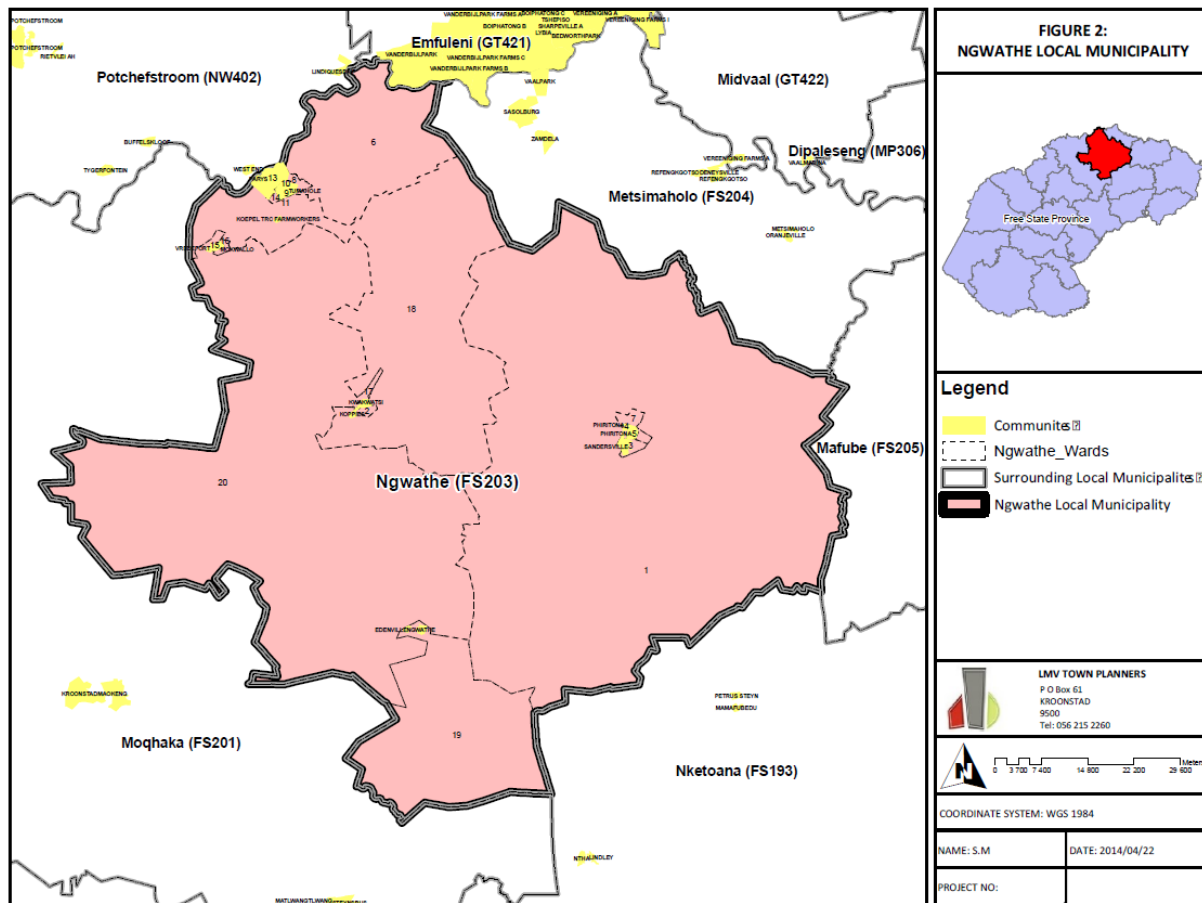
The value chain opportunities available from the agricultural economy must be unbundled to direct resources in all its different forms creating greater opportunity for investment implementation. A new strong breed of directed entrepreneurial youth is required to drive these opportunities away from the current form of dependency and welfare economic/social structure which presents no sustainable future

## SECTION B:

### THE PROFILE OF NGWATHE LOCAL MUNICIPALITY

Ngwathe Local Municipality (FS-203) is situated in the northern part of the Fezile Dabi District Municipality previously known as the Northern Free State, it is one of the four Local municipality within the district, the other three (3) being Mqohaka LM, Metsimaholo LM and Mafube LM. The total estimated population of the municipality in terms of Census 2011 results is 120 520. The geographical area of the municipality is 7055 Square kilometres. The municipality comprises of five towns which are:

All statistics and information used in this section of the IDP were sourced from STATSSA 2011 Census and Community Survey of 2016. Ngwathe municipality must seriously look at conducting a household survey within the next year to verify household, infrastructure and business data.





## DEMOGRAPHICS

### DEMOGRAPHIC PROFILE OF THE MUNICIPALITY

**Table 4: Population and population growth rates by municipality, Fezile Dabi District, 1996, 2001 and 2011**

Municipality	1996	2001	Growth Rate (1996-2001)	2011	Growth Rate (2001-2011)
Ngwathe	120 007	118 810	-0.2	120 520	0.1

*Source: STATSSA, Census 1996, 2001 and 2011*

Table 1 indicates that Ngwathe Local Municipality experienced a negative growth from 1996 to 2001. This means that the municipality is losing people either to other municipalities or to other provinces.

**Table 5: Statistics for 2016**

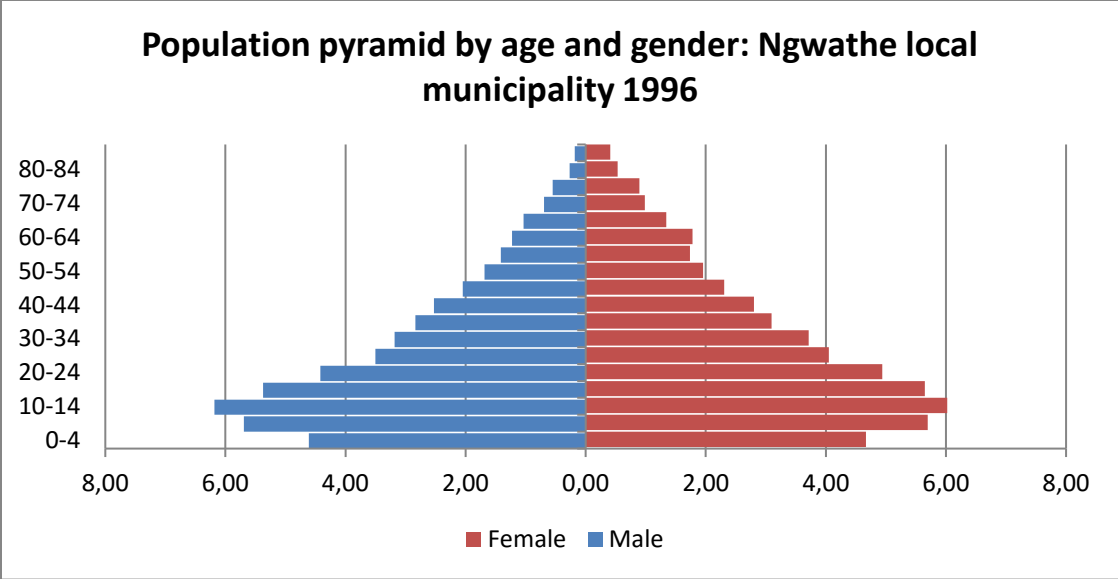
Black African			Coloured			Indian/Asian			White			Total		
Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
500	5448	10450	15	15	30	61	-	61	48	6465	112	564	6248	11890
27	0	7	02	37	39				34	99	25	2	7	

**Table 6: Community survey 2016 – Population Growth / Decline**

Growth/ Decline rate	Number
1996	120 007
2001	118 810
2011	120 520
2016	118 907

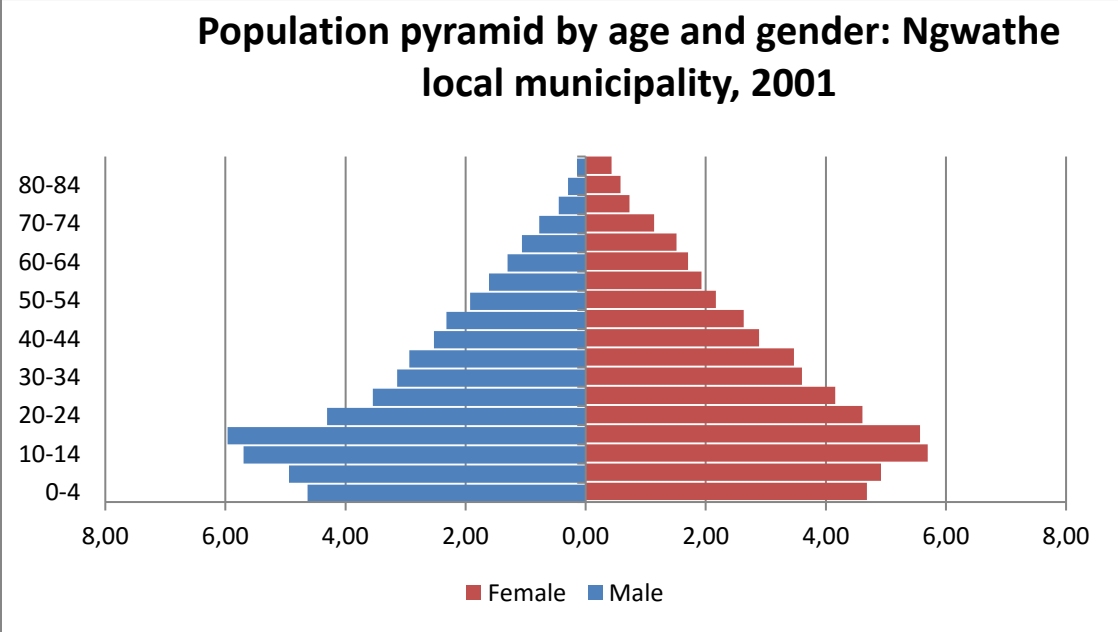
The above table shows that the population decreased in 2001 by 1197 people from 1996. In 2011 the number then increased again 2011 by 1710. Five years down the line the number also decreased by 1613 people in 2016. In essence, it proves that in the last 20 years the population stayed constant.

**Figure 2: Population pyramid by age group and gender, 1996, 2001 and 2011**



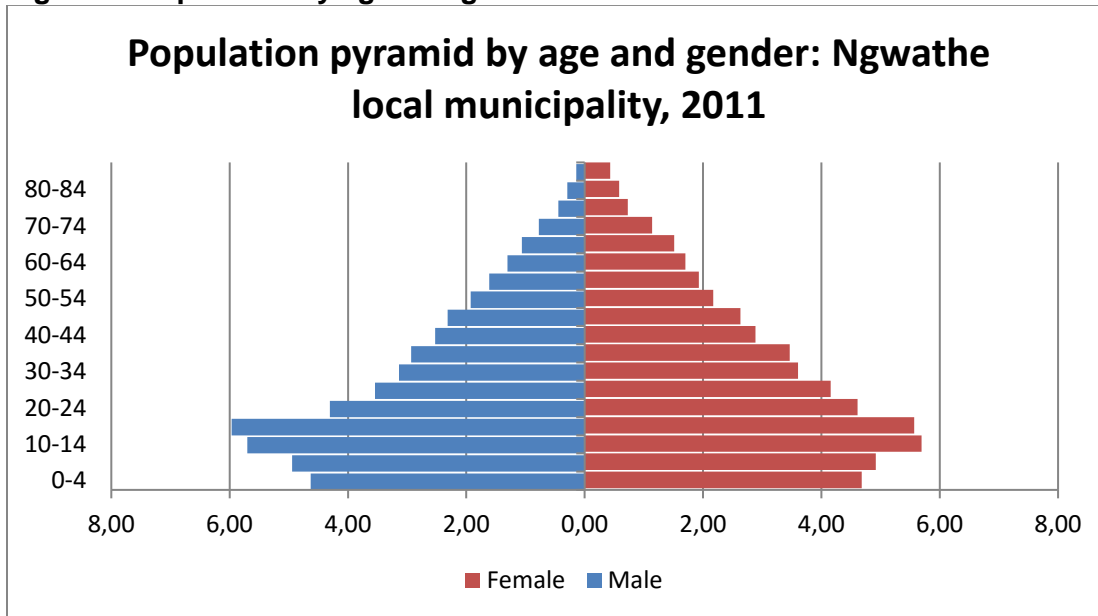
Source: STATSSA, Census 1996

Figure 3: Population by age and gender



Source: STATSSA, Census 2001

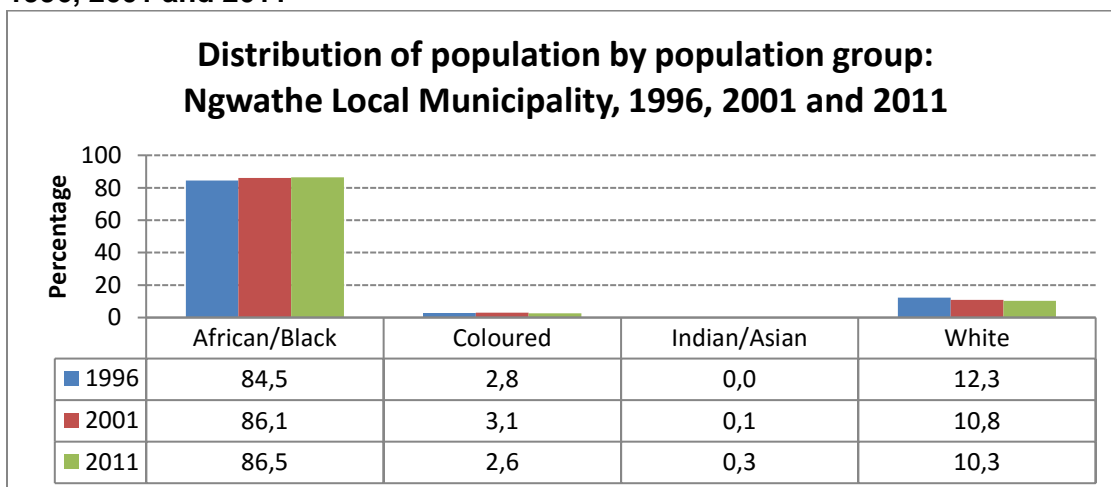
**Figure 4: Population by age and gender**



Source: STATSSA, Census 2011

Population pyramid (Figure 1) for 1996, 2001 and 2011 shows a bulge at the lower levels age groups 10- 19 years old. This shows that the municipality consist of the young population who still needs to go to school and enter the labour market in few years. It also shows that the older population 60 years and above lives longer. Females seem to be out living the males as shown in the pyramid that on the female side for older population it is wider than the male side.

**Figure 5: Distribution of population by population group: Ngwathe Local Municipality, 1996, 2001 and 2011**



Source: STATSSA, Census 1996, 2001 and 2011

Figure 2 above shows that the municipality consists of the large number of Black African population followed by whites then coloureds. However, the Indian population is the smallest it has been growing from less than 0.1% in 1996 to 0.3% in 2011.

**Table 7: Household survey 2016**

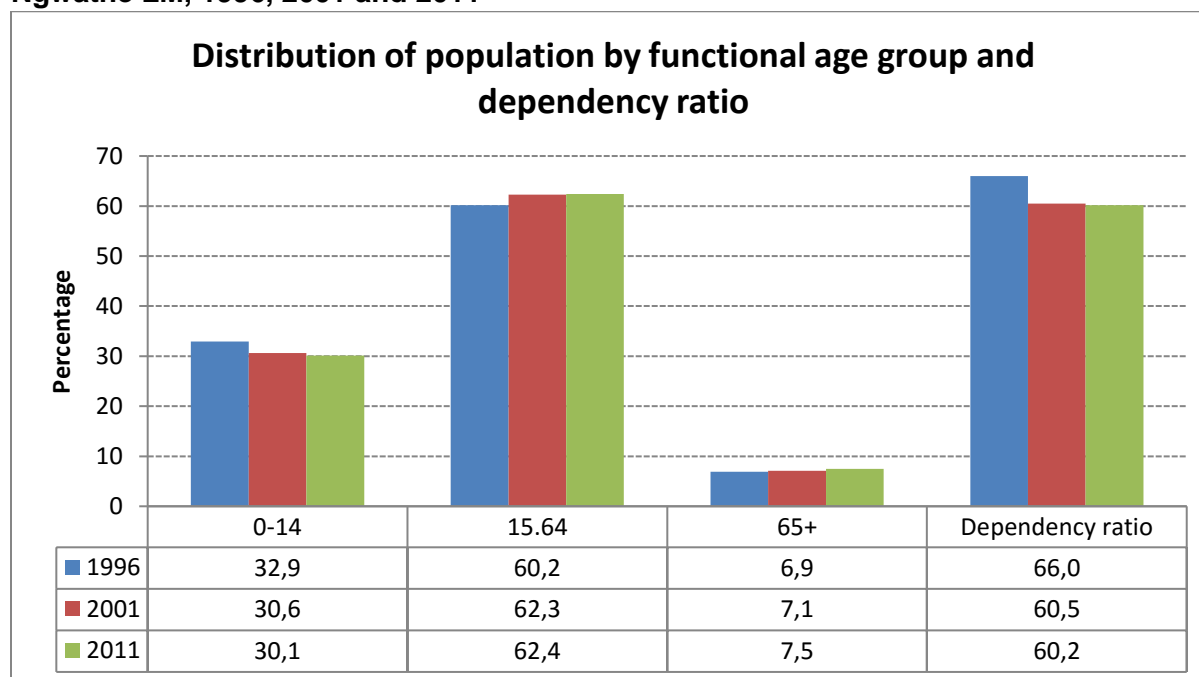
Black African			Coloured			Indian/Asian			White			Total		
Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
500	54480	104507	1502	1537	3039	61	-	61	4834	6465	11299	56425	62482	118907

**Table 8: Percentages in line with 2016 survey as compared to outer years' surveys**

BLACK	COLOURED	INDIAN	WHITE
88	2.6	0.05	9.5

The table above shows that the number of Black people increased by 1.5% in 2016 from 2011 statistics, number of Coloureds remained the same, number of Indians increased by 0.2% and the number of White people decreased by 0.8%.

**Figure 6: Distribution of population by functional age groups and dependency ratio: Ngwathe LM, 1996, 2001 and 2011**



**Source: STATSSA, Census 1996, 2001 and 2011**

Dependency ratio for the municipality decreased from 66% in 1996 to 60% in 2011. Though there has been a decrease in dependency ratios, 60% is still high. This means that the dependent

population (0-14 years and 65+ years) are many. The proportion of persons 65 years and older increased from 6.9% in 1996 to 7.5% in 2011

## Socio Economic Indicators

**Table 9: Distribution of population by age/gender/education levels: Ngwathe LM, 1996, 2001 and 2011**

	1996		2001		2011	
	Male	Female	Male	Female	Male	Female
No schooling	4680	6247	5066	6839	2657	3531
Some primary	7132	8709	7250	8783	5820	7910
Completed primary	2356	3019	2259	2812	1696	2172
Some secondary	10083	11779	9617	11385	11780	13338
Grade 12 / Std. 10	3780	4153	5329	5803	9148	9586
Higher	1699	1698	1763	1877	2202	2440

Source: STATSSA, Census 1996, 2001 and 2011,

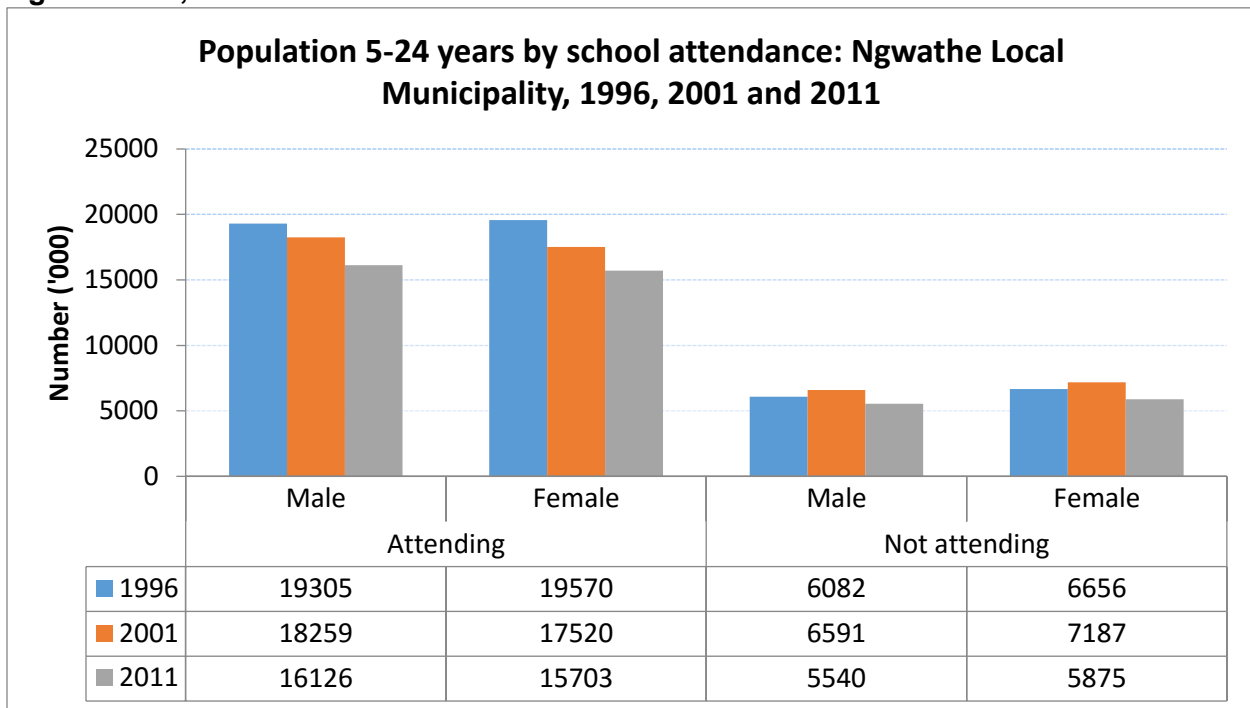
**Table 10: 2016 household survey statistics**

No schooling	4301
Grade 0	3432
Grade 1/Sub A/Class 1	3568
Grade 2/Sub B/Class 2	3244
Grade 3/Standard 1/ABET 1	4809
Grade 4/Standard 2	4927
Grade 5/Standard 3/ABET 2	5099
Grade 6/Standard 4	6059
Grade 7/Standard 5/ABET 3	5948
Grade 8/Standard 6/Form 1	7732
Grade 9/Standard 7/Form 2/ABET 4/Occupational certificate NQF Level 1	8313
Grade 10/Standard 8/Form 3/Occupational certificate NQF Level 2	11406
Grade 11/Standard 9/Form 4/NCV Level 3/ Occupational certificate NQF Level 3	9426
Grade 12/Standard 10/Form 5/Matric/NCV Level 4/ Occupational certificate NQF Level 3	21877
NTC I/N1	98
NTCII/N2	28
NTCIII/N3	166
N4/NTC 4/Occupational certificate NQF Level 5	333
N5/NTC 5/Occupational certificate NQF Level 5	153
N6/NTC 6/Occupational certificate NQF Level 5	273
Certificate with less than Grade 12/Std 10	43

Diploma with less than Grade 12/Std 10	195
Higher/National/Advanced Certificate with Grade 12/Occupational certificate NQF	493
Diploma with Grade 12/Std 10/Occupational certificate NQF Level 6	1426
Higher Diploma/Occupational certificate NQF Level 7	534
Post-Higher Diploma (Master's	304
Bachelor's degree/Occupational certificate NQF Level 7	1001
Honours degree/Post-graduate diploma/Occupational certificate NQF Level 8	565
Master's/Professional Master's at NQF Level 9 degree	176
PHD (Doctoral degree/Professional doctoral degree at NQF Level 10)	65
Other	230

The number of learners who have completed matric has increased by 3 143 from 2011 to 2016 and the number of people who undergone tertiary education increased by 1441 from 2011 to 2016.

**Figure 7: Distribution of population aged 5 – 24 years by school attendance and gender: Ngwathe LM, 1996 2001 and 2011**



**Source: STATSSA, Census 1996, 2001 and 2011**

**Table 11: Distribution of population by employment status and unemployment rate: Ngwathe LM, 1996 2001 and 2011**

	Employed	Unemployed	Unemployment rate
1996	26313	13335	33.6

2001	22064	19643	47.1
2011	25376	13814	35.0

**Source: STATSSA, Census 1996, 2001 and 2011**

The unemployment rate in the municipality was high in 2011 at 35%. Though it was high in 2011 there was an improvement from the highest unemployment rate experienced in 2001 whereby almost half of the labour force was unemployed. The 2016 household survey does not show the unemployment status and therefore we rely on the 2011 statistics

**Table 12: Number of households and the average household size: Ngwathe LM, 1996 2001 and 2011**

	Number of households	Average household size
1996	29575	4.0
2001	32108	3.6
2011	37102	3.2

**Source: STATSSA, Census 1996, 2001 and 2011**

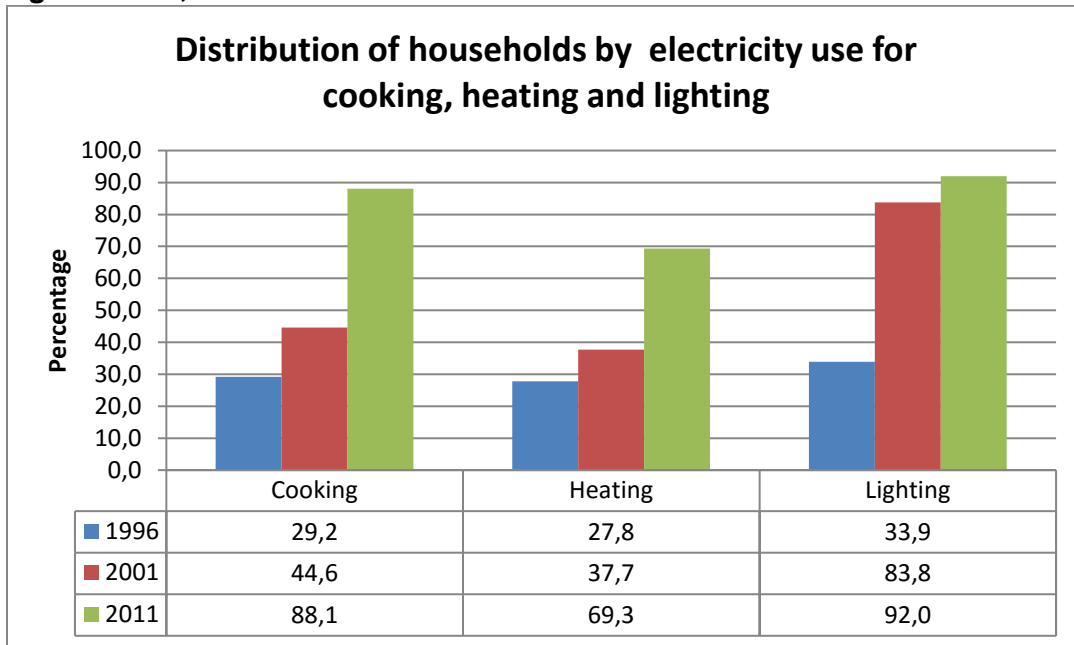
**Table 13: 2016 Community Survey statistics**

	Households
<b>Ngwathe Local Municipality</b> FS203: Ngwathe	40910

Number of households increased by 7 527 from 29 575 in 1996 to 37 102 in 2011. The household size decreased from 4 persons per household to 3 per household.

The number of households increased by 3808 households in 2016 as compared to the statistics in 2011 which translate to 3 family members staying in one household.

**Figure 8: Distribution of households by electricity use for cooking, heating and lighting: Ngwathe LM, 1996 2001 and 2011**



**Source: STATSSA, Census 1996, 2001 and 2011**

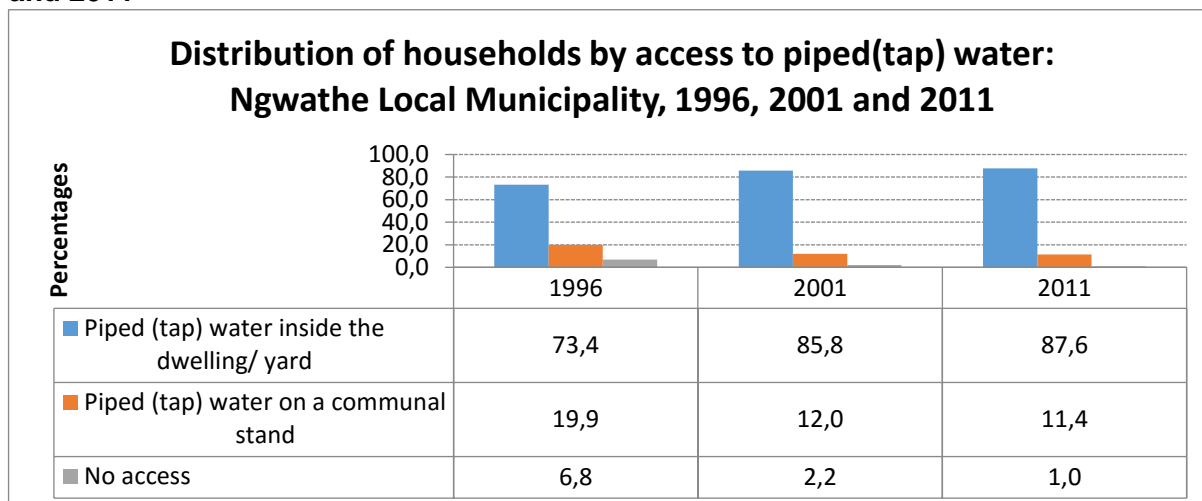


**Table14: Statistics 2016 Household survey**

Ngwathe Local municipality	Household access to electricity									
	In-house conventional meter	In-house prepaid meter	Connected to other source which household pays for (e.g. con	Connected to other source which household is not paying for	Generator	Solar home system	Battery	Other	No access to electricity	Total
	2959	35321	415	187	0	95	0	99	1835	40910

In 1996 less than 30% of households in the municipality were using electricity for cooking, which improved to be 88% in 2011. The percentage of households connected to electricity infrastructure in 2016 increased to 95%.

**Figure 6: Distribution of households by access to piped (tap) water: Ngwathe LM, 1996, 2001 and 2011**



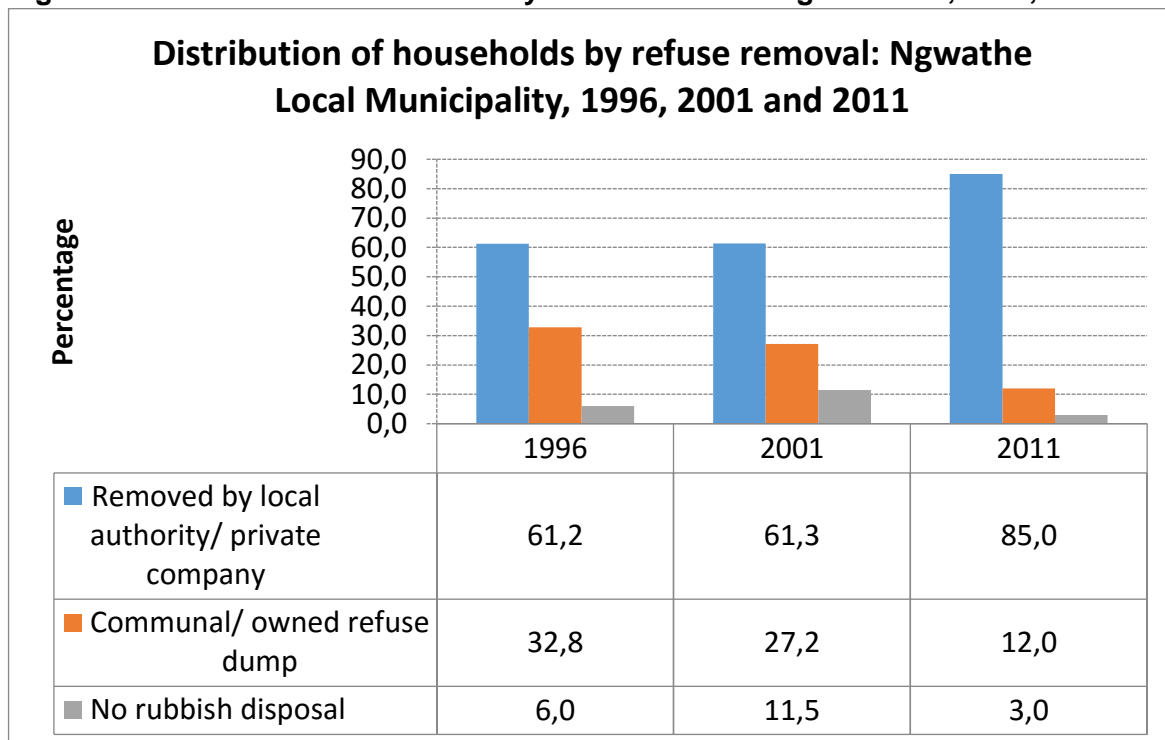
Source: STATSSA, Census 1996, 2001 and 2011

**Table15: 2016 Household survey statistics**

FS203: Ngwath e Local Municip ality	Main source of water for drinking													
	Piped (tap) water inside the dwelli ng/house	Pipe d (tap) water insid e yard	Pipe d water on com muni ty stand	Bor eh ole in the yard	Rai n- wat er tan k in yard	Neigh bour's tap	Publi c/ com mun al tap	Wat er- carri er /tank er	Boreh ole outsid e the yard	Flow ing water/ strea m/ river	We ll	Spr ing	Oth er	Tota l
	1247 4	2485 8	1222	44 7	-	190	779	167	536	53	-	-	184	4091 0

Figure 6 shows that proportion of households with access to piped water improved over the years. In 2011 99% had access to piped (tap) water [88% water inside the yard and 11% on a communal stand]. Only a percent of households had no access to piped water in 2011. 94% households had access to piped (tap) water in 2016 which is a decrease of 5% in 2011.

**Figure : Distribution of households by refuse removal: Ngwath e LM, 1996, 2001 and 2011**



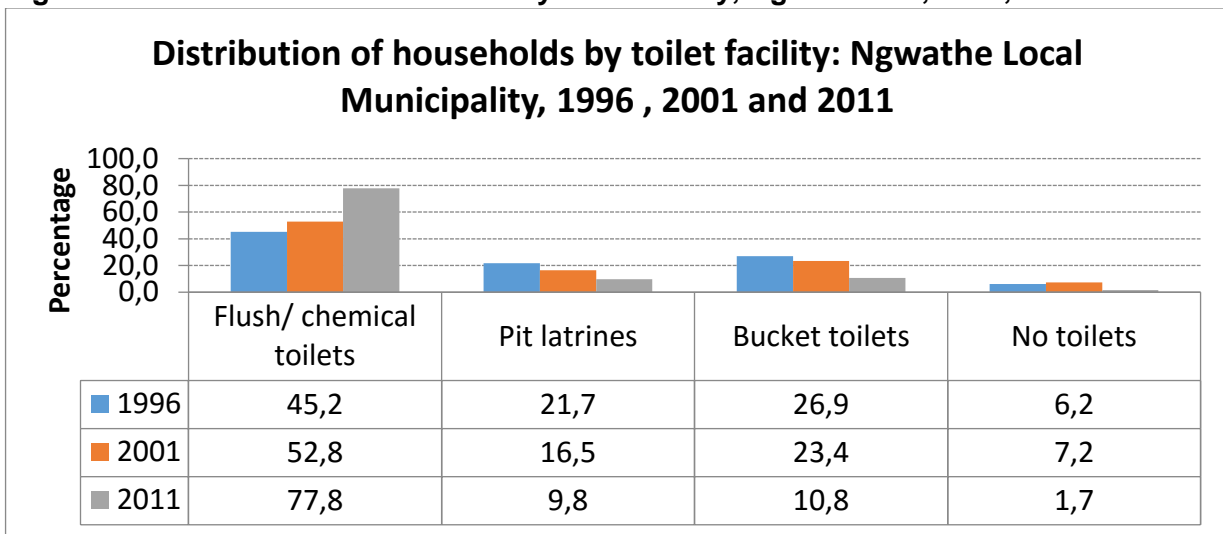
Source: STATSSA, Census 1996, 2001 and 2011

**Table 16: 2016 Households Survey statistics**

Ngwath e Local Municipality FS203: Ngwathe	Refuse removal							
	Removed by local authority/private company/community members at least once a week	Removed by local authority/private company/community members less often than once a week	Comm unal refuse dump	Comm unal container/c entral collection point	Ow n refuse dum p	Dump or leave rubbish anywhere (no rubbish disposal)	Oth er	Tot al
	34539	1438	939	14	2749	1094	138	40910

Figure 7 indicates that refuse for 85% of households in 2011 was removed by local authority or private company. Only 3 % of the households did not have rubbish disposal while 12% used the communal or their own refuse dump in 2011. In 2016 the number of refuse removed by local authority or private company increased to 88% as compared to 88% in 2011.

**Figure 8: Distribution of households by toilet facility, Ngwathe LM, 1996, 2001 and 2011**



Source: STATSSA, Census 1996, 2001 and 2011

**Table 17: 2016 Household's Survey**

Main type of toilet facility used										
Flush toilet connected to a public sewer	Flush toilet connected to a septic tank or	Chemical toilet	Pit latrine/toilet with ventilation pipe	Pit latrine/toilet without ventilation pipe	Ecological toilet (e.g. urine diversion)	Bucket toilet (collected by municipality)	Bucket toilet (emptied by household)	Other	None	Total

ge system	conservancy tank				n; envirolo o; etc.)					
33124	314	37	1792	939	-	3362	188	502	652	40910

The percentage in flush toilets connected to the infrastructure increased from 77.8% in 2011 to 82% in 2016.

**Table 18: Distribution of child headed households: Ngwathe LM, 1996, 2001 and 2011**

Description	1996	2001	2011
Child headed households	277	376	198
Total households	29575	32108	37102
% of child headed households	0.5	1.2	0.5

**Source: STATSSA, Census 1996, 2001 and 2011**

Table 7 depicts that the number of child headed households decreased from 376 in 2001 to 198 in 2011. Though the 198 child headed households is still a challenge, the decrease in numbers brings a relief to the municipality. Statistical results in the 2016 household survey does not cover child headed households and therefore we depend on the 2011 results

## **SECTION C:**

### **NGWATHE SDF REVIEW**

#### **1 The Purpose of SDF review**

The purpose of the Spatial Development Framework (or SDF) review is to reflect the spatial distribution of current and future land uses within the Municipality in order to give effect to the vision, goals and objectives of the Municipal IDP. The Municipal SDF also aims to guide decision making; promote sustainable, functional and integrated human settlements; maximise resource efficiency and enhance regional identity and unique character of place

#### **2. INTRODUCTION**

The review of Ngwathe Spatial Development Framework comes about to fulfill the legislative requirements and as part of the integrated development plan in terms of the Chapter 5 of the Municipal Systems Act of 2000 ( Act 32 of 2000) and as well as the prescripts of the Chapter 5 of the Spatial Planning and Land Use Management Act of 2013 ( Act 16 of 2013) or SPLUMA. The review of the SDF is done with in mind the progressive development requirements as espoused in Chapter four the SPLUMA which amongst others include: a long- term spatial development statement vision and plan; contributing towards a coherent, planned approach to a spatial development in a municipal sphere; to include previously disadvantaged areas and areas under the traditional leadership; address historical spatial imbalance in development; etc.

In short, The review of the Ngwathe Spatial Development Framework (SDF) is intended to show desired patterns of land use, directions for future growth, indicate the alignment of urban edges, and depict other spatial development areas: to give effect to norms and standards and the development principles contained in the SPLUMA, setting out objectives that reflect the desired spatial form over a 5 year and longer term (10-20 years), defining strategies and policies to achieve these objectives that must indicate, amongst others- the desired pattern of land use, - optimizing the use of resources and infrastructure, - how spatial reconstruction will be addressed, and, - providing strategic guidance in respect of the location and nature of development.

To include strategic assessment of environmental pressures, opportunities and spatially indicate environmental sensitivities and high potential agricultural land, reflect on agricultural land to be included in the urban area, identify programs and projects for development of land and set out a capital investment framework for development programs, and to achieve alignment with neighbouring the Municipal SDF's.

#### **3. THE VISION**

To develop and manage growth and prosperity in order to create sustainable and lively residential area.

#### **4. MISSION**

To provide quality and sustainable services an efficient, effective and economic manner.

## 5. BACKGROUND

The Ngwathe Local Municipality is a Category B municipality situated in the northern part of the Fezile Dabi District in the Free State. The Vaal River forms the northern boundary of the area, which also serves as the boundary between the Free State, Gauteng and North West Provinces. It is one of four municipalities in the district, making up a third of its geographical area. The Renoster River also drains through the region and is dammed up in the vicinity of Koppies in a series of dams, namely the Weltevrede, Rooipoort and Koppies Dams. The rivers, together with the respective dams, are prominent water sources for agricultural purposes in the region.

Other prominent topographical features include the Vredefort Dome in Parys. The form of the dome consists of a central cone of granite surrounded by concentric ridges of quartzite belonging to the Witwatersrand System. The Parys District has unique natural and environmental assets, like the Vaal River, with several islands in the proximity of Parys, and the Vredefort Dome, that present exceptional tourism potential. Parys has a well-developed airfield that supports commercial and tourism development in the area. It has a strong commercial component and provides a wide range of services regarding health, education and professional services to the district.

Vredefort is the only town that formed the former Vredefort District. The former Heilbron District is predominantly an agricultural area, although major manufacturing industries contribute largely to the Gross Geographic Product of the district.

Koppies is located in an area of agricultural significance and mainly provides services in this regard to the surrounding rural areas. The three well-established and developed irrigation schemes subsequently enhance the agricultural character of the area. The strategic location of Koppies between the larger centres of Kroonstad and Sasolburg influence growth and development within the community. The bentonite exploitation near Koppies and the initiative for coal mining in the vicinity of the town provide significant future growth potential. Koppies is becoming known for its tourist attractions. Specific reference is made to the R82 Battlefield Route, which consists of several historical battlefields. These that are envisaged to be further developed along with the Koppies Dam Nature Reserve.

Edenville is also located in an area of agricultural significance. The main road linking Kroonstad and Heilbron runs adjacent to the area.

**Area:** 7 055km<sup>2</sup>

**Cities/Towns:** Edenville/Ngwathe, Heilbron/Phiritona, Koppies/Kwakwatsi, Parys/Tumahole, and Vredefort/Mokwallo.

**Main Economic Sectors:** Agricultural, mining, manufacturing, services

## 6. Principles of the Ngwathe SDF

Ngwathe SDF review is premised upon and gives effect to the following normative principles for spatial development framework stipulated by the Spatial Planning and Land Management Act, 2013:

**(a) Spatial Justice**

The unfair allocation of public resources between areas, must be reversed to ensure that the needs of the poor are addressed first rather than last.

**(b) Spatial Sustainability**

Sustainable patterns of consumption and production must be supported, and ways of living promoted that do not damage the natural environment .

**(c) Spatial Resilience**

Vulnerability to environmental degradation, resource scarcity and climatic shocks must be reduced. Ecological systems should be protected and replenished.

**(d) Spatial Equality**

The aesthetic and functional features of housing and the built environment need to be improved to create a liveable, vibrant and valued places that allow for access and inclusion of people with disability.

**(e) Spatial Efficiency**

Productive activities and jobs should be supported and burdens on business minimised . Efficient commuting patterns and circulation of goods and services should be encouraged , with regulatory procedures that do not impose unnecessary costs on development.

## **7. OBJECTIVES OF THE NGWATHE SDF**

Ngwathe SDF is to serve as a framework and manual for integrated spatial planning and land use management in accordance with the principles of sustainability and sustainable development. Embodied in this function are the following:

- **Providing a spatial rationale and directive for future development in terms of sustainability principles.**
- **Giving effect to the directives of both provincial and national as expressed in PSDF and NDP.**
- **Enabling intergovernmental alignment and guiding the activities of the relevant role players and agencies ( including provincial and national sectoral departments and other municipalities).**
- **Ensuring uniformity of application of planning processes and methodologies.**
- **Serving as the basis for ongoing monitoring and auditing performance and for continual improvement of land use methodologies, technologies and practices.**

## **8. SDF Vision**

- **SDF Five Year Vision**

The Municipal vision for the next five years is to formalize the existing informal settlements in all the five towns of Ngwathe. This can only be achieved through the partnership and assistance with the Human Settlements Department by assisting with the installation of the bulk infrastructure.

## 9. THE PROFILE OF NGWATHE LOCAL MUNICIPALITY



## 10. NGWATHE

Ngwathe is the Sesotho name for the Renoster River. The area covers 7 055 square kilometres. The Ngwathe local municipality is located in the Northern part of the Fezile Dabi District Municipality. Ngwathe has five urban centres which are, Parys, Heilbron, Koppies, Vredefort and Edenville. Ngwathe has a population of 118 907 which equates to a population density of 16 people per square kilometre. Ngwathe experienced a negative population growth of -0.3 in the past few years and due to the ever increasing housing backlogs in most of its towns, the negative growth patterns are reducing drastically. Ngwathe local municipality has 40 910 households.

The Vaal River forms a boundary which separates the northern part of the municipality from the North West province. The Vaal River and the Barrage also separates the Ngwathe from the Metsimaholo local municipality. The Renoster River also cuts through the municipality in the Koppies area where it serves the Welteverde dam, Rooiport dam and the Koppies dam. These dams and rivers are water sources for many uses such as tourism and agriculture. The Vredefort Dome is the prominent topographical feature in Ngwathe.

Ngwathe has 24.03% of the district population and it is said to be the second largest in terms of the area in the district and it has the third largest economic contribution (9.4% of the district GDP) in the district. The main economic contribution comes from the community services sector. It is separated by the boundary of the Vaal River from the North West and Gauteng provinces. The Vaal River and the Vredefort Dome make the area a unique and exceptional attraction for tourism. The Ngwathe local municipality largely depends on the agrarian economy with pockets of industry and commerce existing

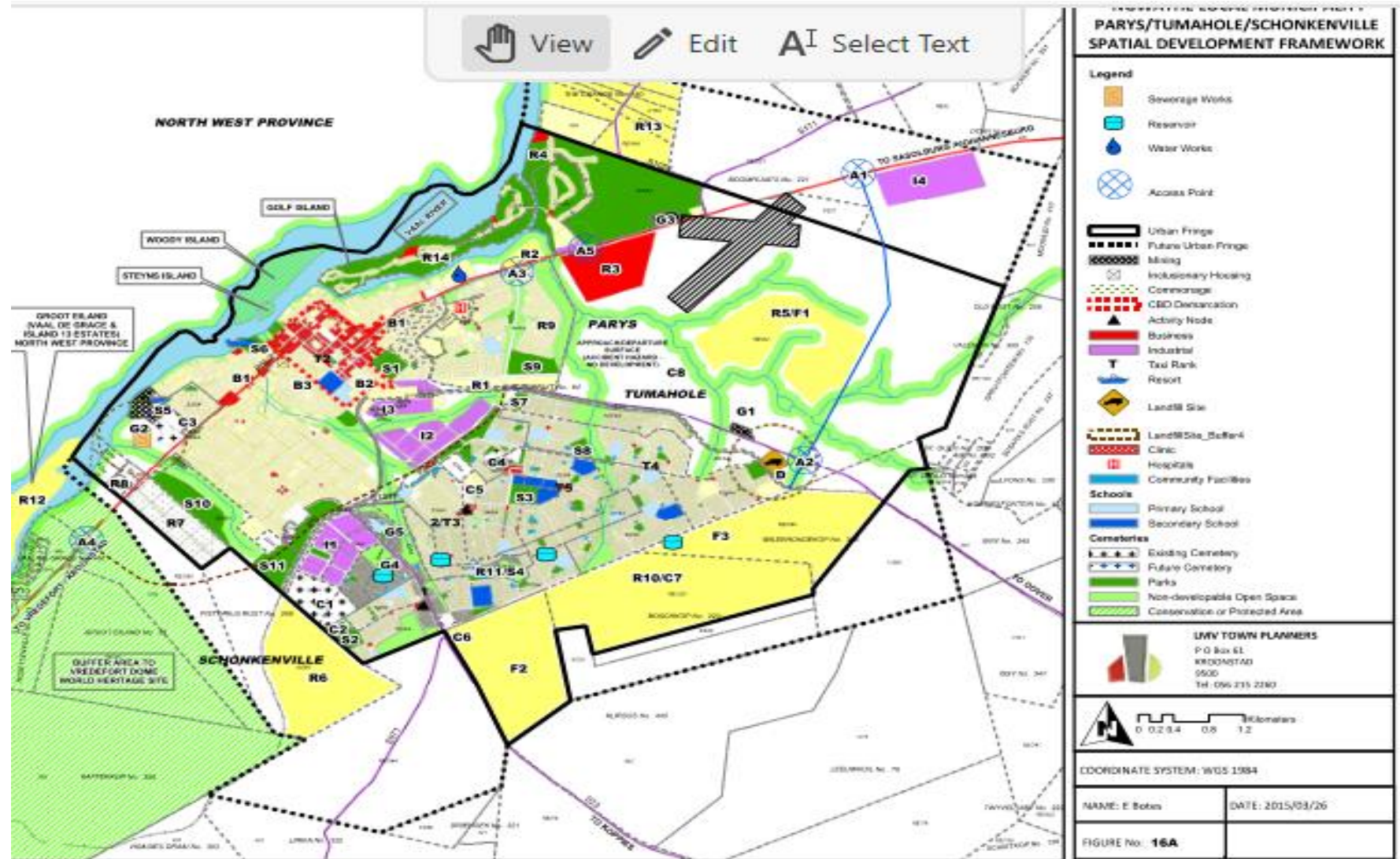


in the urban centres. Heilbron is an agro- processing hub, (Source: Socio- economic Impact Assessment, De Beers, 8 April 2019).

## **NGWATHE TOWNS**

### **Historical Development**

**-Parys /Tumahole** is an urban area and a service point which is situated on the banks of the Vaal River. Parys has exceptional and unique natural and environmental assets which makes it an exceptional tourism potential. On the banks of the Vaal River there are number of guest houses, conference facilities and estates, restaurants and fast food outlets. The town has unique curio, antique and art shops which attract tourists from the Gauteng province and all over South Africa. Parys also has a well-developed airfield that supports commercial and tourism development in the area. Parys is thought to be derived from the Afrikaans word for Paris. The name was suggested by German surveyor named Schilbach. It was established in 1876 and is located on the banks of the Vaal River. It has a strong commercial component of tourism and it provides a wide range of services including health services, education, and other professional services. Parys is said to be underlain with granite which is exploited for the export markets. Alluvial diamonds are exploited at isolated locations of the Vaal River riparian.



Parys: since its official establishment during 1882, **Parys** systematically developed as a service center.

This is primarily attributed to the fact that the town is located on the development axis between Bloemfontein and the Gauteng Metropolitan area. During the period prior to 1982, development of the town did, however, not occur according to a specific development strategy since no strategic planning document existed. During 1982, a non-statutory Guideline Plan was compiled. The document provided a framework for primarily future extensions and proposed a comprehensive bypass road network. This document is outdated and does not effectively contribute towards development as circumstances in the urban area have changed dramatically. Consequently, the proposals in that document are no longer relevant.

**-Tumahole** specifically developed within the background of an internal development framework since the late eighties when rapid growth was experienced. All the phases of residential extension were done within the framework. The latter resulted in Tumahole being a reasonably modern town with a proper road network and the ample provision of community facilities. Currently the larger community is relatively well developed regarding different land uses. Land uses, where not developed, are however, purposefully provided regarding modern urban planning principles. A comprehensive Framework Plan for the Parys urban area was compiled during 1997. This document provides a framework for future development and extension in accordance to present government policy and legislation. During the process, future road networks were completely dealt with together with the integration of the involved communities.

**-Heilbron** was laid out in 1872 on the farm Rietfontein and proclaimed in 1873. The name literally means 'spring of salvation' or 'source of salvation', said to be derived either from a strong spring supplying water, or from an ancient town in Germany. It is a typical small town that was established in 1878. It is located approximately 53 Kilometres south of Sasolburg. It has developed to be a small urban centre, serving the surrounding agricultural communities. Heilbron serves as a specialised economic hub focussing on agricultural activities and related manufacturing. There is a Clover SA head office based in Heilbron with a vast range of products manufactured there. There is also Simba Chips factory in Heilbron and Tudor furniture manufacturers.

Heilbron typically developed as a small town since its establishment during 1878. The following period saw it developing into a well-established central town, serving the predominant surrounding agricultural community. A strong industrial character lead to the nomination of Heilbron as an industrial growth point during the eighties. Although development occurred in an orderly way, a strategic planning document to guide development, was only available since late 1981. The former structure plan was comprehensively revised in 1992 providing a proper and indicative non-statutory Structure Plan. The document provided a framework for development and specifically addressed the development of a non-noxious and noxious industrial area. The future extension of the Phiritona neighborhood was additionally addressed. A broad future road network was indicated in the document that influenced future developments to a certain extent especially the development of Phiritona.

Although the non-statutory Structure Plan of 1992 serves as a framework for development, formal status was never given to it due to the fact that the Integrated Development Planning Process was meanwhile developed.



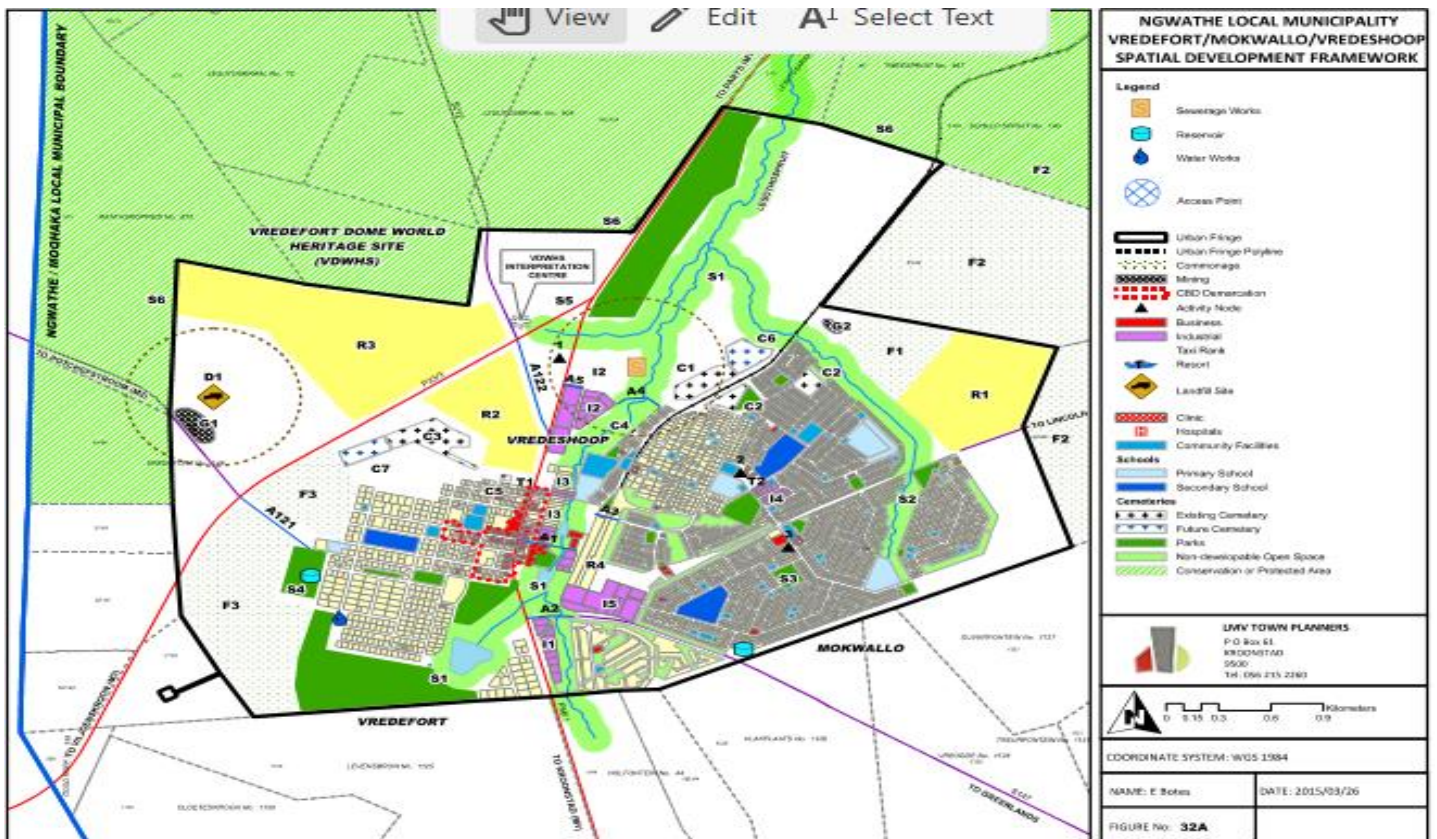
An internal framework for the development of **Phiritona** did, however, exist since the late eighties when rapid growth was experienced. Since then, development occurred within the context of an internal development framework. This resulted in Phiritona also being a reasonably modern town with a proper road network and the ample provision of community facilities. All the phases of residential extension that followed were done within the framework. Currently, both communities are relatively well developed regarding different land uses.

**-Koppies/Kwakwatsi** is situated approximately 70km south of Sasolburg and about 90km to Vereeniging and Vanderbijlpark. Koppies is an area of agricultural significance and it provides services to the surrounding farms. The agriculture in Koppies is said to be enhanced by the three well developed irrigation schemes. The Renoster River passes through Koppies in a series of dams which are Welteverde, Rooipoort, and Koppies Dam. There has been a recent upgrading of the Koppies Dam Nature Reserve, a new private nature resort at Rooipoort Dam and the development of the R82 Battlefield Route. This enhances and grows tourism development in the area. There is a Bentonite exploitation and the initiative for coal mining in the Koppies region which led to job creation in the area. National annual angling competitions are held at the Koppies Dam.



Since its establishment in 1910, **Koppies** typically developed as a small town, serving the predominant surrounding agricultural community. Development of the town, however, did not occur according to a specific development strategy since no strategic planning documents existed. During 1982, a non-statutory Guide Plan was compiled for the area. **Kwakwatsi** is a name of Southern Sotho origin and is said mean 'rhinoceros river'. Another explanation of the name's meaning is that the word is linked to kwatsi, meaning 'anthrax'. Although a new industrial area, situated between Koppies and Kwakwatsi, was developed, development thereof is notably dormant. All the phases of residential extension that followed were done according to modern town planning principles providing a proper road hierarchy and the purposeful distribution of facilities.

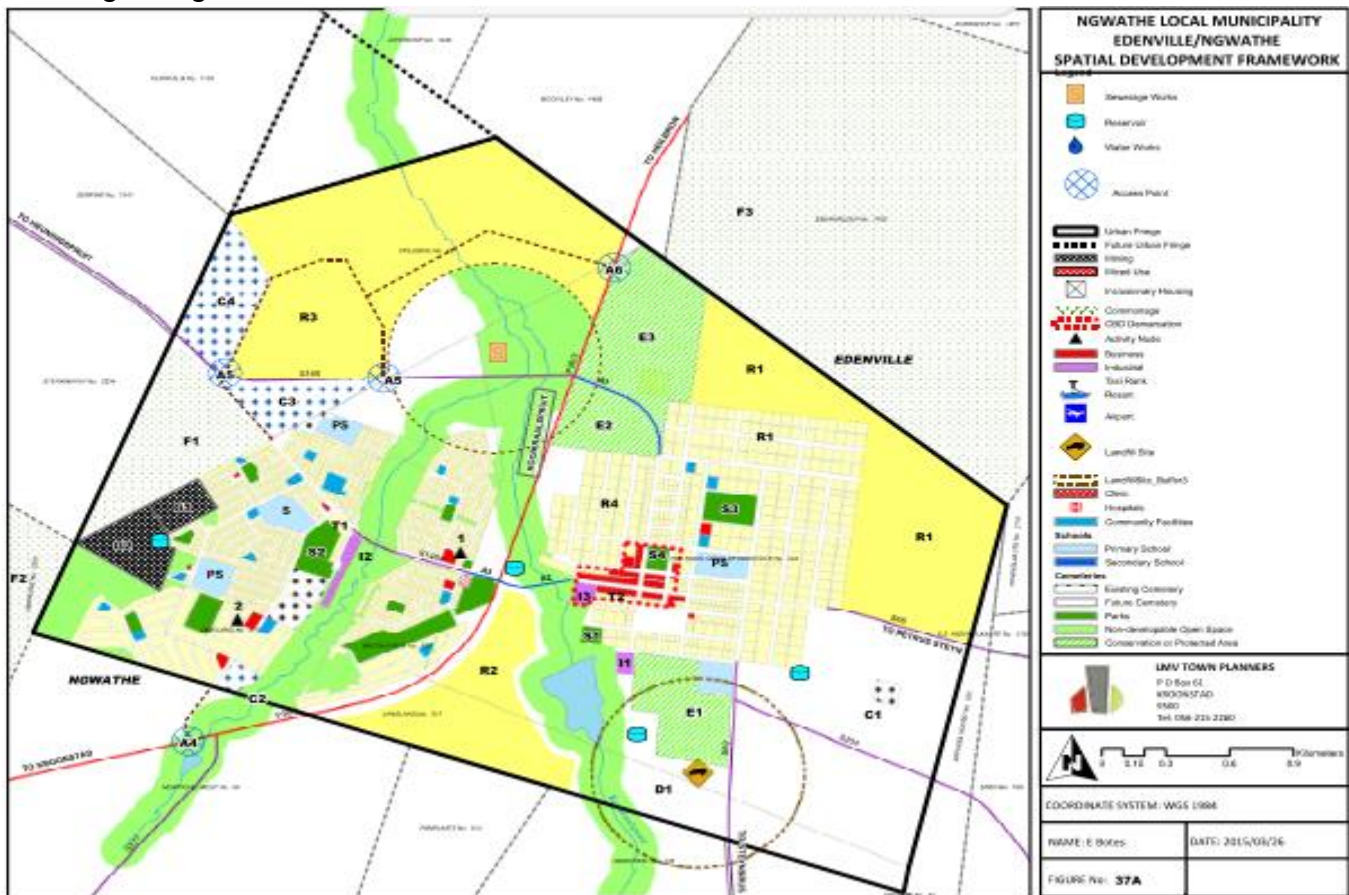
-**Vredefort** was established on the farm Vischgat in 1876. Its literal meaning is 'fort of peace' in Afrikaans. The area is well known for the Vredefort Dome, one of the largest and oldest known meteor impact sites in the world. **Vredefort/Mokwallo** area is located approximately 50 kilometres west of Sasolburg. Vredefort is also serving the surrounding agricultural community. One prominent topographical feature is the Vredefort Dome. The form of the dome consists of a central cone of granite surrounded by concentric ridges of quartzite



belonging to the Witwatersrand System.

-**Vredefort** typically developed as a small town serving the predominant surrounding agricultural community. Development of the town did not occur according to a specific development strategy since no strategic planning documents existed. During 1984, a Structure Plan was compiled for the area. The document provided a framework for development and specifically addressed the development of **Mokwallo**, the extension of the industrial area and the establishment of an over-night truck stop. All the phases of residential extension that followed were done according to modern town planning principles providing a proper road hierarchy and the purposeful distribution of facilities. Land uses, where not developed, are purposefully provided regarding modern urban planning principles. As adequate provision was made for several facilities, the gradual development thereof should now commence.

**-Edenville** is presumably named after the garden of Eden, though this has not yet been fully verified. The town itself was established in 1912. **Edenville/ Ngwathe** typically developed as a small town serving the predominant surrounding agricultural community. Development of the town, however, did not occur according to a specific development strategy since no strategic planning documents existed. All the phases of residential extension were done according to modern town planning principles. Currently, both communities are relatively well developed regarding different land uses.



Edenville is a small rural town, just east of Kroonstad. It offers a few outdoors activities such as horse riding and horse trails, farm stays and wildlife attractions. The terrain around Edenville is flat like typical of the central Free State. Edenville is about two hours' drive from Johannesburg on the N1 and about 45 minutes' drive from Kroonstad on the R34. It is an agricultural town. The main road linking Kroonstad and Heilbron runs adjacent to the town.

## 11. Growth Points and Growth Potential

Future growth is attributed to the influx and the commercial and agricultural components of the region. Limited growth is envisaged due to long term coal mining opportunities as well as the weekend related tourism potential of the area. Future urbanisation will principally be attributed to natural growth and influx in the area. Although the population growth and housing requirements are predicted below, influencing factors described and section 5.3, although not quantitatively analysed, may influence predications made.



**Table : Ngwathe Projected Population Growth v/s adjacent Municipalities**

<b>Municipality</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b><u>Growth</u> 2019 (%)</b>
Moqhaka Local Municipality	166954	167503	168074	168670	169290	169936	170608	1.85
Ngwathe Local Municipality	121024	120520	120764	120521	120759	120522	120754	0.99
Metsimaholo Local Municipality	149057	148820	148537	148201	147799	147321	146752	-1.39
Mafube Local Municipality	54439	54547	54651	54750	54845	54936	55023	0.87
<b>Fezile Dabi (District)</b>	<b>491474</b>	<b>491390</b>	<b>492026.3</b>	<b>492142</b>	<b>492693.4</b>	<b>492715</b>	<b>493137.6</b>	<b>0.60</b>

Population growth in the Fezile Dabi District, in general, is lower (0.60%) in comparison to the estimated annual population growth rate of South Africa (1.34%)<sup>23</sup>. Although the predicted population growth in the Ngwathe region is slightly higher (0.99%) than the average for the District, it is also lower than the calculated national growth. Population growth, in general, and as illustrated in the graph below, is deemed exceedingly marginal. The above figure confirms the fact that the Free State has the second smallest share of the South African population, constituting just over 5% of the population.

- Due to the dominant regional role Parys and Heilbron play in terms of regional service providers and industrial and commercial development, the focus of urbanisation will probably be on these centres.
- Smaller towns such as Vredefort, Koppies and Edenville primarily accommodate farm workers migrating to these towns.
- Parys with its strong service character and prominent commercial and industrial components, will remain the main town and growth point of the region and will continue to render various services to the surrounding smaller towns and rural areas.
- Koppies and Heilbron are located in areas of agricultural significance and mainly provide services in this regard to the surrounding rural areas.
- Heilbron also has a strong manufacturing component that is principally agricultural related.

Edenville and Vredefort are located in areas of agricultural significance and mainly provide restricted services in this regard to the surrounding rural communities.

Substantial future growth of these towns is not foreseen.

Future directions for residential extension, predominantly in the high density low cost residential areas, were identified for all urban areas and indicated on the Spatial Framework.

An assessment of the development potential of urban areas in the Free State Province were endeavored by the Department of Rural Development and Land Reform during 2014, illustrated in the ensuing table.

It is evident that:

Parys (including Sasolburg and Kroonstad will remain growth points in the larger Fezile Dabi District.

Heilbron and Koppies additionally might serve as growth points if the existing manufacturing opportunities are exploited in Heilbron and the mining and tourism opportunities are extensively exploited in Koppies. Edenville and Vredefort will continue to serve as small towns with limited economic growth potential focusing on tourism and providing a service to the agricultural community.

Employment opportunities will mainly be created in Sasolburg, Kroonstad, Heilbron, Frankfort and Parys as continuous growth points.

Koppies also has the opportunity to create future employment opportunities based on the tourism potential as well as the possibility for coal mining in Koppies.

Employment opportunities in the other smaller towns, will remain limited and agricultural orientated.

A number of regional problems have surfaced over recent decades that have demanded the attention of planners and developer's in so far as economic development of small and rural towns, in the broader Free State context, is concerned. The "dying rural town syndrome" seems both the most intractable and the one that continues to capture the public's concern. Development initiatives, at large, do not focus on the plight of the Regional Free State, losing population or businesses, not thriving economically and there is widespread evidence that many urban towns are in trouble. These problems include:

- the sudden economic shocks caused by downturns in "urban areas" because of economic restructuring,
- the continued "emptying" of rural areas,
- the ongoing (and increasing) domination of larger urban areas,
- increasing disparities within and between regions across a wide range of social and economic indicators.
- 

### ➤ **Influencing Factors**

The following factors are determined as prominent influences that currently impact or will, in future, impact on development of the region:

**Road Infrastructure:** An effective primary road network exists in the study area. The secondary road network provided effective access to the above primary road network.

- **Strategic location:** The Ngwathe is situated strategically in close proximity to the Gauteng and North West Provinces.
- **Tourism Potential:** Ngwathe has a significant weekend related tourism potential that could, in future, contribute to the GGP of the district and should be further exploited.
- **Agricultural Sector:** The agricultural sector of certain areas in the district is extremely prominent and contributes largely to the GGP of the Fezile Dabi District, which emphasize the agricultural significance of this district. The latter results to industrial development that is agricultural orientated.
- **AIDS:** The impact of AIDS on economic growth patterns is still largely an unknown entity. An increase in mortality will, however, place a large burden on health services and the cost thereof that will influence future economic growth. The

estimated overall HIV prevalence rate in South Africa is approximately 10%. The total number of people living with HIV was estimated at approximately 5,26 million in 2013. For adults aged 15–49 years, an estimated 15,9% of the population is HIV positive<sup>1</sup>.

- **Competition:** The impact of international trade and competition in agricultural products might result that the agricultural sector is internationally less competitive. The latter implies a negative effect on economic growth leading to a possible loss in employment.
  - **Pollution:** Impact of pollution on the Vaal River through high-density development.
  - **Influx:** Influx of residents from neighboring metropolitan areas (Gauteng and Vanderbijlpark and Vereeniging) is deemed a critical influencing factor. The continuous influx of migrant workers, using the towns of Sasolburg, Parys and Deneysville (Parys and Heilbron to a lesser extent) as satellite or “sleep towns” is a burden on the delivery of housing in the Fezile Dabi District. Migration therefore is an important demographic process in shaping the age structure and distribution of the provincial population.
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## 12.. CULTURAL HERITAGE AND TOURISM

### STATUS OF THE TOURISM IN NGWATHE LOCAL MUNICIPALITY

STATUS QUO	FUTURE DEVELOPMENT FRAMEWORK
<p>The Parys District comprises a unique nature and environmental assets such as the Vredefort Dome, landscapes associated with the dome, the Vaal River, its tributaries and riparian also including several in stream islands (in the proximity of Parys).</p> <p>The Parys islands system (Bok, Steyn and Woody Islands) is unique, environmentally sensitive and subject to sporadic flooding.</p> <p>The VDWHS and associated buffer areas are located close to Parys. Due to the demarcated municipal boundaries (between Ngwathe and the Moqhaka Municipality) only 3 properties of the Dome and its associated buffers (located on the Free State side), are located in the Ngwathe Municipality – most of the properties are located in the Moqhaka Municipality.</p> <p>The Heilbron Conservancy, established during 1987, is located in the urban area and includes the Eland Spruit, tributaries thereto and the Unifees Dam.</p> <p>The latter is deemed a significant surface water feature</p>	<ul style="list-style-type: none"> <li>▪ Optimal development and utilisation of the unique tourism potential of the VDWHS and Vaal River areas is proposed, but without compromising the outstanding universal value thereof and unduly impairing the safe, undisturbed and quiet enjoyment of the area.</li> <li>▪ Significant surface water features (Vaal River), as well as their tributaries must be regarded as sensitive to activities that might further deteriorate their quality.</li> <li>▪ The practicality of the VDWHS buffer areas need to be investigated; especially in the immediate vicinity of Parys and Vredefort, as they impede on the natural hinterland of the involved urban areas. The tar road between Vredefort and Parys should preferably serve as buffer boundary and land to the east thereof released for urban development of Parys and Vredefort.</li> <li>▪ Significant surface water features (Unifees Dam) as well as its tributaries must be regarded as sensitive to activities that might further deteriorate</li> </ul>

**STATUS QUO**

**FUTURE DEVELOPMENT FRAMEWORK**

-

Sections of the Francolin Creek Conservancy (Between Heilbron and Frankfort) and Ghoya Africa Conservancy (in close proximity of Heilbron) are situated in the region. A future conservancy is presently being considered adjacent the Renoster River to finally link up with the Koppies Dam Nature Reserve

The Koppies Dam Nature Reserve, although not part of the urban area, is located just outside Koppies and is the primary water source to the surrounding agricultural scheme. The Koppies agricultural scheme, including the Renoster River and Koppies, Weltevrede and Rooipoort Dams, are the most prominent natural resources and must be protected to minimise pollution thereto.

The VDWHS Interpretation Centre, is located in the urban area of Vredefort. The road adjacent thereto is considered as one of the

- The current initiative by private landowners to establish conservancies, especially adjacent prominent rivers in the area, should be supported.
- Future extensions and enlargement of the Francolin Creek and Ghoya Africa Conservancy should be supported.
- A future conservancy adjacent the Renoster River should be promoted in the future.
- Tourism related development in these conservancies and adjacent to roads in the conservancies should be given preference
- Optimal development and utilisation of the unique tourism potential of the Koppies Dam area, whilst not compromising the outstanding universal value thereof and unduly impairing the safe, undisturbed and quiet enjoyment of the area.
- Significant surface water features (Koppies, Weltevrede and Rooipoort Dams), as well as their tributaries must be regarded as sensitive to activities that might further deteriorate their quality.
- Riparian areas to the Renoster River and Leuw Spruit and their tributaries are an integral part of the river ecosystem and are regarded as important ecological features, which experience substantial development pressures.

primary ports of entry to the VDWHS. A substantially large pan, covering 6 km<sup>2</sup>, believed to be the centre of the dome (referred to as the “Inland Sea”) is located 12 km southeast of Vredefort on the R723 (gravel road to N1). It is

- Riparian areas to the Lesotho Spruit and its tributaries are an integral part of the river ecosystem and are regarded as important ecological features, which experience substantial development pressures.



### 13. The Vredefort Dome World Heritage Site (VDWHS)

The Vredefort Dome has been declared a world heritage site by UNESCO in 2005. The Vredefort Dome World Heritage Site is located within both the Free State and the North West Provinces. The geographical area of VDWHS is covered in the Fezile Dabi District Municipality and the Dr Kenneth Kaunda District Municipality respectively. The Fezile Dabi district side comprises of 20 414 ha and the North West province is 68 040 ha. In the Fezile Dabi the local municipalities within the dome are Moqhaka Local Municipality and Ngwathe Local Municipalities and in the North West side it is the Tlokwe Local Municipality.

The WDWHS Spatial Development Framework will be prepared separately because of the unique and special character of the area

### 14. POPULATION STATISTICS ACCORDING TO AGE AND SEX

<b>FS203: Ngwathe</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
0 – 4	6 804	6 700	13 504
5 – 9	5 991	6 018	12 009
10 – 14	5 364	5 405	10 769
15 – 19	5 357	5 391	10 749
20 – 24	5 632	5 506	11 138
25 – 29	5 150	5 091	10 242
30 – 34	4 192	4 280	8 472
35 – 39	3 439	3 948	7 386
40 – 44	3 100	3 560	6 660
45 – 49	2 656	3 498	6 153
50 – 54	2 359	2 942	5 301
55 – 59	2 244	2 857	5 101
60 – 64	1 767	2 272	4 039
65 – 69	1 324	1 938	3 263
70 – 74	935	1 419	2 354
75 – 79	564	1 057	1 621
80 – 84	314	631	944
85+	231	583	814
<b>Total</b>	<b>57 424</b>	<b>63 096</b>	<b>120 520</b>

(SOURCE: STATSSA, 2016)

**Table : Informal Settlements and the total number of the households:**

<b>SETTLEMENT</b>	<b>AREA</b>	<b>SOLID WASTE REMOVAL FACILITIES</b>	<b>FLOOD LIGHTS</b>	<b>HEALTH FACILITIES,e.g. Clinics</b>
Block A - Matoporong = <b>100</b>	PHIRITONA	NONE	NONE	NONE(residents attend to nearby established clinic)
Block B - Lahlamolenze = <b>300</b>				
Block C = Sizabantu = <b>195</b>	PHIRITONA	NONE	NONE	NONE(residents attend to nearby established clinic)
Block B - Airport = <b>265</b>	PHIRITONA	NONE	NONE	NONE(residents attend to nearby established clinic)
Block D = Reservoir (Meherepeng) = <b>55</b>				
Block E = Tonosa = <b>73</b>	PHIRITONA	NONE	NONE	NONE(residents attend to nearby established clinic)
Block G - Area S = <b>40</b>	PHIRITONA	NONE	NONE	NONE(residents attend to nearby established clinic)
Block P - Area = <b>35</b>				
Phahameng = <b>58</b>	MOKWALLO	NONE	NONE	NONE(residents attend to nearby established clinic)
Lincon Road (Tambo & Chris-Hani) = <b>81</b>				
Koppies Road (Tambo) = <b>38</b>				
Transit Camp Mbeki = <b>96</b>	TUMAHOLE	NONE	NONE	NONE(residents attend to nearby established clinic)
Zuma = <b>300 estimate</b>				
Winnie = <b>200 estimate</b>				
Sisulu = <b>150 estimate</b>	TUMAHOLE	NONE	NONE	NONE(residents attend to nearby established clinic)
Extension 4 = <b>47</b>	NGWATHE/EDENVILLE	NONE	NONE	NONE(residents attend to nearby established clinic)
TR Section = <b>71</b>				
Baipei = <b>300 estimated</b>	KWAKWATSI	NONE	NONE	NONE(residents attend to nearby established clinic)

**(Source: Community Services: Ngwathe)**

## 15. RESTRUCTURING ELEMENTS

### ❖ Roads and Streets

The road network in the region needs to be maintained. The road conditions are not so good and need attention. It is very important to address Road and Access Requirements

Roads in the rural areas are the jurisdiction of the Provincial Government (Department of Public Works, Roads and Transport) who is also responsible for maintenance and upgrading. It was calculated that 77% (1 298km) of the primary and secondary roads in the region are tarred and the remaining 23% (379km) are gravel. The figures exclude the vast number of tertiary gravel roads serving the farming community in the region. Sections of certain tertiary roads, parallel to the Vaal River and were identified as significant in view of their scenic nature and tourist potential. The major provincial road network is generally tarred and provides sufficient accessibility within the region. However, the deteriorating condition of particularly tarred roads, as a result of irregular maintenance, is a tangible concern. Studying the major road network will indicate that primary arterials, both from a national and provincial perspective, run through the region and thus also play a significant role with regard to development.

### ❖ Road and Access Requirements

<u>Region</u>	<u>Road Requirements</u>	<u>Access Requirements</u>
<b>Regional Road Network and Future Access Requirements - Cross Cutting Issues:</b> <ul style="list-style-type: none"><li>▪ The deteriorating condition of gravel roads, as a result of irregular maintenance, is a tangible concern in the area</li><li>▪ Gravel roads, linking urban areas, ensuring administrative linking, is in a dilapidated and unsafe condition, contributing to the difficulties of integrating the Municipality.</li></ul>		

<b>Parys</b>	<ul style="list-style-type: none"> <li>▪ R59: Continuous upgrading of the former N1 route (now R59) through the CBD</li> <li>▪ R721: Completion of upgrading of Parys/ Kroonstad alternative road (for N1 toll road)</li> <li>▪ R723 Upgrading of the gravel road between Parys and Heilbron.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A1: Access to the Parys/ Sasolburg road ( through the exiting grazing camp system, F1) to accommodate long term developments further northeast, also allowing for longer term industrial development, linking with a major collector road in Tumahole (A2) providing access to Mandela, Lusaka &amp; Sisulu precincts and long term residential developments, further eastward (R10).</li> <li>▪ A3: Timely construction of a new access route through Oudewerfpark to Tumahole, to ensure appropriated accessibility the northern precincts and town centre of Tumahole.</li> <li>▪ A4: Long-term future access is foreseen on the Parys/ Vredefort road (opposite the existing access to the Vaal De Grace golf estate and Island 13 (R12) wildlife estate; especially should urban extensions occur further westward.</li> <li>▪ A5: Apart from the existing access to the Golf and Country estate, envisaged developments associated with the Parys Aerodrome (R3), will necessitated additional access onto the Parys Sasolburg/ Road.</li> </ul>
<b>Heilbron</b>	<ul style="list-style-type: none"> <li>▪ R34: Completion of upgrade of the Heilbron /Frankfort Road.</li> <li>▪ Upgrading of the gravel road between Heilbron and Koppies also improving access to Koppies Dam Nature Reserve and newly established Koppies Dam Resort.</li> </ul>	<p><i>Phiritona is exceedingly isolated with limited access onto the provincial road network and access to the Heilbron urban area. Phiritona is inaccessible during flooding of the Eland Spruit (A6).</i></p> <ul style="list-style-type: none"> <li>□ The road reserve and building restricting adjacent to Road P9/4 should not be considered for urban development and should be upheld for future road widening purposes and to ensure the safety of the traveling public and residents residing adjacent thereto.</li> </ul>

<u>Region</u>	<u>Road Requirements</u>	<u>Access Requirements</u>
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		<ul style="list-style-type: none"> <li>▪ A1, A2 and A3: Access to Heilbron via the three existing access roads is adequate.</li> <li>▪ A4 &amp; A7: Additional collector roads are required to provide access to the previous extensions of Phiritona.</li> <li>▪ A5: New access points proposed on the Oranjeville Road to provide adequate access to the eastern extensions of Phiritona</li> <li>▪ A6: Imperative upgrading of the existing access between Phiritona and the Heilbron CBD via the non-noxious industrial area, in view of new extensions further northeast.</li> <li>▪ A8: Access between Sandersville and Phiritona must be established to connect urban collector roads and increase accessibility to Phiritona.</li> <li>▪ A9: Long term extension north-eastward will necessitate new accesses onto the Moedersdeel Road.</li> </ul> <p>The latter will ensure more direct access onto the Heilbron /Frankfort Road.</p>
<p><b>Koppies</b></p>	<ul style="list-style-type: none"> <li>□ R82: Imperative upgrading of the Koppies/ Kroonstad alternative road (for N1 toll road)</li> <li>□ Upgrading of the gravel road between Heilbron and Koppies also improving access to Koppies Dam Nature Reserve and newly established Koppies Dam Resort.</li> <li>□ Upgrading of sections of the present access road from Koppies to the Koppies Dam Nature Reserve and</li> <li>□ Resort. R720: Upgrading of the gravel road between Heilbron and Koppies</li> </ul>	<p><i>Kwakwatsi is exceedingly isolated with limited access onto the provincial road network and access to the Koppies urban area</i></p> <ul style="list-style-type: none"> <li>▪ A4: An additional access road to the western portions of Kwakwatsi (onto Station Street) will improve accessibility</li> <li>▪ A5: Current proposed urban extension south-eastward will necessitate a new access onto the Koppies Dam Road</li> <li>▪ Upgrading of the present access road from Koppies to the Koppies Dam Nature Reserve and Resort</li> <li>▪ A6: Long-term extension further north will likely necessitate a new access onto the Koppies/ Sasolburg Road</li> </ul>

<u>Region</u>	<u>Road Requirements</u>	<u>Access Requirements</u>
<b>Vredefort</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> R59: Continuous upgrading of the former N1 route through the CBD.</li> <li><input type="checkbox"/> R721: Completion of upgrading of Vredefort/ Kroonstad alternative road (for N1 toll road).</li> </ul>	<ul style="list-style-type: none"> <li>▪ A1: A weak business corridor (Oranje Street east) main access and on route to Mokwallo/ Vredeshoop must be enhanced.</li> <li>▪ A2: A proper well-constructed access from the Greenland's Road to the Thambo and Mapetla precincts is deemed a priority.</li> <li>▪ A3: Planning of the southern precincts of Mokwallo allowed for a direct link (crossing the Dover siding) to the existing main access road to Mokwallo.</li> <li>▪ A4 &amp; A5: Additional and a more direct access from the Vredefort/ Parys road is proposed to the industrial area and the Vredeshoop precinct, ultimately also to the Mokwallo precinct.</li> <li>▪ It will imply a crossing over the Lesotho Spruit but will further provide a more direct access to Vredeshoop, Mokwallo and cemetery.</li> <li>▪ A6: Long term extension further north will necessitate a new access onto the Vredefort/ Viljoenskroon Road.</li> </ul>
<b>Edenville</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> R34: Apart from the main road between Heilbron and Kroonstad, dividing the precinct of Ngwathe and Edenville, there are no major road requirements.</li> <li><input type="checkbox"/> R720: Upgrading of the gravel road between Heilbron and Koppies</li> <li><input type="checkbox"/> A1, A2: There are two access roads to Edenville from the Kroonstad/ Heilbron Road. One access road is across the Ngwathe access road and the other access across the Heuning Spruit Road. The above-mentioned secondary roads to Steynsrus and Petrus Steyn, directly link to Edenville.</li> <li><input type="checkbox"/> A3: Only one access road exists to Ngwathe from the Kroonstad/ Heilbron Road.</li> <li><input type="checkbox"/> A4: An additional access to Ngwathe will improve accessibility from the major road network, specifically with the residential extension to the south of Ngwathe.</li> <li><input type="checkbox"/> A5: Existing informal accesses from the Heuning Spruit Road is proposed to be formalised, also allowing direct access to the proposed new cemetery.</li> <li><input type="checkbox"/> A6: Long- term extension further north will likely necessitate a new access onto the Edenville/ Heilbron Road.</li> </ul>	

Function	Definition of Function
Municipal Roads	Construction, maintenance and control of a road used by members of the public, including streets in built up areas.
Electricity reticulation	<p>Bulk supply of electricity, which includes for the purpose of such, the supply, the transmission, distribution, and where applicable the generation of electricity.</p> <p>Regulation, control and maintenance of the electricity reticulation network.</p> <p>Provision and maintenance of public lighting which includes street lights, high mast lights, etc.</p> <p>Tariff policies, monitoring of the operation of the facilities for adherence to standards.</p>
Water (Potable)	Establishment or procurement, operation, management, and regulation of a potable water system, including the services and infrastructure required for the regulation of water conservation, purification, reticulation and distribution
Sanitation	Establishment or procurement, where appropriate, provision, operation, management, maintenance and regulation of a system, including infrastructure for the collection, removal and disposal or purification of human excreta and domestic waste-water.

Cemeteries and crematoria	The establishments conduct and control of facilities for the purpose of disposing of human and animal remains. This includes, funeral parlours and crematoria.
Refuse Removal, refuse dumps and solid Waste	Removal of any household or other waste and the disposal of such waste in an area, space or facility established for such a purpose. It further includes the provision, maintenance and control of any infrastructure or facility to ensure a clean and healthy environment.
Storm water	Management of systems to deal with storm water in built-up areas
Firefighting	Fighting and extinguishing fires, the rescue and protection of any person, animal or property in emergency situations not covered by other legislations or powers and functions
Municipal Planning	Compilation of IDPs, preparation of the SDFs as a sectoral plan, development and implementation of a town planning scheme or land-use management scheme
Local Sport and recreation facilities	Provision and maintenance of sports and recreational facilities



## 16. What Our Municipality has to offer?

SECTOR	AREA/TOWN	OFFERING
<b>Tourism</b>	Parys & Vredefort	We house the Vredefort Dome World Heritage Site: a fascinating exposure of ancient granites emerging from the thick cover of the later Karoo sediments. The form of the dome consists of a central cone of granite surrounded by concentric ridges of quartzite belonging to the Witwatersrand System.
	Parys	Mimosa resort Various tourism centers & accommodation.
	Koppies	Koppies Dam Resort
	Heilbron	Eufees Dam Resort
<b>Geographical location</b>		
	Parys	Strategically placed as a gateway to North West and Gauteng. Housing major roads in R59 and N1.
	Heilbron	Gate way to Eastern Free State, KZN & Lesotho.
<b>Natural Resources</b>	Parys	The Vaal River: forms the northern boundary of the area, which also serves as the boundary between the Free State and Gauteng and Northwest Province.
	Koppies	The Renoster River & Koppies dam
	Heilbron	Eufees Dam
	Edenville	The endangered species (sun gazing lizards) .
	Vredefort	De Beers Diamond Mine.
<b>Historical Sites</b>	Parys	The Parys Museum (Old Magistrate Office) The Dutch Reformed Church in Parys.
	Koppies	Vredefort Road Concentration Camp Cemetery.
	Heilbron	Old farmhouse, Welsbach House, Leeuwpoort; Heilbron Railway station.
<b>Sport</b>	All towns	Host of the annual Phakisa boat show

(Source: Community Services: Ngwathe Municipality)

According to the Free State Spatial Development Framework, all the Spatial Development Frameworks developed for areas in, or associated with, the Free State province must be represented spatially. In order to create a uniform system across the Province, the attribute data has been represented in this **Ngwathe** SDF review according to the six primary spatial planning categories which are:

- × **SPC A:** CORE CONSERVATION AREA
- × **SPC B:** NATURAL ENVIRONMENT BUFFER AREA
- × **SPC C:** AGRICULTURAL AREAS
- × **SPC D:** URBAN AREAS
- × **SPC E :** INDUSTRIAL AREAS
- × **SPC F:** SURFACE INFRASTRUCTURE

(I) A: CORE

STATUS QUO	FUTURE DEVELOPMENT FRAMEWORK
<p>The Parys District comprises an unique nature and environmental assets such as the Vredefort Dome, landscapes associated with the dome, the Vaal River, its tributaries and riparian, also including several in stream islands (in the proximity of Parys).</p> <p>The Parys islands system (Bok, Steyn and Woody Islands) is unique, environmentally sensitive and subject to sporadic flooding.</p> <p>The VDWHS and associated buffer areas are located close to Parys. Due to the demarcated municipal boundaries (between Ngwathe and the Moqhaka Municipality) only 3 properties of the Dome and its associated buffers (located on the Free State side), are located in the Ngwathe Municipality – most of the properties are located in the Moqhaka Municipality.</p> <p>The Oudewerf Spruit and several other smaller tributaries drain through the urban area into the Vaal River. A significant vlei area (S10) formed adjacent one of the tributaries (west of Parys).</p>	<ul style="list-style-type: none"><li>▪ Optimal development and utilisation of the unique tourism potential of the Dome and Vaal River areas is proposed, but without compromising the outstanding universal value thereof and unduly impairing the safe, undisturbed and quiet enjoyment of the area.</li><li>▪ Significant surface water features (Vaal River), as well as their tributaries must be regarded as sensitive to activities that might further deteriorate their quality.</li><li>▪ Riparian areas to the Vaal River, Oudewerf Spruit and their tributaries are an integral part of the river ecosystem and regarded as important ecological features, experiencing substantial development pressures.</li><li>▪ They must be regarded as sensitive to activities that threaten to severely degrade them.</li><li>▪ Urban conservation areas, namely the in stream islands of the Vaal River, are deemed of significance for protection and must be retained.</li><li>▪ S10: Development further westward must take cognisance of an existing vlei area as it is deemed a sensitive ecological feature.</li></ul>

**(II)B: BUFFER**

STATUS QUO	FUTURE DEVELOPMENT FRAMEWORK
<p>The Vaal River forms the northern boundary of the urban area that also serves as the boundary between the Free State and Gauteng and North West Province.</p> <p>Most significantly, however, is the proposed 5 km buffer zone associated with the core properties of the VDWHS (refer to Annexure 1), occupying farmland between Parys and Vredefort, amongst other, also the potential hinterland of Parys and Vredefort.</p>	<ul style="list-style-type: none"><li>▪ The practicality of the VDWHS buffer areas need to be investigated; especially in the immediate vicinity of Parys and Vredefort, as they impede on the natural hinterland of the involved urban areas. The tar road between Vredefort and Parys should preferably serve as buffer boundary and land to the east thereof released for urban development of Parys and Vredefort.</li><li>▪ The Vaal River and Oudewerf Spruit and associated tributaries are significant natural resources and should be protected to minimise pollution thereof.</li><li>▪ The areas within 32 m and 100 m of water courses, as defined in the National Water Act, and within 500 m of wetlands should be regarded as sensitive.</li></ul>

**(III) C: AGRICULTURAL AREAS**

STATUS QUO	FUTURE DEVELOPMENT FRAMEWORK
<b>Urban Agriculture</b>	
<p>A substantial grazing camp system (F1) is located east of the urban area although usage thereof as the future hinterland is becoming immanent.</p> <p>The Pistorius Rust Smallholdings (R7), comprising of 12 plots are located west of Parys and are included in the TPS boundaries. Although small farm portions (of similar dimensions as the neighbouring smallholdings) are situated opposite the Parys/Vredefort Road, they are not included in the TPS boundaries. The properties are directly associated with the <i>Island 13</i> wildlife estate on "Groot Eiland".</p>	<ul style="list-style-type: none"> <li>▪ F1: the existing grazing camp system will be impeded on to accommodate new developments and access roads</li> <li>▪ A1: Access to the Parys/ Sasolburg road ( through the exiting grazing camp system, F1) to accommodate long term developments further northeast, also allowing for longer term industrial development, linking with a major collector road in Tumahole (A2) providing access to Mandela, Lusaka &amp; Sisulu precincts and long term residential developments, further eastward (R10).</li> <li>▪ Although residential extensions (R1, R2 and R3) are proposed to</li> </ul>
STATUS QUO	FUTURE DEVELOPMENT FRAMEWORK
<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>Areas annulled for urban development by approach angles and safety zones, associated with the Parys Aerodrome, could purposefully be utilised for urban agriculture or a regional cemetery.</p> </div>	<p>promote a more compact urban form, the existing grazing camps (F1) will be utilised for urban extension in the foreseeable future.</p> <ul style="list-style-type: none"> <li>▪ R7: Development of the Pistorius Rust Smallholdings, in all probability, will be associated with the adjoining developments; that of high cost low density residential development and upmarket tourism development.</li> <li>▪ R8: Although small farm portions (of similar dimensions as the Pistorius Rust Smallholdings) are situated opposite the Parys/ Vredefort Road, these properties now included in the urban fringe. Must be included in the TPS for urban extension as described above, to occur in this area.</li> </ul>
<b>Commonage</b>	

Several farms (F2 & F3), acquired during 1998, to the southeast of Tumahole that are currently utilised as grazing for stock farmers, including:

- The farm Wildehondekop 396
- The remainder of the farm Boschkop 220
- The remainder of the farm Klipbos 445

□ F2 & F3: Continual extension in a north-easterly direction will necessitate purchasing of additional commonage to the east of Tumahole. It is proposed to acquire:

- Subdivisions 3 & 4 of the farm Boschkop 220
- The remainder of the farm Kliprug 344
- Subdivision 1 of the farm Wildehondekop 396

#### **(IV) D: URBAN RELATED**

The rural area comprises 2332 farms (excluding the subdivisions of agricultural land adjacent the Vaal River). The current tendency is for most rural families to rather reside in the urban areas with only the laborer's residing on the farms during the week. A substantial migration occurred the past few years from the rural to the urban areas. Current housing needs and the provision of housing in the urban areas are illustrated below. The continuous expansion and growth of urban areas imply that additional land will have to be acquired for most of the urban area.

<u>RESIDENTIAL AREA</u>	<u>RESIDENTIAL ERVEN OCCUPIED</u>	<u>RESIDENTIAL ERVEN UNOCCUPIED</u>	<u>TOTAL RESIDENTIAL ERVEN</u>
Parys	2 376	667	3 043
Tumahole	10 263	1 863	12 238
Schonkenville <b>SUBTOTAL</b>	733		733
	<b>13 372</b>	<b>2 530</b>	<b>16 014</b>
Heilbron Phiritona	806	25	831
Sandersville	6 091	2381	8 472
Koppies	3 019	<b>2 406</b>	
Kwakwkatsi	<b>7 264</b>	<b>2 406</b>	<b>9 670</b>
Kwakwatsi: Extension 5 & 6		2043	
Vredefort	3 019	2153	5 172
Mokwallo Vredeshoop	<b>3 357</b>	<b>2 269</b>	<b>5 626</b>
Ngwathe	4 400	806	5164

**(V) FUTURE LAND EXPANSIONS**

<b><u>Urban Area</u></b>	<b><u>Land to be Acquired</u></b>
<b>Parys Area</b>	<b>Continual extension in a north-easterly direction will necessitate purchasing of additional commonage to the east of Tumahole and Schonkenville. It is proposed to acquire:</b> <ul style="list-style-type: none"><li>- Subdivisions 3 &amp; 4 of the farm Boschkop 220</li><li>- The remainder of the farm Kliprug 344</li><li>- Subdivision 1 of the farm Wildehondekop 396</li><li>- Subdivision 9 of the Farm Pistorius Rust 288</li></ul>
<b>Heilbron Area</b>	<b>Long term urban extension of Phiritona will necessitate the purchasing of additional land, namely the farms:</b> <ul style="list-style-type: none"><li>- Weltevreden 257</li><li>- Mayville 960</li><li>- Subdivision 1 Modderfontein 122</li></ul>
<b>Vredefort Area</b>	<b>Should future urban extensions on the commonage farms, Subdivisions 8 and 9 of the farm Vredefort 148 be considered, it will necessitate acquiring of additional commonage (175 &amp; 147 Ha respectively). Specific farms have not been identified.</b>



**(VI) E: INDUSTRIAL AREAS**

<b>PARYS TUMAHOLE</b>	<b>HEILBRON PHIRITONA</b>	<b>KOPPIES KWAKWATSI</b>	<b>VREDEFORT MOKWALLO</b>	<b>EDENVILLE NGWATHE</b>
<p>-The Industrial zones are isolated, surrounded by residential precincts</p> <p>-Aerodrome nodal development near R 59 has not been fully exploited.</p> <p>-The extension, infill and densification of the existing light industrial area is feasible and has not been implemented to accommodate the invisioned expansion of the agro-processing plants and other industries as proposed by Ngwathe LED Strategy</p>	<p>-The capacity of the existing industrial area in this town is inadequate and provision for future industrial extension will have to be made in the near future.</p> <p>-Proper well located and accessible industrial node is urgently required, proposed northwest of Heilbron (adjacent Sasolburg Road).</p> <p>-The development of the industrial</p>	<p>-The dormant industrial area, separating Koppies and Kwakwatsi, for residential development, needs to be resuscitated.</p> <p>-There is a limited number of light industrial/ mixed use properties adjacent to 3rd Street (main access road into Kwakwatsi) which must be retained and developed further.</p>	<p>- The possibility exists to utilise Propnet land for residential purposes (existing dwellings already present).</p> <p>- Limited number of light industrial erven (adjacent Kroonstad Road) is earmarked for a “mixed use” area.</p> <p>-Long term industrial activities must</p>	<p>-There is no formal industrial zone which has been earmarked for Edenville, however, there are limited number of undeveloped erven that are available in Ngwathe area.</p> <p>-Accommodation of future “Light Industrial “development should occur on open business premises in Edenville or on available undeveloped erven in Ngwathe.</p> <p>-The development of the testing centre never commenced, it could be utilised as future taxi rank/</p>

	<p>corridor adjacent the main entrance (extension of Lang Markt Street) into Heilbron (from the Sasolburg Road) is proposed as the suitable area.</p>	<p>-Additional mixed land use area is proposed opposite 1st Avenue.          -The 150 existing residential erven on the township establishment near the light industrial area (adjacent station) must be sold off to increase the Municipal revenue.</p> <p>-The agri-industrial corridor adjacent to the main access road into Koppies (from the Sasolburg Road) is proposed.</p>	<p>be established further north of the existing industrial area.          -The residential precincts are dangerously near the “Noxious Industrial” area and this must be attended to as a matter of urgency.</p>	<p>industrial/ commercial premises.</p>
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**Extractive Industries (Mining) - Cross Cutting Issues in Ngwathe**

To promote new mining activities that does not threaten the outstanding universal value of the adjacent VDWHS, there following must be implemented:

- **Implementation of the Strategic Objectives and Management Zones of the EMFs for all surface extractive activities;**
- **Current and old excavated areas which may put the lives of the community in danger, must be properly rehabilitated and landscaped;**
- **Old exploited areas located in the urban areas, must be rehabilitated;**
- **The exploitation of the sand and gravel in urban areas which are not conducive for a quality living environment and detract from the amenity of convenience of residential precincts; these activities should be ceased and open cast pits be rehabilitated;**

<b>PARYS TUMAHOLE</b>	<b>HEILBRON PHIRITONA</b>	<b>KOPPIES KWAKWATSI</b>	<b>VREDEFORT MOKWALLO</b>	<b>EDENVILLE NGWATHE</b>
<p><b>- Gravel should preferably be obtained from a substantial existing open cast pit adjacent the Parys/ Sasolburg Road.</b></p> <p><b>- Exploited open cast pits in urban areas</b></p>	<p><b>- Gravel obtained from a substantial existing open cast pit near Phiritona (northern expansion is feasible).</b></p> <p><b>- Exploited portion, however, to be rehabilitated</b></p>	<p><b>-Gravel obtained from subnational existing open cast pit in on the Rem of the Farm Leeuwspruit 79 (further expansion is feasible)</b></p> <p><b>- Future exploitation of rich</b></p>	<p><b>- Gravel for municipal use only, may be exploited north-west of Vredefort</b></p>	<p><b>-Gravel obtained from the existing open cast pit in Ngwathe, north-western expansion is feasible.</b></p> <p><b>-Exploited portion, however, to be rehabilitated as a matter of urgency to avoid the disaster.</b></p>

<p>need to be rehabilitated.</p> <p>- Exploitable sand deposits found adjacent the Vaal River, rehabilitation of exploited areas deemed urgent.</p> <p>- The continuation of landfill and compacting in Abazimeli area and landscaping must take place for the safety of the residents in that area.</p>	<p>as a matter of urgency.</p> <p>- Final rehabilitation of old quarry deemed immanent (utilised as a sport facility)</p>	<p>coal deposits in the Koppies vicinity is highly likely</p>		
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Parys	Heilbron	Koppies	Vredefort	Edenville
<p><b>Industries - Cross Cutting Issues:</b></p> <ul style="list-style-type: none"> <li>▪ Implementation of the Strategic Objectives and Management Zones of the EMFs for all urban industrial related land uses.</li> <li>▪ Provision of new/ relocation of existing industrial areas must focus on road accessibility and proximity to the predominant labour forces</li> </ul>				
Parys	Heilbron	Koppies	Vredefort	Edenville
<ul style="list-style-type: none"> <li>▪ I1 &amp; I2: The Industrial zones are isolated, surrounded by residential precincts</li> <li>▪ I4: Relocation of the inaccessible noxious industrial area adjacent to Sasolburg Road also relating to the Aerodrome nodal development (R3)</li> <li>▪ I3: Limited extension, infill and densification in the existing light industrial area are feasible</li> </ul>	<ul style="list-style-type: none"> <li>▪ The capacity of the existing industrial area is inadequate and provision for future industrial extension will have to be made shortly</li> <li>▪ I3: Proper well located and accessible industrial node is urgently required, proposed northwest of Heilbron (adjacent Sasolburg Road)</li> <li>▪ Continuous development of the industrial related corridor adjacent the main entrance</li> </ul>	<ul style="list-style-type: none"> <li>▪ R2: Replanning of dormant industrial area, separating Koppies and Kwakwatsi, for residential development, since occurred</li> <li>▪ I3: Limited number of light industrial/ mixed use properties were retained adjacent to 3<sup>rd</sup> Street (main access road into Kwakwatsi)</li> <li>▪ Additional mixed land use area is proposed opposite 1<sup>st</sup> Avenue</li> <li>▪ I2: Existing light industrial area (adjacent station) comprises several open erven with</li> </ul>	<ul style="list-style-type: none"> <li>▪ I5: Noxious Industrial area is isolated, surrounded by residential precincts</li> <li>▪ I2: Long term industrial activities must be established further north of the existing industrial area.</li> <li>▪ Relocation of the existing waste water treatment plant further northeast is required to allow for a single accessible industrial area</li> <li>▪ R4: The possibility exists to utilise Propnet land for residential purposes (existing</li> </ul>	<ul style="list-style-type: none"> <li>▪ I2: A formal industrial zone is not earmarked for Edenville, limited number of undeveloped erven are availed in Ngwathe.</li> <li>▪ Accommodation of future light industrial development should occur on open business premises in Edenville or on properties earmarked in Ngwathe(I2)</li> <li>▪ I3: Development of the testing centre never commenced, it could be utilised as future taxi rank/ industrial/ commercial premises</li> </ul>

	(extension of Lang Markt Street) into Heilbron (from the Sasolburg Road)	extension possibilities further northwest (towards silos) <ul style="list-style-type: none"> <li>I4: Agri-industrial corridor adjacent to the main access road into Koppies (from the Sasolburg Road) is proposed</li> </ul>	dwellings already present) <ul style="list-style-type: none"> <li>I1: Limited number of light industrial erven (adjacent Kroonstad Road) is earmarked for a "mixed use" area</li> </ul>	
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## Programmes and Projects of other sphere

The following tables provide details of identified projects that will be implemented in Ngwathe Local Municipality for 2021/22 financial year as committed by various sector departments.

**Table : DEPARTMENT OF WATER AND SANITATION**

Project name	Area		Coordinate s/ property description	Timeframes		Actual budget	
	Location	Ward		Start date	End date	Project Stage	2021/2022
<b>RBIG</b>							
Ngwathe Bulk Water Supply Phase 3 of 3 (Edenville and Koppies)	Fezile Dabi DM	Koppies Edenville	N/A	Dec 2014	Dec 2020	Construction	87 836 000

WSIG							
Upgrading of Koppies/Kwakwatsi WWTW		Koppies/Kwakwatsi		TBC	TBC		26 500 000
Refurbishment of Parys/Tumahole Package Plant (Trident)		Parys /Tumahole		TBC	TBC		(For entire WSIG programme)

**Table : DEPARTMENT: HUMAN SETTLEMENTS (HSDG)**

Project name	Area		Coordinate s/ property description (Longitude )	Timeframes		Actual Budget		
	Locatio n	Ward		Start date	End date	2020/2021	2021/2022	2022/2023
Vredefort 400 Superb Homes (2008/2009) - Phase 1	Vredefort		27,3861	2008/01/08	2009/09/30	R 304 972,10	R 2 083 266,00	R800 000,00
Vredefort 400 Superb Homes (2008/2009) - Phase 1	Vredefort		27,3832	2009/03/31	2009/09/30	R 107 421,04	R 0,00	R54 250,00
Parys 200 Maono Incompl. 2013/15 (Terisano Housing Support Centre - Phase 1	Parys		27,4682	2014/01/04	2015/03/31	R 644 945,27	R 157 300,00	R0,00

**Table : DEPT OF PUBLIC WORKS - EPWP**

No	Project Name	Programme	Project description	Outputs	Project duration		Total Estimated Cost	Current Year Expenditure	No	Project Name
					Project Start date	Projects end date				
4	Koppies TRP	Programme 3	TRP	Road	01/04/2021	31/03/2024		4m	-	4

**INFRASTRUCTURE: NEW PROJECTS (TRAINING)**

Projects R'000	Total project cost	Previous years expenditure	2020/21 Budget	MTEF 2021/22	MTEF 2022/23	MTEF 2023/24	Location (Town)
KOPPIES TRP	514	-	-	797	797	797	Koppies

**Table : DESTEA**

Project / Programme	Overview of the Project	Budget Requirement	Budget Requirement	Location
		Within Allocation	Outside Allocation	



Maintenance to infrastructure	All Reserves /Resorts	R9.113m	-	Priority: Sterkfontein NR (TMD), Willem Pretorius NR (LDM), Koppies Dam NR (FDM), Gariep Dam DR (Xhariep DM), Soetdoring NR (MMM)
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**Table : DEPARTMENT OF EDUCATION**

Type of Infrastructure	Project name		IDMS Gates	Municipality	Total available	MTEF Forward estimates	
thousands					2021/22	2022/23	2023/24
Small Primary School	Parys: New Primary (Father Balik)		Design development	Fezile Dabi	10 000	10 000	10 000

**Table : POLICE, ROADS & TRANSPORT**

PROJECT DESCRIPTION	START DATE	END DATE	SUPERVISION	BUDGET 21/22 (R'000)	JOB CREATION				PHYSICAL PROGRESS
					TARGET	WOMEN	YOUTH	DISABLED	
Schonkenville – Koppies	01-Apr-21	31-Mar-22	MOLPRO	12 878	51	28	28	1	ONGOING
P33/3 Vredefort-Viljoenskroon	01-Apr-21	31-Mar-22	INTERNAL	60 000	240	132	132	5	ONGOING

**Table : SPORTS, ARTS, CULTURE & RECREATION**

PROJECT NAME	TOWN	SOURCE OF FUNDING	2021/22	2022/23	2023/24
<b>NEW PROJECTS - FDM</b>					
Tumahole Library	Parys	IEA		5 063	6 000

**Table 63: DEPARTMENT OF HEALTH**

Project Name	Town	Short Description of Scope				Project Value	Project Status
			Start Date	Planned End Date	Anticipated End Date		
Schonkenville Clinic	Parys	New and replacement of assets	01/04/2020	31/03/2022	31/03/2022		Retention
<b><i>Refurbishment Projects in Planning</i></b>							

Relebohile Clinic	Heilbron	Complete refurbishment of existing main clinic building including associated site works	15/10/2020	14/10/2021	14/10/2021	R 7 090 000,00	Construction
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**(VII) F : SURFACE INFRASTRUCTURE & BUILDINGS**

<b>Railway Lines and Stations</b>			
<b>Parys</b>	<b>Heilbron</b>	<b>Koppies</b>	<b>Vredefort</b>
<p>□ Possibility exists for an industrial railway siding into industrial area</p>	<ul style="list-style-type: none"> <li>▪ Railway line non-functional, no railway contact with surrounding towns</li> <li>▪ Section of line between Heilbron and Sasolburg, through Wolwehoek station, been decommissioned and removed</li> <li>▪ Station utilised by Senwes for storage</li> </ul>	<ul style="list-style-type: none"> <li>▪ Main railway line between Bloemfontein and Gauteng stretches through the urban area</li> <li>▪ Station situated west of Koppies, functioning at present (goods &amp; passengers)</li> <li>▪ Anticipated coal mining in the region substantiates the strategic importance of the line</li> </ul>	<ul style="list-style-type: none"> <li>▪ Industrial area no longer serviced by means of a siding linking with main railway line at Dover station.</li> <li>▪ Station building utilised for business activities</li> </ul>
<p><b>Landfill Sites - Cross Cutting Issues:</b></p> <p><i>Agricultural activities seem to be the biggest potential contributor to water pollution in the study area, followed by faulty sewage treatment facilities and <u>unsafe landfill sites</u>. These activities, and their related activities, should be managed to ensure minimum pollution risk<sup>2</sup></i></p> <ul style="list-style-type: none"> <li>▪ Implementation of the Strategic Objectives and Management Zones of the EMFs for all surface extractive activities</li> <li>▪ Daily maintenance and operations at landfill sites are not in all instances addressed, resulting in intolerable pollution of the surrounding areas</li> <li>▪ Illegal dumping, especially at exploited rehabilitated excavation pits, located within residential areas is a prominent health risk and cleaning and rehabilitation of the areas to address illegal dumping must be addressed with resolve</li> <li>▪ Clear and caution signage at all illegal dumping areas, prohibiting utilisation as landfill sites/ dumping</li> <li>▪ Residential development is not allowed within 500 m of a landfill site</li> </ul>			

<b>Parys</b>	<b>Heilbron</b>	<b>Koppies</b>	<b>Vredefort</b>	<b>Edenville</b>
<ul style="list-style-type: none"> <li>▪ D: Located adjacent Dover Road, in proximately of Tumahole precinct</li> <li>▪ Capacity for next 2 years</li> <li>▪ Relocation must be considered in the immediate future to an appropriate location</li> </ul>	<ul style="list-style-type: none"> <li>▪ D1: Located west of urban area (Greenlands Road)</li> <li>▪ Capacity for medium to long-term</li> <li>▪ Relocation of the informal settlement <i>Mooi Dorpie</i>; especially portions located on an old landfill site is deemed imminent</li> </ul>	<ul style="list-style-type: none"> <li>▪ D: Located west of Koppies</li> <li>▪ Comprise adequate capacity for ensuing 5 years</li> </ul>	<ul style="list-style-type: none"> <li>▪ D1: Located adjacent gravel road to Potchefstroom, north of Vredefort</li> <li>▪ Comprise adequate capacity for ensuing 5 years</li> <li>▪ G2: Rehabilitation of the old quarry site, east of Mokwallo, must be completed</li> </ul>	<ul style="list-style-type: none"> <li>▪ G1: Refuse dumping in quarry west of the Ngwathe precinct, must cease</li> <li>▪ D1: Former landfill site, should be re-utilised</li> <li>▪ Site comprises capacity with long term extension possibilities</li> <li>▪ Repair of site fence and upgrading of access road will be necessary</li> </ul>

**Bulk Service Provision**

<b>Parys</b>	<b>Heilbron</b>	<b>Koppies</b>	<b>Vredefort</b>	<b>Edenville</b>
<b>Water Purification</b>				

<ul style="list-style-type: none"> <li>▪ Raw water supply: Vaal River</li> <li>▪ Adequate purification capacities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Raw water supply: water is pumped from Rand Water Purification works (Phiritona), remaining area from Uniefees Dam</li> <li>▪ Adequate purification capacities</li> <li>▪ New bulk water supply pipelines and pump stations will be required for future urban extension.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Raw water supply: Koppies Dam</li> <li>▪ Adequate purification capacities</li> <li>▪ Will require additional reservoir capacity to provide potable water</li> <li>▪ New bulk water supply pipelines and pump stations will be required for future urban extension.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Raw water supply: pumped form Vaal River</li> <li>▪ Adequate purification capacities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Raw water supply: Boreholes</li> <li>▪ Adequate purification capacities</li> <li>▪ Will require additional reservoir capacity to provide potable water</li> </ul>
<b>Waste Water Treatment Works (WWTW)</b>				
<input type="checkbox"/> Adequate capacity	<ul style="list-style-type: none"> <li>▪ WWTW capacity will have to be increased to allow for new extensions</li> <li>▪ Pump stations and pipelines will be required to allow for new extensions</li> </ul>	<input type="checkbox"/> Pump stations and pipelines will be required to allow for new extensions	<input type="checkbox"/> Adequate capacity	<input type="checkbox"/> WWTW capacity will have to be increased to allow for new extensions
<b>Electricity</b>				
<input type="checkbox"/> No spare capacity - future developments will not be provided with	<ul style="list-style-type: none"> <li>▪ Process of upgrading of bulk electricity supply</li> </ul>	<input type="checkbox"/> Bulk electricity provision under strain, installed capacity from ESKOM is	<input type="checkbox"/> No spare capacity - future developments will not be provided with	<input type="checkbox"/> No spare capacity - future developments will not be provided with

	<ul style="list-style-type: none"> <li>▪ Upon completion it will</li> </ul>			
<b>Parys</b>	<b>Heilbron</b>	<b>Koppies</b>	<b>Vredefort</b>	<b>Edenville</b>
electricity until increase in bulk	be adequate to service future development	5 MVA , current actual load is 6,25 MVA. <input type="checkbox"/> Funding applied to upgrade supply to 10 MVA.	electricity until increase in bulk	electricity until increase in bulk

❖ **Infrastructure Services Parys/ Tumahole/ Schonkenville**

<b>Tumahole</b>	<b>Schonkenville</b>	<b>Parys</b>
<b>Water Network</b>		
<ul style="list-style-type: none"> <li>▪ Provided with water network</li> <li>▪ Extension 7: Process of establishment</li> <li>▪ New Extension (infill planning between Schonkenville, Tumahole &amp; Abazimeli): Process of establishment</li> </ul>	<input type="checkbox"/> Provided with water network	<ul style="list-style-type: none"> <li>▪ Provided with water network</li> <li>▪ Portion of Extension 15 Oudewerfpark: established, water network installed, not occupied.</li> </ul>
<b>Sewer Network</b>		

<ul style="list-style-type: none"> <li>▪ Provided with sewer network</li> <li>▪ Extension 7: Process of establishment</li> <li>▪ New Extension (Infill planning between Schonkenville, Tumahole &amp; Abazimeli): Process of establishment</li> </ul>	<input type="checkbox"/> Provided with sewer network	<ul style="list-style-type: none"> <li>▪ Provided with sewer network</li> <li>▪ Portion of Extension 15 Oudewerfpark: established, sewer network partially installed, not occupied.</li> </ul>
<b>Electricity Network</b>		
<ul style="list-style-type: none"> <li>▪ Provided with electricity network</li> <li>▪ Extension 7: Process of establishment</li> <li>▪ New Extension (Infill planning between</li> </ul>	<input type="checkbox"/> Provided with electricity network	<ul style="list-style-type: none"> <li>▪ Provided with electricity network</li> <li>▪ Portion of Extension 15 Oudewerfpark: established, electricity network partially</li> </ul>
<b>Tumahole</b>	<b>Schonkenville</b>	<b>Parys</b>
Schonkenville, Tumahole & Abazimeli): Process of establishment		installed, not occupied

❖ **Heilbron/ Phiritona/ Sandersville**

<b>Water Network</b>		
<ul style="list-style-type: none"> <li>▪ Provided with water network</li> <li>▪ Extension 9: Water network installed individual connections not provide</li> <li>▪ Extension 10: Process of establishment</li> <li>▪ Extension 11: Process of establishment</li> </ul>	<input type="checkbox"/> Provided with water network	<input type="checkbox"/> Provided with water network



<b>Sewer Network</b>		
<ul style="list-style-type: none"> <li>▪ Provided with sewer network <input type="checkbox"/></li> <li>▪ Extension 9: No services, bucket</li> <li>▪ Extension 10: Process of</li> <li>▪ Extension 11: Process of establishment</li> </ul>	Provided with sewer network <input type="checkbox"/> Provided system establishment	
<b>Electricity Network</b>		
<ul style="list-style-type: none"> <li>▪ Provided with electricity network</li> <li>▪ Extension 10: Process of establishment</li> <li>▪ Extension 11: Process of establishment</li> </ul>	<input type="checkbox"/> Provided with electricity network	<input type="checkbox"/> Provided with electricity network

❖ **Koppies/ Kwakwatsi**

<b>Kwakwatsi</b>	<b>Koppies</b>
<b>Water Network</b>	
<ul style="list-style-type: none"> <li>▪ Provided with water network</li> <li>▪ Extension 4: Process of establishment</li> <li>▪ Extension 5: Process of establishment</li> </ul>	<input type="checkbox"/> Provided with water network
<b>Sewer Network</b>	
<ul style="list-style-type: none"> <li>▪ Provided with sewer network</li> <li>▪ Extension 4: Process of establishment</li> <li>▪ Extension 5: Process of establishment</li> </ul>	<input type="checkbox"/> Provided with sewer network, water bourn sewer network

<b>Electricity Network</b>	
<ul style="list-style-type: none"> <li>▪ Provided with electricity network</li> <li>▪ Extension 4: Process of establishment</li> <li>▪ Extension 5: Process of establishment</li> </ul>	<input type="checkbox"/> Provided with electricity network

❖ **Edenville/ Ngwathe**

<b>Ngwathe</b>	<b>Edenville</b>
<b>Water Network</b>	
<ul style="list-style-type: none"> <li>▪ Extension 4: Water network installed individual connections not provided</li> <li>▪ Extension 5: Process of establishment</li> </ul>	<input type="checkbox"/> Provided with water network
<b>Sewer Network</b>	
<ul style="list-style-type: none"> <li>▪ Existing Urban Area: Due to water shortage, no water borne sewer, either VIPs or suction pits installed</li> <li>▪ Extension 4: Buckets to be replaced with either VIPs or suction pits</li> <li>▪ Extension 5: Process of establishment</li> </ul>	<input type="checkbox"/> Due to water shortage, no water borne sewer, either VIPs or suction pits installed
<b>Electricity Network</b>	
<input type="checkbox"/> Extension 5: Process of establishment	<input type="checkbox"/> Provided with electricity network

**18. PROJECTS IN THE MUNICIPALITY**



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## 19. ALIGNMENT MEASURES

### Figure: Alignment Measures

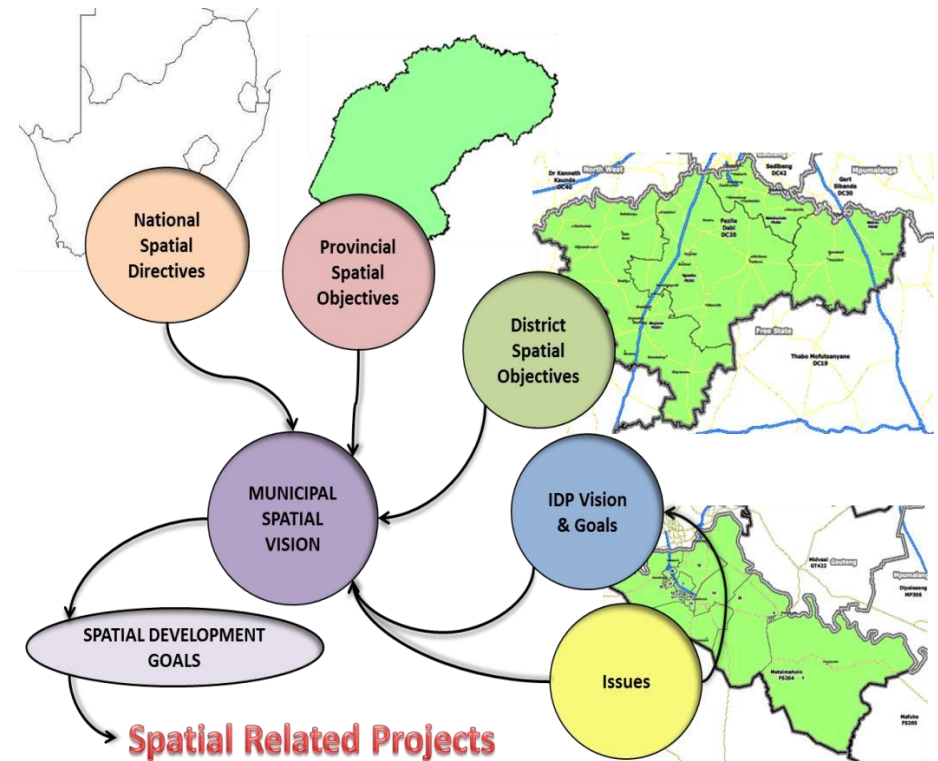
The vertical and horizontal alignments between the Ngwathe SDF and the other planning policies affecting and affected by this SDF are illustrated in this section.

#### Vertical Alignment

The vertical alignment shows the relationship and alignment between the proposals and policies of the National Development Plan (NDP), Mid Term Strategic Framework of the NDP (MTSF), Free State Provincial SDF (PSDF), Free State Provincial Growth and Development Strategy (FSPGDS) and Municipal IDP.

In attempting vertical alignment, several policies were assessed; especially the spatial related aspects thereof and spatial development goals and drivers to illustrate alignment between the spatial related projects identified in the Ngwathe SDF and assessed policies.

#### Horizontal Alignment



The horizontal alignment attempts to illustrate the relationship between the Ngwathe Municipality and the abutting municipalities and provinces. The main proposals affecting the abutting and overarching mentioned policy instruments are (refer to Figure 3): □ continuous restructuring of settlements.

- protect existing intensive agriculture from demands to convert it to urban development,
- biodiversity conservation including ecological river corridors,
- priority roads linking from surrounding municipalities to be carried through into the Ngwathe Municipality,
- Tourism - Similar to the Fezile Dabi District, the region experienced an increase in the tourism industry regarding weekend tourism destinations. Specific reference is made to the VDWHS, game ranches and guesthouses on farms,
- Industrial Decentralisation – It is argued that the market based urban system, dependent on a few metropolitan cities, need not be the only paradigm of development available to the region. A strategy for balanced urban development could also be built by taking into consideration the experiences of a large number of small and medium towns and their growth potentials. A development strategy, designed by taking into consideration these factors and the strength of local level institutions, will indeed create a more dispersed urban system in the Province, which will be an alternative to the global model of urban industrial development, based on a few large cities.
- ‘Dying small town syndrome’ - A number of regional problems have surfaced over recent decades that have demanded the attention of planners and developer’s in so far as economic development of small and rural towns, in the broader Free State context is concerned. The ‘dying small town syndrome’ seems both the most intractable and the one that continues to capture the public’s concern. Small towns face considerable economic development challenges. Development initiatives, at large, do not focus on the plight of the Regional Free State, losing population or businesses, not thriving economically and there is widespread evidence that many small towns are in trouble. The problems include:
  - the sudden economic shocks caused by downturns in ‘one industry towns’ because of economic restructuring, - the continued ‘emptying’ of rural areas,
  - the ongoing (and increasing) domination of larger urban areas,
  - increasing disparities within and between regions across a wide range of social and economic indicators.

## ❖ Metsimaholo SDF

- controlled development adjacent the Vaal River and development adjacent the Vaal River Barrage
- because of the important role played by the Vaal Dam and the Vaal–Barrage in providing potable water to the economic heartland of the republic, everything possible must be done to restrict the pollution of these sources to the minimum,

## ❖ North West Province

North West Province and KwaZulu-Natal Corridor : The strategic location of Parys as an important link between North West and the Free State Provinces, necessitates further long term road planning that is closely related to the need for a link from KwaZulu-Natal to the North West Province. An overall view, therefore, indicates that a need exists for a direct route between North West Province (adjacent to Botswana) and KwaZulu-Natal (harbour opportunity). The construction of a tarred road between the Vaal River and Heilbron will complete one of the missing links in the route. Parys is thus directly concerned and will somehow have to be incorporated in any long-term road strategy. The significance of the corridor should also be reviewed in terms of the Maputo Corridor that has of late emphasised other harbour opportunities.

## ❖ Cross Border Issues

The Ngwathe municipality borders the North West Province. It also shares the VDWHS with the North West Province and the Moqhaka Municipality. Only three of the farms (and the adjacent buffer areas) included in the VDWHS, fall into the Ngwathe Municipality. Several small farms and plots, tourist attractions and other rural amenities (general dealer, rural school etc.) on the Vaal River riparian, are located directly across from Parys. Although the properties are not in the Ngwathe Municipality, Parys is the nearest centre thereto and various renders various services here. Parys is also the “port of entry” for numerous tourists to the area.

## ❖ Vaal River Complex Regional Structure Plan of 1982

The Vaal River Complex Regional Structure Plan of 1982<sup>3</sup> (former Vaal River Complex Guide Plan, 1982), falls in the Fezile Dabi District Municipality and stretches over the boundaries of the Metsimaholo, Ngwathe and Mafube Municipalities. A small portion of the Ngwathe Region is included in the Vaal River Complex Regional Structure Plan, 1996. Vaal River Regional Structure Plan is a statutory land use control document, which is applicable to amongst other land located along important water resources such as the Vaal Dam, Vaal River and Barrage. Annexure C to the Regional Structure Plan, especially plays a significant role in controlling development in the Structure Plan area.

The plan is a statutory land use control document, which is applicable to, amongst other, land located along important water resources such as the Vaal Dam, Vaal River and Barrage. Applications in the area, although Municipal approval is required, are, at present, assessed by the Provincial Minister through the Department of Cooperative Governance and Traditional Affairs.

### ❖ **Dr. Kenneth Kaunda District and Tlokwe Local Municipalities**

VDWHS is located within both the North-West and the Free State Provinces. It falls under the jurisdiction of the Dr. Kenneth Kaunda District and Tlokwe Local Municipalities in the North-West Province and the Fezile Dabi District and Moqhaka and Ngwathe Local Municipalities in the Free State Province.

### ❖ **Mafube and Nketoana SDF**

Apart from overarching issues mentioned, amongst other significant road linkages and agriculture related aspects, no specific horizontal alignment issues were identified with the Mafube and Nketoana SDFs.

### ❖ **Moqhaka SDF**

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<sup>3</sup> All Guide Plans compiled in terms of the Physical Planning Act (Act 88 of 1967) were declared Regional or Urban Structure Plans in terms of Section 37 of the Physical Planning Act (Act 125 of 1991).






The area is underlain with rich coal and the gradual exploitation of coalfields in the Sasolburg vicinity will evidently lead to these areas being mined<sup>4</sup>. The Free State Department of Mineral Resources indicated that several prospecting rights have, of late, been granted for the areas located between Kroonstad and Parys. Future mining will necessitate a holistic approach regarding infrastructure provision.

## SECTION D: THE NEEDS OF OUR STAKEHOLDERS

### COMMUNITY NEEDS




Community needs (per Ward) and challenges were taken and captured from the wards where consultations were successfully conducted, as reflected on the tables below in

 <p><b>WARD 1</b> CLLR AJ DE JAGER</p>	<p style="text-align: center;"><b>CURRENT NEEDS</b></p> <p>Technical School</p> <p>Water – Leaks- Pipes</p> <p>Electricity Supply</p> <p>Sewer</p> <p>Water Meters</p> <p>Sewer Pump station to close to the community need to be moved</p>
<p><b>WARD 2</b> CLLR MJ SERATI</p> 	<p style="text-align: center;"><b>CURRENT NEEDS</b></p> <p>Upgrading of electrical network</p> <p>Extension 12 Housing Development, roads, storm-water drainage, pedestrian bridge</p> <p>Job creation and Local Economic Development / Growth</p> <p>Eunifees Dam (Public Private Partnership)</p> <p>Public safety and policing (crime is increasing)</p>
<p><b>WARD 3</b> CLLR MD MOFOKENG</p> 	<p style="text-align: center;"><b>CURRENT NEEDS</b></p> <p>New Roads and maintenance of old</p> <p>RDP houses</p> <p>New School- Phahameng section</p> <p>New Clinic-Phahameng section</p> <p>Increasing of indigency threshold for electricity to 60</p> <p>Upgrading of sewer network</p> <p>Illegal dumping to removed</p> <p>Maintenance plan for all infrastructure</p>
<p><b>WARD 4</b> CLLR S NTEO</p>	<p style="text-align: center;"><b>CURRENT NEEDS</b></p> <p>Gravelling and paving of Roads</p> <p>Insufficient water to high areas</p> <p>Poor quality electricity</p> <p>Commonage</p> <p>Mobile Police Station</p> <p>60-40 electricity</p> <p>Unemployment</p> <p>New sited ext 10 and building of RDP Houses</p>




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	<p>FET College</p> <p>Recreational facilities needed</p> <p>SASSA point needed</p>
<p align="center"><b>WARD 5</b> CLLR MD RAPULENG</p> 	<p align="center"><b>CURRENT NEEDS</b></p> <p>Eradication of Bucket in ext 5</p> <p>Eradication of 59 VIP toilets in Ext 6</p> <p>Clean portable water in all houses</p> <p>Clinic</p> <p>Police station</p> <p>Primary/ secondary school</p> <p>Recreational park</p> <p>Tittle deed</p> <p>Graveling roads</p> <p>Illegal dumping</p>
<p align="center"><b>WARD 6</b> CLLR BT MOKOENA</p> 	<p align="center"><b>CURRENT NEEDS</b></p> <p>Sites- Prioritized - want a plan</p> <p>Water - before Meters</p> <p>Electricity supply</p> <p>School- Library – Staff Shortage (Vivian Mangwane)</p> <p>Nepotism in Ngwathe Municipality</p> <p>Sites - Unoccupied not cleaned- be redistributed for ECD</p> <p>24hr Public Clinic</p> <p>Upgrading of Tumahole Police Station</p> <p>Home affairs offices are far</p> <p>Drugs- Rehabilitation Centre</p> <p>Roads- Sustainable- Paving</p> <p>Contractors outside- Youth employment</p>
<p align="center"><b>WARD 7</b> CLLR MJ MOROENYANE</p>	<p align="center"><b>CURRENT NEEDS</b></p> <p>Provision of clean drinkable water, maintain JOJO tanks</p> <p>Allocation of residential sites</p> <p>Bridge near pump station (Zuma &amp; Winnie)</p> <p>Bridge behind Barnard School</p> <p>Title deeds – speed up</p> <p>Paving of roads(gravelling)</p>



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	Recreational facilities
	Dumping site be fenced
	Commonage ( stray animals all over)
	Job creation/ unemployment
	Clinic (poor services and long ques)
	Library
	Open spaces turn to parks
	Operating hours (Lista Skosana library)
	50kwhs (electricity ) for the indigents
	Distribution of dust bins (Zuma section)
	<b>New Priorities:</b>
	1. Establishment of new Taxi Route from Mbeki to the Grave Yard
	2. Fencing of the pit hole
3. Cleaning of Water JOJO on regularly basis	
<p align="center"><b>WARD 8</b> CLLR KJ KHUMALO</p> 	<b>CURRENT NEEDS</b>
Sustainable and Reliable supply of clean drinking water	
Sustainable and Reliable supply of electricity	
Paving of Phahameng street	
Removal of asbestos Roof Vredeshoop	
Rehabilitation streets in Vredefort and Vredeshoop	
Upgrading of Mokwallo Municipal Offices	
<p align="center"><b>WARD 9</b> CLLR IM MAGASHULE</p> 	<b>CURRENT NEEDS</b>
Water (shortage & quality)	
Electricity	
Increase free electricity subsidy	
Youth empowerment	
Replacement of water meters	
Roads	
Paving of roads	
Removal of dumping	
Sites allocation	
Supply chain process to change to help youth employment	
<p align="center"><b>WARD 10</b> CLLR MM RANTSAILA</p>	<b>CURRENT NEEDS</b>
Clean drinkable water	
Emerging small business be given some work	
Road signs to avoid accident	



**NGWATHE MUNICIPALITY IDP REVIEW 2020/21**

	Sites
	1 additional high mass light
	Fencing Tumahole hostel
	Storm water
	Title deeds
	Job creation
	Solar geezers
	Paving of streets
	Street humps
	Incomplete RDP houses
	Storm water drainage (Jackpot)
	Installation of split meters
	Cleaning of dumping site
	By laws enforcers
<b>WARD 11</b> CLLR MTJ MOSEPEDI	<b>CURRENT NEEDS</b>
	Supply of clean water.
	Install bore hole Mothibedi and Mafube Str
	Allocation of sites
	Issuing of tittle Deeds
	Sewer Blockages
	Paving of roads
	Turning dumping site onto parks
	Building youth centre
	Maintenance of electrical poles
	Fencing of graveyard with concrete palisades.
Issuing of new dustbins	
<b>WARD 7,10,12 ,14</b> CLLR M LA COCK	<b>CURRENT NEEDS</b>
	Clean drinkable water
	No dumping sign next to Rooidam
	Fixing of street lights and electricity
	Irrigation reinstatement and fixing channels
	Replacing broken slab over the main channel
	Road maintenance and bring back traffic department, by laws enforcement
	Creation of parks with facilities
	Renovation and reopening of Mimosa garden
	Retraining of municipal personnel
	Good communication and reporting centre with reference
	Reopening of Tumahole Office and security at home affairs
	Provision of housing
	Maintenance of road to the landfill site and establish a recycling centre
Plan to dilapidated houses in town and empty sites	




## NGWATHE MUNICIPALITY IDP REVIEW 2020/21

	Security at all key points departments
	“Finish and klaar”, closing the holes after repairs. Program Kaofela to be introduced.
	Installation of Generator at Water works
	Repairs storm water drainage
	Multipurpose centre
	Master plan to attract tourist in Parys.
<b>WARD 13</b> CLLR MJ TYUMBU 	<b>CURRENT NEEDS</b>
	Residential sites,
	Clean & drinkable water,
	Paving of roads,
	Job creation,
	Building of a Community Centre,
	Building of a Police Station,
	Upgrading & biffing up security in the stadium,
	Electricity vendor,
	Fencing of graveyard and
	Building of Secondary School.
<b>WARD 14</b> CLLR TP SOTHOANE 	<b>CURRENT NEEDS</b>
	Develop Mandela Park
	Municipality must avail land for Market Hubb
	Fence Old Graveyards
	Gravelling of Roads
	Sites- Prioritized - want a plan
	Water- before Meters
	School Library
	Sites - Unoccupied not cleaned- be redistributed
	Bridge- Lusaka- School- Student- Barnard- School kids- Taxi
	Drugs- Rehabilitation Centre
	Roads- Sustainable- Paving
	Food Parcel- Unemployment people needs jobs
	Food Parcel – Criterion for distribution- not all needy people are covered
	Contractors outside - Youth employment
	(Masilo) Home Affairs – (Kroonstad)
	Police Station – only one and is too far
	Partitioning Electricity Supply by Sections for instance, When there's a power outage at Old Location it should not affect Mandela Sections or any other Sections
	Building of RDP Houses
	Avail Wi-Fi for youth
	Supply of drinkable water
	Formation of Project Steering Committee's for all future Projects.

**NGWATHE MUNICIPALITY IDP REVIEW 2020/21**

	<p><b>Key Priorities:</b></p> <ol style="list-style-type: none"> <li>1. Avail WiFi for youth</li> <li>2. Supply of drinkable water</li> <li>3. Building of RDP</li> <li>4. Partitioning of Electricity Supply</li> </ol>
<p align="center"><b>WARD 15</b> CLLR ME SEFAKO</p> 	<p align="center"><b>CURRENT NEEDS</b></p> <p>Water from taps not JoJo's</p> <p>Roads must be Paved – rains damage roads</p> <p>Clinic – only two due populations growth more is needed</p> <p>Police station needed</p> <p>Electricity</p> <p>The two municipal Offices closed must be opened- services must be closer to the people</p> <p>Home affairs services are needed – home affairs office</p> <p>Ambulance and fire truck</p> <p>Upgrade 160 sewer pipe to 300 pipe</p> <p><b>Top Priorities:</b></p> <ol style="list-style-type: none"> <li>1. Mobile Clinic</li> <li>2. Bucket System in new areas</li> <li>3. Fire Trucks</li> <li>4. Dome Heritage not benefiting Community</li> </ol>
<p align="center"><b>WARD 16</b> CLLR L SOTSHIVA</p> 	<p align="center"><b>CURRENT NEEDS</b></p> <p>Emergency Services (Fire Fighting Unit)</p> <p>Allocation of Sites</p> <p>Title Deeds</p> <p>Reduction of Unemployment by availing Land for following Projects:</p> <ul style="list-style-type: none"> <li>• Heritage site for Work Opportunities</li> <li>• Industrial Land for Milk</li> <li>• Poultry Farming</li> <li>• Farming</li> </ul> <p>Swimming Pool</p> <p>Paving access roads and Storm water channel</p> <p>Sports Field (Completion)</p> <p>Naming of Ward and street in Ward 16</p> <p>Upgrading of Water purification Plant and Reservoir</p> <p>Multi-Purpose Centre</p> <p>Community Library</p> <p>Old age home</p> <p>Re allocation of Sites( 6 households that are affected by Floods and sewerage spillage</p> <p>Clinic</p> <p>Home Affairs service point</p> <p>Social Development Service point</p> <p>Community Hall</p>
<p align="center"><b>WARD 17</b> CLLR D MASOOANE</p>	<p align="center"><b>CURRENT NEEDS</b></p> <p>Sports Field (Completion)</p>

**NGWATHE MUNICIPALITY IDP REVIEW 2020/21**

	Naming of Ward and street in Ward 16
	Upgrading of Water purification Plant and Reservoir
	Multi-Purpose Centre
	Community Library
	Old age home
	Re allocation of Sites( 6 households that are affected by Floods and sewerage spillage
	Clinic
	Home Affairs service point
	Social Development Service point
	Community Hall
<p align="center"><b>WARD 18</b> CLLR M TOYI</p> 	<p align="center"><b>CURRENT NEEDS</b></p> Portable Water Tarring/ Paving of Haefele str Pedestrian Bridge between Mandela Section and Old Loc. Indoor Sports Centre Sites/ Residential, Churches and business Electrification Ext 5 Building of Municipal Offices Skills Development Centre Unemployment Toilet structures RDP Houses Water catchment tank Fencing of cemeteries Community Hall 24 Hour Health Services and staff increase Parks Sports facility Extension of Library working hours Provision of wheeled dustbins Provision of water taps
<p align="center"><b>WARD 19</b> CLLR ES NTHOESANE</p> 	<p align="center"><b>CURRENT NEEDS</b></p> Portable clean water and Shortage Bad roads-gravelling and paving Refuse Removal- no consistency on removals Fire truck Electricity – constant outages Sewer spillages Youth development lack of economic opportunities Allocation of sites- long delays Illegal dumping Apollo high mast lights- not working Two unpaved roads –Skothiphola Electricity repayment is disadvantaging residents Need recharging pads for electricity



## NGWATHE MUNICIPALITY IDP REVIEW 2020/21

	Need recreational park
	Bridge behind Barnard Molokoane to be referred to relevant ward
	Uncovered electricity panels on street poles
	Unfinished RDP houses
	Fencing of grave Yard
	Police Station

The table below summarizes the needs registered across all wards as communicated and captured during a number of ward public meetings held during the IDP review consultation process.

**Table 24: The top 5 priorities registered across all wards in Ngwathe municipality**

Priority Order	Frequency across the wards
1. Provide clean drinkable Water	17 times out of 19 wards
2. Gravelling and paving of roads	16 times out of 19 wards
3. Electricity	14 times out of 19 wards
4. Sites	11 times of 19 wards
5. RDP Houses	7 times out of 19 wards

Referring to the results shown above flowing from public and stakeholder engagements revolved around the following issues;

- Basic services and Infrastructure, with the main issues being maintenance of current infrastructure, lack of basic services in certain areas, lack of quality drinking water, water outages, electricity outages, pot-hole ridden roads, increase in dumping sites, no scheduled cleaning of open spaces
- Housing and sites. Inadequate response to growing demand for housing and/or sites to build housing. The issuing of Title Deeds
- Economic development and employment opportunities. Greater collaboration between council and business to stimulate economic development, development of arts and culture to preserve and develop Ngwathe heritage and culture. Renewal of Central Business Districts

Other issues mentioned include; development of Sports and recreation, youth needs must be prioritised, disabled-friendly public facilities, development of parks and recreational spaces.

The different array of needs communicated at the scheduled different forums indicate that improved work must be done on the formalisation of different sectors, specifically around sector organisation, business forum structures and Formalised IDP Representative structure. The development of ward plans must be actioned and supported to create better structured communities across different wards and towns.

The high rate and number of theft of municipal property, electricity, illegal connections call for wider consultation with community on service delivery intervention methods to stimulate greater efficiency and effectiveness.

Ngwathe must focus on its mandate as reflected in the constitution, hence the review of strategic objectives must be properly initiated and structured along the national and provincial key performance areas, build greater partnerships with provincial and national departments to promote inter-governmental relations in benefit of the Ngwathe and provincial community.

## **SECTION E**

### **DEVELOPMENT STRATEGIES – STRATEGIC FRAMEWORK**

#### **STRATEGY AND PERFORMANCE MANAGEMENT**

##### **INTRODUCTION**

The strategy as set out below summarised the IDP process that NLM will be involved from in the next Five Year IDP cycle. It will incorporate the new organisational performance management system that emanates from recent process.

With regard to minimum requirements of credible IDP as set out in IDP Guidelines, this chapter covers the following:

- Planning process
- Current Situation
- Development Strategies at executive level

The work done through the process during last year resulted in municipality having following in place:

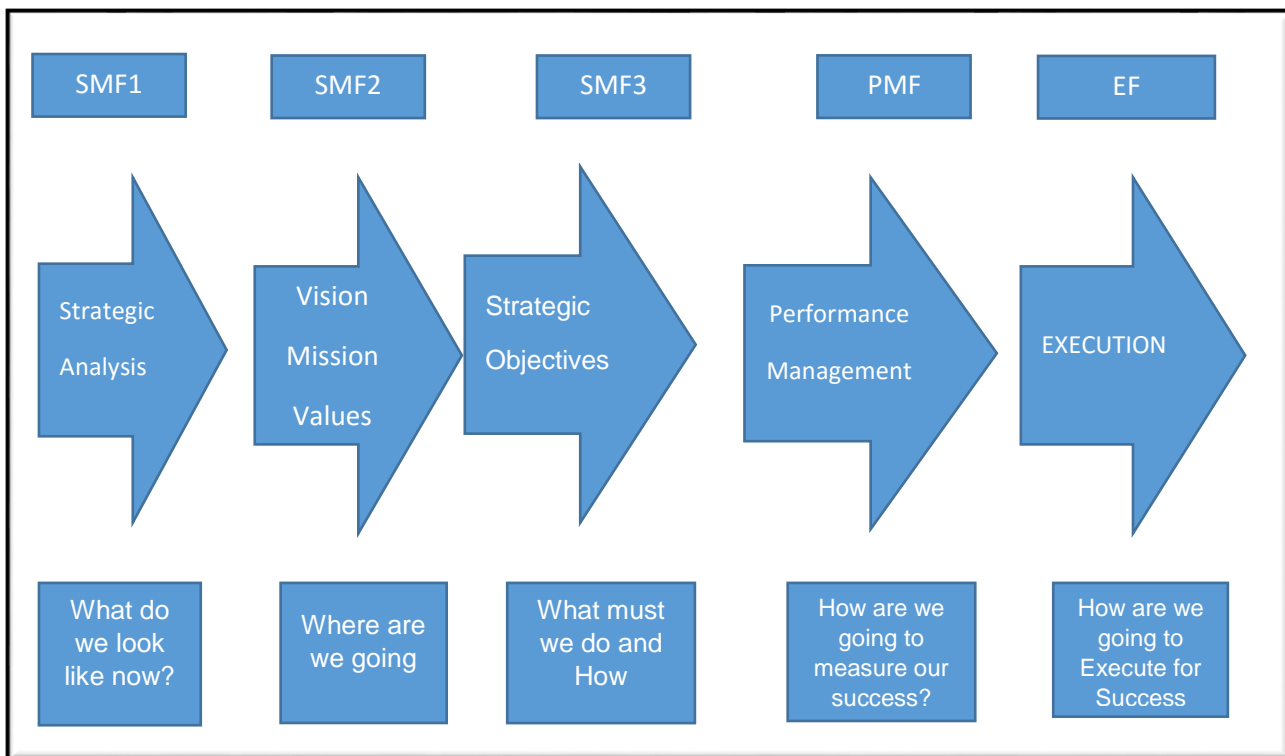
- Organisational structure aligned with IDP and strategy
- SDBIP for each directorate, to include indicators at section levels
- Integrated PMS to include divisions and team levels
- Performance contracts for Directors aligned to IDP and Strategy
- Individual performance management system, aligned to IDP and strategy through Balanced Scorecard approach.

##### **THE PROCESS**

The strategic management/IDP process that Council and Officials followed was structured to take them through a logical strategic thought process. It covered both the external and internal environments and looked at the past present and future. It addressed all stakeholders and focused on meeting the needs of the NLM's various stakeholders by integrating the results of the previous IDP process and their current needs. The output is a document that does not only cover high-level strategic objectives, but also identifies the strategies and actions that need to be performed at the strategic, managerial and the operational levels. It gives senior and lower level managers a clear indication of what has to be accomplished to successfully achieve the organisations vision and mission.

The IDP covers all strategic activities and the SDBIPs the operational activities.

**Figure 14: Strategic Framework**



**Scope of strategic Process Followed**

To ensure that execution will take place in a well-structured format, a comprehensive project plan that includes strategies, actions, priorities and responsibilities, is a formal output of this process (**As now initiated with introduction of Performance Improvement Plan**). Furthermore, so as to ensure a balanced approach - focussing on the needs of all stakeholders - the process is based on the Balanced Scorecard methodology. A Balanced Scorecard, Strategic Objectives and Strategy Maps are therefore key outputs of the process.

The process is depicted in Figure 13 (above). The first three phases cover the Strategic Management Framework (SMF) and the fourth phase is the start of the Performance Management Framework (PMF). The fifth phase covers the Execution Framework (EF). **Phase 1** defines the current reality; it answers the question: “*What do we look like now?*” **Phase 2** focuses on the crafting of a vision, mission and establishing a value system for the municipality thereby defining the desired future. The goals and core strategy finalised during **Phase 3**, are based on the outcome of the analysis, and the future path indicated by the vision, mission, and values. They are organisation specific and indicate how the future is going to be realised. **Phase 4** will establish how well the strategy is being performed and **Phase 5** covers the execution of the strategy – the actual work and measurement of success. A final very important aspect of the process is that it covers all the levels within the organisation as depicted in Figure ... (below). It follows a collaborative and integrated holistic approach focussing on results - “*From Strategy to Performance*”. Performance being associated with the lowest level – the individual – the only available resource that can realise execution. An initiative to link the individual performance management system to the organisational performance management system is now being processed. The performance contracts of all Section 57 Managers will now be linked to the process with contracts for all managers to be initiated at the start of the 2018/2019 financial year.

**THE CURRENT REALITY**

**External Environment**

The strategic process was initiated with a strategic analysis exercise covering both the external and internal environments. An evaluation of the economic, social, regulatory, citizenship and technological factors that may have an influence on the municipality started off the process. The purpose of this exercise was to identify the opportunities and threats in the external environment and the internal strengths and weaknesses of Ngwathe municipality. The following opportunities and threats listed in order of priority, were identified.

**Table 28: SWOT ANALYSIS**

Strengths	Weaknesses
Political stability Location of municipality Land for Economic Development Equitable Share from National Government Community Supporting the Municipality Tourism for Economic Development Offices /Hospital	Institutional Capacity Poor Infrastructure Old apartheid Human settlement Poor Communication within the organization Wrong Placement Lack of implementation of Council Resolution
Opportunities	Threats
Economic Opportunities Bed and Breakfast facilities Restaurants Power boat Dome in Vredefort Madeira Flower Festival Recreation Facilities / Boating / Mimosa Aviation EXPO / Parys Airport Koppies Dam / Heilbron Conference Centres / Across the municipality Vaal River Mines De Beers Bentonite PV Power Generation Agriculture Agri-park Manufacturing (More opportunities available) Clover Simba Refrigeration Telwerde - Cattle feed Sernick - Maize Fluit - Boots Land Industrial Sites and buildings Commonages land	Eskom Account – from external point of view Ageing Infrastructure (E.g. Old Water pipes Pipe-bursts) Population Growth (E.g. all town population growth) Increasing risk of crime amidst limited employment High rate of Unemployment, increased rate of indigents  Flooding – E.g. some of the places in Koppies were flooded as a results of rains Crime – E.g. a number of cable thefts cases reported to-date – Execution Gaps Drug Abuse Social Problems – Informal Settlement (It is mushrooming in our towns, the increasing number of street kids in our towns) Poor Management of Assets

Airport as opportunity Game farming Zoo Abattoirs	
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## MUNICIPAL ENVIRONMENT

### Challenges

A number of challenges particular to the local government environment exist, of those challenges include the more relevant in terms of Ngwathe, of which include Internal, used as input to the internal analysis where actions identified may improve the situation, which could lead to improved service delivery.

The following are regarded as the most threatening challenges of greater influence on the future standing / existence of Ngwathe;

1. Lack of visionary leadership
2. Lack of capacity
3. Lack of work ethics
4. Lack of structure departmental planning
5. Low productivity
6. Limited revenue collection
7. Lack of performance management culture
8. No accountability and responsibility
9. Lack of appointments and inefficient use of available skills
10. Lack of pride

Looking at the above, a deduction can be made that if the first five priority issues are to be addressed, the rest will also be addressed. Reasons and actions were identified for each of the subjects and are contained in the Performance Improvement Plans of departments.

## VALUE PROPOSITION – ARE WE MEETING OUR STAKEHOLDER NEEDS?

### Stakeholder

A brainstorming session with managers identified needs and value proposition of Ngwathe stakeholders, to assess our ability to respond to our general mandate. The response was not scientifically tested, though a sufficient indication could inform a reasonable deduction which informed the SEP/PIP.

At both council and administration level shows lack of urgency and understanding of the operational conditions and challenges facing Ngwathe, lack of accountability, hidden political and private agendas and political interference. Poor communication, slow decision-making, lack of work ethics and poor execution contributes to lack of understanding. With no standards set on what is required by various stakeholder groups, low ratings for value proposition can be associated to;

- Accountability
- Consistency

## INTERNAL ANALYSIS

The internal analysis consists of results from workshops/work sessions held during 2016/17 and the Auditor General audit opinion for the year;

- Root causes analysis for poor performance 2017
- DG IDP Assessment results 2016 and 2017

- AG Audit Opinion 2016/17

### **Root Cause Analysis for Poor Performance**

The analysis done during the Mid-Term organisational performance, The Annual Performance Report for 2016/17 necessitated the need to understand the reasons / root causes for poor performance and to identify appropriate actions that are needed to address the adverse/qualification issues.

The main cause of non/poor performance is a lack of resources – financial, human, equipment and facilities. The reasons/causes include age/inefficiency/ineffectiveness of current equipment and infrastructure, supply chain issues, employee morale, discipline and wellness, leadership and management issues. The top root causes make up more than 90% of reasons given for poor performance.

Addressing from directorate perspective the main reasons per directorate are (as informed by PIP):

#### **Technical Services**

- Lack of Planning Tools
- Lack of resources
- Aged and inefficient/ineffective infrastructure
- Supply chain
- Maintenance
- ICT

#### **Community Services**

- Lack of Planning Tools
- Lack of resources
- Process Issues
- Training/skilled staff
- ICT

#### **Financial Services**

- Process Issues
- Work quality
- Resources

#### **Corporate Services**

- Lack of planning tools
- Employee morale, discipline and wellness
- Lack of resources
- Poor leadership and management
- Training and development

### **The AG Audit Opinion**

Auditor- General Report

Ngwathe Local Municipality received a Qualified audit for the 2020/2021 Financial Year

### **Report and findings on Performance Information**

Qualified audit opinion -

The cascade or non-cascade of PMS to lower levels of management was identified and encouraged for the financial years ahead.

The proper recording and storage of Port Folio of Evidence was identified to support credibility of reported performance.

The regular reporting of performance in line with sections, 52(d) and 72 of the MFMA.

The performance evaluation of Sections 54 and 56 managers

The review of performance and implementation plans

The signing of Performance Agreements and plans by relevant authorities.

## MAKING OUR FUTURE HAPPEN

To make our future happen, you have to manage the present and to do this effectively and efficiently measurement is required. It is an acknowledged fact that organisations cannot manage what they do not measure. Performance Management is a regulatory requirement that all local authorities have to abide by. The performance management system of Ngwathe local municipality is based on the Balance Scorecard methodology.

## ‘THE PROCESS

The strategic management IDP process that Council and Officials followed was structured to take them through a logical strategic thought process. It covered both the external and internal environments and looked at the past present and future. It addressed all stakeholders and focused on meeting the needs of the NLM's various stakeholders by integrating the results of the previous IDP process and their current needs. The output is a document that does not only cover high-level strategic objectives, but also identifies the strategies and actions that need to be performed at the strategic, managerial and the operational levels. It gives senior and lower level managers a clear indication of what has to be accomplished to successfully achieve the organisations vision and mission.

## Balance Scorecard and Strategic Objectives

Based on the results of the external and internal analysis, and the future path as defined by the organisation's vision, mission and values, strategic objectives were identified and integrated into the Balanced Scorecard (BSC).

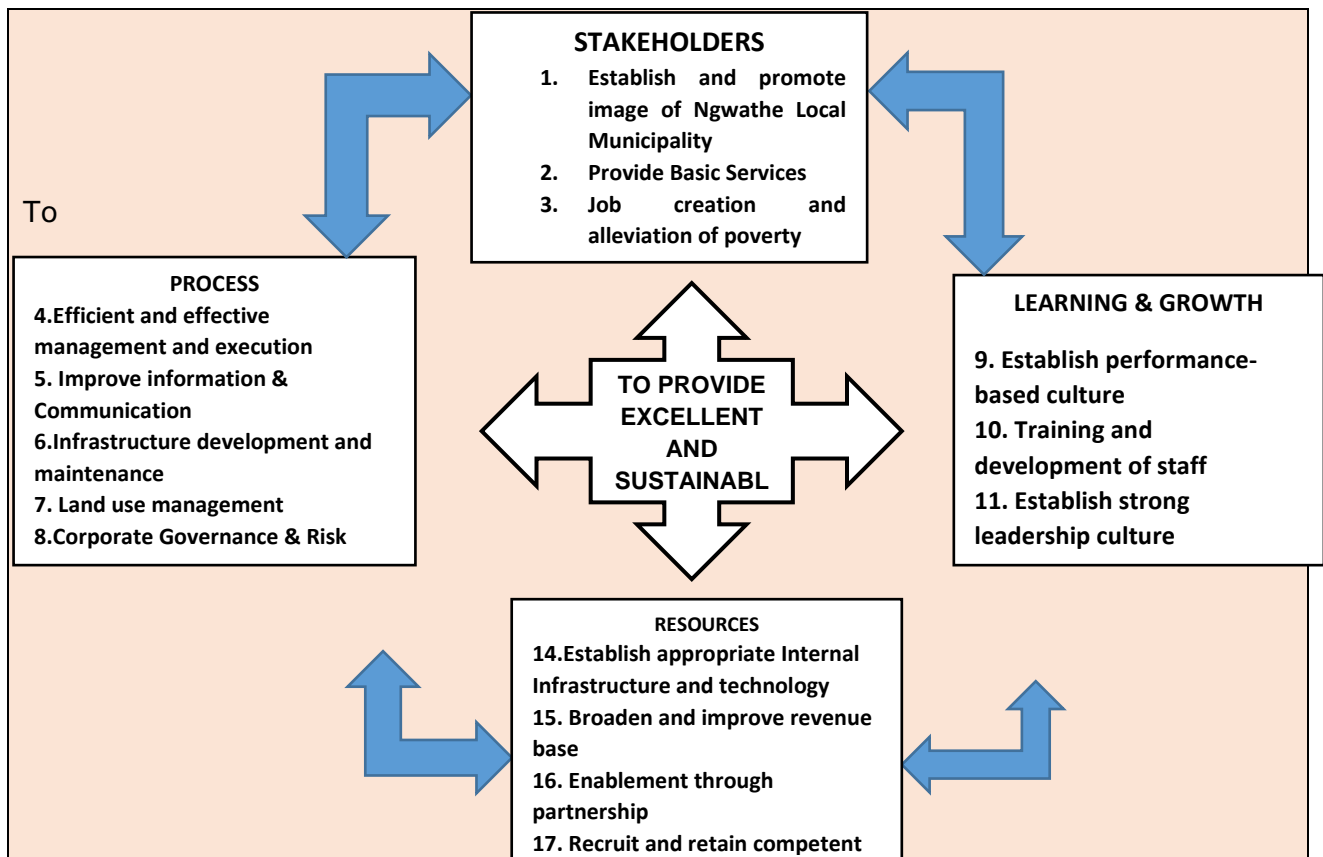
The BSC has four perspectives: Stakeholder, Process, Learning & Growth and Resources.

The core focus of the BSC is on service delivery to stakeholders which is the **STAKEHOLDER** perspective at the top of the BSC. Eight strategic objectives address the stakeholders and it can be seen that they focus on: service delivery; economic development and job creation; safety, security and the environment; nation building; and, the image of the municipality.

The second perspective is the **PROCESS** perspective, which focuses on the internal business processes arrangements required to meet the needs of the stakeholders – the first eight objectives. There are five objectives resident in this perspective and they focus on efficient and effective service delivery, communication, infrastructure development and maintenance, corporate governance and land-use management.



Figure 15: The Balance Scorecard (BSC) Perspective



The **Learning and Growth** perspective establishes the culture of the municipality in terms of values, performance, employee education, employee wellness and leadership. These inter-relationship activities are critical for lasting success of any organisation.

The final BSC perspective contains the **RESOURCES** required to ensure the successful execution of the municipality's objectives. In the context of Ngwathe municipality, it focuses on internal infrastructure, technology, improved revenue base, acquisition maintenance of competent staff and establishment of partnerships to assist municipalities to achieve its goals.

## STRATEGY MAP

The strategy map shows relationships between various BSC perspectives, value proposition to customers and strategic objectives. The strategic objectives are superimposed on four perspectives of BSC creating a cause-and-effect relationship. The map shows links between various objectives and it is now possible to attach performance measures to each objective. To assist with the logic of structure, the Stakeholder perspective is all about delivery which is defined by the value-proposition to stakeholders. The internal business process perspective is all about efficient and effective execution which will result in delivery according to customer expectations. The learning and growth perspective looks at the development environment-ensuring the right culture with the right human resources and the ability to measure ofr effective management. The resources perspective shows enablement environment in terms of people, finances and technology.

## STRATEGIC PILLARS

To ensure alignment to National objectives of local government as indicated in Chapter 7 of Constitution, Act 108 of 1996 Section 152 (1) strategic pillars **MUST STILL** be defined that will enhance our movement foci towards delivery. These pillars will enhance prioritising by management according to **NEEDS** of **STAKEHOLDERS** and align **RESOURCES** accordingly. The added advantage of executing strategy using these pillars is that it breaks down functional silos within the organisation, which is a **HUGE** challenge for Ngwathe municipality.

People, finances and all other resources can be aligned and it is possible to set up multifunctional “Strategic PILLAR Teams” that will be responsible to meet the objectives defined for each PILLAR. NLM will align its organisational and implementation structure accordingly.

The Strategy Execution Plan (SEP) contains all the PILLARS linked to strategic objectives, actions and Key Performance Indicators (KPI"s).

**Table 27: NATIONAL OBJECTIVES & STRATEGIC OBJECTIVE RELATIONSHIP**

<b>ONATIONAL OBJECTIVES</b>	<b>STRATEGIC OBJECTIVES</b>
Provide basic services	To ensure that 100% of Households in formal settlements in the Ngwathe Municipal Area have area access to high water quality by 2022
To eliminate water losses and leakages	To eliminate water losses and leakages
To improve water Quality by improving on the Blue Drop and be able to provide safe drinking water to the community	To improve water Quality by improving on the Blue Drop and be able to provide safe drinking water to the community
Improvement of water Conservation and water demand management, using all the necessary requirements and skills development	Improvement of water Conservation and water demand management, using all the necessary requirements and skills development
To Ensure that 100% of Households in formal settlements in the Ngwathe Municipal Area have area access to descent Sanitation water by 2022	To Ensure that 100% of Households in formal settlements in the Ngwathe Municipal Area have area access to descent Sanitation water by 2022
Infrastructure and Basic Services Development	To Ensure that all identified internal roads and storm water facilities in Ngwathe are maintained and/or upgraded to facilitate economic and social activity required for the sustainable development of the Municipality, Considering the Limitations facing the Municipality by 2022
Radical Economic Development	The Promotion of tourism, economic and rural development
Good Governance and Public Participation	Promote a culture of participatory and good governance.
Institutional Transformation and Organisational Development	Improve organizational cohesion and effectiveness
Sound Financial Viability and Management	To improve overall financial management and viability in the Municipality by developing and implementing appropriate financial management policies, procedures, projects and systems
Radical Local Economic Development	Create an environment that promotes the development of the local economy and facilitate job creation

# SECTION F

## ABOUT US

### 1. Locality

Ngwathe Local Municipality (FS-203) is situated in the northern part of the Fezile Dabi District Municipality previously known as the Northern Free State, it is one of the four Local municipality within the district, the other three (3) being Moqhaka LM, Metsimaholo LM and Mafube LM. The total estimated population of the municipality in terms of Census 2011 results is 120 520. The geographical area of the municipality is 7055 Square kilometres. The municipality comprises of five towns which are:

Parys (Head Office), Heilbron, Koppies, Vredefort, and Edenville.

Ngwathe Local Municipality is a category B municipality as envisaged in section 155 (h) of the Constitution of the Republic of South Africa Act 108 of 1996, as such it has specific legislative powers and performs such duties and functions which are attributable to the local municipality of its category by the Constitution. In terms of the provincial gazette, Ngwathe is supposed to be a Mayoral type municipality.

### 2. Political Governance & Administration



#### **The Executive Mayor: Cllr V De Beer**

The Executive Mayor of Council drives the executive program of council, supported by a Mayoral committee which she appoints. Executive Mayor V De Beer, represents the African National Congress in council and is now serving a term as Executive Mayor and is administratively supported by the Municipal Manager whom leads the administration.

The Executive Mayor reports directly to council, leading the strategic planning and budgeting processes of council, consistent with the Municipal Finance Management Act, Act 56 of 2000.

The mayor also directs specific special programs and projects, relating to vulnerable groups, empowerment projects, whilst the protection and promotion of women, disabled and children's rights are of the key sectors/groupings to whom she leans strongly. The special projects of the mayor will therefore find strong expression in the municipality Service Delivery Budget Implementation Plan where significant progress was seen during the latest performance report presented to Council.



#### **MAYCO**

The Mayoral Committee (MAYCO), which is chaired by the Executive Mayor and draws membership from the chairs of the following Municipal Portfolio Committees (Section 80 committees):

Table 29: SECTION 80 Committees

Committee	Name of Councillor	Designation
<b>1.Finance and Budget</b>		
	<b>1. Cllr</b> Mmutenyane Johny Serati	<b>Chairperson</b>
	<b>2. Cllr</b> Thabo Petrus Sothoane	
	<b>3. Cllr</b> Modise Joshua Moroenyane	
	<b>4. Cllr</b> Kau Jacob Khumalo	
	<b>5. Cllr</b> Matjhini Shadrack Toyi	
	<b>6. Cllr</b> Arnold Mattheus Schoonwinkel	
	<b>7. Cllr</b> Phillipus Petrus Van Der Merwe	
	<b>8. Cllr</b> Sellwane Lydia Moseme	
<b>2.Infrastructure And Led</b>		
	<b>1. Cllr</b> Mosiuwa David Mofokeng	<b>Chairperson</b>
	<b>2. Cllr</b> Jerry Mbuyiselo Tyumbu	
	<b>3. Cllr</b> Matjhini Shadrack Toyi	
	<b>4. Cllr</b> Manthole Elsie Sefako	
	<b>5. Cllr</b> Leponesa Petrus Sotshiva	
	<b>6. Cllr</b> Salomon Hercules Francois De Jager	
	<b>7. Cllr</b> Phillipus Petrus Van Der Merwe	
	<b>8. Cllr</b> Sellwane Lydia Moseme	
<b>3. Urban ,Planning and Rural</b>		
	<b>1. Cllr</b> Mohau Thabiso Joseph Mosepedi	<b>Chairperson</b>
	<b>2. Cllr</b> Serame Nteo	
	<b>3. Cllr</b> Ephaus Siphon Nthoesane	
	<b>4. Cllr</b> Nomakhaza Suzan Moloi	
	<b>5. Cllr</b> Jan Abraham Meyer	
	<b>6. Cllr</b> Robert Sadat Ferendale	
	<b>7. Cllr</b> Andele Abram Jantjie	

<b>4. Corporate Services</b>		
	<b>1. Cllr</b> Kau Jacob Khumalo	<b>Chairperson</b>
	<b>2. Cllr</b> Ephaus Siphon Nthoesane	
	<b>3. Cllr</b> Thabo Petrus Sothoane	
	<b>4. Cllr</b> Leponesa Petrus Sotshiva	
	<b>5. Cllr</b> Serame Nteo	
	<b>6. Cllr</b> Polokoetsile Matthews Molaphene	
	<b>7. Cllr</b> Marinda Matthysen-Engelbrecht	
<b>5. Social and Community Development</b>		
	<b>1. Cllr</b> Manthole Elsie Sefako	<b>Chairperson</b>
	<b>2. Cllr</b> Makoena Mirriam Rantsaile	
	<b>3. Cllr</b> Dorris Masooane	
	<b>4. Cllr</b> Isaac Malebo Magashule	
	<b>5. Cllr</b> Mmutenyane Johny Serati	
	<b>6. Cllr</b> Catharina Serfontein	
	<b>7. Cllr</b> Marinda Matthysen-Engelbrecht	
	<b>8. Cllr</b> Kgathatso Josephina Mokoena	
<b>6. Special Programme and IDP</b>		
	<b>1. Cllr</b> Dorris Masooane	<b>Chairperson</b>
	<b>2. Cllr</b> Modise Joshua Moroenyane	
	<b>3. Cllr</b> Ben Thabo Mokoena	
	<b>4. Cllr</b> Isaac Malebo Magashule	
	<b>5. Cllr</b> Makoena Mirriam Rantsaile	
	<b>6. Cllr</b> Ntutu Alfred Sehume	
	<b>7. Cllr</b> Jan Abraham Meyer	
	<b>7. Cllr</b> Mahlomola Piet Motaung	

7. Public Safety and Transport		
	1. Cllr Nomakhaza Suzan Moloji	<b>Chairperson</b>
	2. Cllr Aron Johann De Jager	
	3. Cllr Selma Kok	
	4. Cllr Mosiuwa David Mofokeng	
	5. Cllr Isaac Malebo Magashule	
	6. Cllr Ben Thabo Mokoena	
	7. Cllr Marie La Cock	
	8. Cllr Jan Abraham Meyer	
	9. Cllr Makabelo Princilla Moloji	
8. MPAC/Section 32		
	1. Cllr Matjhini Shadrack Toyi	<b>Chairperson</b>
	2. Cllr Leponesa Petrus Sotshiva	
	3. Cllr Jerry Mbuyiselo Tyumbu	
	4. Cllr Makoena Mirriam Rantsaile	
	5. Cllr Thabo Petrus Sothoane	
	6. Cllr Makabelo Princilla Moloji	
	7. Cllr Arnold Mattheus Schoonwinkel	
	8. Cllr Jan Abraham Meyer	



## The Speaker: Cllr NP Mopedi

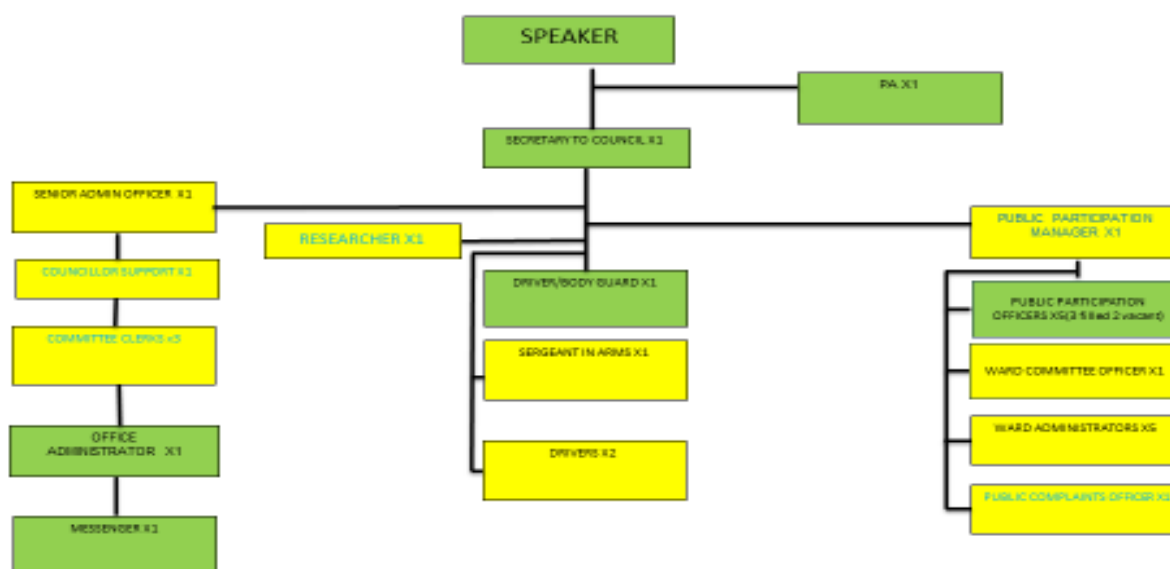
### Responsibilities of the Municipal Council

Section 151 of the Constitution, 1996 states that the executive and legislative authority of a municipality is vested in its municipal council. The municipality has all the powers assigned to it in terms of the Constitution as well as national and provincial legislation. The municipality has the right to do anything reasonably necessary for or incidental to the effective exercising of its powers.

The executive and legislative authority of the municipality vest in the Council, and the Council takes all the decisions of the municipality except -

- (a) decisions on those matters that have been delegated;
- (b) decisions on those matters that have by law been assigned to a political structure, political, office bearer or employee of the Council.

## Speaker's Office



## NGWATHE MUNICIPALITY ADMINISTRATIVE ARM



**MUNICIPAL MANAGER  
MR BW KANNEMEYER**



**COMMUNITY SERVICES**

**Mr. HI Lebusa**



**CHIEF FINANCIAL OFFICER**

**DIRECTOR**

**Me. PP Nhlapo**



**DIRECTOR CORPORATE SERVICES**

**DIRECTOR**

**TECHNICAL SERVICES**

**Me. FM Mokgobu**

**Mr. TR Malunga**



### **3. Administrative Governance Structure**

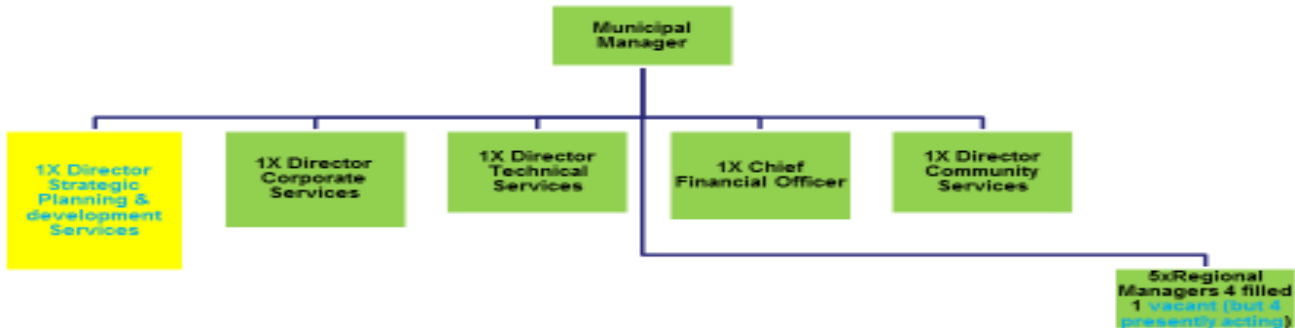
Section 55(1) of Municipal System Act 32:2000 section 55 states, amongst others that:

As head of administration the municipal manager of a municipality is, subject to the policy directions of the municipal council, responsible and accountable for:

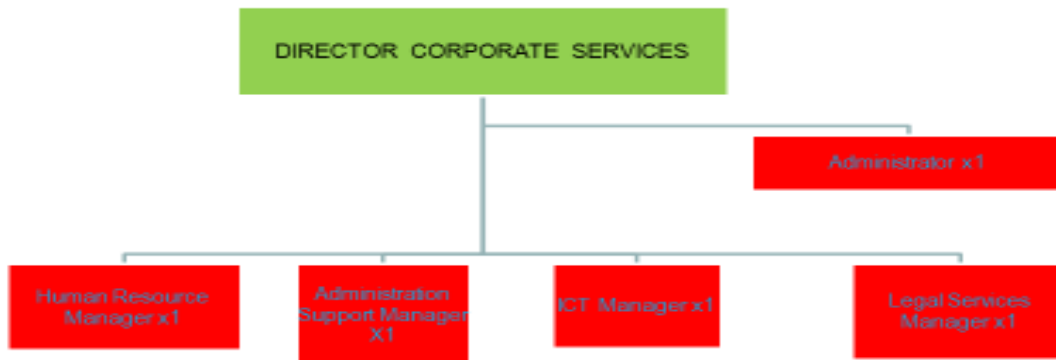
- a) the formation and development of an economical effective, efficient and accountable administration-
  - (i) equipped to carry out the task of implementing the municipality's integrated development plan in accordance with Chapter 5:
  - (ii) operating in accordance with the municipality's performance management system in accordance with Chapter 6; and
  - (iii) responsive to the needs of the local community to participate in the affairs of the municipality;
- b) the management of the municipality's administration in accordance with this Act and other legislation applicable to the municipality.

In line with the above legislative requirement, the administration is led by the Municipal Manager, who is appointed in terms of section 54a of the Local Government: Municipal Systems Act (No.32 of 2000). The Municipal Manager is appointed on a fixed term contract. The conditions of employment for the Municipal Manager included concluding annual performance agreements with the Mayor which contains performance objectives, targets and procedures for evaluating performance. The Municipal Manager is also the Accounting Officer in line with the requirements of the Local Government: Municipal Finance Management Act (No. 56 of 2003).

# Municipal Manager's Office

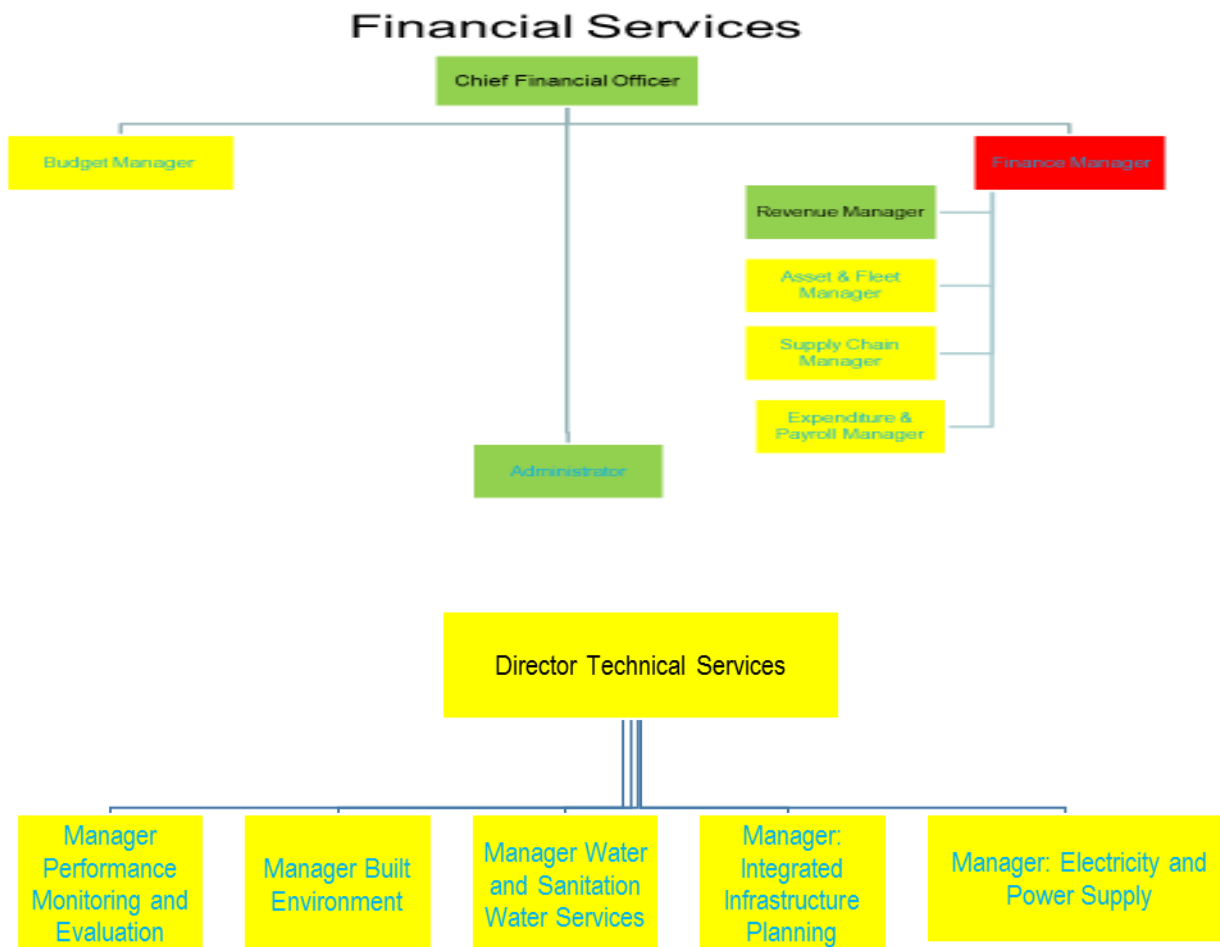


# Corporate Services



# COMMUNITY SERVICES





#### 4. SWOT ANALYSIS

SWOT analysis is particularly useful in order to inform effective planning when setting objectives and developing strategies for the outer years. There was a strategic session held in the Parys Forum building whereby the Mayor invited all Councillors from different political parties, organised labour and management. The participants were divided into four diverse groups and required to list the strengths, weaknesses, opportunities and threats.

“SWOT analysis is a process that identifies the strengths, weaknesses, opportunities and threats of an organization. Specifically, SWOT is a basic, analytical framework that assesses what an organization can and cannot do, as well as its potential opportunities and threats.

“SWOT analysis (alternatively SWOT matrix) is an acronym for strengths, weaknesses, opportunities, and threats and is a structured planning method that evaluates those four elements of a project or business venture SWOT analysis.

Using the above extracts, the facilitator explained to the participants what the definition of SWOT analysis is and its utilization as a management tool. The following were the outcome of the group sessions:

**Table 30: SWOT ANALYSIS**

Strengths	Weaknesses
<ul style="list-style-type: none"> <li><input type="checkbox"/> Political stability</li> <li><input type="checkbox"/> Location of municipality</li> <li><input type="checkbox"/> Land for Economic Development</li> <li><input type="checkbox"/> Equitable Share from National Government</li> <li><input type="checkbox"/> Community Supporting the Municipality</li> <li><input type="checkbox"/> Tourism for Economic Development</li> <li><input type="checkbox"/> Offices /Hospital</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Institutional Capacity</li> <li><input type="checkbox"/> Poor Infrastructure</li> <li><input type="checkbox"/> Old apartheid Human settlement</li> <li><input type="checkbox"/> Poor Communication within the organization</li> <li><input type="checkbox"/> Wrong Placement</li> <li><input type="checkbox"/> Lack of implementation of Council Resolution (Execution gaps)</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li><input type="checkbox"/> Economic opportunities</li> <li><input type="checkbox"/> BB</li> <li><input type="checkbox"/> Restaurants</li> <li><input type="checkbox"/> Power boat</li> <li><input type="checkbox"/> Dome in Vredefort</li> <li><input type="checkbox"/> Madeira Flower Festival</li> <li><input type="checkbox"/> Recreation Facilities / Boating / Mimosa</li> <li><input type="checkbox"/> Aviation EXPO / Parys Airport</li> <li><input type="checkbox"/> Koppies Dam / Heilbron</li> <li><input type="checkbox"/> Conference Centres / Across the municipality</li> <li><input type="checkbox"/> Vaal River</li> <li><input type="checkbox"/> Mines</li> <li><input type="checkbox"/> De Beers</li> <li><input type="checkbox"/> Bentonite</li> <li><input type="checkbox"/> PV Power Generation</li> <li><input type="checkbox"/> Agriculture</li> <li><input type="checkbox"/> Agri-park</li> <li><input type="checkbox"/> Manufacturing (More opportunities available)</li> <li><input type="checkbox"/> Clover</li> <li><input type="checkbox"/> Simba</li> <li><input type="checkbox"/> Refrigeration</li> <li><input type="checkbox"/> Telwerde - Cattle feed</li> <li><input type="checkbox"/> Sernick - Maize</li> <li><input type="checkbox"/> Fluit - Boots</li> <li><input type="checkbox"/> Land</li> <li><input type="checkbox"/> Industrial Sites and buildings</li> <li><input type="checkbox"/> Commonages land</li> <li><input type="checkbox"/> Airport as opportunity</li> <li><input type="checkbox"/> Game farming</li> <li><input type="checkbox"/> Zoo</li> <li><input type="checkbox"/> Abattoirs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Eskom Account – from external point of view</li> <li><input type="checkbox"/> Ageing Infrastructure (E.g. Old Water pipes pipe bursts)</li> <li><input type="checkbox"/> Population Growth (E.g. all town are growing and as when they are growing the is high risk of (e.g. crime)</li> <li><input type="checkbox"/> High rate of Unemployment e.g. risk - high rate of indigents in our municipal space</li> <li><input type="checkbox"/> Flooding – E.g. some of the places in Koppies were flooded as a results of rains</li> <li><input type="checkbox"/> Crime – E.g. a number of cable thefts cases reported to-date – Execution Gaps</li> <li><input type="checkbox"/> Drug Abuse</li> <li><input type="checkbox"/> Social Problems – Informal Settlement (It is mushrooming in our towns, the increasing number of street kids in our towns)</li> <li><input type="checkbox"/> Poor Management of Assets</li> </ul>

## Risk management process

Good governance is the means of ensuring due and adequate control over the strategy and direction of any organisation.

### 6.3.1(1) Section 62 (1) of the MFMA

The accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure—

a) that the resources of the municipality are used effectively, efficiently and economically; b) that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;) that the municipality has and maintains effective, efficient and transparent systems — (i) of financial and risk management and internal control; and (ii) of internal audit operating in accordance with any prescribed norms and standards;

## APPROACH

### Risk identification

During the strategic Session assessment process, participants was tasked to identify the high level, holistic strategic risks that may impact departments from realising / achieving its set strategic objectives:

Table 31: Top 10 Risks

1. Financial
2. Inadequate standards of service delivery
3. Dissatisfaction of community
4. Deficiencies in staff skills and capacity
5. Increasing Indigents and Poverty
6. Maintaining Infrastructure
7. Weaknesses in Governance and Accountability
8. Excessive Urbanisation – Cities
9. Investment in Capex
10. Poor Levels of Compliance

## 5. What Our Municipality has to offer?

Table 32: Ngwathe Profile

SECTOR	AREA/TOWN	OFFERING
<b>Tourism</b>	Parys & Vredefort	We house the Vredefort Dome World Heritage Site: a fascinating exposure of ancient granites emerging from the thick cover of the later Karoo sediments. The form of the dome consists of a central cone of granite surrounded by concentric ridges of quartzite belonging to the Witwatersrand System.
	Parys	Mimosa resort Various tourism centers & accommodation.
	Koppies	Koppies Dam Resort
	Heilbron	Eufees Dam Resort
<b>Geographical location</b>		
	Parys	Strategically placed as a gateway to North West and Gauteng. Housing major roads in R59 and N1.
	Heilbron	Gate way to Eastern Free State, KZN & Lesotho.
<b>Natural Resources</b>	Parys	The Vaal River: forms the northern boundary of the area, which also serves as the boundary between the Free State and Gauteng and Northwest Province.
	Koppies	The Renoster River & Koppies dam
	Heilbron	Eufees Dam
	Edenville	The endangered species (sun gazing lizards) .
	Vredefort	De Beers Diamond Mine.
<b>Historical Sites</b>	Parys	The Parys Museum (Old Magistrate Office) The Dutch Reformed Church in Parys.
	Koppies	Vredefort Road Concentration Camp Cemetery.
	Heilbron	Old farmhouse, Welsbach House, Leeuwpoot; Heilbron Railway station.
<b>Sport</b>	All towns	Host of the annual Phakisa boat show

## SECTION G

### POWERS AND FUNCTIONS OF NGWATHE LOCAL MUNICIPALITY

Local government is assigned specific powers and functions that are unique and appropriate to the lower sphere of government. Similar to the position on national and provincial spheres, local government powers and functions are constitutionally entrenched and protected and cannot be unilaterally taken away by another sphere of government. Albeit constitutionally protected, the powers and functions of municipalities are not absolute and are subject to both constitutional and national legislative requirements.

Chapter 3 of Municipal Systems Act, 2000 states that a municipality has all the functions and powers assigned to it in terms of the Constitution, and must exercise them subject to Chapter 5 of the Municipal Structures Act, 1998. Furthermore, a municipality is empowered by legislation to do anything reasonably necessary for, or incidental to, the effective performance of its functions and the exercise of its powers.

<b>Function</b>	<b>Definition of Function</b>
Municipal Roads	Construction, maintenance and control of a road used by members of the public, including streets in built up areas.
Electricity reticulation	Bulk supply of electricity, which includes for the purpose of such, the supply, the transmission, distribution, and where applicable the generation of electricity.  Regulation, control and maintenance of the electricity reticulation network.  Provision and maintenance of public lighting which includes street lights, high mast lights, etc.  Tariff policies, monitoring of the operation of the facilities for adherence to standards.
Water (Potable)	Establishment or procurement, operation, management, and regulation of a potable water system, including the services and infrastructure required for the regulation of water conservation, purification, reticulation and distribution
Sanitation	Establishment or procurement, where appropriate, provision, operation, management, maintenance and regulation of a system, including infrastructure for the collection, removal and disposal or purification of human excreta and domestic waste-water.

Cemeteries and crematoria	The establishments conduct and control of facilities for the purpose of disposing of human and animal remains. This includes, funeral parlours and crematoria.
Refuse Removal, refuse dumps and solid Waste	Removal of any household or other waste and the disposal of such waste in an area, space or facility established for such a purpose. It further includes the provision, maintenance and control of any infrastructure or facility to ensure a clean and healthy environment.
Storm water	Management of systems to deal with storm water in built-up areas
Firefighting	Fighting and extinguishing fires, the rescue and protection of any person, animal or property in emergency situations not covered by other legislations or powers and functions
Municipal Planning	Compilation of IDPs, preparation of the SDFs as a sectoral plan, development and implementation of a town planning scheme or land-use management scheme
Local Sport and recreation facilities	Provision and maintenance of sports and recreational facilities



## NGWATHE MUNICIPALITY DRAFT IDP 2021/2026

### **PUBLIC PARTICIPATION**

The Municipal Systems Act, Act 32 of 2000, *Chpt. 4, Section 17 (2)* regulates that municipalities must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality. Chapter 5, Section 29 Subsection 1 (b) provides for consultation with the community on its development needs and priorities; the community therefore participating in the drafting of the integrated development plan.

### **MECHANISMS AND PROCEDURES FOR COMMUNITY AND STAKEHOLDER PARTICIPATION**

One of the main features of the IDP planning process is the involvement of community and stakeholder organizations in the process, such an involvement ensures an IDP that is informed by REAL and ACTUAL ISSUES DIRECTLY EXPERIENCED BY COMMUNITIES. It is therefore crucial for Ngwathe Local Municipality to adopt an appropriate mechanism and also put in place appropriate structures to ensure effective participation. Ngwathe Public Participation Policy is the guiding document in this regard; this policy takes cue from the **Provincial Community Based Planning Model (CBP)**.

### **THE IDP/BUDGET STEERING COMMITTEE**

The proposed Process Plan Committee that will deal with the preparation of the Process Plan; this structure will subsequently be entirely incorporated as part of the IDP, Budget and SDF Steering Committee:

#### **Mayoral Committee:**

The Mayor, and all the Mayoral Committee Members

The IDP/Budget Steering committee is established upon the prerogative of the Mayor and administratively coordinated by the Municipal Manager. The political representatives are selected by the mayor and the mayor directs the municipal manager on which administrative officials should form part of the process. The terms of reference is therefore set by the mayor in collaboration with the municipal manager.

The mayor calls and leads all meetings of the steering committee, whilst the administration takes responsibility for minutes and recording of minutes during and after meetings.

### **THE ROLE OF THE SPEAKER**

The speaker's role in a municipality is key to ensuring oversight, accountability, integrity, discipline of office, and the efficient running of council meetings.

- Oversee public participation strategy in the Municipality;
- facilitating public participation in legislative matters;
- establishment and functioning of ward committees; and
- Support to councillors.

### **WARD COMMITTEES**

The main drivers of the public Participation is the Ward Committee, their functionality will therefore come in handy for the success of Municipal Planning and Development and help reduce service delivery protests.

## **FUNCTIONS OF WARD COMMITTEES**

### **➤ Communication Channel**

The primary function of a ward committee is to serve as a formal communication channel between the community and the council. In terms of the Structures Act a ward, committee may make recommendations on any matter affecting the ward to the ward councillor or through that councillor to the Council.

Furthermore, a ward committee is the proper channel through which communities can lodge their complaints. It would also be a forum for communication between the ward councillor and the community about municipal issues and development, as well as service options within the ward

Ward committees are chaired by the ward councillor, and comprised of up to ten additional people representing 'a diversity of interests' in the ward,

To make ward committees more effective it is required that the municipality explore ways of;

- (i) empowering ward committees in respect of council processes,
- (ii) ensuring ward committees function effectively, and
- (iii) that the relationship with communities is inclusive, transparent and participatory

## **REGISTERED STAKEHOLDERS**

Stakeholder Organizations which represent the certain Social Economic, Gender or Environmental interests have to be registered a 'Stakeholder Associations' at Municipal level through which they can participate in the planning process.

- All members of the Public,
- Community Based Organisations
- NGO's
- Traditional Leaders
- Business persons
- Structures and organizations within Ngwathe Local Municipal

## **IDP REPRESENTATIVE FORUM**

The IDP Representative Forum is a structure that institutionalizes and ensures that representative participation in the IDP process. The representative forum represents the interests of its constituents in the IDP process, and its thus required to give feedback to its constituents.

## **STRUCTURED PARTICIPATION:**

A structured public participation process will be followed;

- Ward councillors and Ward Committees will in most cases lead the proceedings
- Ward based approach is the key to reach as vast and many members of our communities.
- Existing public participation structures will be used.
- Door to door will also be used to address the principle of inclusivity.
- Appropriate forms of media will be utilized in order to reach as many people as possible.

- All relevant community and stakeholder organizations will be invited to register as members of the IDP Representative Forum.
- An appropriate language and accessible venues will be used to allow all stakeholders to freely participate.
- The IDP Representative Forum meetings will be scheduled to accommodate the majority of the members.
- Copies of the IDP documents will be made available for all communities and stakeholders and adequate time provided for comments.

#### DIVERSITY:

- The way public participation is structured provides sufficient room for diversity within the Municipal area in terms of different cultures, gender, and language and education levels.
- Participants will therefore be made aware that it is in their own interest to be involved in the planning process and it is not a task they have to be paid/pay for.
- Participants are responsible and expected to give report back to the structures that they represent.

#### STAKEHOLDER ENGAGEMENTS PARTICIPATION

The Stakeholder engagement sessions scheduled as reflected below. All scheduled meetings was advertised in the newspaper and website for public information and participation.

This was in line with the Council approved Process Plan with intention to review a 5-Year IDP Plan (2021/2026 ) as mandated Chapter 4, section 16 read together with Chapter 5, section 25 of Municipal Systems Act 32 of 2000.

DATE	TOWN	WARD	VENUE	WARD COUNCILLOR	TIME
15 FEBRUARY 2022 TUESDAY	<b>EDENVILLE</b>	18	N.G. KERK	CLLR M TOYI	16H30
	<b>VREDEFORT</b>	8	MONTOELI HALL	CLLR KJ KHUMALO	16H30
		15	MULTI PURPOSE	CLLR ME SEFAKO	16H30
16 FEBRUARY 2022 WEDNESDAY	<b>HEILBRON</b>	1	SANDERSVILLE HALL	CLLR AJ DE JAGER	16H30
		2	PHIRIHADI PRIMARY SCH	CLLR MJ SERATI	16H30
		3	KEARABETSWE P. SCHOOL	CLLR MD MOFOKENG	16H30
		5	AIRPORT	CLLR MD RAPULENG	16H30
		10	MOSEPEDI SIDE HALL	CLLR MM RANTSAILLE	16H30
17 FEBRUARY 2022 THURSDAY	<b>PARYS</b>	11	CHURCH NEXT TO AHA-SETJHABA	CLLR MTJ MOSEPEDI	16H30
		12	PARYS SIDE HALL	CLLR M LA COCK	16H30
		13	SCHONKENVILLE HALL	CLLR MJ TYUMBU	16H30
		22 FEBRUARY 2022 TUESDAY	<b>PARYS</b>	6	BOITLAMO SCHOOL
7	MBEKI SPORTS GROUND	CLLR MJ MOROENYANE		16H30	
9	BARNARD SCHOOL	CLLR IM MAGASHULE		16H30	
10	LENTSWE STEREO	CLLR MM RANTSAILLE		16H30	
23 FEBRUARY 2022 WEDNESDAY	<b>PARYS</b>	6	MASTER NAKEDI	CLLR BT MOKOENA	16H30
		7	TAMBO SPORTS GROUND	CLLR MJ MOROENYANE	16H30
		13	NEW KGOPOTSO CHURCH	CLLR MJ TYUMBU	16H30
		19	LEMBETHE SCHOOL	CLLR ES NTHOESANE	16H30
24 FEBRUARY 2022 THURSDAY	<b>PARYS</b>	9	NTSHWEPHEPA SCHOOL	CLLR IM MAGASHULE	16H30
		7	AFRI DOME (HOSPITAL VIEW, VAAL PARYS, NEW TOWN)	CLLR MJ MOROENYANE	16H30
		10		CLLR MM RANTSAILLE	
		12		CLLR M LA COCK	
		14		CLLR TP SOTHOANE	
	19	TOKOLOHO SPORTS GROUND	CLLR ES NTHOESANE	16H30	
01 MARCH 2022 TUESDAY	<b>KOPPIES</b>	16	PARK NEXT TO REBATLA THUTO	CLLR L SOTSHIVA	16H30
	<b>KOPPIES</b>	17	KWAKWATSI HALL	CLLR D MASOOANE	16H30

MARCH 2022	<b>HEILBRON</b>	4	PIANO GROUND	CLLR S NTEO	16H30
		5	GREENFIELD OPEN SPACE	CLLR MD RAPULENG	16H30
MARCH 2022	<b>VREDEFORT</b>	14	KINGS MOTEL	CLLR TP SOTHOANE	16H30
07 MARCH 2022 MONDAY	<b>PARYS</b>	11	BOTJHABATSATSI SCHOOL	CLLR MTJ MOSEPEDI	16H30
<b>09 MARCH 2022 WEDNESDAY</b>	<b>PARYS</b>	<b>ALL WARDS</b>	<b>STAKEHOLDER MEETING - FORUM BUILDING</b>		<b>10H00</b>

## SECTION H:

# DEVELOPMENT STRATEGIES – NATIONAL OBJECTIVES /KEY PERFORMANCE AREAS

## INTRODUCTION

This section summarises the development strategies of Ngwathe Municipality with reference to the previous sections. The Ngwathe Performance Management Model structure will be used as the source and will now be grouped by National Objective.

Following is a short summary that shows the relationship of the National Objectives / Key Performance Areas to Directorates, the Ngwathe Balanced Scorecard (BSC) and the performance management framework.

### NATIONAL OBJECTIVES AND DIRECTORATES

The table below shows emphasis each directorate places on National Objectives / Key Performance Areas during the development of the Strategic and Performance Framework of council. Due to the fact that the LED Strategy is still under review, the emphasis on this NO is rather low. However, the Draft LED Strategy will be included only as a plan, though not for implementation because of its status.

Table 35: National Objectives and Directorates

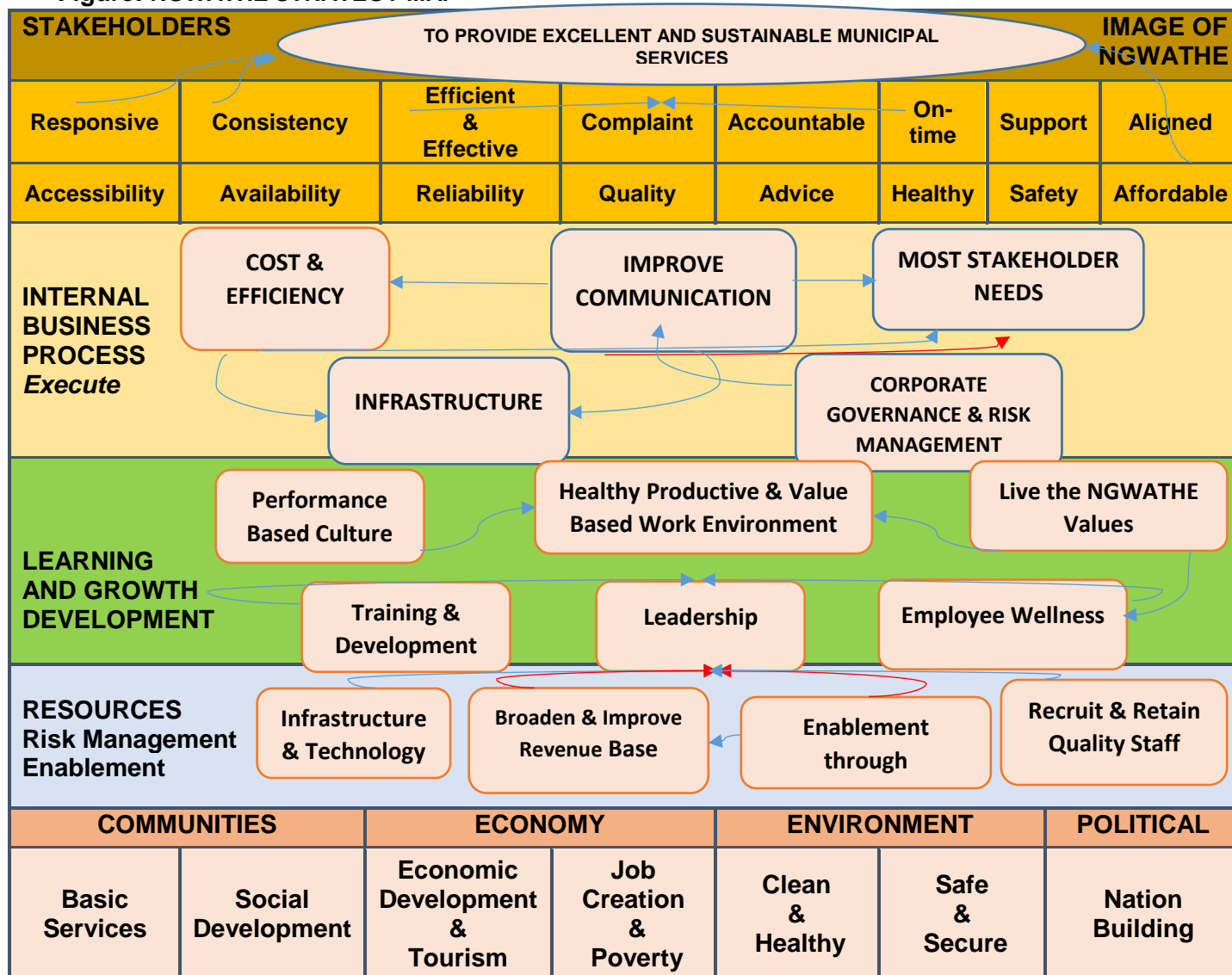
National Objective / KPA	DIRECTORATE
<b>NO 1 Municipal Transformation &amp; Institutional Development</b>	Technical Services
	Community Services
	Corporate Services
	Financial Services
	Office Municipal Manager
<b>NO 2 Infrastructure Development &amp; Basic Services</b>	Technical Services
	Community Services
	Corporate Services
<b>NO 3 Local Economic Development</b>	
<b>NO 4 Municipal Financial Viability &amp; Management</b>	Technical Services
	Corporate Services
	Financial Services
	Office Municipal Manager
<b>NO 5 Good Governance and Public Participation</b>	Technical Services
	Corporate Services
	Community Services
	Financial Services
	Office of Municipal Manager

### STRATEGY MAP

The Ngwathe municipality strategy map, figure 29 (below), shows the relationships between the various BSC perspectives, the value proposition to customers and the strategic objectives. The strategic objectives are super imposed on the four perspectives of the BSC creating a cause-and-effect relationship. The strategy map shows the links between the various objectives and it is now possible to attach performance measures to each of the objectives.

To assist with the logic of the structure or flow of the map, the Stakeholder perspective is all about delivery which is defined by the value-proposition (orange blocks) to stakeholders. The Internal Business Process perspective is all about efficient and effective execution which will result in delivery according to customer requirements. The Learning and Growth perspective looks at the development environment – ensuring the right culture with the right human resources and the ability to measure for effective management. The Resources perspective shows the enablement environment in terms of people, finances, and technology.

**Figure: NGWATHE STRATEGY MAP**



**NATIONAL OBJECTIVES / KEY PERFORMANCE AREAS AND BSC RELATIONSHIP**

The table below illustrates the relationship and the BSC perspectives as defined by Ngwathe LM, with this being the first outcome after analysis, the table shows where more emphasis is required to implement a more balanced approach. With regards to NO / KPA 1 the emphasis is on ensuring that the internal processes (*Process*) and culture (*L&G*) of the municipality have to be sound to ensure efficient and effective service delivery. This is obvious from the table that the strategy is placing a strong emphasis on these two perspectives. It also shows further that there should also be *Resources* available to ensure

efficient and effective service delivery. The *Stakeholder* perspective is not shown in NO / KPA 1 as all activities are aimed at supporting the other four National Objectives.

**Table 36: National Objectives / Key Performance Area and BSC Relationship**

National Objective / KPA	BSC PERSPECTIVE	DIRECTORATE
<b>NO 1 Municipal Transformation &amp; Institutional Development</b>	Process	Technical / Financial / Corporate Community Services / OMM
	Learning & Growth	Corporate / Community / Technical Services
	Resources	Technical / Community / Corporate Services
	Stakeholders	Financial Services Office Municipal Manager
<b>NO 2 Infrastructure Development &amp; Basic Services</b>	Process	Technical / Community Services
	Learning & Growth	Technical / Community Services
	Stakeholders	Technical / Community / Corporate Services
	Resources	Technical / Community Services
<b>NO 3 Local Economic Development</b>	Stakeholders	Office Executive Mayor /
<b>NO 4 Municipal Financial Viability &amp; Management</b>	Process	Financial / Technical / Community Services
	Resources	Technical / Community / Technical Services
<b>NO 5 Good Governance and Public Participation</b>	Process	Technical / Community / Corporate Services / OMM
	Learning & Growth	Technical Services
	Stakeholders	OMM / Community / Financial Services

With regards to **National Objective / Key Performance Area 2** the focus has to be on infrastructure development and service delivery. All four BSC perspectives are present. Again the *Process* dimension is strongly emphasised in the strategy aimed at supporting the *Stakeholder* needs of the municipality. Activities supporting culture and development (*L&G*) are also shown as well as those aimed at the supplying of *Resources*.

**National Objective / Key Performance Area 3** shows that the municipality still has much to do to develop this objective in terms of the organisation's strategy. An overall Economic Development Plan has been put on paper, the implementation part and its integration into the performance management system still needs to be done.

**National Objective / Key Performance Area 4** which is aimed at ensuring long-term sustainability of municipalities is currently the greatest challenge facing Ngwathe Local Municipality. Both the *Resources* perspective and the *Process* perspective are represented here with the greatest emphasis being on resources. The *Stakeholder* and *Resources* dimensions are also represented to a lesser extent.

With regards to **National Objective / Key Performance Area 5** the emphasis is mainly on corporate governance and risk management. These are supported by the objectives as expressed in the Process

## **NATIONAL OBJECTIVES AND DIRECTORATES**

### **NATIONAL OBJECTIVE 1: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT**

National Objective 1, focuses on the establishment of a well-managed, healthy, efficient and effective municipality, will be discussed by Directorate and broken down into the various Departments and Processes. This section covers: Stakeholders and their needs; Strategic Actions and Objectives of Directorates and Departments; KPIs linked to processes; the root causes of poor performance; and, the initiatives that will be put in place to address the root causes.

#### **TECHNICAL SERVICES**

Who are our stakeholders

The main stakeholders will be the groupings which the Technical Services department have to serve, which will include; towns – as a total service area, whilst wards indicate services to specific wards. It can also be seen that services are also rendered to internal departments in terms of services of a civil works nature. Bulk services also indicate that they see tourists, process activities and downstream users of their services also as stakeholder. These services will allow department to indicate the KPIs that will be undertaken.

#### **Stakeholder List**

- Towns
- Wards
- Departments
- Tourists

#### **What are their Needs - Value Proposition?**

To assist with logic of structure or flow the stakeholder perspective is all about delivery defined as the value-proposition by stakeholders.

The value proposition element that in terms of internal analysis and public feedback exceeds those of other elements is *Efficient and Effective Service Delivery*, followed by *Quality Service, Timeliness or On-Time delivery, Reliability and Accountability*.

The following elements are listed as below;

*Efficiency and effectiveness, reliability, Quality, Healthy, Timeliness, Accountability, consistency, affordability and support.*

The performance of the department and municipality should be measured and ideally leaning towards effectiveness and efficient service delivery.

#### **Strategic Objectives and Key Performance Indicators**



The performance management hierarchy by strategic objectives and KPI by department will indicate the number of activities that forms part of processes within specific departments, these processes are normally linked to specific objectives.

### Key Performance Indicators

The KPIs of Technical Services by department and related processes are defined as being at managerial level, operational KPI's are thus not included.

Process	KPI Name	Department
Engineering	% Unaccounted water	PMU & Water Services Dept
General Management & Administration	# Customer complaints	PMU / Water / Roads / Electrical Services
	# Disciplinary Actions	
	# IOD's	
	% Actual vs Planned Training	
Help Desk	# Customer Complaints	PMU/Water/Electrical & Roads Dept.
Maintenance of Sidewalks & Driveways	% Activities planned that met target objectives and specifications	PMU/Water/Electrical & Roads Dept.
Maintenance of vehicles and equipment	Cost due to negligence Cost due to vandalism	PMU/Water/Electrical & Roads Dept.
Metering	% Losses	Water / Electricity Dept.
Road Maintenance	% Activities planned that met target objectives and specifications Cost per unit	Roads Dept.
Storm Water Maintenance	% Activities planned that met target objectives and specifications Cost per unit	Water Services/ Roads Dept.

### ROOT CAUSE FOR POOR PERFORMANCE

Root Cause Category	KPI Name	Department
Ageing Infrastructure	# Customer Complaints	PMU & Water Services Dept.
	% Vehicles / Equipment availability	PMU / Water / Roads / Electrical Services
	% Vehicle / Equipment Utilisation	
	Cost due to negligence	
	Cost due to vandalism	
	Cost per unit	
Capacity – Equipment & Systems	# Customer complaints	PMU/Water/Electrical & Roads Dept.
	% Vehicles / Equipment availability	
	% Vehicle / Equipment Utilisation	
Capacity – Facilities	% Actual vs planned - training	Water / Electricity Dept.
Capacity – Financial	% Customer complaints	
	% activities planned that met target objectives and specifications	
	% Unaccounted water	
	Contractor performance	
	Cost due to negligence	
	Cost due to vandalism	
	Cost per unit	
	% Vehicles / Equipment availability	
	% Vehicle / Equipment Utilisation	
Capacity – Human Resources	% Customer complaints	
	% Unaccounted water	

	Cost due to negligence	
	Cost due to vandalism	
	Cost per unit	
	% Vehicles / Equipment availability	
	% Vehicle / Equipment Utilisation	
Capacity – Knowledge & Skills	# IOD's	
	% Actual vs Planned - training	
Component Failure	% Losses	
Maintenance	# Customer complaints	
Municipal Leadership	# Disciplinary actions	
	# IOD's	
	Absenteeism	
Supply Chain Management	# Customer complaints	
	Cost due to negligence	
	Cost due to vandalism	
	Cost per unit	
	% Vehicles / Equipment availability	
	% Vehicle / Equipment Utilisation	

The above table clearly shows the root causes for poor performance and the KPIs that are negatively affected due to these issues in the directorate and departments.

### **Initiatives to Address Root Causes**

The table below shows the various initiatives that can be initiated by departments to address the root causes of poor performance. These must be prioritised and included in the IDP and action plans for the remainder of term as indicated in the Performance Improvement Plan and Performance Agreement of Director and managers.

<b>Root Cause Category</b>	<b>Initiatives</b>	<b>Department</b>
<b>Capacity - Financial</b>	Motivate for funding	PMU & Water Services Dept
	Improve SCM	PMU / Water / Roads / Electrical Services
	Fill available posts	
	Embark on vehicle / equipment replacement programme, Start replacement programme for vehicles	
	Fill vacancies	
	Budget & motivate for resources	
	Recruitment of personnel	
	Motivate for adequate funding	
	Employ skilled and developed staff	
	Develop training facilities	
Develop existing staff to become trainers		
<b>Capacity – Human Resources</b>	Motivate for funding	
	Improve SCM	
	Fill available posts	
	Embark on vehicle / equipment replacement programme,	
	Start replacement programme for vehicles	
	Fill available posts	
	Establish management structure	
	Timeous planning	
	Motivate for adequate funding	
	Recruitment of personnel	
	Obtain sufficient training funding	

<b>Capacity – Knowledge &amp; Skills</b>	Employ skilled and developed staff		
	Develop training facilities		
	Develop existing staff to become trainers		
	Motivate employees		
	Effective training of staff		
	Allocate appropriate budget for training		
<b>Capacity – Equipment &amp; Systems</b>	Motivate for funding		
	Improve SCM		
	Fill available posts		
	Embark on vehicle / equipment replacement programme,		
	Motivate for adequate funding		
<b>Capacity - Facilities</b>	Obtain sufficient training funding		
	Employ skilled and developed staff		
	Develop training facilities		
	Develop existing staff to become trainers		
<b>Ageing Infrastructure &amp; Equipment</b>	Motivate for funding		
	Improve SCM		
	Fill available posts		
	Embark on vehicle / equipment replacement programme,		
	Motivate for adequate funding		
	Start replacement programme for vehicles		
	Fill vacancies		
	Establish management structure		
Motivate for adequate funding			
<b>Component Failure</b>	Quality of products		
<b>Maintenance</b>	Motivate for adequate funding		
<b>Municipal Leadership</b>	Self-respect		
	Motivate employees		
	Life Skills Training		
	Effective training of staff		
	Allocate appropriate budget for training		
<b>Supply Management</b>	<b>Chain</b>	Motivate for funding	
		Improve SCM	
		Fill available posts	
		Embark on vehicle replacement programme	
		Start replacement programme for vehicles	
		Fill vacancies	
		Establish Vehicle – Use system	

## COMMUNITY SERVICES

### *Who Are Our Stakeholders?*

The main stakeholders will be the groupings which the Community Services department have to serve, which will include; towns – as a total service area, whilst wards indicate services to specific wards. It can also be seen that services are also rendered to internal departments in terms of services especially Fire, Rescue and Disaster Management services; nature These services will allow department to indicate the KPIs that will be undertaken.

### **Stakeholders list;**

- Departments
- Wards
- Towns

- State
- Province

### What are their Needs - Value Proposition

Referring to the stakeholders above, the needs by department as defined by the Value Proposition Elements defined in the Strategy Map shown in Figure ... on page 114.

Within the Top 5, the value proposition element, in terms of number of responses, that narrowly exceeds those of the other elements, is *Efficient and Effective Service Delivery*. This is followed by *Safety, Responsiveness, Accountability* and *Compliance*. See Table below for the performance results of the current Value Proposition Dashboard. The performance of the department and municipality should be measured and ideally leaning towards effectiveness and efficient service delivery.

**Table Value Proposition**

VALUE PROPOSITION	DEPARTMENT
Efficiency & Effectiveness	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning
Safety	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management
Responsiveness	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Accountability	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Compliance	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Quality	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Reliability	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management
Accessibility	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Advice	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Consistency	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Healthy	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management

### Strategic Objectives and Key Performance Indicators

The performance management hierarchy by strategic objectives and KPI by department will indicate the number of activities that forms part of processes within specific departments, these processes are normally linked to specific objectives.

### Key Performance Indicators

The KPIs of Community Services by department and related processes are defined as being at managerial level or higher operational KPI's are thus not included.

Process	KPI Name	Department
OHS	# Injuries on Duty (IOD)	Fire Rescue & Disaster Management Services / Waste Management Section
General Management & Administration	# Customer complaints	Fire Rescue & Disaster Management Services / Waste Management Section / LED / Parks & Recreation
	# Disciplinary Actions	
	# IOD's	
	% Actual vs Planned Training	
	Absenteeism	

Help Desk	# Customer Complaints	Fire Rescue & Disaster Management Services / Waste Management Section / LED / Parks & Recreation
Maintenance of Sidewalks & Open Spaces	% Activities planned that met target objectives and specifications	Parks & Recreation

## ROOT CAUSES TO POOR PERFORMANCE

Table below, shows the root causes of poor performance and the KPIs that are negatively affected due to these issues in the directorate and its departments.

Root Cause Category	KPI Name	Department
Ageing Infrastructure	# Customer Complaints	Fire Rescue & Disaster / Parks & Recreation / Waste Management
	% Vehicles / Equipment availability	Fire Rescue & Disaster / Parks & Recreation / Waste Management / LED
	% Vehicle / Equipment Utilisation	
	Cost due to negligence	
	Cost due to vandalism	
Cost per unit		
Capacity – Equipment & Systems	# Customer complaints	Fire Rescue & Disaster / Parks & Recreation / Waste Management / LED
	% Vehicles / Equipment availability	
	% Vehicle / Equipment Utilisation	
Capacity – Financial	Attendance time %	Fire Rescue & Disaster / Parks & Recreation / Waste Management
	%KPIs that achieved target	Fire Rescue & Disaster / Parks & Recreation / Waste Management
	% Fire Fighters qualified according to job profile	Fire Rescue & Disaster /
Capacity – Human Resources	# IOD's	Fire Rescue & Disaster /
Capacity – Knowledge & Skills	Attendance time %	Fire Rescue & Disaster / Parks & Recreation / Waste Management
Component Safety	% KPIs that achieved target	Fire Rescue & Disaster / Parks & Recreation / Waste Management
Maintenance	# Customer complaints	Parks & Recreation
Municipal Leadership	# Disciplinary actions	Fire Rescue & Disaster / Parks & Recreation / Waste Management
	# IOD's	Fire Rescue & Disaster / Parks & Recreation / Waste Management
	Absenteeism	Fire Rescue & Disaster / Parks & Recreation / Waste Management / LED

Note! This is addressed as part of the Performance Improvement Plan and will therefore be dealt with in detail when PIP is finalised and implemented.

## INITIATIVES TO ADDRESS ROOT CAUSES

Root Cause Category	Initiatives	Department
<b>Capacity - Financial</b>	Council must fund Fire & Rescue Plan	Fire Rescue & Disaster
	Council to fund FRS Master Plan	
	Seek external funding support	
	Embark on vehicle / equipment replacement programme, Start replacement programme for vehicles	
	Fill vacancies	
	Budget & motivate for resources	
	Recruitment of personnel	
	Motivate for adequate funding	
	Employ skilled and developed staff	
	Develop training facilities	
<b>Capacity – Human Resources</b>	Training on OHS	
	Fill available posts	
	Fill available posts	
	Establish management structure	
	Recruitment of personnel	
<b>Capacity – Knowledge &amp; Skills</b>	Obtain sufficient training funding	Fire Rescue & Disaster / Parks & Recreation / Waste Management
	Employ skilled and developed staff	
	Develop training facilities	
	Effective training of staff	
	Fill available posts	
	Motivate for adequate funding	

## CORPORATE SERVICES

Who are our stakeholders

Corporate Services have the responsibility to ensure that all within the municipality receive efficient and effective internal support so as to guarantee a satisfied stakeholder base both externally and internally. Without an efficient and effective internal support base it is impossible for the four externally focused directorates to meet their targets. As their primary function is to support NO1, their representation within NO2 will be minimal. The stakeholder groupings that Corporate Services and its departments have to serve are shown below. These stakeholders are for all KPI levels, including operational activities.

### Stakeholder List

- Departments
- Community
- Council
- Trade Unions
- Employees
- Line Managers
- South African Local Government Bargaining Council
- Job Applicants
- Department of Labour

### What are their Needs - Value Proposition.

Referring to the stakeholders above, the needs by department in relation to the Value Proposition elements as listed below, as was expected the top 5 value propositions are headed by; Support, Accessibility, Efficiency and Effectiveness, Responsiveness, Compliance, Healthy and Accountability.

VALUE PROPOSITION	DEPARTMENT
Efficiency & Effectiveness	Records & Administration / Committees / ICT / HR
Quality	Records & Administration / Committees / ICT / HR
Accountability	Records & Administration / HR
Healthy	Records & Administration / HR
Compliance	Records & Administration / Committees / ICT / HR
Consistency	Records & Administration / HR
Responsiveness	Records & Administration / Committees / ICT / HR
Reliability	Records & Administration / Committees / ICT / HR
Timeliness	Records & Administration / Committees / ICT / HR
Support	ICT / HR
Advice	ICT / HR
Availability	ICT / HR
Affordability	ICT / HR
Alignment	HR
Accessibility	Records & Administration / Committees / ICT

## Strategic Objectives and Key Performance Indicators

The performance management hierarchy by strategic objectives and KPI by department will indicate the number of activities that forms part of processes within specific departments, these processes are normally linked to specific objectives.

### Key Performance Indicators

The KPIs of Corporate Services by department and related processes are defined as being at managerial level and operational KPI's are thus not included.

Process	KPI Name	Department
Employee Wellness	% workforce participating in intervention Absenteeism HIV/AIDS prevalence rate Level of substance usage	HR
IPM	% high achievers	HR
	% Low Achievers	
Labour Relations	# Disciplinary hearings % Disputes resolved % Grievances resolved ESI	HR
OHS	# IOD's	HR
Recruitment & Selection	% High performing staff lost	HR
	Staff turn-over	HR
Training % Development	% Achievement against Workplace Skills Plan (WSP)	HR
	% Projects (Learnerships or skills program) completed that achieved specifications of project	HR

**Root Causes to poor performance**

Table below, shows the root causes of poor performance and the KPIs that are negatively affected due to these issues in the directorate and its departments.

Root Cause Category	KPI Name	Department	
Municipal Leadership	Staff turnover	Human Dept.	Resources
	% High performing staff lost		
	HIV/AIDS prevalence rate		
	% Workforce participated in intervention		
	Level of substance usage		
	% Projects completed that achieved specifications of project		
	Absenteeism		
	% Grievances resolved		
	% Disputes resolved		
	% Achievement against WSP		
	# Disciplinary hearings		
	ESI		
Staff Retention	Staff Turnover	Human Dept.	Resources
	% High performing staff		
	% Workforce participated in intervention		
	Level of substance abuse	Human Dept.	Resources
Capacity – Financial	Level of substance abuse	Human Dept.	Resources
	% Projects completed that achieved specifications of project	Human Dept.	Resources
	% Achievement against WSP	Human Dept.	Resources
Capacity – Human Resources	% Low Achievers	Human Dept.	Resources
	& High Achievers		
Availability & Quality of materials	% projects completed that achieved specifications of project	Human Dept.	Resources
Corporate Governance & Risk Management	# IOD's	Human Dept.	Resources
Work Quality	% Projects completed that achieved specifications of project	Human Dept.	Resources

Note! This is addressed as part of the Performance Improvement Plan and will therefore be dealt with in detail when PIP is finalised and implemented.

**CORPORATE SERVICES INITIATIVES TO ADDRESS ROOT CAUSES**

Root Cause Category	Initiatives	Department	
Capacity - Financial	Adopt culture of life-long learning	HR	
	Acquire funding for subsistence		
	Seek external funding support		
	Ensure all management well-equipped management training		
	Ensure commitment of all stakeholders		
	Budget & motivate for resources		
	Ensure commitment of all line managers		
	Improve quality of service providers		
	Employ skilled and developed staff		
	Liaise directly with SETA National Office		
Municipal Leadership	Motivate for funding	HR	
	Training of staff		
	Acquire funding for subsistence		



	Adopt culture of life-long learning	
	Approve scarcity policy	
	Communicate all policies to all stakeholders	
	Create awareness through induction programme	
	Develop and implement effective talent management strategy	
	Education programme for Line Management – Formal Agreement with UFS	
	Ensure commitment of all stakeholders	
	Ensure commitment of all line managers	
	Establish staff motivation programme	
	Implement reward system for excellent performance	
	Implement TASK	
	Improve quality of service providers	
	Incentives for excellent performance	
	Incorporate employee assistance programme – disciplinary	
	Leadership and supervisory training	
	Leadership training – Line Management	
	Start communication programme throughout municipality	
	Training of managers as prosecutors and presiding officers	
<b>Capacity – Human Resources</b>	Develop Personnel Development Plan	<b>HR</b>
	Develop policy to deal with low achievers	
	Develop reward system	
	Implement reward system	
<b>Corporate Governance &amp; Risk Management</b>	Enforcement of safety standards Unsafe Environment	<b>HR</b>
	Identify hazards and create safe working environment	
<b>Staff Retention</b>	Motivate for funding	<b>HR</b>
	Approve scarcity policy	
	Develop and implement talent management strategy	
	HIV/AIDS policy to be approved	
	Implement and finalise TASK	
	Incentives for excellent performance	
	Start communication program throughout municipality	
	Take action on results of Exit interviews	
<b>Work Quality</b>	Ensure commitment of line managers	<b>HR</b>
	Improve quality of service providers	
	Liaise directly with SETA National Office – Org Needs	

### **Initiatives to address Root Causes**

*This is addressed as part of the Performance Improvement Plan and will therefore be dealt with when PIP is finalised and implemented. The Port-folio committees of the different departments will on monthly basis interrogate the implementation and performance hereof together with relevant director and municipal manager.*

## **FINANCIAL SERVICES**

Who are our stakeholders

Financial Services is the custodian of the purse and have to ensure that sound financial management and corporate governance procedures are adhered to by all within the municipality. The list below is the main stakeholder groupings that Financial Services and its departments have to serve. These stakeholders are for all the KPI levels; they therefore include the operational level activities.

### **Stakeholder List**

- Departments
- National Treasury
- Province
- Council
- Contractors

### What are their Needs - Value Proposition.

Referring to the stakeholders above, Table shows the needs by departments as defined by the Value Proposition Elements defined in the Strategy Map shown in Figure on page 114.

The Top 5 value proposition elements are *Efficient and Effective Service Delivery, Timeliness, Accountability, Compliance and Quality*

VALUE PROPOSITION	DEPARTMENT
Efficiency & Effectiveness	SCM / Revenue / Expenditure / Budget & Planning
Timeliness	SCM / Expenditure / Budget & Planning
Accountability	SCM / Revenue / Budget & Planning
Compliance	SCM / Revenue / Budget & Planning
Quality	SCM / Expenditure
Reliability	Expenditure
Advice	SCM
Consistency	SCM / Revenue
Availability	SCM
Affordability	Expenditure
Responsiveness	SCM

### Strategic Objectives and Key Performance Indicators

The performance management hierarchy by Strategic Objective by Department. As KPIs are linked to activities and these form part of processes within the specific departments, these processes have been included and linked to the various objectives. This is done so as to provide more clarity on the performance management hierarchy, as will be discussed in the next paragraph on KPIs.

The Financial Services department KPIs at the managerial and strategic levels and is therefore reflected as such.

### Key Performance Indicators

The KPIs of Financial Services by department and related processes are defined as being at managerial level and operational KPI's are thus not included.

Process	KPI Name	Department
Adjudication of Bids	Cycle time	SCM
Credit Control	% of total accounts outstanding	Revenue
Reporting	% Deadlines met	Budget & Planning

### Root Causes to poor performance

Table below, shows the root causes of poor performance and the KPIs that are negatively affected due to these issues in the directorate and its departments.

Root Cause Category	KPI Name	Department
Corporate Governance & Risk Management	Cycle Time	SCM / Revenue.
	% Total accounts outstanding	
Capacity – Human Resources	Cycle Time	SCM

Capacity – Knowledge & Skills	Cycle Time	SCM
Compliance	% Deadlines Met	Budget & Planning
IDP	% Deadlines Met	Budget & Planning
Supply Chain Management	Cycle Time	SCM

*Note! This is addressed as part of the Performance Improvement Plan and will therefore be dealt with in detail when PIP is finalised and implemented.*

### **FINANCIAL SERVICES INITIATIVES TO ADDRESS ROOT CAUSES**

<b>Root Category</b>	<b>Cause</b>	<b>Initiatives</b>	<b>Department</b>
<b>Corporate Governance &amp; Risk Management</b>		Appoint additional Supply Chain Staff	<b>SCM / REVENUE</b>
		Implement SLAs with departments	
		Payment Incentives	
		Tighten credit control measures	
		Training of SCM staff and departments	
<b>Capacity – Human Resources</b>		Appoint additional SM staff	<b>SCM</b>
<b>Capacity Knowledge &amp; Skills</b>		Training of SCM staff and departments	<b>SCM/REVENUE/BUDGET &amp; PLANNING</b>
<b>Compliance</b>		Set up links between IDP and financial system	
<b>IDP</b>		Set up links between IDP and financial system	
<b>Supply Chain Management</b>	<b>Chain</b>	Implement SLAs with departments	

#### **Initiatives to address Root Causes**

*This is addressed as part of the Performance Improvement Plan and will therefore be dealt with when PIP is finalised and implemented. Port-folio committees of the different departments will on monthly basis interrogate the implementation and performance hereof together with relevant director and municipal manager.*

## **NATIONAL OBJECTIVE / KEY PERFORMANCE AREA: INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICES**

This National Objective / Key Performance Area is aimed at the delivery of infrastructure and basic services to the communities of Ngwathe. The same structure as for the NO / KPA 1 will be used to show what has been put in place by Ngwathe Local Municipality to ensure that infrastructure and service delivery is done in an efficient and effective manner, to the benefit of all Ngwathe communities.

### **TECHNICAL SERVICES**

Who are our stakeholders

The main stakeholders will be the groupings which the Technical Services department have to serve, which will include; towns – as a total service area, whilst wards indicate services to specific wards. It can also be seen that services are also rendered to internal departments in terms of services of a civil works nature. Bulk services also indicate that they see tourists, process activities and downstream users of their services also as stakeholder. These services will allow department to indicate the KPIs that will be undertaken.

#### **Stakeholder List**

- Towns
- Wards
- Departments
- Tourists

#### **What are their Needs - Value Proposition**

To assist with logic of structure or flow the stakeholder perspective is all about delivery defined as the value-proposition by stakeholders.

<b>VALUE PROPOSITION</b>	<b>DEPARTMENT</b>
Efficiency & Effectiveness	PMU / Water & Sanitation / Electricity / Roads
Reliability	PMU / Water & Sanitation / Electricity
Quality	PMU / Water & Sanitation / Electricity
Healthy	PMU / Water & Sanitation / Electricity
Timeliness	PMU / Water & Sanitation / Electricity
Accountability	PMU / Water & Sanitation / Electricity
Consistency	PMU / Water & Sanitation / Electricity
Responsiveness	PMU / Water & Sanitation / Electricity
Availability	PMU / Water & Sanitation / Electricity
Compliance	PMU / Water & Sanitation / Electricity
Affordability	Water & Sanitation / Electricity
Support	Water & Sanitation

The performance of the department and municipality should be measured and ideally leaning towards effectiveness and efficient service delivery.

#### **Strategic Objectives and Key Performance Indicators**

The performance management hierarchy by strategic objectives and KPI by department will indicate the number of activities that forms part of processes within specific departments, these processes are normally linked to specific objectives.

## Key Performance Indicators

The KPIs of Technical Services by department and related processes are defined as being at managerial level or higher operational KPI's are thus not included

Process	KPI Name	Department
Project Management	% projects completed that achieved specifications of project % projects completed on time % Projects started on time	PMU & Water Services Dept.
Distribution Network	% projects completed that achieved specifications of project	PMU / Water / Roads / Electrical Services
Help Desk	# Customer Complaints	PMU / Water/Electrical & Roads Dept.
Maintenance of Sidewalks & Driveways	% Activities planned that met target objectives and specifications	PMU/Water/Electrical & Roads Dept.
Maintenance of vehicles and equipment	Cost due to negligence Cost due to vandalism	PMU/Water/Electrical & Roads Dept.
Metering	% Losses	Water / Electricity Dept.
Road Maintenance	% Activities planned that met target objectives and specifications Cost per unit	Roads Dept.
Storm Water Maintenance	Cost due to vandalism	Water Services / Roads Dept.

## ROOT CAUSE FOR POOR PERFORMANCE

Root Cause Category	KPI Name	Department
Ageing Infrastructure & Equipment	% Vehicles / Equipment availability	PMU / Water / Roads / Electrical Services
	Cost due to vandalism	
Capacity – Equipment & Systems	Cost due to vandalism	PMU/Water/Electrical & Roads Dept.
	Reservoir level %	
Capacity – Financial	Cost due to vandalism	PMU / Water & Sanitation / Electrical / Roads
	% activities planned that met target	
	% projects completed that achieved specifications of project	
	% projects started on time	
Capacity – Human Resources	% projects completed on time	PMU / Water & Sanitation / Electrical / Roads
	Cost due to vandalism	
	% Unaccounted water	
	Reservoir level %	
	% projects completed that achieved specifications objectives	
Component Failure	% projects started on time	PMU / Water & Sanitation / Electrical / Roads
	% projects completed on time	
	% Losses	
Maintenance	# Customer complaints	Water & Sanitation / Electrical / Roads
Municipal Leadership	# Disciplinary actions	PMU / Water & Sanitation / Electrical / Roads
	# IOD's	
	Absenteeism	
Supply Chain Management	Cost due to vandalism	PMU / Water & Sanitation / Electrical / Roads
	% projects completed that achieved specifications objectives	

The above table clearly shows the root causes for poor performance and the KPIs that are negatively affected due to these issues in the directorate and departments.

**Initiatives to Address Root Causes**

The table below shows the various initiatives that can be initiated by departments to address the root causes of poor performance. These must be prioritised and included in the IDP and action plans for the remainder of term as indicated in the Performance Improvement Plan and Performance Agreement of Director and managers.

Root Cause Category	Initiatives	Department
Capacity - Financial	Motivate for funding	PMU & Water Services Dept.
	Improve SCM	PMU / Water / Roads / Electrical Services
	Fill available posts	
	Embark on vehicle / equipment replacement programme, Start replacement programme for vehicles	
	Fill vacancies	
	Budget & motivate for resources	
	Recruitment of personnel	
	Motivate for adequate funding	
	Employ skilled and developed staff	
	Develop Standard Operating Procedure	
	Develop existing staff to become trainers	
	Implement disciplinary code	
	List financial, human, mechanical resource requirements	
Develop Implementation plan and check-list		
Capacity – Human Resources	Motivate for funding	
	Improve SCM	
	Fill available posts	
	Embark on vehicle / equipment replacement programme,	
	Start replacement programme for vehicles	
	Fill available posts	
	Establish management structure	
	Timeous planning	
	Motivate for adequate funding	
	Recruitment of personnel	
	Develop Standard Operating Procedure	
List financial, human, mechanical resource requirements		
Capacity – Knowledge & Skills	Obtain sufficient training funding	
	Employ skilled and developed staff	
	Develop training facilities	
	Develop existing staff to become trainers	
	Motivate employees	
	Effective training of staff	
Capacity – Equipment & Systems	Allocate appropriate budget for training	
	Motivate for funding	
	Improve SCM	
	Fill available posts	
	Embark on vehicle / equipment replacement programme,	
	Motivate for adequate funding	
	Motivate for funding	

Ageing Infrastructure & Equipment	Improve SCM	
	Fill available posts	
	Embark on vehicle / equipment replacement programme,	
	Motivate for adequate funding	
	Start replacement programme for vehicles	
	Fill vacancies	
	Establish management structure	
Municipal Leadership	Motivate for adequate funding	
	Self-respect	
	Motivate employees	
	Life Skills Training	
	Effective training of staff	
Supply Chain Management	Allocate appropriate budget for training	
	Motivate for funding	
	Improve SCM	
	Fill available posts	
	Embark on vehicle replacement programme	
	Start replacement programme for vehicles	
	Fill vacancies	
Establish Vehicle – Use system		

## COMMUNITY SERVICES

### *Who are our stakeholders?*

The main stakeholders will be the groupings which the Community Services department have to serve, which will include; towns – as a total service area, whilst wards indicate services to specific wards. It can also be seen that services are also rendered to internal departments in terms of services Fire, Rescue and Disaster Management services. These stakeholders are for all KPI levels as will be reflected below therefore including operational activities.

### Stakeholder List

- Towns
- Wards
- Departments
- Applicants
- Provincial departments
- State

### What are their Needs - Value Proposition

Referring to the stakeholders above, the needs by department in relation to the Value Proposition elements as listed below, as was expected the top 5 value propositions are headed by; Safety and cleanliness, Effective and efficient service delivery, Quality, Compliance and responsiveness.

The needs by department as defined by the Value proposition elements allows department to assess its performance based on feedback received on services it renders.

VALUE PROPOSITION	DEPARTMENT
Safety	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management
Efficiency & Effectiveness	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning
Quality	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED

Compliance	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Responsiveness	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Accountability	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Accessibility	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Reliability	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management
Advice	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Consistency	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Healthy	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management
Accessibility	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Alignment	Fire & Rescue
Timeliness	Fire & Rescue

### Strategic Objectives and Key Performance Indicators

The performance management hierarchy by strategic objectives and KPI by department will indicate the number of activities that forms part of processes within specific departments, these processes are normally linked to specific objectives.

### Key Performance Indicators

The KPIs of Community Services by department and related processes are defined as being at managerial level or higher operational KPI's are thus not included.

Process	KPI Name	Department
OHS	# Injuries on Duty (IOD)	Fire Rescue & Disaster Management Services / Waste Management Section
General Management & Administration	# Customer complaints	Fire Rescue & Disaster Management Services / Waste Management Section / LED / Parks & Recreation
	# Disciplinary Actions	
	# IOD's	
	% Actual vs Planned Training	
	Absenteeism	
Help Desk	# Customer Complaints	Fire Rescue & Disaster Management Services / Waste Management Section / LED / Parks & Recreation
Maintenance of Sidewalks & Open Spaces	% Activities planned that met target objectives and specifications	Parks & Recreation



## ROOT CAUSES TO POOR PERFORMANCE

Table below, shows the root causes of poor performance and the KPIs that are negatively affected due to these issues in the directorate and its departments.

Root Cause Category	Cause	KPI Name	Department
Ageing Infrastructure		# Customer Complaints	Fire Rescue & Disaster / Parks & Recreation / Waste Management
		% Vehicles / Equipment availability	Fire Rescue & Disaster / Parks & Recreation / Waste Management / LED
		% Vehicle / Equipment Utilisation	
		Cost due to negligence	
		Cost due to vandalism	
		Cost per unit	
Capacity Equipment & Systems	-	# Customer complaints	Fire Rescue & Disaster / Parks & Recreation / Waste Management / LED
		% Vehicles / Equipment availability	
		% Vehicle / Equipment Utilisation	
Capacity Financial	-	Attendance time %	Fire Rescue & Disaster / Parks & Recreation / Waste Management
		%KPIs that achieved target	Fire Rescue & Disaster / Parks & Recreation / Waste Management
		% Fire Fighters qualified according to job profile	Fire Rescue & Disaster /
Capacity – Human Resources		# IOD's	Fire Rescue & Disaster /
Capacity – Knowledge & Skills		Attendance time %	Fire Rescue & Disaster / Parks & Recreation / Waste Management
Component Safety		% KPIs that achieved target	Fire Rescue & Disaster / Parks & Recreation / Waste Management
Maintenance		# Customer complaints	Parks & Recreation
Municipal Leadership		# Disciplinary actions	Fire Rescue & Disaster / Parks & Recreation / Waste Management
		# IOD's	Fire Rescue & Disaster / Parks & Recreation / Waste Management
		Absenteeism	Fire Rescue & Disaster / Parks & Recreation / Waste Management / LED

Note! This is addressed as part of the Performance Improvement Plan and will therefore be dealt with in detail when PIP is finalised and implemented.

## INITIATIVES TO ADDRESS ROOT CAUSES

Root Cause Category	Cause	Initiatives	Department
Capacity Financial	-	Council must fund Fire & Rescue Plan	Fire Rescue & Disaster
		Council to fund FRS Master Plan	
		Seek external funding support	
		Embark on vehicle / equipment replacement programme, Start replacement programme for vehicles	
		Fill vacancies	
		Budget & motivate for resources	
		Recruitment of personnel	
		Motivate for adequate funding	
		Employ skilled and developed staff	
		Develop training facilities	
Capacity – Human Resources		Training on OHS	Fire Rescue & Disaster / Parks & Recreation / Waste Management
		Fill available posts	
		Fill available posts	

	Establish management structure	
	Recruitment of personnel	
<b>Capacity Knowledge Skills</b>	Obtain sufficient training funding	Fire Rescue & Disaster / Parks & Recreation / Waste Management
	Employ skilled and developed staff	Fire Rescue & Disaster / Parks & Recreation / Waste Management
	Develop training facilities	Fire Rescue & Disaster / Parks & Recreation / Waste Management
	Effective training of staff	Fire Rescue & Disaster / Parks & Recreation / Waste Management
	Fill available posts	Fire Rescue & Disaster / Parks & Recreation / Waste Management /
	Motivate for adequate funding	Fire Rescue & Disaster / Parks & Recreation / Waste Management

**Note! Root Causes to poor performance and Initiatives to address Root Causes**

*This is addressed as part of the Performance Improvement Plan and will therefore be dealt with when PIP is finalised and implemented. The Port-folio committees of the different departments will on monthly basis interrogate the implementation and performance hereof together with relevant director and municipal manager.*

## CORPORATE SERVICES

### **Who are our stakeholders?**

Corporate Services have the responsibility to ensure that all within the municipality receive efficient and effective internal support so as to guarantee a satisfied stakeholder base both externally and internally. Without an efficient and effective internal support base it is impossible for the four externally focused directorates to meet their targets. As their primary function is to support NO1, their representation within NO2 will be minimal. The stakeholder groupings that Corporate Services and its departments have to serve are shown below. These stakeholders are for all KPI levels, including operational activities.

### **Stakeholder List**

- Departments
- Community
- Council
- Trade Unions
- Employees

### **What are their Needs - Value Proposition.**

Referring to the stakeholders above, the needs by department in relation to the Value Proposition elements as listed below, as was expected the top 5 value propositions are headed by; Support, Accessibility, Efficiency and Effectiveness, Responsiveness, Compliance, Healthy and Accountability.

VALUE PROPOSITION	DEPARTMENT
Support	ICT / HR
Accessibility	Records & Administration / Committees / ICT
Efficiency & Effectiveness	Records & Administration / Committees / ICT / HR
Responsiveness	Records & Administration / Committees / ICT / HR
Compliance	Records & Administration / Committees / ICT / HR
Accountability	Records & Administration / HR
Healthy	Records & Administration / HR

## Strategic Objectives and Key Performance Indicators

The performance management hierarchy by strategic objectives and KPI by department will indicate the number of activities that forms part of processes within specific departments, these processes are normally linked to specific objectives.

### Key Performance Indicators

The KPIs of Corporate Services by department and related processes are defined as being at managerial level and operational KPI's are thus not included.

Process	KPI Name	Department
Employee Wellness	% workforce participating in intervention Absenteeism HIV/AIDS prevalence rate Level of substance usage	HR
IPM	% high achievers	HR
	% Low Achievers	
Labour Relations	# Disciplinary hearings % Disputes resolved % Grievances resolved ESI	HR
OHS	# IOD's	HR
Recruitment & Selection	% High performing staff lost	HR
	Staff turn-over	HR
Training % Development	% Achievement against Workplace Skills Plan (WSP)	HR
	% Projects (Learnerships or skills program) completed that achieved specifications of project	HR

### Root Causes to poor performance

Table below, shows the root causes of poor performance and the KPIs that are negatively affected due to these issues in the directorate and its departments.

Root Cause Category	KPI Name	Department
Municipal Leadership	Staff turnover	HR
	% High performing staff lost	
	HIV/AIDS prevalence rate	
	% Workforce participated in intervention	
	Level of substance usage	
	% Projects completed that achieved specifications of project	
	Absenteeism	
	% Grievances resolved	
	% Disputes resolved	
	% Achievement against WSP	
	# Disciplinary hearings	
	ESI	
Staff Retention	Staff Turnover	HR
	% High performing staff	
	% Workforce participated in intervention	
	Level of substance abuse	HR
Capacity – Financial	Level of substance abuse	HR
	% Projects completed that achieved specifications of project	HR
	% Achievement against WSP	HR
Capacity – Human Resources	% Low Achievers	HR
	& High Achievers	HR

Availability & Quality of materials	% projects completed that achieved specifications of project	HR
Corporate Governance & Risk Management	# IOD's	HR
Work Quality	% Projects completed that achieved specifications of project	HR

*Note! This is addressed as part of the Performance Improvement Plan and will therefore be dealt with in detail when PIP is finalised and implemented.*

### **CORPORATE SERVICES INITIATIVES TO ADDRESS ROOT CAUSES**

<b>Root Cause Category</b>	<b>Initiatives</b>	<b>Department</b>
<b>Capacity – Knowledge &amp; Skills</b>	Acquire help desk system	<b>HR</b>
	Appoint personnel to service in all three languages	
	Customer service training for help desk and frontline staff	
	Find appropriate help-desk space	
<b>Capacity – Equipment &amp; Systems</b>	Acquire help desk system	<b>HR</b>
	Appoint personnel to service in all three languages	
	Customer service training for help desk and frontline staff	
	Find appropriate help-desk space	
<b>Capacity – Facilities</b>	Acquire help desk system	<b>HR</b>
	Appoint personnel to service in all three languages	
	Customer service training for help desk and frontline staff	
	Find appropriate help-desk space	
<b>Communication</b>	Acquire help desk system	<b>HR</b>
	Appoint personnel to service in all three languages	
	Customer service training for help desk and frontline staff	

#### **Initiatives to address Root Causes**

*This is addressed as part of the Performance Improvement Plan and will therefore be dealt with when PIP is finalised and implemented. The Port-folio committees of the different departments will on monthly basis interrogate the implementation and performance hereof together with relevant director and municipal manager.*

## NATIONAL OBJECTIVE / KEY PERFORMANCE AREA 5:

### GOOD GOVERNANCE AND PUBLIC PARTICIPATION

National objective 5 is there to ensure that practices of good governance are adhered to and that public participation is actively pursued so as to ensure a total understanding of the needs of communities. This section will cover; stakeholders and their needs, strategic objectives of directorates and departments, KPIs linked to processes, root causes of poor performance and the initiatives that will be put in place to address root causes

### TECHNICAL SERVICES

Who are our stakeholders

The main stakeholders will be the groupings which the Technical Services department have to serve, which will include; towns – as a total service area, whilst wards indicate services to specific wards. It can also be seen that services are also rendered to internal departments in terms of services of a civil works nature. Bulk services also indicate that they see tourists, process activities and downstream users of their services also as stakeholder. These services will allow department to indicate the KPIs that will be undertaken.

#### Stakeholder List

- Towns
- Wards
- Departments
- Tourists

#### What are their Needs - Value Proposition

To assist with logic of structure or flow the stakeholder perspective is all about delivery defined as the value-proposition by stakeholders.

The value proposition element that in terms of internal analysis and public feedback exceeds those of other elements is Efficient and Effective Service Delivery, followed by Quality Service, Timeliness or On-Time delivery, Reliability and Accountability.

VALUE PROPOSITION	DEPARTMENT
Efficiency & Effectiveness	PMU / Water & Sanitation / Electrical
Quality	PMU
Availability	Water & Sanitation
Healthy	Water & Sanitation
Compliance	PMU
Consistency	PMU
Accountability	PMU
Reliability	Water & Sanitation / Electrical
Timeliness	Water & Sanitation / Electrical

The performance of the department and municipality should be measured and ideally leaning towards effectiveness and efficient service delivery.

## Strategic Objectives and Key Performance Indicators

The performance management hierarchy by strategic objectives and KPI by department will indicate the number of activities that forms part of processes within specific departments, these processes are normally linked to specific objectives.

### Key Performance Indicators

The KPIs of Technical Services by department and related processes are defined as being at managerial level or higher operational KPI's are thus not included

Process	KPI Name	Department
Engineering	% Compliance to Master Plan	PMU / Water % Sanitation Services / Electrical Depts.

### ROOT CAUSE FOR POOR PERFORMANCE

Root Cause Category	KPI Name	Department
Capacity – Facilities	% Actual vs planned – training	Water / Electricity Dept.
Capacity – Financial	% Compliance to National & Provincial policy	Water & Sanitation
	% Compliance to Master Plan	Water & Sanitation
Capacity – Human Resources	% Compliance to National & Provincial policy	Water & Sanitation
	% Compliance to Master Plan	Water & Sanitation
Capacity – Knowledge & Skills	% Compliance to National & Provincial policy	Water & Sanitation
Compliance	% Compliance to National & Provincial policy	Water & Sanitation

The above table clearly shows the root causes for poor performance and the KPIs that are negatively affected due to these issues in the directorate and departments.

### Initiatives to Address Root Causes

The table below shows the various initiatives identified by departments to address the root causes of poor performance. These must be prioritised and included in the IDP and action plans for the remainder of term as indicated in the Performance Improvement Plan and Performance Agreement of Director and managers.

Root Cause Category	Initiatives	Department
Capacity – Financial	Motivate for funding	PMU & Water Services Dept.
	Improve SCM	PMU / Water / Roads / Electrical Services
	Fill available posts	
	Embark on vehicle / equipment replacement programme, Start replacement programme for vehicles	
	Acquire personnel and equipment	
	Timeous planning	
	Recruitment of personnel	
Capacity – Human Resources	Motivate for funding	Water & Sanitation
	Improve SCM	Water & Sanitation
	Fill available posts	Water & Sanitation
	Embark on vehicle / equipment replacement programme,	Water & Sanitation
	Acquire personnel and equipment	Water & Sanitation
	Establish management structure	Water & Sanitation
	Timeous planning	Water & Sanitation

	Motivate for adequate funding	Water & Sanitation
	Recruitment of personnel	Water & Sanitation
Capacity – Knowledge & Skills	Appoint qualified staff	Water & Sanitation
Capacity – Equipment & Systems	Motivate for funding	Water & Sanitation / Electrical Services / Roads
Ageing Infrastructure & Equipment	Motivate for funding	
	Improve SCM	
	Fill available posts	
	Embark on vehicle / equipment replacement programme,	
Supply Chain Management	Motivate for funding	Water & Sanitation / Electrical
	Improve SCM	
	Fill available posts	
	Embark on vehicle replacement programme	

## COMMUNITY SERVICES

Who are our stakeholders

The main stakeholders will be the groupings which the Community Services department have to serve, which will include; towns – as a total service area, whilst wards indicate services to specific wards. It can also be seen that services are also rendered to internal departments in terms of services Fire, Rescue and Disaster Management services. These stakeholders are for all KPI levels as will be reflected below therefore including operational activities.

### Stakeholder List

- Towns
- Wards
- Departments

### What are their Needs - Value Proposition

Referring to the stakeholders above, the needs by department in relation to the Value Proposition elements as listed below, as was expected the top 5 value propositions are headed by; Safety and cleanliness, Effective and efficient service delivery, Quality, Compliance and responsiveness.

The needs by department as defined by the Value proposition elements allows department to assess its performance based on feedback received on services it renders.

VALUE PROPOSITION	DEPARTMENT
Efficiency & Effectiveness	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning
Safety	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management
Quality	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Compliance	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Responsiveness	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Advice	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED
Accountability	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management / Town Planning / LED

Healthy	Fire Rescue & Disaster Services / Parks & Recreation / Waste Management
Alignment	Fire & Rescue / Town Planning

### Strategic Objectives and Key Performance Indicators

The performance management hierarchy by strategic objectives and KPI by department will indicate the number of activities that forms part of processes within specific departments, these processes are normally linked to specific objectives.

### Key Performance Indicators

The KPIs of Community Services by department and related processes are defined as being at managerial level or higher operational KPI's are thus not included.

Process	KPI Name	Department
OHS	% Compliance to OHS Act & NFPA standard	Fire Rescue & Disaster Management Services / Waste Management Section
General Management & Administration	% Compliance to SANS 10090	Fire Rescue & Disaster Management Services

### ROOT CAUSES TO POOR PERFORMANCE

Table below, shows the root causes of poor performance and the KPIs that are negatively affected due to these issues in the directorate and its departments.

Root Cause Category	KPI Name	Department
Capacity –	% Compliance to SANS	Fire Rescue & Disaster
Financial	% Compliance to OHS Act & NFPA Standard	Fire Rescue & Disaster

*Note! This is addressed as part of the Performance Improvement Plan and will therefore be dealt with in detail when PIP is finalised and implemented.*

### INITIATIVES TO ADDRESS ROOT CAUSES

Root Cause Category	Initiatives	Department
Capacity – Financial	Council must fund Fire & Rescue Plan	Fire Rescue & Disaster
	Improve Efficiency & Effectiveness of Current Resources (Maximise Value)	
	Maintain current resources	
	Source external funding (Public & Private) Strengthen current partnership & seek new ones	

#### **Note! Root Causes to poor performance and Initiatives to address Root Causes**

*This is addressed as part of the Performance Improvement Plan and will therefore be dealt with when PIP is finalised and implemented. The Port-folio committees of the different departments will on monthly basis interrogate the implementation and performance hereof together with relevant director and municipal manager.*



## CORPORATE SERVICES

### **Who are our stakeholders?**

Corporate Services have the responsibility to ensure that all within the municipality receive efficient and effective internal support so as to guarantee a satisfied stakeholder base both externally and internally. Without an efficient and effective internal support base it is impossible for the four externally focused directorates to meet their targets. As their primary function is to support NO1, their representation within NO2 will be minimal. The stakeholder groupings that Corporate Services and its departments have to serve are shown below. These stakeholders are for all KPI levels, including operational activities.

### **Stakeholder List**

- Departments
- Community
- Council
- Trade Unions
- Employees
- External

### **What are their Needs - Value Proposition.**

Referring to the stakeholders above, the needs by department in relation to the Value Proposition elements as listed below, as was expected the top 5 value propositions are headed by; accountability and compliance, followed by safety, Efficiency and Effectiveness.

VALUE PROPOSITION	DEPARTMENT
Accountability	Records & Administration / HR
Compliance	Records & Administration / Committees / ICT / HR
Safety	Records & Administration / HR
Efficiency & Effectiveness	Records & Administration / Committees / ICT / HR
Alignment	HR / ICT
Responsiveness	Records & Administration / Committees / ICT / HR
Reliability	ICT
Availability	ICT
Quality	IICT

### **Strategic Objectives and Key Performance Indicators**

The performance management hierarchy by strategic objectives and KPI by department will indicate the number of activities that forms part of processes within specific departments, these processes are normally linked to specific objectives.

### **Key Performance Indicators**

The KPIs of Corporate Services by department and related processes are defined as being at managerial level and operational KPI's are thus not included.

Process	KPI Name	Department
Equity & Diversity	% EE programmes achieved	HR
IPM	% Compliance with EE targets	HR
Protection Services	Losses # security transgressions	Protection Services
Information Systems	% Compliance	ICT

### Root Causes to poor performance

Table below, shows the root causes of poor performance and the KPIs that are negatively affected due to these issues in the directorate and its departments.

Root Cause Category	KPI Name	Department
Compliance	% Compliance with EE targets	HR
	% EE programmes achieved	
Information Systems	# Security transgressions	Protection services
	Losses	
Capacity – Financial	& Compliance with EE targets	HR
Capacity – Human Resources	% Compliance	HR
Corporate Governance & Risk Management	Losses	Protections Services
Capacity – Knowledge & Skills	% Compliance with EE targets	HR

Note! This is addressed as part of the Performance Improvement Plan and will therefore be dealt with in detail when PIP is finalised and implemented.

### CORPORATE SERVICES INITIATIVES TO ADDRESS ROOT CAUSES

Root Cause Category	Initiatives	Department
Compliance	Motivate for funding	HR
	Embark on internal development programme w.r.t. scarce skills	
	Identify EE programmes	
	Increase effort to target women w.r.t. recruitment	
	Scarce skills incentives – incorporate into policy	
Capacity - Financial	Motivate for funding	HR
	Embark on internal development programme w.r.t. scarce skills	
	Increase effort to target women w.r.t. recruitment	
	Scarce skills incentives – incorporate into policy	
Capacity – Human Resources	Employ additional staff	HR
	Research Best Practices and decide on standard to comply with	
Corporate Governance & Risk Management	Design more secure non-predictive pick-up cycle	HR
Ineffective Systems	Evaluate security systems and implement optimal solutions	HR

### FINANCIAL SERVICES

Who are our stakeholders

Financial Services is the custodian of the purse and have to ensure that sound financial management and corporate governance procedures are adhered to by all within the municipality. The list below is the main stakeholder groupings that Financial Services and its departments have to serve. These stakeholders are for all the KPI levels; they therefore include the operational level activities.

#### Stakeholder List

- Departments
- National Treasury
- Province
- Council
- Contractors
- Auditor General

### What are their Needs - Value Proposition.

Referring to the stakeholders above, Table shows the needs by departments as defined by the Value Proposition Elements defined in the Strategy Map shown in Figure on page 114.

The Top 5 value proposition elements are Compliance followed by Accountability, Quality, *Efficient and Effectiveness, Responsiveness and Alignment.*

VALUE PROPOSITION	DEPARTMENT
Compliance	SCM / Revenue / Budget & Planning
Accountability	SCM / Revenue / Budget & Planning
Quality	SCM / Expenditure
Efficiency & Effectiveness	SCM / Revenue / Expenditure / Budget & Planning
Responsiveness	SCM
Alignment	SCM / Expenditure / Budget & Planning

### Strategic Objectives and Key Performance Indicators

The performance management hierarchy by Strategic Objective by Department. As KPIs are linked to activities and these form part of processes within the specific departments, these processes have been included and linked to the various objectives. This is done so as to provide more clarity on the performance management hierarchy, as will be discussed in the next paragraph on KPIs.

The Financial Services department KPIs at the managerial and strategic levels and is therefore reflected as such.

### Key Performance Indicators

The KPIs of Financial Services by department and related processes are defined as being at managerial level and operational KPI's are thus not included.

Process	KPI Name	Department
Annual Financial Statements	% Compliance	Budget & Planning
Supply Chain Administration	% value awarded to BBEEE	SCM

### Root Causes to poor performance

Table below, shows the root causes of poor performance and the KPIs that are negatively affected due to these issues in the directorate and its departments.

Root Cause Category	KPI Name	Department
Corporate Governance & Risk Management	% Compliance	Budget & Planning
Capacity – Knowledge & Skills	% Compliance	Budget & Planning
Compliance	% value awarded to BBEEE	SCM

*Note! This is addressed as part of the Performance Improvement Plan and will therefore be dealt with in detail when PIP is finalised and implemented.*

### FINANCIAL SERVICES INITIATIVES TO ADDRESS ROOT CAUSES

Root Cause Category	Initiatives	Department
Corporate Governance & Risk Management	Appointment of specialists	Budget & Planning
	Training of finance personnel	
Capacity – Knowledge & Skills	Training of finance personnel	SCM / REVENUE / BUDGET & PLANNING
Compliance	Increase communication and invitations to BBEEE companies	

## SECTION I

### National Objectives / Key Performance Areas, Strategies and Programmes

#### National Objective / Key Performance Area 1

#### Municipal Transformation and Institutional Development

#### INTRODUCTION

National Objective 1 is all about efficient and effective execution through people. It is represented by the Process and Learning and Growth perspectives of the BSC. The associated strategic objectives are also shown. The “People” theme is currently one of the most important themes driving organizations today. There is a strong realization that nothing can be achieved without people being centrally and actively involved. The effort and commitment they put into any initiative have a direct effect on the outcome.

**National Objective 1**, within the context of our institution is all about people and especially the employees of the Ngwathe Municipality – their well-being and performance.

The general employee mood, response and attendance show that the internal “health” of the organization is not that sound so as to ensure an efficient and effective public service. Morale is low and much has to be done to improve our service delivery quality and response rate. The “People” aspect is therefore far from optimal and the leadership of Ngwathe municipality have, through the strategic management and must through the IDP process commit themselves to the improvement of the internal health of the organization – *a value commitment or commitment reflecting in our mission may bring about a different response as per departmental plans.*

It is every manager’s responsibility to ensure that a healthy internal climate is established, however this chapter focuses largely on Corporate Services, which includes the Office of the Municipal Manager, and how they must ensure that a healthy internal climate is created. Business plans hereon must be developed and included in the IDP Review 2019/20.

The following section must address:

- Internal Corporate Support – Administrative Services
- ICT Support
- Human Resources Management
- Logistic Services

#### ADMINISTRATIVE SERVICES

##### ***Introduction and Current Reality***

The Mission Statement of the present Corporate Support Department (will change to Administrative Services Department when the proposed organogram is approved) is as follows:

Efficient and effective administrative and corporate support service through: -

- electronic record management, communication management and record keeping, storage, archiving, messenger, postal and reprographic services; meeting administration and logistics;
- resolution capturing, notification for implementation;

- typing and relief secretary and switchboard services;
- regular Corporate Services Directorate Management Meetings;
- liaison between the Municipal Manager, the Directors / Directorates and Councillors; competent and satisfied personnel.

The Department reports directly to the Director: Corporate Services who in turn reports to the Municipal Manager. See *Organisational Structure for complete overview of the department.*

### **STRATEGIES and ACTIONS**

The Department's Registry Office records all filing manually, with no clear Records and Communication Management system. All physical documents and files are circulated and records manually distributed to officials via physical filing system. The Contract Management (lease agreements, encroachment agreements, project contracts, etc. processed manually) and Committee Management (all Council's Committees, Mayoral Committee and Council meetings processed manually). This department/section remains under-staffed and under capacitated, with a foreseen review of the system may address capacity challenges.

### **INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT)**

The ICT department's function is to provide hardware and software support, to install new equipment and networks and to provide training.

Ngwathe Municipality has approximately 200 workstations, the majority of which are in and around Parys. The four towns, Parys, Vredefort, Heilbron and Koppies, are all situated along the N1 with Edenville being the furthest from the N1 highway of the four towns. Edenville is 145 km West of Parys, Vredefort is 15 km and Heilbron is 96 km East of Parys. When an ICT staff member visits Edenville that person is unavailable for at least 4 hours of the day. In Parys the municipal offices are spread over a large area. These distances make the physical support of the ICT Support Officers to its clients very difficult.

The ICT clients (users on the network) very often are not accomplished computer users and are often in need of help. The staff compliment is far too small for what has to be done. Budgetary constraints make matters even worse as there is, more often than not, insufficient funds for approving and appointing staff in vacant positions. Being short of staff makes it extremely difficult to attend to all the matters at hand. A larger staff complement however poses a problem of accommodation. The current premises are already too small for the current staff.

Ngwathe Municipality has a number of areas of risk that need to be addressed on an on-going basis. Two major areas are natural disasters like earthquakes and human resources.

As often is the case the human resources risk is primarily due to remuneration packages in the marketplace being better than that of municipal staff.

### **STRATEGIES AND ACTIONS**

#### **Service Provision**

To deal with the long distances and nature of the terrain between Parys and the other towns special vehicles must be sourced to transport equipment in and to get to places where attended services are needed.

To provide an effective service to all ICT clients is essential so that they in turn can be effective in serving the public. Achieving that goal is no simple matter as training of ICT staff in the use of the latest software is an on-going matter

and means that staff are not available while they are away on training. Workloads simply get larger and larger as time goes on. By preparing ourselves we aim to get to a position where we are able to offer regular training courses to those of our clients who are creating unnecessary workloads because of their lack of expertise. More staff is ultimately essential for good service delivery and to that end a new complete ICT structure is required. The structure requires a staff complement of 11 of which there are currently only 3 filled positions.

## **Disaster Protection**

Disaster protection, prevention, management and recovery, with risks being very real, actions are in process of implementation or will be implemented in the near future.

Firstly, virtual technology is being used to create an environment where the failure of one server simply means another automatically takes over the workload until the failed server is repaired. The clients would not know that a server has failed.

Secondly, a remote site is envisaged where a backup server will be placed and on which a full copy of all the data will be kept. The data will be updated during the course of every evening.

A constant shortage of funds for training, to purchase much needed equipment and to expand the installed radio network makes matters worse.

In spite of above mentioned facts there is progress. It is often frustrating but we keep at doing

## **HUMAN RESOURCES MANAGEMENT**

### ***Introduction and Current Reality***

The Human Resources Department (HR) consists of the following divisions: *Recruitment and Selection, Human Resources Administration, Labour Relations, Training and Development and Occupational Health and Safety.*

The organisation-wide HR program is focussed on the following;

The municipality has approved the organisational structure in April 2017. At present there are 751 filled positions.

The following Senior Management positions has been filled

1. Municipal Manager
2. CFO
3. Director Technical Services
4. Director Community services
5. Director Corporate Services

There are two Senior Managers positions which must still be filled namely,

1. Director Strategic Planning and Services
2. The Director Strategic Planning and Services is a new post which must still be advertised and filled.

## **HR POLICIES**

The municipality presently has 59 HR policies which must still be reviewed to include amongst others the need to give local people preference when appointment is done. During the Local Labour Forum meeting that was held on the 18 April 2018 it was agreed that the LLF Sub Committees should be re-established to ensure that these policies finds expression in the Human Resource Development Committee for review.

## **HUMAN RESOURCE DEVELOPMENT AND EMPLOYMENT EQUITY**

The municipality has complied with the provision of the Skills Development and Skills Development Levies Act and Employment Equity Act respectively in ensuring that the Workplace Skills Plan and Employment Equity reports are timeously submitted.

### **CASES AND LITIGATIONS**

There are two cases filed against the municipality at the Bloemfontein High Court and 1 in between FF+ and Ngwathe Municipality for Unauthorised, Irregular or Fruitless and Wasteful expenditure and 1 is between Manoto and Ngwathe Municipality, *details hereof are available*.

#### **By laws**

The following by-laws are still applicable to the municipality

1. Credit Control and Debt Collection By-Law
2. Informal settlement
3. Control of street vendors, peddlers or Hawkers
4. Electricity Supply
5. Fire and emergency Services

The following by-laws must still be advertised for public participation and be promulgated, Air pollution, Control of animals, Waste Management, Water, Commonages, and Encroachment on property

### **RECORDS MANAGEMENT**

The Archives department of the municipality is still manual and this poses a risk of the fact that if the fire or any disaster may arise that will destroy the hard copies within the office, the municipality does not have any backup of any information that is kept in the Archives department.

### **OCCUPATIONAL HEALTH AND SAFETY (OHS)**

The main challenge with regards to Occupational Health and Safety is the functioning of the main committee. Safety representatives are not established in most of the sections and do not submit reports regularly. They deal with accidents that take place and complete the necessary documentation. Status of Injury On Duty records? Safety Representatives were provided with training but more training is required for line managers and others within the organisation to have a better understanding of Occupational Health and Safety.

Human Resources administration is not well-managed and do not function to it optimal level. The demand for human resources administration and the concomitant enquiries necessitate a better receptionist place for customers.

The new component of performance management which will be residing under training and development has to take performance management to lower levels. That is ensuring that the performance agreements of directors are cascaded to business units and employees further down the hierarchy. HR must source grant funding from Province to train employees below directors on performance management.

#### **Strategies and Actions**

- Review of the Human Resources policies i.e Recruitment and Selection, Employment Equity, Training and Development, Succession planning etc
- Support, empowerment and training of line managers on Human Resources activities relating to them
- Develop a Performance Management System and cascade the KPA of top management to lower levels

- Maintain discipline and a harmonious relationship with the unions
- Ensure the Recruitment and Selection of competent staff
- Ensure the training and Development of staff within the budget

Provide human resources administration to staff

### **Budget**

The importance of a well-structured budget, implemented by well-resourced and capacitated department is a basis from which the efficiency and functionality of a department/section can be determined. Ngwathe municipality, more specific the Corporate services department is the basis from which functionality, effectiveness and efficiency can be determined based on the department program structure and implementation. The municipality continues to struggle informed by capacity and resources (tools) constraints effecting our ability to generate required revenue to stimulate our status as going concern. Municipal and/or community facilities therefore also becomes a challenge as the general conditions of these facilities presents a threat for public use. A complete upgrade of all municipal facilities are required, to generate as much revenue possible amidst this challenging period of limited cash-flow.

The budget relates to all activities prioritised for the medium term, as the municipality continues to build on current corrective and new measures of collective employee pride, productivity and culture of efficiency and pride in the service we render. Numerous programs will thus be rolled out over the next three years, focussed on training, customer satisfaction and service, staff discipline and commitment to turning the institution around.



**NATIONAL OBJECTIVE / KEY PERFORMANCE AREA 2:  
INFRASTRUCTURE DEVELOPMENT & BASIC SERVICES  
INTRODUCTION**

National Objective 2 focuses on key objective that address the *provisioning of basic services and upliftment of communities*. This chapter will therefore be divided into two with the first covering the services rendered by the Directorate of Technical Services and the second for those services rendered by the Directorate Community Development

**Services rendered by Directorate Technical Services:**

- Water & Sanitation Services**
- Electricity Services**
- Roads & Storm Water Services**

After a summary of the capital budget for Directorate Technical Services, the following areas will be covered for each service:

- Introduction and current reality**
- Stakeholder needs**
- Strategies and Actions**
- Key Performance Indicators**

**Capital Budget – Technical Services**

The Technological services being the custodian of this NO together with Community Services will provide overview on financial requirements for the medium term based on the various services provided by these two lead departments.

**Water and Sanitation**

**Introduction and current reality**

**OVERALL ASSESSMENT OF NGWATHE LOCAL MUNICIPALITY**

**Table 38: NLM Water Plants Status**

<b>Status of Ngwathe Water Treatment Plants</b>					
<b>Town</b>	<b>Name of Plant</b>	<b>Current usage</b>	<b>Design Capacity</b>	<b>Shortfall/surplu s</b>	<b>Proposed plans</b>
Parys	Parys water works	15 MI/D	25 MI/D	+ 10 MI/D over	
Vredefort	Vredefort Water Plant	5.8 MI/D	3.8 MI/D	- 2 MI/D	To increase the size of the plant through utilizing compact plant method the business plans have been submitted to DWAS and MIG

Heilbron	N/A Rand Water supply	6 MI/D	4 MI/D	- 2 MI/D	To increase the treated water supply from rand water by revising the contract between the municipality and Rand Water
Koppies	Koppies Water Plant	6.2 MI/D	4.5 MI/D	- 1.7 MI/D	To increase the size of the plant through utilizing compact plant method the business plans have been submitted to DWAS and MIG
Edenville	N/A Bore holes	3.2 MI/D	2.7 MI/D	- 0.5 MI/D	To develop a feasibility study for Koppies/ Edenville pipeline

Source: NLM 2017/18-2021/22 IDP

**From the 2016/2021-2021/26 IDP, the following overall assessment has been made:**

It seems that Parys has a water supply surplus (this is less than indicated due to significant water losses in the system).

## AVAILABLE WATER RESOURCES

### PARYS

#### SOURCES OF WATER

The Parys water system obtains its water entirely from the Vaal River, a surface water resource. No metering information for the abstraction is available, but it is believed that 25MI/d is being abstracted from the WTW. The Water Use License Authorisation for the Parys Water Treatment Works is needed to ascertain how much is authorised to be abstracted at this point. More detail on the state of the WTW can be found in subsequent sections of this report. No records of ground water use have been obtained.

Groundwater was used in the past, and new boreholes have been drilled to abstract ground water. There is one borehole near the Reservoir 4 and this borehole supplies water to Reservoir 2 and neighboring residential areas. The yield capacity of this borehole is not known.

#### WATER AVAILABILITY FOR THE FUTURE

As can be seen from the previous section, Parys' water demand will not change significantly over the next 20 years at the current growth rate – it will go up approximately 0.25 MI/d to 6.6 MI/d. Currently there are no plans for future major industries to be developed in the area or mega projects which could cause an influx of people into the area and increased water use. This information is necessary from the spatial development planners to ascertain the water security. It should be noted that the Vaal River is also a source of water for Johannesburg urban areas. If the capacity of the Vaal remains, according to future projections, water should be available in the long term.

### VREDEFORT

#### SOURCES OF WATER

The main source of water for the town is the Vaal River. The intake works are some 15km from Vredefort town. The Water Treatment Works has a capacity of 3.7MI/d but is currently delivering about 6MI/d. The Water Use License Authorisation for the Vredefort Water Treatment Works is needed to ascertain how much is authorised to be abstracted at this point. More detail on the state of the WTW can be found in subsequent sections of this report. No records of ground water use have been obtained.

## **WATER AVAILABILITY FOR THE FUTURE**

As can be seen from the previous section, Vredefort's water demand will not change significantly over the next 20 years at the current growth rate, however it is believed that the Plant is currently 2.2MI/d under capacity so an upgrade of this system is recommended.

A detailed study of the Vaal River's capacity in future, including anticipated abstraction upstream, needs to be conducted to ensure long term water security. It should be noted that the Vaal River is also a source of water for Johannesburg urban areas. If the capacity of the Vaal remains, according to future projections, water should be available in the long term.

## **EDENVILLE**

### **SOURCES OF WATER**

Currently Edenville does not have a Water Treatment Works. The Town is solely dependent on boreholes as the main water source. The town has 25 boreholes with 19 in operation. Due to low turbidity, chlorination is the only form of treatment that occurs in Edenville Town Water Supply. The water supply is chlorinated at the reservoir. Dosing measurement are not done and operators use their own judgement to administer chlorine. It was observed that there are no safety showers presents at the dosing points.

### **WATER AVAILABILITY FOR THE FUTURE**

As can be seen from the previous section, Edenville's water demand will not change significantly over the next 20 years at the current grow

## **KOPPIES**

### **SOURCES OF WATER**

The water treatment works are situated just next to Rhinoster River. It is a 4.8 MI WTW and by visual inspection it is in a satisfactory working condition even though it is old and needs refurbishment. There is generally good housekeeping within the WTW. On the day of the site visit, there were no water quality data. Therefore, quality output is unknown. The WTW does not have flood lights and night operations are done by flash lights.

## **WASTEWATER FLOWS REQUIRED**

### **WATER SUPPLY SERVICE LEVELS**

According to the DWS (*Strategic Overview of the Water Sector in South Africa, DWA Directorate: Water Services Planning & Information Version 1.5 - Printed - 27 May 2013*) the following national standards apply for basic household sanitation:

#### **Basic Level**

A basic toilet facility is regarded as a toilet which is safe, reliable, environmentally sound and easy to keep clean, provides privacy and protection against the weather, well ventilated, keeps smells to a minimum and prevents the entry and exit of flies and other disease-carrying pests. A basic level of sanitation in South Africa is regarded as a Ventilated Improved Pit Latrine (VIP) which is a "dry" toilet facility. The preferred temporary sanitation solution is a chemical toilet. Bucket toilets are unacceptable.

#### **Higher Levels of Sanitation**

There are a number of sanitation options that constitute a higher level of service. These are full waterborne sanitation, septic tanks, soak-aways and urine diversion toilets.

### **NGWATHE LOCAL MUNICIPALITY LEVELS OF DOMESTIC SANITATION**

Within Ngwathe LM the long term goal is to provide all citizens with the same level of service, irrespective of property value or levels of rates and taxes being paid.

The following table provides information on the level of service with respect to sanitation in the municipality:

**Table 4: Sanitation Supply Service Levels**

Toilet Facility	Percentage
None	1,6%
Flush toilet (connected to sewerage system)	74,5%
Flush toilet (with septic tank)	2,5%
Chemical toilet	0,1%
Pit toilet with ventilation	5,7%
Pit toilet without ventilation	4%
Bucket toilet	10,7%
Other	0,8%

*Source: Statistics South Africa-Census 2011*

According to the Abbreviated Sanitation Master Plan (2014): there are areas within Ngwathe Municipality that do not have an acceptable level of service of sanitation. Decisions regarding infrastructure development must be made within the framework of the IDP and the available resources. The appropriate service levels should be selected and questions must be asked about affordability and sustainability. Infrastructure development has ongoing cost implications for municipalities and different infrastructure assets can have varying cost implications depending on the level of service. External funding is often available for infrastructure development, but ongoing operating and maintenance costs must be paid from the municipal budget.

Ngwathe LM has a large percentage of indigent citizens who cannot afford to pay for municipal services, such as water or electricity for example. The revenue base is therefore smaller, and different policy options should be considered when deciding on sanitation infrastructure development, for example:

- Basic level of service : VIP toilets
- Intermediate level of service: Flush toilets with septic tanks
- Full level of service: Full waterborne sewerage system.

Since National Government has a pro-poor policy, the poorest should be prioritised when resources are scarce. This also determines the type of infrastructure development the Council is willing to provide, and at what cost.

## NATIONAL OBJECTIVE: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

### INTRODUCTION AND CURRENT REALITY

National Objective 4 focuses on the financial viability and sustainability of the municipality. With regards to sustainability, money is needed to fund projects and services and *broadening the revenue base* is one of the greatest challenges facing local government today, worldwide. It is here where partnerships are essential as municipalities have realised that it is impossible to achieve their goals with only one partner - Government. To support their initiatives and to ensure service excellence the right people have to be in place supported by the right infrastructure and technology. Furthermore; today more than ever responsible governance is expected of local authorities associated with sound risk management practices so as to further ensure sustainability.

### FINANCIAL PLAN

#### 1. Performance Improvement Plan Approach

Departmental vision: To provide financial viability in supporting other departments and leading in achieving a better audit.

#### 2. Key Challenges

Collection of consumer charges is the lifeblood and determines the going-concern status of a municipality. A healthy cash flow is crucial to ensure sustainable service delivery and infrastructure development and preservation.

It is therefore also appropriately prescribed in terms of Section 64 (Revenue Management) of the Municipal Finance Management Act. To increase/improve collections from debtors, it is illogical to commence with collections and demands. A credible, fair and transparent mechanism is necessary. Debt Collection stands at the end of the Income Value Chain and it is therefore important to start at the beginning.

The Municipality has accumulated Debt over the past 6 Years which has kept on accumulating, and today the debt is now a threat to the Municipality.

- The major creditors owed by the Municipality include
  - ✓ Eskom
  - ✓ DWS
  - ✓ SARS
  - ✓ Government Garage
  - ✓ Auditor General
  - ✓ And Other Operational Creditors

The municipality is continuously defaulting on most of its financial obligations for financial reasons. The actual current expenditure of the municipality has exceeded the sum of its actual current revenue plus available surpluses for at least two consecutive financial years; i.e. The Municipality has been operating on deficit for the past 2 years, which has prompted the municipality to operate in a deficit in excess of five per cent of revenue in the most recent financial year. The Municipality is seriously struggling to pay salaries and operational costs in the absence of equitable share grant.

This Plan sets out the outcomes of the analysis and engagements and provides a selection of key strategies to be considered in securing the Municipality's ability to meet its financial commitments and obligations to provide sustainable basic services. The approach adopted in the development of the financial recovery plan involved an

analysis of relevant documentation to ascertain institutional, financial challenges impacting on the performance and service delivery imperatives of the Municipality.

Most of the previous challenges in keeps on repeating themselves over the years. The approach is either we keep the current situation or do the adhoc changes or prepare a turn the situation around.

- The following are the underlying principles elements of the plan:
  - We are in charge of our own destiny
  - To improve on the current situation
  - It is important that both the political leadership, the community, management and employees should take ownership of the processes.

The cash / cost coverage indicates the Municipality's ability to pay operating / running expenses from unencumbered cash resources. This indicates that the Municipality is extremely exposed due to not being able to pay operating expenditure which could cause service delivery breakdowns.

The fact that the Municipality is not recovering the cost of providing services which indicates that all services were provided at a loss. The Municipality does not determine the costs of delivering the services when determining the tariffs but only apply an escalation factor to the tariffs. Another contributing factor is the low collection rate. The budget implementation variances as well as the unauthorised expenditure indicate that the Municipality does not project accurately and do not have controls in place to ensure spending in accordance with the approved budget.

The Mid-Year Budget and Performance assessment outcomes revealed a number of weaknesses needing attention, including asset management, expenditure management, information technology, revenue management and budget implementation. The implementation of corrective measures by the Municipality in addressing identified weakness is critical to assist the Municipality to improve its level of financial management maturity from developmental to control levels whereby financial management systems, processes and procedures are functional and able to support the organisation.

- ***Auditor General Findings:***

NLM acknowledge audit outcome for the period 2020/2021 – was QUALIFIED OPINION received from Office of AGSA on the Financial Statement of the Municipality.

The Municipality further report that is unconditionally accepted the report of the Auditor General for the financial year ended 30 June 2020

# NATIONAL OBJECTIVE: LOCAL ECONOMIC DEVELOPMENT

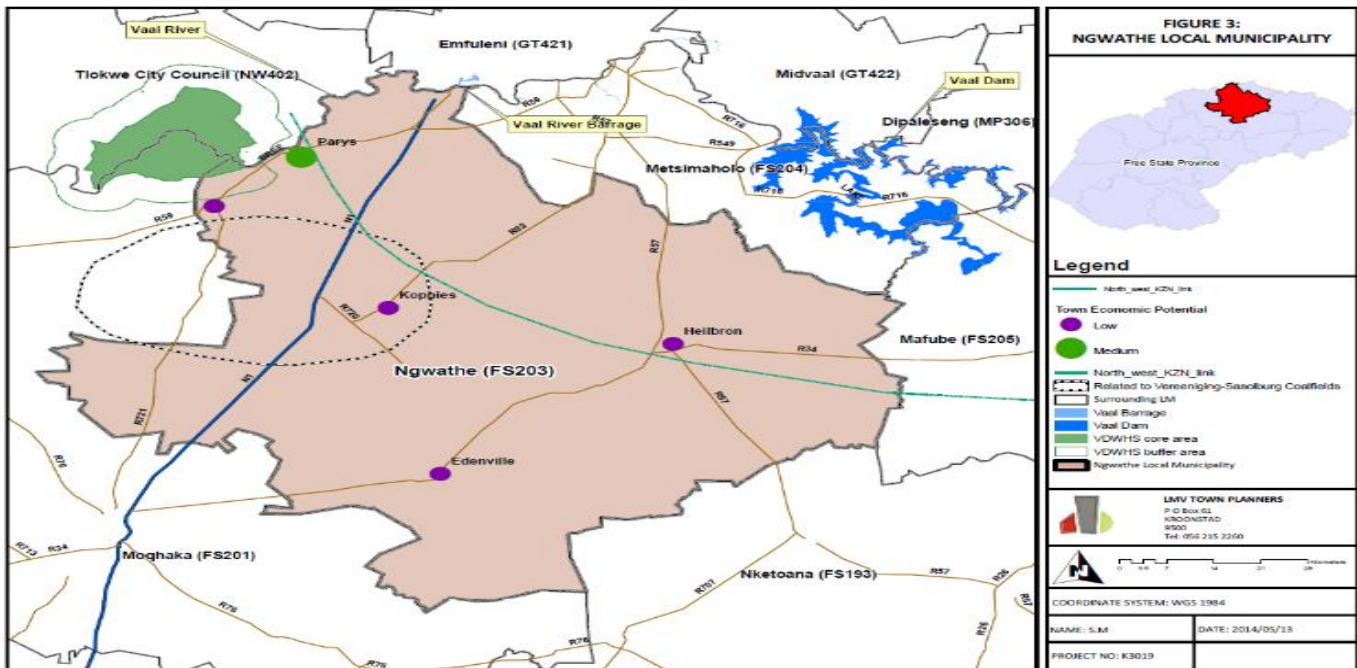
## LED STRATEGY – under Review

The process to review the LED strategy was initiated in 2018 by tabling to Council the request to review the strategy. Subsequent to the Council meeting endorsing the request, we wrote to Cogta to request assistance, as we do not have the capacity in the LED unit, therefore, the attached strategy has not been reviewed.

A popular definition sees LED as a process in which partnership between municipalities, community based groups and the private sector are formed to manage existing resources to create jobs and to stimulate the economy of as well defined area.

The white paper on local government 1998 and the South African national framework on LED clearly states that local government is not responsible for creating jobs, rather it is responsible for taking active steps to ensure that the overall economic and social conditions of locality are conducive the creation of employment opportunities the provision of infrastructure and quality services.

Ngwathe local municipality LED Strategy was developed in 2015 and approved by Council for implementation. The current status of the LED Strategy is not clear, with LED support activities mainly focussed on minor activities in support of business initiatives and programs. The municipality requires serious strategic economist perspective, able to link with the strategic direction the institution is about to undertake for the next 30 years the least.



The economy of the local municipality is determined by its geographical position. Our geographical position which include Parys, Vredefort, Koppies, Heilbron and Edenville dictate upon the municipality to focus on tourism, agriculture and manufacturing as the key economic drivers. The other important key component which contribute to the economy is the empowerment of SMME's. The support of the SMME's is implemented on a continuous basis.

## **Agriculture**

Ngwathe Local Municipality has farm lands/commonages in all the five towns. These farmlands/commonages are listed below.

**Table 3: Property registration**

Town	Registered	Property
Vredefort	Lincoln 541	171.3064 h
	Lincoln 541	171.3064 h
	Lincoln 541	235 4393 h
	Vredefort 148	1m
	Vredefort 148	31.9951 h
	Vredefort 148	145.6104 h
	Vredefort 148	200 m
Parys	Klipbos 445	660 3874 h
	Wildehondekop 396	214 1330 h
	Wildehondekop 396	214 1330 h
	Klipspruit 64	2618 SQM
	Klipspruit 64	24.145 h
	Klipspruit 64	145.0535 h
	Klipspruit 64	102.8086 h
	Klipspruit 64	4.7852 h
	Klipspruit 64	16.6175 h
Edenville	Langland 517	139.0409 h
	Erfdeel Noord 520	139.0409 h
	Eden 538	171.3064 h
	Welgelegen 203	37.1274 h
Koppies	Fischer 58	3.8639 h
	Fischer 58	3.8639 h
Heilbron	Los kuil 1699	85.6532 h
	Strekstroom 1700	222.6710 h
	Reitfontein 156	990 SQM
	Reitfontein 156	504 SQM
	Reitfontein 156	1.0733 H
	Reitfontein 156	800 DUM
	Reitfontein 156	17469 SQM

Statistics show that the agricultural sector contributes less to employment compared to most of the economic sectors. The economic trends analysis of Statistic SA 2011, describes the agricultural sector as a primary sector in the Municipality with the following activities and income per household: -



**Table 37: Land Use category / Agriculture Household Income**

Type of specific activity	Number
Livestock production	2,272
Poultry production	2,784
Vegetable production	2,718
Production of other crops	3,556
Other	1,657
Annual income category of agricultural household heads	Number
No income	2,214
R1-R4 800	331
R4 801-R38 400	4,990
R38 401-R307 200	1,083
R307 201+	156
Unspecified	134

The National Government is looking into transforming the agricultural sector so that it allows the entry of black people to participate meaningfully in the economy and the food production value chain. The agriculture sector has been identified as a key platform for both transformation and growth and job creation with a potential of one million jobs to be created by 2030. Government also recently established the Agri-BEE Fund, which is geared towards increasing black entrepreneurs in the sector. The fund covers the funding of qualifying enterprise development initiatives, which are targeted at creating economic access and participation for black people in the agricultural sector. Other existing government programmes include the Comprehensive Agriculture Support Programme, Ilima/Letsema, Land Care, and MAFISA, the Micro Agricultural Financial Institutions of South Africa which all seek to address the financial services needs of the smallholder farmers and agribusinesses. In addition to these, the government has also introduced innovative programmes such as the Agricultural Parks or Agri-parks in all 53 District Municipalities which provide much-needed markets for emerging farmers and Ngwathe Local Municipality is one of the Municipality in the Fezile Dabi District identified for the establishment of an Agripark.

In the past years, the Municipality saw an increase in the unpaid Municipal accounts by farm owners and this put a huge strain in the current Municipal financial position.

### **Tourism**

Our local municipality offers of the most sought tourist destinations in **the district, province and country with enormous potential for further development to establish itself as a specific niche to equal value of destinations found in Europe and Africa. The local tourism sector offers game-farm travelling opportunity to visitors all-round the year in the most scenic natural settings of Parys, bordering Potchefstroom.**

**The opportunity presented by this sector against the cost of infrastructure development if completely developed can be off-set against the revenue gains of a period of two years if properly structured and implemented.** Vredefort Dome; one of our crown jewels, was declared a World Heritage site in 2005. The Vredefort Dome has the following activities: Accommodation, wedding and conference venues, wine and dine, tree list, River rafting, hiking, game drives, wild life, mountain biking, horse trails, canoeing and tours to name the few. **There are two museums, located in Parys and Heilbron with a local benefit potential in the tourism sector, once properly structured and marketed. These two cultural heritage sites, if developed towards their optimal functionality may increase economic benefit through activities such as tourism attraction and forge linkages to local economic development programmes.**

We have enough accommodation for tourists that visit our area. The accommodation with our municipality are 138 in total. They range from; hotels, guest houses, bed and breakfast facilities and other accommodation provided of which all can be accessed using the details below.

**Parys Tourist information centre:**

Address: 30 Water street corner buiten, Parys, Free State, 9585

Tel: 056 811 4000

Email: info@infoparys.co.za

**Business Hours:**

Monday – Friday: 8:00-17:00

Saturday: 9:00-13:00

Sunday: Closed

Public Holidays, except for Easter Friday, Christmas 9:00-13:00

**Riemland Museum Heilbron**

Address: 74 Lang Markt St, Heilbron, 9650

Phone: 058 852 2066

**Parys Museum**

Address: Town square

**Manufacturing**

Most of the factories closed down and our manufacturing sector is not viable, mainly due to international economic decline with ripple effect on smaller economies as ours. There is a need to attract investors as indicated under the activities in this report, a formal structured strategy is however required should we wish to increase our benefit-margin in this competitive market.

**Rendering assistance to SMME's**

We have 413 registered SMME's captured in our data system. They constantly receive assistance.

**INSTITUTIONAL ARRANGEMENTS FOR THE IMPLEMENTATION OF LED STRATEGY**

The successful implementation of strategies depends largely on effective institutional arrangements at the local sphere.

Institutional arrangements can be defined as range of organisations, structure and networks through which LED can be co-ordinated, managed, implemented and monitored. The LED division has the following roles and responsibilities:

- ✚ Policy and planning - strategic focus
- ✚ Research and development, assess need in strategic areas
- ✚ Develop/link to IDP
- ✚ Facilitate/ coordinate LED partners
- ✚ Marketing city/town
- ✚ Identify, development and manage data bank of stakeholders
- ✚ Support services - financial and non-financial
- ✚ Skills development - LED officials and community
- ✚ Regeneration studies
- ✚ Linking and access to funding
- ✚ Identify, prioritise and select projects
- ✚ Implement and manage projects
- ✚ Create conducive environment for LED and growth – support services incentives
- ✚ Job creation through capital projects
- ✚ Conflict resolution and management
- ✚ Identify strategic and high potential growth areas – geographic and functional

Subsequent to the review of the LED strategy and implementation plan will be constituted to address the needs identified on the strategy.

The implementation of projects will be as implemented below in accordance with our institutional arrangement.

**Table 38: Economic Drivers**

ECONOMIC DRIVERS	ACTIVITIES
Agriculture	<ul style="list-style-type: none"> <li>• To establish a commission on land audit.</li> <li>• To facilitate the signing of outstanding lease agreements.</li> <li>• To establish an agricultural forum.</li> <li>• To assist and address challenges of emerging farmers with the assistance of sister departments such as the department of agriculture and others.</li> </ul>
Tourism	<ul style="list-style-type: none"> <li>• Ensure that Parys and Heilbron museums are operational and well marketed.</li> <li>• Establish tourism forum.</li> <li>• Give assistance to art and craft containers park.</li> <li>• Participate in annual events such as the flower festival and power boats.</li> <li>• Design a broucher that will market our municipality including the Dome heritage site.</li> <li>• Improving tourism attraction through greening project by establishing parks and developing those that exist.</li> </ul>

Manufacturing	<ul style="list-style-type: none"> <li>Organise an event by inviting prospective investors to open factories that are closed and also for the purpose of investment.</li> </ul>
Rendering assistance to the SMME	<ul style="list-style-type: none"> <li>Organise training and workshops for SMME's with the view of empowering them on various skills such as marketing their business and financial management.</li> <li>Organise workshop on the draft by-laws which focus on street vendors and hawkers.</li> <li>Assist SMME's to access funding from sister departments such as DESTEA, FDC and NYDA.</li> </ul>

**CONCLUSION**

The above-mentioned projects were planned for implementation in the last financial year. However, the perception that an LED Unit carries the mandate of creating jobs need to corrected.

Instead our community need to have the understanding that the LED Unit main function is to facilitate and create a conducive platform to render assistance to emerging farmers, tourism entrepreneurs and SMME's.

# SECTION J

## Sector plans

At the core of the new system of local government is the ability of municipalities to coordinate and integrate programmes of other spheres and sectors operating in their space. This role is very critical given that all government programmes and services are delivered in municipal spaces. In this regard, the integrated development planning process becomes a vehicle to facilitate integrated development to ensure the attainment of local government outcomes contained in the White Paper on Local Government.

The approaches and plans to achieve these outcomes are contained in various national and provincial legislation and policy frameworks.

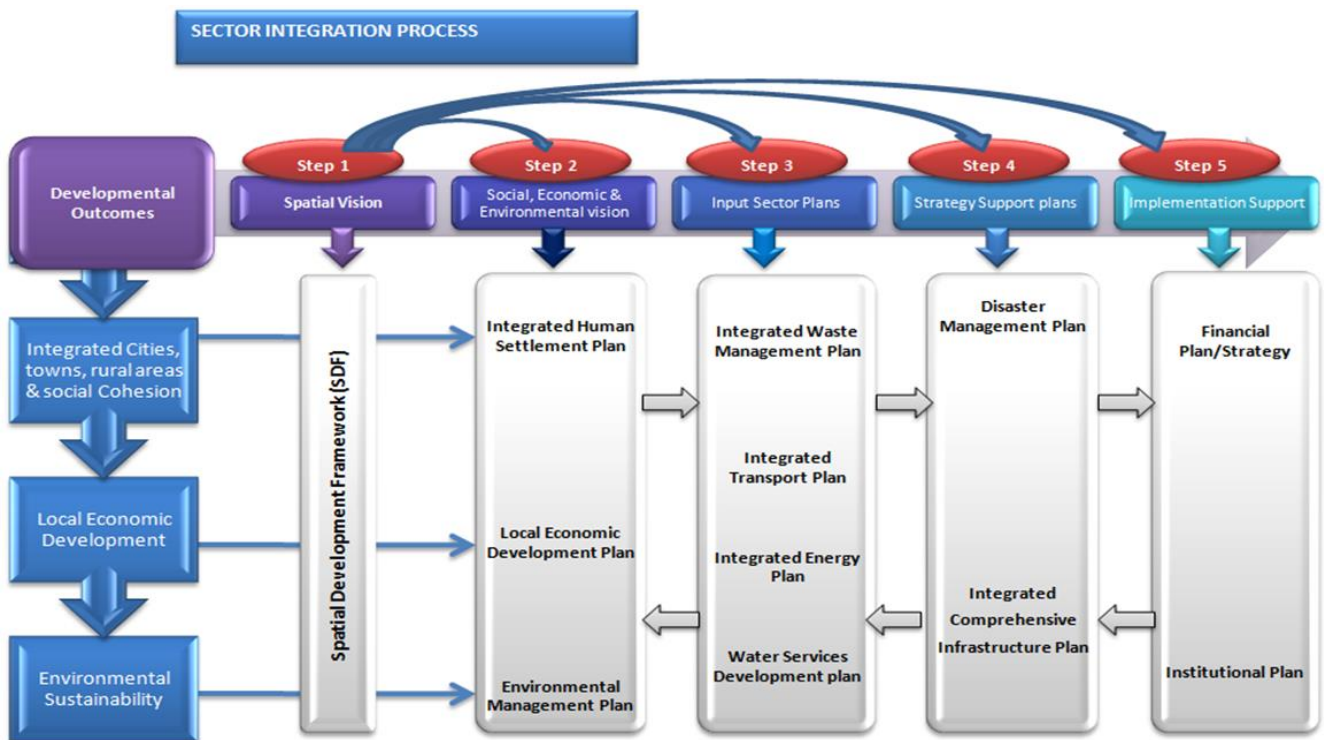
National departments through legislation and policies express government priorities, strategies, plans and programmes. The legislation and policies also require municipalities to develop sector specific plans to guide the rendering certain services.

For the purpose of this framework these sector plans are grouped in two (2) main categories, namely:

- sector plans providing overall development vision of the municipality and
- sector plans that are service-oriented.

The diagram below provides a summary of the various plans and how they are linked to each other

Figure 18: Sector Plan Integration





c

d

b

## **Disaster management plan**

### **Disaster Management Plan – Under Review**

The process to review the Disaster Management plan was initiated in 2019 by tabling to Council in October 2019; Subsequent to the Council meeting, the request was made to Fezile Dabi District Municipality to assist the Municipality to review the plan.

Departmental disaster risk management the plans and plans of local municipality is to

- (a) Promoting joint standards of practice between municipalities and municipal entities
- (b) Monitoring progress made with the implementation of priority projects of aimed at disaster risk
- (c) Participating in biannual desktop exercises to remain current with regard to roles and responsibilities in the activation and operation of the disaster operations center and to ensure rapid and efficient

### **Purpose**

The Disaster Management Act No 57 of 2002(DMA) requires provincial and municipal disaster risk management center to promote a coordinated integrated and uniform approach to disaster management

Key performances are

- (a) Institutional Capacity for disaster management
- (b) Risk assessment and monitoring
- (c) Disaster management and planning
- (d) Disaster response and recovery

Enabler

- (1) Information and communication systems
- (2) Education training awareness and research
- (3) Funding

### **Vision**

Our vision is to strive towards the elimination of all avoidable disasters in the Ngwathe Municipality thereby supporting the social and economic development of our communities

### **Mission Statement**

Our mission is to develop and implement holistic and integrated disaster management planning and practice in a cost effective and participatory manner thus ensuring the preparedness of our communities to prevent and Respond to disasters



<b>Priorities areas</b>	<b>Challenges</b>	<b>Roots causes of challenges</b>	<b>Intervention/Activities</b>	<b>Time Frames</b>	<b>Responsibility Supporting / Stakeholders</b>	<b>Progress</b>
Disaster Management	The Municipality does have an approved Disaster Management Centre. No budget available No equipment	The Disaster Management Centre needs to be revived.	Appropriate personnel to be appointed.  Disaster Management Centre to be fully equipped with necessary equipment and infrastructure.	November 2021	<b>Director Community Services</b>	Submission was made on the Draft Budget 2021/22 Financial Year
Fire and Rescue Services.	There are no professional fire Service within Edenville, Koppies & Vredefort	No satellite fire stations in the outskirts towns Except Heilbron	Providing infrastructure (Building and services)  Appropriate personnel to be appointed.  Appropriate equipment to be procured	October 2021	<b>Director Community Services</b>	Submission was made on the Draft Budget 2021/22 Financial Year
Fire and Rescue Services	Acquiring new Major Fire Engine for Head Quarters (Parys)	Dilapidated fleet.	Acquire Major fire pumper for Head Quarters (Parys)	September 2021	<b>Director Community Services</b>	Submission was made on the Draft Budget 2021/22 Financial Year
Fire and Rescue Services	Acquiring designated vehicle for hydrant official.	There is no designated vehicle for hydrant official to conduct hydrant inspections for usage during a fire situation.	Enabling hydrant inspections and maintenance to be conducted thus ensuring that operational personnel attending to a fire have available water resources to combat and extinguish such fires.	October 2021	<b>Director Community Services</b>	Submission was made on the Draft Budget 2021/22 Financial Year
Fire and Rescue Services	Obtaining designated vehicles for Fire and Safety inspectors.	No designated vehicle for fire safety inspectors.	Enabling Fire Safety Inspectors to execute fire safety inspections and attend to complaints regarding Fire Safety issues	October 2021	<b>Director Community Services</b>	Submission was made on the Draft Budget 2021/22 Financial Year

**Table 49: Sector Plans**

Sector Plan	In Place /Not in Place	Status	Next review date	Lead Department
SDF	In place	Under reviewed	2021/22	DCS
Rural Development Sector Plan	In Place	Draft	2021/22	DLRD
Waste Management Strategy/Plan	In place	Draft	2021/22	DCS
LED Strategy	In place	Under review	2021/22	DCS
Integrated Waste Management Plan	In place	Draft	2021/22	DCS
Housing Sector Plan	In place	Under review	2021/22	DCS
Integrated Environmental Management Plan	In place	Draft	2021/22	DCS
Disaster Management Plan	In place	Under Review	2021/22	DCS
Internal Audit Charter	In place		2021/22	MM
Communication Strategy	In place	Draft	2021/22	Mayor
Public Participation Plan/Policy	In place	Under review	2021/22	Speaker
Fraud Prevention Plan	In Place	Draft	Awaiting Council Approval	MM
PMS Framework	In Place	Under review	End of May (Council)	IDP/PMS
Electricity Master Plan	In place	Draft	Awaiting Council Approval	DTS
Sanitation Master Plan	In place	Draft	Awaiting Council Approval	DTS
Solid Waste Master Plan	In place	Draft	Awaiting Council Approval	DTS
Road & Storm Water Master Plan	In place	Draft	Awaiting Council Approval	DTS
Water Master Plan	In place	Draft	Awaiting Council Approval	DTS
Water Safety Plan	In place	Draft	Awaiting Council Approval	DTS
HR Strategy	Not in Place			DCOS
Employment Equity	Not in place			DCOS
Workplace Skill Plan	In place	Reviewed	2021/22	DCOS
Institutional Plan	Not in place			DCOS
Employee Wellness Strategy/Plan	Not in place			DCOS
Financial Plan	Not in place			CFO

## **SECTION K**

### **Capital Projects and Programmes**

The MIG programme is an integral part of providing municipal services. The provision of municipal services is in most cases dependent on infrastructure. Part of planning municipal services is therefore planning for infrastructure. With this understanding in mind, Ngwathe Local Municipality view the MIG programme from a holistic perspective where it supports all municipal services.

The projects outlined below are aimed at providing at least a basic level of services by covering the capital cost of basic infrastructure as envisioned in the MIG fund objectives, particularly for poor communities within the municipality.

**TO BE INSERTED**

## SECTION L

### Alignment with National and Provincial Objectives and Programmes

#### Basic Services and Infrastructure

#### Water & Sanitation

Table 47:

NLM Objectives	NDP Objectives	FSGDS Objectives
To increase clean water supply in Ngwathe and to improve revenue collection and eliminate water leaks.	The timely development of a number of key new water schemes to supply urban and industrial centres.	Increase the proportion of people with access to water in their dwelling from 45% in 2009 to 100% in 2030  Increase the proportion of people with access to flush or chemical toilets from 70% in 2009 to 100% in 2030

Table 49: Roads, Bridges and Storm Water channels

NLM Objectives	NDP Objectives	FSGDS Objectives
----------------	----------------	------------------

<p>To provide residents of Ngwathe LM with Roads and decent Mobility Access.</p>	<p>Public transport infrastructure and systems, including the renewal of the commuter rail fleet, supported by station and facilities upgrades to enhance links with road-based services.</p>	<p>Develop integrated, affordable and environmentally-friendly public transport system</p>
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**Table 50: Sports and recreation**

<b>NLM Objectives</b>	<b>NDP Objectives</b>	<b>FSGDS Objectives</b>	<b>MTSF Objectives</b>
<p>Providing opportunities for Ngwathe LM's residents to actively participate in sports and recreation.</p> <p>The Municipality also wishes to harness the socio-economic contributions that can create a better life for our residents.</p>	<p>Our Vision is society where opportunity is not determined by race or birth right, where citizens accept that they have both rights and responsibilities. Most critically, we seek a united prosperous, non-sexist and democratic South Africa</p>	<p>Promote Sport and Recreation as an essential part of the education curriculum</p>	<p>Promote the bill of Responsibility, Constitutional values and national symbols amongst children in Schools</p> <p>Policy interventions to make families better able to foster values such as tolerance, diversity, non-racialism, non-sexism and equity</p>

**Table 51: Electricity & Energy**

NLM Objectives	NDP Objectives	FSGDS Objectives	MTSF Objectives
To install additional high mast lights in the required areas.	Procuring about 20 000 MW of renewable electricity by 2030, importing electricity from the region, decommissioning // 000MW of aging coal-fired power stations and accelerated investments in demand-side savings, including technologies such as solar water heating.	Increase the proportion of people with access to electricity from 90% in 2010 to 100%	Ensuring access to adequate human settlements and quality basic services
To improve service delivery to the residents.			Ensure improved access to essential services
To enhance the safety in the area.			Create a safe and secure environment for individuals

**Table 52: Good Governance and Public Participation**

NLM Objectives	NDP Objectives	FSGDS Objectives	MTSF Objectives
To improve the overall governance and effect of the Technical Services department	A state that is capable of playing a developmental and transformative role	Strengthen participatory democracy to encourage citizenry expression to guide and influence behaviour	Strengthen participatory governance Cooperative governance arrangements will be strengthened to better support and empower Municipalities.

**Table 53: Municipal Transformation and Institutional Development**

NLM Objectives	NDP Objectives	FSGDS Objectives	MTSF Objectives
Up-skilling of departmental workers. Institutional Capacitation Development Business Plans and mechanisms to seek funding that will enhance infrastructure Development. Improve Departmental Reporting Systems and structures.	Redress measures in the workplace should focus on enterprise development, access to training, career mobility and mentoring.	Establish and ensure that financial oversight Committees (Internal and External) and Subcommittees are Functional	Address coordination problems and strengthen cross-departmental initiatives  Improving the quality of and expanding access to education and training

**Table 54: Local Economic Development**

NLM Objectives	NDP Objectives	FSGDS Objectives	MTSF Objectives
Increase the scale of EPWP works created by the Infrastructure Department.	Create a million jobs through agricultural development based on effective land reform, and the growth of irrigated agriculture and land production.	Increase the provincial growth rate from 2.1% in 2010 to 7% in 2030	Radical economic transformation, rapid economic growth and job creation Income support to the unemployed through expansion of the Community Work

**Table 55: Financial Management**

NLM Objectives	NDP Objectives	FSGDS Objectives	MTSF Objectives
Ensure all Grants are spent Fruitfully	Increase investment in new agricultural technologies, research and development of adaptation strategies for protection of rural livelihoods and expansion of Commercial agriculture	Increase financial support to rural communities	Strengthen the administrative and financial capability of municipalities

## SECTION M

Programmes and Projects of other sphere

### IDP SECTOR DEPARTMENT - PROGRAMMES AND PROJECTS - 2022-23

The following tables provide details of identified projects that will be implemented in Ngwathe Local Municipality for 2022/23 financial year as committed by various sector departments.

#### DEPARTMENT OF WATER AND SANITATION

Project name	Area		Coordinates/ property description	Timeframes		Actual budget	
	Location	Ward		Start date	End date	Project Stage	2021/2022
<b>RBIG</b>							
Ngwathe Bulk Water Supply Phase 3 of 3 (Edenville and Koppies)	Fezile Dabi DM	Koppies Edenville	N/A	Dec 2014	Dec 2022	Construction	TBC
<b>WSIG</b>							
Upgrading of Koppies/Kwakwatsi WWTW		Koppies/ Kwakwatsi		April 2021	March 2022	Construction	TBC



**DEPARTMENT: DFFE**

Project name	Area		Coordinates/property description	Timeframes		Actual budget		
	Location	Ward		Start date	End date	2021/2022	2022/2023	2023/2024
<b>FEZILE DABI DM</b>								
Review IWMP	Moqhaka LM Metsimaholo LM <b>Ngwathe LM</b> Mafube LM		Legislatively required sector plan on waste management	April 2022	March 2023		2022-2023 <b>Technical assistance from DEFF (No budget)</b>	
Develop Green Plans	Moqhaka LM Metsimaholo LM <b>Ngwathe LM</b> Mafube LM		Legislatively required sector plan on Greening Open Spaces management	April 2022	March 2023		2022-2023 <b>Technical assistance from DEFF (No budget)</b>	

## SECONDMENT OF YOUTH ENVIRONMENTAL COORDINATORS (YCOP PROGRAMME).

- The contracts were extended by two years from April 2022 to March 2024

DISTRICT	LOCAL MUNICIPALITY TO BENEFIT	NUMBER OF CANDIDATES APPOINTED	RESOURCES PROVIDED BY DEA	KEY PERFORMANCE AREAS
Fezile Dabi	All 4 LM	2 (Metsimaholo and Mafube Currently employed and 2 (Moqhaka and <b>Ngwathe LM</b> ) awaiting appointment	Laptops, Transport, Cell phones, salaries for 3 years	<ul style="list-style-type: none"> <li>➤ Coordinate ward based environmental education programme</li> <li>➤ Coordinate the school based environmental education programme</li> <li>➤ Focal point for DEA to ensure effective communication and coordination between DEA and the local municipality</li> <li>➤ Provide support in the coordination of stakeholder engagements &amp; events</li> </ul>

**DEPT OF PUBLIC WORKS - EPWP**

Project name	Area		Coordinates/property description	Timeframes		Actual budget		
	Location	Ward		Start date	End date	2021/2022	2022/2023	2023/2024
National Youth Service	All four Districts and Metro	n/a	n/a	1 April 2022	31 March 2023	5 630m	5 852m	5 852m
Skills Training	All four Districts and Metro	n/a	n/a	1 April 2022	31 March 2023	6 230m	6 652m	6 652m
Community Work Programme	All four Districts and Metro	n/a	n/a	1 April 2022	31 March 2023	11 954m	11 954m	11 954m
Cleaning and Greening	All four Districts and Metro	n/a	n/a	1 April 2022	31 March	5 869m	5 869m	5 869m
Koppies	Ngwathe	n/a	27.3890S, 27.7373E	01 July 2022	15 Dec 22	3 529m	3 529m	3 529m

**PROVINCIAL DISASTER MANAGEMENT CENTRE**

Project name	Area		Coordinates/property description	Timeframes		Actual budget		
	Location	Ward		Start date	End date	2020/2021	2021/2022	2022/2023
Develop Disaster Management Plan	Mafube and <b>Ngwathe</b> Local Municipalities	All wards		01 April 2022	31 March 2023			
Councillors workshop	Fezile Dabi	All municipalities		April 2022				

**DEPT OF HUMAN SETTLEMNT**

HSS Project Number	HSS Project Desc	Project Status	Total Contractual Target	Delivery To Date (Sites)	Delivery To Date (Units)	Approved Project Budget	Total Annual No of Sites	Total Annual Site Budget	Total Annual No of Units	Total Annual Unit Budget	Total Annual Title Deed Restoration	Total Annual Title Deed Restoration Budget	Total Annual Title Deed New	Total Annual Title Deed New Budget	Total Annual Professional Fees Budget	Total Bulk Budget	Total Annual Budget
F06080010/1	Parys 300 Project Superb Homes 2006/2007 - Phase 1	Contract Signed	300	0	296	R 14 164 609,50	0	R 0,00	4	R 460 000,00	150	R 262 500,00	0	R 0,00	R 0,00	R 0,00	R 722 500,00
F08010003/1	Vredefort 400 Superb Homes (2008/2009) - Phase 1	Contract Signed	369	0	0	R 20 635 037,10	0	R 0,00	14	R 1 610 000,00	0	R 0,00	0	R 0,00	R 0,00	R 0,00	R 1 610 000,00
F16040025/1	Heilbron Phiritona Ext 10 Water And Sewer 1356 Sites - Phase 1	Contract Signed	1356	774	0	R 276 488 294,89	0	R 4 500 000,00	0	R 0,00	0	R 0,00	0	R 0,00	R 0,00	R 0,00	R 4 500 000,00
F97080007/1	Parys 200 Maono Incompl. 2013/15 (Terisano Housing Support Centre - Phase 1	Contract Signed	200	0	0	R 5 529 045,04	0	R 0,00	8	R 920 000,00	0	R 0,00	0	R 0,00	R 0,00	R 0,00	R 920 000,00

**DEPT OF MINERALS & ENERGY**

Project Name (every project should have area name)	Project Type (Infrastructure/ Households/Pre-Engineering)	Project description: [Switching Station (SWS), Substation new (SSN), Feeder Line (FL), Refurbishment (RFB), Farm Dweller (FDH), Infills (INF), Pre-Engineering (Pre-Eng)]	Funds Applied For	Number of Connections Applied For	Cost per Connection	Project Recommended/ Not Recommended	Funding Recommended	Recommended Number of Connections	Recommended Cost/Connection	Project Area of Supply (Municipality/Eskom)	Business Proposal/Plan Submitted (Y/N)	Project Visited (Y/N)	Status of Houses on the Ground (at the time of visit, did you find houses/beneficiaries on the ground?)
Vredfort, Mokwallo	Households	New Connection	R 14 071 500,00	795	R 17 700,00	Not Recommended	R 0,00	0	#DIV/0!	Municipal	N/A	NY	No beneficiaries yet, Municipality is still busy with installation of sewer and water, allocation of stands to rightful owners has been completed.
Parys, Tumahole	Households	New Connection	R 41 435 700,00	2 341	R 17 700,00	Not Recommended	R 0,00	0	#DIV/0!	Municipal	N/A	NY	No beneficiaries yet, Municipality is still busy with installation of sewer and water. Process of allocation of stands to rightful owners has not yet started.
Koppies 2X10 MVA, 88/ 6.6KV Substation	Infrastructure	SSN	R 69 595 194.79	N/A	#VALUE!	Recommended	R 25 000 000,00	N/A	#VALUE!	Municipal	N	NY	Phase 3 of the substation. Purchasing of all outdoor equipment for both primary and secondary and installation.
Koppies, Kwakwatsi	Households	New Connection	R 42 480 000,00	2 400	R 17 700,00	Not Recommended	R 0,00	0	#DIV/0!	Municipal	N	NY	No beneficiaries yet, Municipality is still busy with installation of sewer and water, allocation of stands to rightful owners has been completed.
Edenville Ngwathe	Households	New Connection	R 8 761 500,00	495	R 17 700,00	Not Recommended	R 0,00	0	#DIV/0!	Municipal	N	NY	No beneficiaries yet, Municipality is still busy with installation of sewer and water. rightfu; owners of the stands are still kept on camp site, up until the installation of water and sewer and the process of allocation of stands has been completed

## **SECTION N:**

### **Performance Management**

How will the PMS be measured?

The municipality reviewed its Performance Management System (PMS) Framework every financial year when the IDP is reviewed. It is used as one of the instruments to measure municipal performance. The current Draft IDP process seek to develop realistic and measurable developmental objectives that will be seamlessly integrated to other complementing municipal core process.

The municipality PMS policy needs to be reviewed, with our monitoring and reporting systems having to be consistent with our policy.

A number of PMS activities are , specifically aimed at capacitating council, management and staff on PMS implementation, derived from our Balanced Scorecard strategic approach on realising institutional goals.

The review of our PMS policy will be done as part of the review process of both the IDP and budget

The PMS Framework alluded here above is hereto annexed (Annexure 1)

# ANNEXURE 1

## NGWATHE LOCAL MUNICIPALITY



The home of harmony, prosperity and growth

## PERFORMANCE MANAGEMENT SYSTEM FRAMEWORK

**NGWATHE MUNICIPALITY DRAFT IDP 2021/2026**

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## DEFINITIONS

<b>Annual Report</b>	In relation to a Municipality means an annual report contemplated in section 121 of the Municipal Finance Management Act.
<b>Balance Scorecard</b>	Is a conceptual framework enabling an organization in clarifying its vision and strategy, thus effectively translating them into action. This performance management approach provides feedback around both the internal processes and external outcomes, essentially focusing on four indicators: Customer Perspective, Internal-Business Processes, Learning and Growth and Financials.
<b>Current Year</b>	Means the financial year which has already commenced, but not yet ended.
<b>Section 57/ 56 Employee</b>	Means a person employed by a Municipality as a Municipal Manager or as a Manager directly accountable to a Municipal Manager and for which there is a Performance Agreement.
<b>Evaluation</b>	Evaluation is a time-bound and periodic exercise that seeks to provide credible and useful information to answer specific questions to guide decision-making by staff/ managers and policy-makers. Evaluation may assess relevance, effectiveness, efficiency, impact and sustainability of the institution and officials.
<b>Indicators</b>	Indicators are pieces of objective evidence, that tell us whether progress is, or is not being made in achieving goals.
<b>Input indicator</b>	Means an indicator that measures the costs, resources and time used to produce an output.
<b>Inputs</b>	The resources, physical, financial or otherwise that contribute to the delivery of outputs. In other words, "what we use to do the work."
<b>Key Performance Area (KPA)</b>	This is the area in which the Municipality plays a role towards delivering services. These may include Infrastructure and Engineering, Community Planning and Safety, Strategic and Corporate Services, Social and Economic Development, Institutional Transformation, Governance and Financial Management, amongst others.
<b>Key Performance Indicators (KPI)</b>	Key Performance Indicators will be determined in respect of each development priority and objective. These indicators are subject to public participation and will be used by each Department as well as each municipal entity where applicable. These are quantifiable measures which show where performance currently is in relation to the baseline and the target. This describes the measure in a clear, simple and precise manner.
<b>Local Community or Community</b>	In relation to a Municipality, means that body or persons comprising – the residents of the Municipality  a) the ratepayers of the Municipality  b) any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs within the Municipality.
<b>MEC for Local Government</b>	Means the MEC responsible for Local Government in a province.

<b>Monitoring</b>	Monitoring involves collecting, analysing and reporting on inputs, activities, outputs and outcomes in a way that supports effective management. Monitoring, aims to provide managers, decision-makers and other stakeholders with regular feedback on progress in implementation, results and early indicators of problems that need to be corrected. It usually reports on actual performance against what was planned or expected.
<b>Municipality</b>	When referred to as – a) an entity, means a Municipality as described in section 2; and b) a geographical area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act. 1998 (Act No. 27 of 1998).
<b>Municipal Council or Council</b>	Means a municipal Council referred to in section 157(1) of the Constitution.
<b>Municipal Finance Management Act</b>	Means the Local Government: Municipal Finance Management Act, 2003, and any regulations made under that Act.
<b>Municipal Structures Act</b>	Means the Local Government: Municipal Structures Act. 1998 (Act 117 of 1998).
<b>Municipal Systems Act</b>	Means the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000).
<b>Objective</b>	An objective is a projected goal that a person, system, or organisation plans or intends to achieve
<b>Outcomes</b>	Refer to the ultimate effects of government activities on society in the medium to long term. These are the results of specific outputs for strategic goals identified in the IDP.
<b>Outcome indicator</b>	Means an indicator that measures the quality and or impact of an output on achieving a particular objective.
<b>Output indicator</b>	Means an indicator that measures the results of activities, processes and strategies of a program of a Municipality.
<b>Outputs</b>	Goods and services produced by the Municipality which are identified by the Performance measures. Outputs may be defined as “what we produce or deliver”.
<b>Performance Audit Committee</b>	An independent committee appointed to assess the annual performance of the Municipality and report on the findings.
<b>Performance Agreement</b>	Means an agreement as contemplated in Section 57 of the Municipal Systems Act.
<b>Performance Plan</b>	Means a part of the performance agreement which details with the Measurable objectives (Outputs), Performance Measures (KPI's), targets and activities that are aligned to the Scorecards.
<b>Political office bearer</b>	Means the Speaker, Executive Mayor, Mayor, Deputy Mayor or Member of the Executive Committee as referred to in the Municipal Structures Act.

<b>Quarters</b>	Means any of the following periods in a financial year:  (1) 1 July to 30 September;      (2) 1 October to 31 December;  (3) 1 January to 31 March; or      (4) 1 April to 30 June.
<b>Scorecard</b>	Is an evaluation device that specifies the criteria that stakeholders will use to rate performance in satisfying their requirements.  <b>Municipal Scorecard:</b> Five (5) Year Scorecard.  <b>Organisational Scorecard:</b> Annual (Year under review) Scorecard with Quarterly Targets.  <b>Departmental Scorecard:</b> Annual (Year under review) Scorecard with Quarterly Targets for Municipal Manager and Managers reporting to the Municipal Managers', Departments/Votes.
<b>Service Delivery and Budget Implementation Plan</b>	Means a detailed plan approved by the Mayor of a Municipality in terms of section 53(1) (c)  (ii) of the Municipal Finance Management Act for implementing the Municipality's delivery of municipal services and its annual budget, and which must indicate –  a) projections for each month of – 1) revenue to be collected, by source; and 2) operational and capital expenditure, by vote;  b) service delivery targets and performance indicators for each quarter; and  c) any other matters that may be prescribed,  and includes any revisions of such plan by the Mayor in terms of section 54(1)(c) of the Municipal Finance Management Act.
<b>Target</b>	Target to be achieved for that indicator over the specified timeframe.

# NGWATHE MUNICIPALITY DRAFT IDP 2021/2026

## 1. INTRODUCTION

The Municipal System Act (MSA) of 2000 mandates municipalities to establish Performance Management Systems, and the Planning and Performance Management Regulations of 2001 describes the municipality's Performance Management System as consisting of a framework that articulates and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised, managed and to determine the roles of different stakeholders. Furthermore, the MSA Municipal System Act 32 of 2000 and the Municipal Finance Management Act of 2003 (MFMA) requires that the 5-year strategy of a municipality, the Integrated Development Plan (IDP), must be aligned to the municipal budget and be monitored through the annual Service Delivery and Budget Implementation Plan (SDBIP). Thus, the IDP, the budget and the municipality's performance systems are linked. In relation to these provisions, the performance management of Section 57 Managers must be aligned with the implementation of the Integrated Development Plans, and this is now regulated in terms of the Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers.

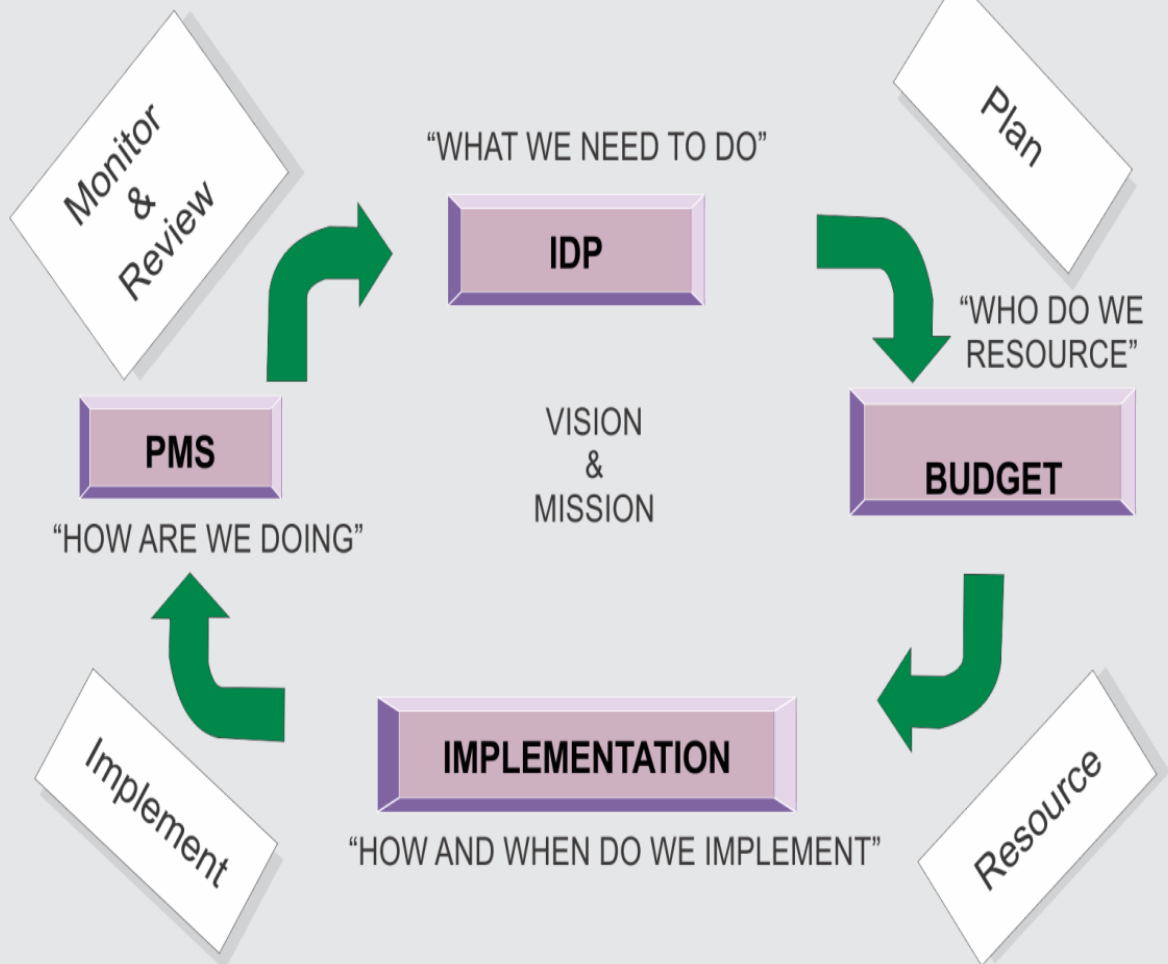
Performance management is a process which measures the implementation of an organization's strategy. At the local government level, this has become an imperative, with Local Economic Development, Municipal transformation and institutional development, Good governance and Public Participation, financial Viability and Basic Service Delivery and Infrastructure Development being the key performance areas in terms of the Local Government Developmental Agenda. Performance management provides the mechanism to measure whether targets to meet its strategic objectives that are set by the municipality and its employees, are met. National government has also found it necessary to institutionalize and provide legislation on the performance management process for local government.

In 2013 the Council of Ngwathe Local Municipality approved the Performance Management Framework. This Policy Framework has never been fully implemented since then. However the processes of developing, implementation and reviewing Integrated Development Planning (IDP) have been taking place as normal.

This document therefore serves to review and update of the framework adopted in 2013, with a view to aligning it with current legislative and policy framework in introducing a performance management policy framework that encompasses a Performance Management System (PMS) to be adopted by the municipal council. The Policy Framework will reflect the linkages between the Integrated Development Plan (IDP), the Budget, the Service Delivery and Budget Implementation Plan (SDBIP) and the Performance Management System (PMS) of the municipality. This document will therefore incorporate recently promulgated legislation and policies, present an updated version of the Municipal Scorecard Model and the 5 perspectives, different levels of scorecards and the relationship of these levels and outline the roles and responsibilities of different stakeholders. As required by the Municipal Systems Act, 32 of 2000 and the Planning and Performance Management Regulations, 2001. It sets out the following:

- The objectives of a performance management system;
- The principles that will inform the development and implementation of the system;
- A preferred performance model that describes what areas of performance will be measured by the municipality;
- The process by which the system will be managed;
- Auditing of the municipality's performance;
- Compliance to critical dates and timelines;
- The roles and responsibilities of different stakeholders; and
- The process of managing individual performance.

# LINKAGES OF CORE COMPONENTS



## 2. POLICY AND LEGAL CONTEXT FOR PERFORMANCE MANAGEMENT

Legislative enactments, which govern performance management in municipalities are found in the Batho Pele Principles; the White Paper on Local Government; Municipal Systems Act, 2000; Municipal Planning and Performance Management Regulations 2001; Municipal Finance Management Act 2003; Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006; the Framework on Managing Performance Information and lastly the Directive: Performance Information Public Audit Act, 2004 published under Notice 646 of 2007.

Although it is not considered necessary to go into detail in respect of all the legislation it is important to give a brief overview of the most important legislative provisions set out in:

- The Municipal Systems Act , 32 of 2000
- The Municipal Planning and Performance Management Regulations, 2001
- The Municipal Finance Management Act, No. 56 of 2003; and
- The Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006.

Extracts of some relevant policies and legislation that governs municipal performance management is attached in Appendix I of this policy framework. Summaries of very important provisions relating to organisational performance management are thus set out hereunder.

### A. The Local Government: Municipal Systems Act , 32 of 2000

Chapter 6 of the Municipal Systems Act (2000) provides briefly that a municipality must:

- Develop a performance management system;
- Promote a performance culture;
- Administer its affairs in an economical, effective, efficient and accountable manner;
- Set Key Performance Indicators (KPI's) as a yardstick for measuring performance;
- Set targets and monitor and review the performance of the municipality based on indicators linked to their IDP;
- Monitor, measure and review performance at least once per year;
- Take steps to improve performance;
- Report on performance to relevant stakeholders;
- Publish an annual performance report on performance of the municipality forming part of its annual report as per the Local Government: Municipal Finance Management Act, 2003;
- Incorporate and report on a set of general (sometimes also referred to as national) indicators prescribed by the Minister responsible for local government;
- Conduct on a continuous basis an internal audit of all performance measures;
- Have their annual performance report audited by the Auditor-General; and
- Involve the community in setting indicators and targets and reviewing municipal performance.

Section 55 to 58 of the Act outlines the provisions on the employment and functions of the Municipal Manager and Managers directly accountable to the Municipal Manager.

### B. The Municipal Planning and Performance Management Regulations of 2001

In summary the Regulations provide that a municipality's PMS must:

- Entail a framework that describes and represents how the municipality's cycle and process of performance management, including measurement, review, reporting and improvement, will be conducted;

- Comply with the requirements of the Systems Act;
- Relate to the municipality's employee performance management processes and be linked to the municipality's IDP ; and that:
- A municipality must:
  - Set key performance indicators (KPI's) including input, output and outcome indicators in consultation with communities;
  - Annually review its KPI's;
  - For each financial year set performance targets;
  - Measure and report on the nine nationally prescribed KPI's;
  - Report on performance to Council at least twice a year;
  - As part of its internal audit process audit the results of performance measurement;
  - Annually appoint a performance audit committee; and
  - Provide secretarial support to the said audit committee.

C. The Local Government: Municipal Finance Management Act, 56 of 2003 (MFMA)

The Municipal Finance Management Act, 2003 also contains various important provisions relating to performance management. In terms of the Act all municipalities must:

- Annually adopt a service delivery and budget implementation plan with service delivery targets and performance indicators;
- When considering and approving the annual budget, set measurable performance targets for revenue from each source and for each vote in the budget;
- Empower the Mayor or Executive Committee to approve the Service Delivery and Budget Implementation Plan and the Performance Agreements of the Municipal Managers and the Managers directly accountable to the Municipal Manager; and
- Compile an annual report, which must, amongst others, include the municipality's performance report compiled in terms Section 46 of the Systems Act.

The Municipal Systems Act and the Municipal Finance Management Act require that the PMS be reviewed annually in order to align it with the reviewed Integrated Development Plan (IDP). As a direct consequence of the reviewed organisational performance management system it then becomes necessary to also amend the scorecards of the municipal manager and section 57 managers in line with the cascading effect of performance management from the organisational to the departmental and eventually to the employee level.

D. The Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006

This legislation regulates the management of the Section 57 employees of a municipality by providing an outline of employment contracts, performance agreements, performance plans, employee development and empowerment measures and performance evaluation processes. These regulations further provide criteria for performance assessment and the 5-point rating upon which performance of an individual need to be scored during the assessment and evaluation.

E. LG: MFMA: Municipal Regulations on Minimum Competency Levels, 2007

Regulates uniform financial competences to improve financial management and viability of municipalities.

F. LG: Regulations Regarding the Participation of Municipal Staff Members in Municipal Elections, 2011

Regulates the participation of municipal staff in elections.

G. LG: Disciplinary Regulations for Senior Managers, 2011

Set uniform procedures for management of discipline for senior managers.

H. Municipal Systems Amendment Act 7 of 2011 & Regulations

Setting of uniform standards for all municipal staff and duties, remuneration, benefits and other terms and conditions of employment of municipal managers and manager's directly accountable municipal managers.

I. The White Paper on transforming Public service delivery (BATHO PELE 1988)

The white paper on transforming public service alludes to 8 Batho Pele principles which are:

**Consultation**

People should be consulted about the level and quality of the public service they receive, where possible should be given a choice of the services to be rendered.

**Service standards**

Communities should know what standards of service to expect

**Access**

All citizens should have equal access to services to which they are entitled.

**Courtesy**

All citizens should be treated with courtesy and consideration.

**Information**

Citizens should be given full and accurate information about the services they are receiving.

**Openness and transparency**

Citizens should know how departments are run, how resources are spent and who is in charge of which service.



## Redress

If a promised standard is not delivered, citizens should be offered an apology, a full explanation and a speedy and effective remedy.

## Value for money

Public services should be provided economically and efficiently in order to citizens the best possible value for money.

### **3. OBJECTIVES OF PERFORMANCE MANAGEMENT**

The general objectives of managing performance are, inter alia to:

#### 3.1. Facilitate increased accountability

The PMS should provide a mechanism for ensuring increased accountability between:

- The citizens of the Local Municipality and the Municipal Council;
- The political and administrative components of the Municipality; and
- The Office of the Municipal Manager and each municipal department.

#### 3.2. Facilitate learning and improvement

The PMS must also provide a platform for learning and improvement. It should enable the Municipality to assess which approaches and methods are having the desired impact and in this way enable the Municipality to make the necessary improvements that will lead to more effective service delivery. It should form the basis for monitoring implementation, evaluating and improving the IDP.

#### 3.3. Provide early warning signals

The PMS should provide managers and supervisors at all levels, the Municipal Manager, Portfolio Committees and the Council with early warning of performance targets that are not going to be reached and thus adversely affecting the implementation of the IDP. It is important that the system informs decision makers of areas of delivery that are lagging behind so that they can intervene and take corrective action as required.

#### 3.4. Facilitate decision making

The PMS should provide suitable management information that will allow for efficient, effective and informed decision making, particularly on the allocation of resources.

The objectives listed above are not exhaustive, but briefly summarize the intended benefits of the PMS that is to be reviewed and implemented. These intended objectives, together with other criteria, should be used to evaluate the PMS at the end of each financial year.

## **4. PRINCIPLES OF PERFORMANCE MANAGEMENT**

The following principles are proposed to inform and guide the review and implementation of the Impendle Local Municipality's PMS:

### **4.1. Simplicity**

The system must be a simple user friendly system that enables the Municipality to operate it with its existing resources with the involvement of external stakeholders.

### **4.2. Politically driven**

The legislation requires the PMS to promote a culture of performance management in the political structures. It further states that Council must manage the development of the PMS and assign responsibility in this regard to the Municipal Manager. Once developed, Council must adopt the PMS . This means that Council is the owner of the system and must therefore oversee the implementation and improvement of the system and in the process inculcate a culture of performance improvement as is required by the Municipal Systems Act.

### **4.3. Incremental implementation**

One of the most important lessons learnt by municipalities that have developed and implemented successful PMSs is that it is an incremental process. They point out that the most important thing to do is to start measuring and reporting performance and not to carry on developing the "best" system – start with a basic system, implement it and then improve it incrementally. It is not possible to transform overnight from close to non-compliance to international best practice. In practice it is only possible to move gradually towards a high performance organisation.

### **4.4. Transparency and accountability**

The process of managing performance should be inclusive, open and transparent. Citizens should know how departments within the municipality are run, how resources are spent, and who is in charge of particular services. Similarly all information on the performance of departments should be available for other managers, employees, the public and interest groups.

### **4.5. Integration**

The PMS should be integrated into other management processes in the municipality, such that it becomes a tool for more efficient and effective management rather than an additional reporting burden. It should be seen as a central tool for managing the affairs of the Municipality.

### **4.6. Objectivity**

Performance management must be founded on objectivity and credibility. Both the process of managing performance and the information on which it relies need to be objective and credible.

## **5. PREPARING FOR PERFORMANCE MANAGEMENT**

### **5.1 Delegation of Responsibilities**

The Municipal Systems Act (2000) places the responsibility of adopting a Performance Management System (PMS) on the Council, while holding the Mayor responsible for its implementation.

The Mayor of Ngwathe Local Municipality delegates the responsibility for the development and management of the PMS to the Municipal Manager. The development of the system is a once-off activity and the Municipal Manager submits the system to the Mayor, who in turn forwards it to the full council for approval. The responsibility of implementation and management of the system remains with the Municipal Manager as part of his core functions as provided for in Section 55(1) of the Municipal Systems Act of 2000.

## **6. Development of the Performance Management System**

### **6.1 The Relationship between Integrated Development Planning (IDP), the Service Delivery and Budget Implementation Plan (SDBIP) and Performance Management**

Integrated development planning, as defined by the Municipal Systems Act, is a process by which municipalities prepare a 5 year strategic plan that is reviewed annually in consultation with communities and stakeholders. This strategic plan adopts an implementation approach and seeks to promote integration. By balancing the economic, ecological and social pillars of sustainability without compromising the institutional capacity required in the implementation and by coordinating actions across sectors and spheres of government, the IDP delivers a number of products that translate to the formulation of the municipal budget, the development of an annual Service Delivery and Budget Implementation Plan and an organizational performance scorecard for the municipality. In a nutshell, the IDP process should deliver the following products in relation to performance management:

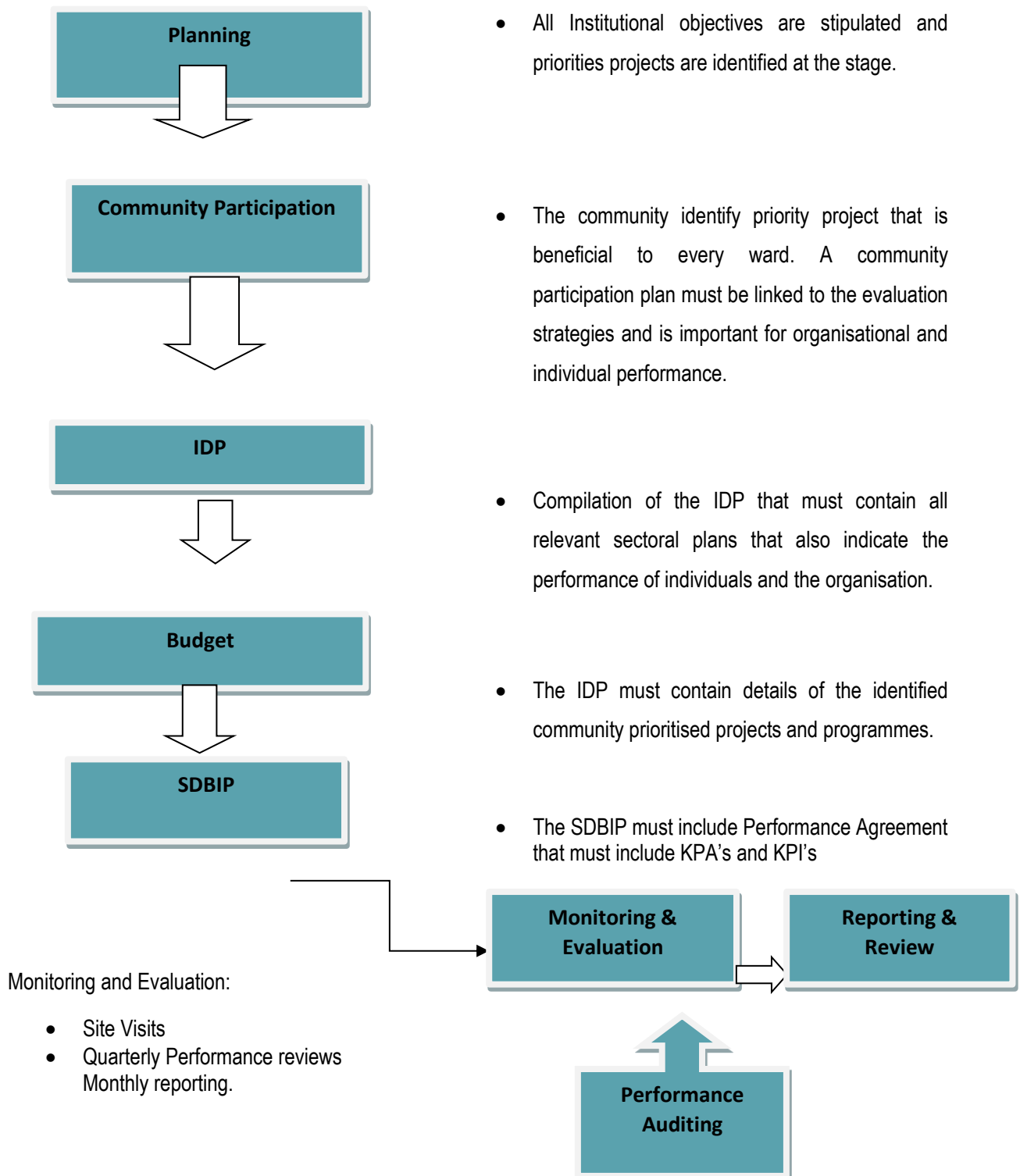
- An assessment of development in the municipal area, identifying development challenges, marginalized and vulnerable citizens and communities;
- A long term development vision for the municipal area that overcomes its development challenges;
- Key Performance Areas and objectives, based on identified needs, achievable in the current term of office, that would contribute significantly to the achievement of the development vision for the area;
- A set of internal transformation strategies, priorities and objectives, whose achievement would enable the delivery and the realisation of the development vision;
- Programmes and projects identified which contribute to the achievement of the above objectives;
- High level Key Performance Indicators and Performance targets that will be used to measure progress on implementation of projects and progress towards attainment of the objectives and the vision; and

A financial plan and medium term income and expenditure framework that is aligned with the priorities of the municipality; Developing and Adoption of the Service Delivery and Budget Implementation Plan (“the SDBIP”)

The above results of the 5 year IDP and the annual reviews result in the development of the Service Delivery and Budget Implementation Plans (SDBIP) on an annual basis. The SDBIP gives effect to the Integrated development Plan (IDP) and the budget of the municipality and is effective if the IDP and budget are fully aligned with each other, as required by the Municipal Finance Management Act. The budget gives effect to the strategic priorities of the municipality and is not a management or implementation plan. The SDBIP therefore serves as a “contract” between the administration, council and the community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring performance in service delivery against end of year targets and implementing the budget.

The SDBIP provides the vital link between the Mayor, the Ngwathe Local Municipal Council and the administration, and facilitates the process for holding management accountable for its performance. The SDBIP is an operational tool that assists the Mayor, councillors, municipal manager, senior managers and community. A properly formulated SDBIP will ensure that appropriate information is circulated internally and externally for purposes of

monitoring the execution of the budget, performance of senior management and achievement of the strategic objectives set by council. It enables the municipal manager to monitor the performance of senior managers, the Mayor to monitor the performance of the municipal manager, and for the community to monitor the performance of the municipality. The SDBIP should therefore determine (and be consistent with) the performance agreements between the Mayor and the municipal manager and the municipal manager and senior managers determined at the start of every financial year and approved by the Mayor. It must also be consistent with outsourced service delivery agreements such as municipal entities, public-private partnerships, service contracts and the like.



The municipality has established structures for consultation, oversight and management of integrated development planning. These include but not limited to:

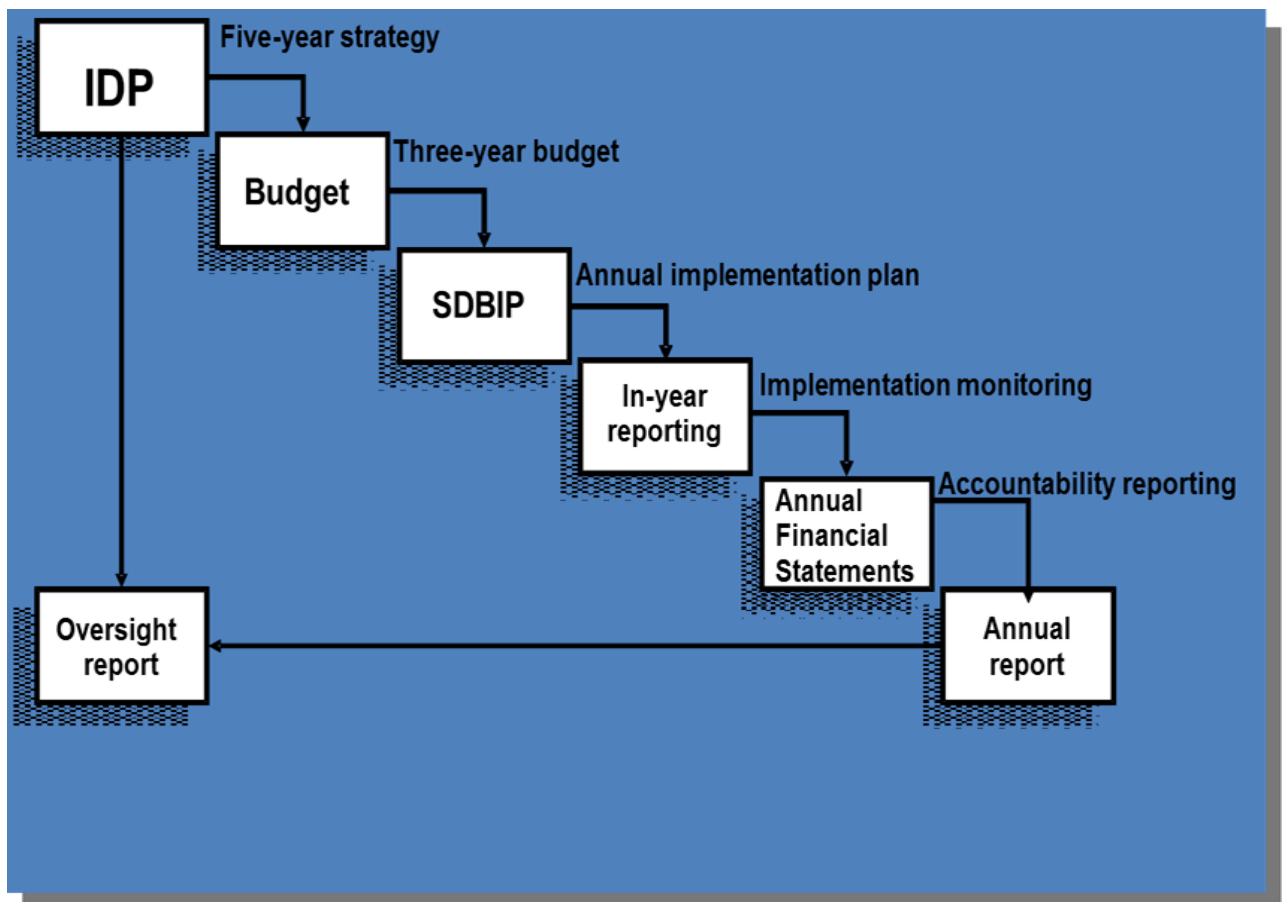
The IDP Representative Forum

The Performance Audit Committee

The IDP of the municipality contains the above features. The municipality has clustered its delivery priorities in the IDP under the following 6 Key Performance Areas (KPA's):

1. Municipal Transformation and Institutional Development;
2. Good Governance and Public Participation;
3. Municipal Financial Viability;
4. Service Delivery and Infrastructure Development;
5. Local Economic Development and
6. Spatial Rationale

The IDP planning process has resulted in translation of the above key performance areas into objectives, and Key Performance Indicators and Performance Targets have been set for each key performance area. Every year the above elements are reviewed within the period of July and March which occurs simultaneously with the implementation of the IDP.



## 6.2 Adoption of a Performance Management System

According to Regulation 8 of the Municipal Performance Regulations of 2001, the performance management system must be adopted before or at the same time as the commencement by the municipality of the process of setting key performance indicators and targets in accordance with its integrated development plan. Efforts will be made to comply with this regulation on an annual basis whereby the indicators and targets will be reviewed and this will coincide with the review and adoption of a reviewed system.

## 7 PERFORMANCE MEASUREMENT MODEL

### 7.1 What is a Performance Measurement Model?

Performance management is defined as a strategic process to management (or system of management), which equips leaders, managers, employees and stakeholders at different levels with a set of tools and techniques to regularly plan, continuously monitor, periodically measure and review performance of the organization in terms of indicators and targets for efficiency, effectiveness and impact. Regulation 7 of the 2001 Performance Regulations requires that every municipality develop a performance management system (PMS) which consists of a performance framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organized and managed, and must set out the roles and responsibilities of the different stakeholders. The regulations further provide in Regulation 13 that a municipality must, after consultation with the community, develop and implement mechanisms, systems and processes for the monitoring, measurement and review of performance in respect of the key performance indicators and targets set by it.

Performance measurement involves determining the extent to which objectives are being achieved through developing indicators and linking them to targets and related standards. Review of performance against set targets is undertaken on a regular basis. A performance measurement framework is a practical plan for the municipality to collect, process, organise, analyse, audit, reflect on and report performance information.

A performance measurement model is a system that is used to monitor, measure and review performance indicators within the above performance measurement framework. It is a choice about what aspects or dimensions of performance will be measured. It is the grouping together of indicators into logical categories or groups, called **perspectives**, as a means to enhance the ability of an organization to manage and analyze its performance.

### 7.2 The Value of a Performance Measurement Model

The value of performance measurement models can be summarized as follows:

- Models simplify otherwise long lists of indicators by organizing them into perspectives which will sufficiently represent effective performance;
- Different models differ enormously on what is viewed as key aspects of performance (Key Performance Areas) and can help organizations make their own decisions on a model that fits their context;
- Models help in aligning the relationship between areas of performance when planning, evaluating and reporting;
- Models help align strategic planning and performance management by directly linking Key Performance Areas to priority areas in the strategic plan.
- Building an own model allows municipalities to agree on what areas of performance should be integrated, managed and measured and what values should inform indicators and standards of achievement.

### **7.3 Criteria of a Good Performance Model**

The following characteristics should guide the choice of a performance model:

- a. It must be simple to develop and its implementation must be able to be cascaded to the lower level with ease.
- b. The model must ensure that there is a balance in the set of indicators being compiled.
- c. The balance created by the model must encompass all relevant and priority areas of performance.
- d. The perspectives must be aligned to the IDP objectives.
- e. The model must be able to diagnose blockages in the system timeously.
- f. It must be easy to replicate to all other levels.
- g. It must be easy to integrate with other municipal systems and processes.

### **7.4 The Balanced Scorecard Performance Model**

The widely used performance model is the Balanced Scorecard. The Balanced Scorecard ensures that there is balance in the set of indicators being compiled. It was developed as a means to measure performance by combining both financial and non-financial indicators to create a balance between financial and other critical functional areas in organizations. By combining financial indicators and non-financial indicators in a single report, the Balanced Scorecard aims to provide managers with richer and more relevant information about the activities that they are managing than is provided by financial indicators alone.

The Balanced Scorecard performance model required the use of scorecards as a systematic approach to assessing internal results while probing the external environment. This Model groups its indicators into four perspectives: financial perspectives, customer perspective, internal perspective and learning and growth perspective.

### **7.5 The Revised Municipal Scorecard Model**

A Municipal Scorecard Model is a balanced scorecard adapted for measuring key performance on developmental areas that are relevant to municipal service delivery and the public sector. This municipal scorecard model groups indicators together under the 5 Year Local Govt Strategic Agenda Key Performance Areas (KPA's). There are five KPA's that municipalities are required to align their strategic planning on and these cut across every functional area of a municipality. The municipal scorecard measures a municipality's performance through grouping the municipal indicators under these perspectives:

- I. The Municipal Development Perspective
- II. The Service Delivery Perspective
- III. The Institutional Development Perspective
- IV. The Financial Management Perspective
- V. Governance Process Perspective

### **7.6 Why Ngwathe Local Municipality will adopt the Revised Municipal Scorecard Model?**

In previous years, municipalities were encouraged to adopt the balanced scorecard model in its adapted Municipal Scorecard Performance Model format. This model consisted of four perspectives, namely; (1) Development Impact Perspective; (2) Resource Management Perspective; (3) Service Delivery Perspective; and (4) Governance Process Perspective.

The Ngwathe Local Municipality will align this framework to the revised Municipal Scorecard Model and its performance will be grouped under the following 5 perspectives:

### 1. *The Municipal Development Perspective*

In this perspective the municipality will assess whether the desired development indicators around the performance area of social and economic development is achieved.

### 2. *The Service Delivery Perspective*

This perspective will assess the municipality's performance in the overall delivery of basic and infrastructural services and products.

### 3. *The Financial Management Perspective*

This perspective will measure the municipality's performance with respect to the management of its finances.

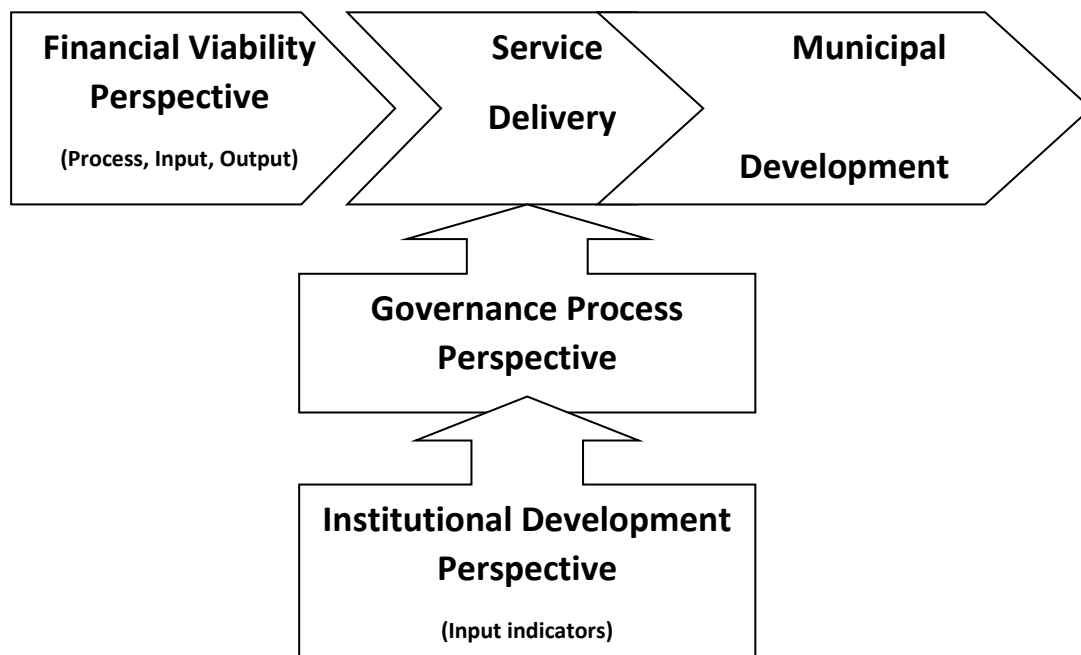
### 4. *The Institutional Development Perspective*

This perspective relates to input indicators that measure the functioning of the municipality under areas such as human resources, strategic planning and implementation, performance management, etc.

### 5. *The Governance Process Perspective*

This perspective will measure the municipality's performance in relation to its engagement with its stakeholders in the process of governance, established and functioning governance structures, etc.

The Figure below illustrates the 5 perspectives of the Revised Municipal Scorecard Model and the type of indicators grouped under each perspective. It depicts how each of the perspectives informs the performance results of the others from the bottom-up.





## 7.7 Implementation of the Revised Municipal Scorecard in Ngwathe Local Municipality

A two-level scorecard approach is proposed. The Strategic or Organizational Scorecard will reflect KPA's, objectives, indicators and targets at a strategic level and will align directly with the IDP priorities. This scorecard will follow along the lines of the SDBIP, but will not have the monthly financial cash flow projections. The second-level scorecard will be service or departmental scorecards. This level of scorecard will reflect objectives, indicators and targets at a departmental level. This scorecard will also inform the individual scorecards of the Section 57 Managers.

The two levels of scorecards will then be the organizational performance management system of the Municipality. All reporting on the municipality's performance will be informed by information derived from the two-level scorecard.

## 7.8 Developing the Organizational Scorecard and Outlining the Scorecard Concepts

During the IDP process a corporate vision and mission was formulated for Ngwathe Local Municipality, together with broad key performance areas (KPA's), development objectives and key performance indicators (KPI's) which feed into the vision and mission. It is now necessary to take this process further into the performance management system, by developing an organizational or strategic scorecard that will encompass all the relevant areas or concepts that will allow measurement of the performance of the organization using this scorecard. This will be done by using relevant concepts to populate the organizational and service scorecards of Ngwathe Local Municipality. This process of developing the organizational and service/departmental scorecards will be followed every year after adoption of the IDP and the budget and after evaluation of the previous year scorecard or municipal performance. An illustration of some of the components of an organizational or strategic scorecard is reflected in figure 3 below.

**Figure: Organisational Scorecard Concepts**

<b>Step 1</b>	Outline the National Key Performance Areas
<b>Step 2</b>	Define Strategic Focus Areas (SFA's)
<b>Step 3</b>	Formulate appropriate development objectives (IDP Objectives)
<b>Step 4</b>	Develop suitable Key Performance Indicators (KPI's)
<b>Step 5</b>	Indicate the types of Key Performance Indicators
<b>Step 6</b>	Provide baseline information
<b>Step 7</b>	Set targets for each KPI, per quarter
<b>Step 8</b>	Allocate responsibility to departments for execution of actions
<b>Step 9</b>	Provide frequency of reporting on progress

In the following paragraphs are explanatory notes expanding on each of the component concepts set out in the above illustrative scorecard.

### *Step 1: Setting out National Key Performance Areas (KPA's)*

Outlining Key Performance Areas is the first step in the performance management process. According to the 5-Year Local Government Strategic Agenda, all municipalities are required to cluster their priority issues identified during the IDP development and review processes around the following Six KPA's:

- Basic Service Delivery and Infrastructure Development;
- Local Economic Development;
- Municipal transformation and Institutional development;
- Good governance and Public participation;
- Financial viability and
- Spatial Rationale.

### *Step 2: Define Strategic Focus Areas*

It is advisable to identify Strategic Focus Areas for each of the development areas that fall under each of the Key Performance Area's. Examples of Strategic Focus Areas that fall under the Service Delivery KPA are water, electricity, sanitation, roads, etc. Each KPA will have specific strategic areas and each of these must be outlined in the scorecards.

The municipality can choose any favourable phrase for these areas. Other municipalities identify them as Key Focus Areas, Strategic Pillars, etc.

### *Step 3: Formulating Appropriate Development Objectives*

The next step involves the setting of at least a maximum of five (5) high level objectives per KPA. An objective is a measurable statement of intent, measurable either quantitatively or qualitatively. It's a series of elements of the vision or mission broken down into manageable quantities.

There is no hard-and-fast rule about how many objectives to set, but it is important to make it manageable and realistic and it is therefore advisable to limit the number of objectives that are developed for each KPA.

Example of a developmental objective that is aligned with the KPA:

*KPA* = *Service Delivery:*

*Objective* = *"To provide every household with a weekly door-to-door refuse collection service by July 2013".*

### *Step 4: Developing Suitable Key Performance Indicators (KPIs)*

The fourth step involves determining necessary Key Performance Indicators for each Strategic Focus area, which define what needs to be measured in order to gauge progress towards achieving the development objectives discussed in the previous step. KPI's must be measurable, relevant, simple and precise. They simply define how performance will be measured along a scale or dimension (e.g. number of houses to be built).

In setting key performance indicators, the performance regulations of 2001 require that the municipality ensure that:

- a. communities are involved; and
- b. the key performance indicators inform the indicators set for:
  - all its administrative units and employees; and
  - every municipal entity and service provider with whom the municipality has entered into a service delivery agreement.

KPI's are used to:

- Communicate the achievements and results of the municipality.
- Determine whether a municipality is delivering on its developmental mandate.
- Indicate whether the organisational structure of a municipality is aligned to deliver on its development objectives.
- Promote accountability by the council to its electorate.

Whenever a municipality amends or reviews its IDP in terms of section 34 of the Municipal Systems Act, the municipality must, within one month of its IDP having been amended, review those KPI's that will be affected by such amendment.

The Performance Regulations of 2001 prescribes two core local government indicators. Municipal indicators which are set by following this step, and national general indicators having been set by the National Minister. The municipality's scorecard must incorporate both indicators. The National General indicators are prescribed in terms of Section 43 of the Municipal Systems Act and provided for in Regulation 10 of the 2001 Performance Regulations and are as follows:

- a. the percentage of households with access to basic level of water, sanitation, electricity and solid waste removal;
- b. the percentage of households earning less than R1100 per month with access to free basic services;
- c. the percentage of the municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan;
- d. the number of jobs created through the municipality's local, economic development initiatives including capital projects;
- e. the number of people from employment equity target groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan;
- f. the percentage of the municipality's budget actually spent on implementing its workplace skills plan; and
- g. the municipality's financial viability as expressed by the ratios for debt coverage, outstanding service debtors to revenue and cost coverage.

#### *Step 5: Types of Indicators (KPI's)*

In setting indicators, the municipality's scorecard must show the different types of indicators. The different types of indicators that are popularly used to measure organizational performance include the following:

*Input Indicators:* These indicators are typically cost related. As the name suggests, they literally measure what inputs have been made towards achieving the objective and they are most relevant to the day-to day operations of a municipality. These are indicators that measure the costs, resources and time used to produce an output;

*Process indicators:* These indicators describe how well the municipality uses its resources in producing services. They cover the activities and operations that convert inputs into outputs. They are essentially internal types of indicators.

*Output indicators:* These indicators that measure the results of activities, processes and strategies of a program of the municipality. They refer to "products" produced by processing inputs (i.e. the end point of an activity). An example of an output indicator is "the number of houses built or the number of electricity connections made". Output indicators should only be used for those functions for which the municipality is directly responsible.

*Outcome indicators:* These indicators measure the quality and or impact of an output on achieving a particular objective. Outcomes are usually based on the results of different variables acting together (for example increased economic activity as a result of improved water supply). They measure the effect that the goals and objectives are having on the community and they are important diagnostic tools. Based on many variables, they tend to lag behind output indicators because they can only be measured after the outputs have been produced. They are also more difficult to measure and are usually influenced by factors external to the municipality's control.

#### Step 6: Provide Baseline Information for each KPI

The next step is to determine the baseline indicator for each set KPI. A baseline indicator is the value (or status quo) of the indicator prior to the period over which performance is to be monitored and reviewed.

#### Step 7: Setting Annual Targets for each KPI

The next step is to set performance targets for each identified KPI. Performance targets should comply with the SMART principle (Specific, Measurable, Achievable, Realistic and Time related). It is important to guard against setting too many performance targets.

Target dates for the completion of actions should be set in conjunction with those Departments responsible for their achievement. It is important to be realistic in the setting of target dates. If realistic dates are not set the departments concerned create false expectations and also set themselves up for failure.

Provision must be made in the scorecard for targets to be met in respect of the first, second, third and fourth quarter.

#### Step 8: Outline Quarterly Targets

This step is about unpacking each of the annual targets and dividing them into quarterly targets. Provision must be made in the organizational scorecards for targets to be met in respect of the first, second, third or fourth quarter.

#### Step 9: Allocating Responsibility

It is also necessary to decide who takes responsibility for what actions. In the case of the organisational scorecard responsibility would be allocated to a Department. In regard to departmental and other lower echelon scorecards a name must be placed against indicator. This is also a way of cascading the responsibility from the strategic level down to the operational level and from the organisational objectives right down to individual performance monitoring. In this way individual employees can exactly know what their roles are in achieving the strategic objectives.

#### Step 10: Deciding on Frequency of Reporting

This step involves the frequency of reporting which is:

- Monthly ( interdepartmental)
- Quarterly (by the 10<sup>th</sup> of the subsequent month)
- Mid-Year or
- Annually ( by February)

#### Step 11: Indicate the Structure Mandated to Receive Progress Reports

- This step must show the structure that is mandated to play an oversight or executive role or to manage that particular performance area and the structure that will receive the reports on that KPA and SFA.

Refer to the Organizational Score card

## 8. THE PROCESS OF MANAGING ORGANIZATIONAL PERFORMANCE

### 8.1 Co-ordination

Co-ordination involves the overall responsibility of and carrying out the function of, and being the custodian of Ngwathe Local Municipality's performance management system and managing the system on behalf of the Municipal Manager. This is a strategic function which resides in the Office of the Municipal Manager.

The co-ordination of the implementation phases of the PMS will be the function of the PMS Unit which will be responsible for the following core activities:

- Responsible for the co-ordination of the development and implementation activities of the organisational PMS, through interaction with all relevant stakeholders;
- Ensuring and overseeing the implementation of this Performance Policy Framework and compliance to all performance legislative requirements in respect of the implementation of the PMS through the development of a Performance Process Plan;
- Facilitating inputs for the review and further development and refinement of the PMS;
- Providing regular support and capacity to the different departments in developing service/departmental scorecards;
- Continuously providing technical support to the Municipal Manager and the executive management team with implementation, assessment, review, monitoring and information management;
- Providing capacity for analysing organizational performance information submitted by Executive Managers on a quarterly, mid-term and annual basis in preparation for reporting;
- Responsible for co-ordination and compiling the Annual Section 46 performance report;
- Ensuring that all quarterly, mid-term and annual organizational performance reports are submitted to all stakeholders timeously, for example, quarterly reports to Mayor; mid-term report to council and annual reports to Auditor General, MEC and the public;
- Work closely with the IDP and Audit Offices to co-ordinate performance activities according to the Performance Process Plan; and;
- Co-ordinate capacity building activities on municipal performance management for all stakeholders.

### 8.2 Implementing the Performance Management System

Having identified the preferred performance model to be the Revised Municipal Scorecard, and having agreed to measure its performance against the five perspectives, Ngwathe Local Municipality will adopt a process plan for implementing its performance management system. The PMS implementation and management process will be carried out within the following phases:

**Phase 1:** Planning for Performance

**Phase 2:** Performance Monitoring and Managing Performance Information

**Phase 3:** Performance Measurement and Analysis

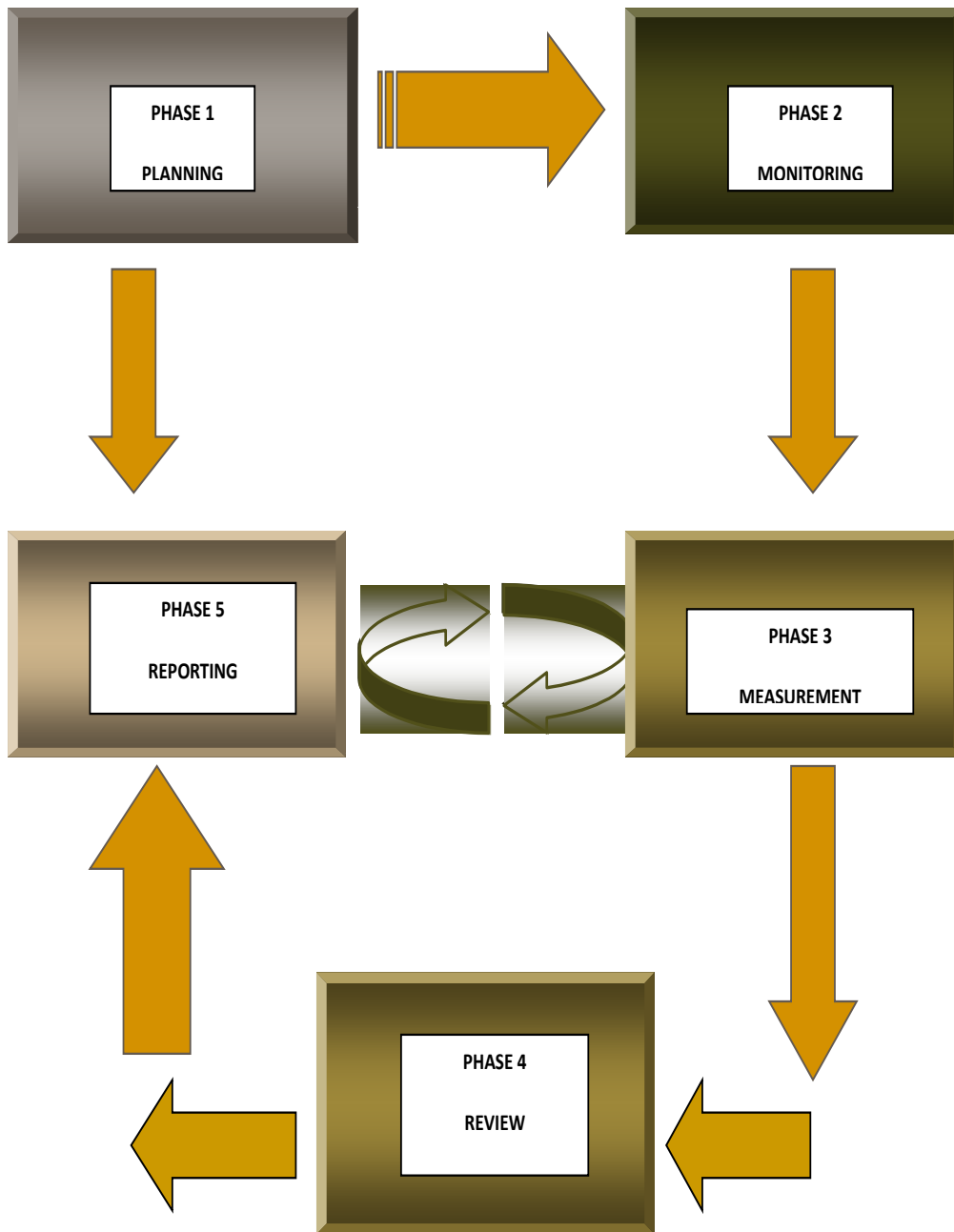
**Phase 4:** Performance Review and Improvement

**Phase 5:** Performance Reporting

The cycle of performance to be adopted is shown in **figure 4** below.

Each phase is outlined in detail and this includes the actual step-by-step guide on what each phase entails and how each one will evolve. Templates that will be used in each phase are illustrated figuratively in the document.

Figure : The Organizational Performance Management Cycle



## **PMS MANAGEMENT CYCLE: Phase 1: Planning**

Planning for performance simply means developing and reviewing the IDP annually in preparation for continuous implementation. Municipal performance planning is part of the IDP strategic planning processes. The IDP process and the performance management process are seamlessly integrated. Integrated development planning fulfils the planning phase of performance management. Performance management fulfils the implementation management, monitoring and evaluation of the IDP process.

### **Step 1: Integrated Development Planning, Priority Setting, Identifying Key Performance Areas, Setting Objectives and Developing Key Performance Indicators and Performance Targets**

During the planning phase, the municipality will cluster its development priorities in the IDP under the following 5 Key Performance Areas (KPA's):

- Basic Service delivery and institutional development;
- Local economic development;
- Municipal Transformation Institutional development;
- Good governance and public participation; and
- Financial viability and financial management.
- Spatial Rationale.

The IDP planning process will result in the formation of the above key performance areas (KPA's) and Strategic Focus Areas will be identified within each KPA. Objectives will be developed for each KPA and Strategic Focus Areas, together with Key Performance Indicators and performance targets. These elements will then inform the development of the organizational scorecard, the SDBIP, which will in turn inform the development of departmental and individual scorecards. Every year the above elements will be reviewed within the period of July and March which occurs simultaneously with the implementation of the IDP.

The organizational scorecard will inform departmental scorecards and departmental business plans. These in turn will inform the individual scorecards for the Section 57 Managers and other employees. Drafting of these scorecards should happen simultaneously with the other documents, and submitted to the Mayor for approval and submission to the full council.

### **Step 2: Attending to Governance and Compliance Issues**

Upon approval of all the strategic documents, the Mayor and the Municipal Manager must sign the Municipal Manager's Performance Agreement before 31 July of every year. The Municipal Manager must do the same and sign Performance Agreements with all the Managers directly accountable to him/her before 31 July of every year. These agreements will be discussed in detail below under individual performance management.

The Mayor will also publicize the SDBIP, the organizational scorecard and the Municipal Manager's Performance Agreement as per the provisions of Section 53(3) of the Municipal Finance Management Act.

The following publicity platforms will be used to publicize the above documents:

- The municipal website
- Local Municipalities
- Local newspapers
- Newsletters

Ngwathe Local Mayor will also submit copies of the SDBIP, the Organizational Scorecard and the performance agreements of all the Section 57 Managers to the MEC for Local Government in the Free State province.

The whole planning process for performance management will be done once per year within the months of March to June, in preparation for implementation in the following year, starting in July. By the beginning of a new financial year, all planning will be complete, compliance issues attended to and resources allocated accordingly.

## **Phase 2: Monitoring**

Monitoring of performance will be an on-going process throughout the year and will run parallel to the implementation of the IDP. Monitoring will be conducted within each department. Ngwathe Local Municipality will use a paper-based and report-based monitoring mechanism. Different role players are allocated tasks to monitor and gather information that would assist the municipality to detect early indications of under-performance and take corrective measures on time. Information management plays a central role during this phase.

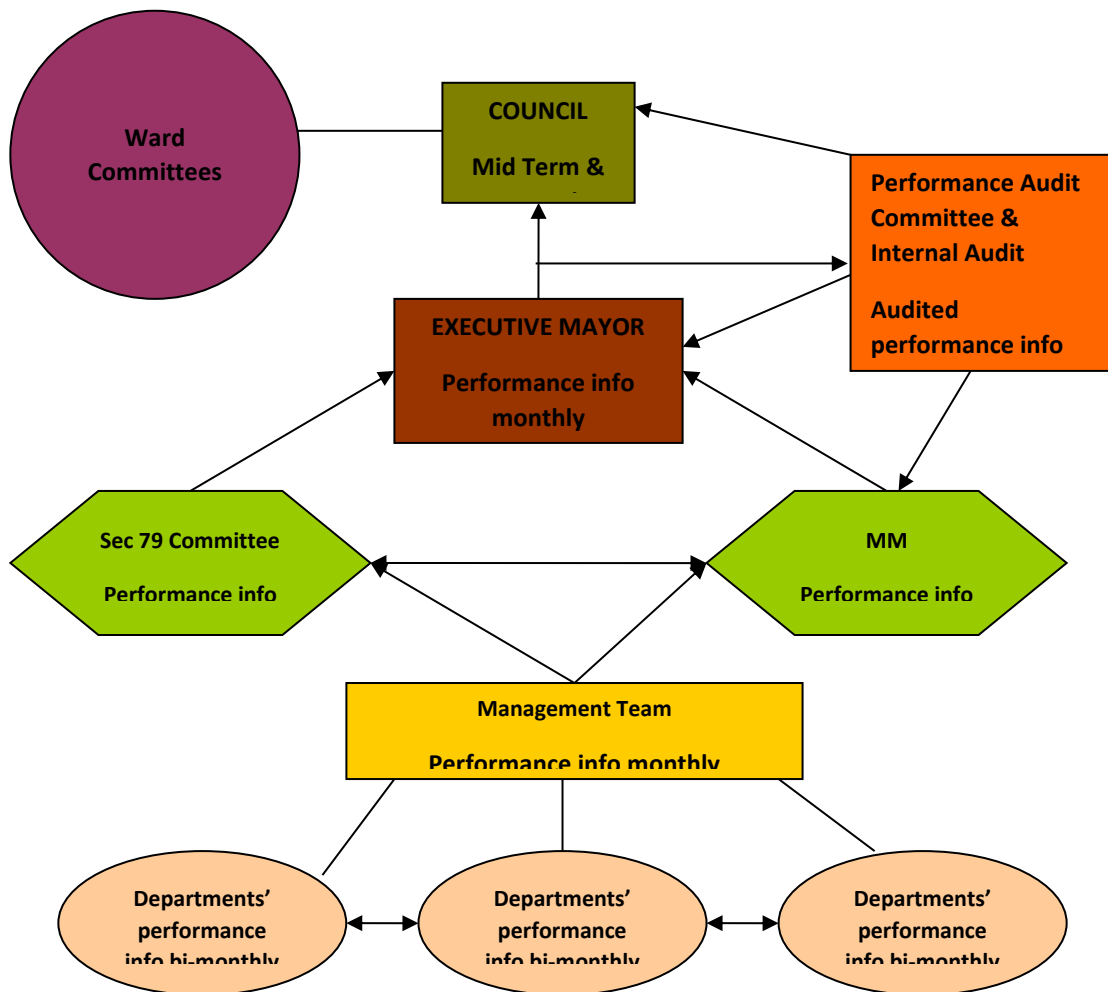
Ngwathe Local Municipality's monitoring system places responsibility on each Department, Division/Section and Individual employee to collect relevant data and information to support the monitoring process. Evidence of performance will be gathered, stored by each department and presented to substantiate claims of meeting (or not meeting) performance standards. This evidence is stored on files (both manual filing and electronic filing, where possible). The Heads of the Departments will allocate responsibility in their offices for information management, as these performance information files must be separate from normal registry filing. Even though registry will have all the data and file it as per their filing system, the performance information will be filed according to key performance area and key performance indicators. These files will be regarded as portfolio of evidence kept for purposes of performance measurement, performance review and audit in the other phases.

### **The roles and responsibilities for monitoring are allocated as follows:**

- **Line Managers** – Each line manager will be responsible for monitoring and reporting on each indicator in their departmental scorecards. They will monitor performance of their direct reports under their functional areas and report as per the indicator that has been set to measure that functional area. This monitoring occurs on a daily basis, with reports being submitted to line managers by direct reports on a weekly basis. The line manager is responsible for compiling section reports on each of the indicators; collect the relevant data related to each project and indicator and facilitate proper storage of the data in files.
- **Admin Officers** – The Admin Officers in each section has a responsibility of managing indicator information files as per the municipality's monitoring system. They are also responsible for collating this information in preparation for submission of performance reports to departmental heads by line managers. This responsibility is carried out on a weekly basis.
- **Departments or Directorates and Teams** – The departments will receive progress reports on progress into the implementation of their departmental scorecards from line managers on a bi-monthly basis. The bi-monthly reports are compiled into monthly reports that are discussed at the Management meetings.
- **The Management Team** – The management team discusses the departmental performance progress on a monthly basis and need to reflect on whether targets are being met, reflect on the reasons being provided by departments for targets not being met and suggest corrective action. The purpose for a performance-driven management team is to instill a culture of collective management and eliminate the silo mentality.
- **Section 79/80 Committees** – These committees will monitor performance of their respective services against departmental scorecards. They will receive reports on a monthly basis and must appraise themselves on progress on performance of their service areas against set targets. Where targets are not being met, the Section 79 Committees should ensure that the reasons for poor performance are satisfactory and sufficient to address whatever delays, and corrective strategies are sufficient to address the poor performance.
- **The Mayor** – The Municipal Manager will submit monthly progress reports on all the indicators in the organisational scorecard to the Mayor in order for her to monitor if targets are being achieved and where they are not, that proper corrective strategies are put in place to keep to the timelines set for achieving each indicator and targets.



- Municipal Council** – Performance reports will be submitted to the council twice a year. A mid-term report and an annual report are the two reports that will be submitted to council.



### Phase 3: Measurement and Analysis

Performance Measurement is essentially the process of analysing the data provided by the above Performance Monitoring System in order to assess performance. At organisational level, Performance Measurement is formally executed on a monthly and quarterly basis, whilst Performance Measurement at individual level is done quarterly.

As indicated in section 7, Ngwathe Local Municipality has adopted the Revised Municipal Balanced Scorecard to analyse the performance information submitted during the monitoring phase and assess its performance levels. The adopted model will measure the municipality's performance through achievements within the 5 Key Performance Areas and report its organizational performance along the 5 performance perspectives.

All the measured results are then recorded on a report. The municipality will use one reporting template for all key performance indicators and all departments will use this format to produce quarterly reports and the annual review report. The reporting template will be discussed under the reporting section.

### **Figure : Illustration linking monitoring, analysis and measurement**

For purposes of evaluating the annual performance of the **municipal manager**, an evaluation panel constituted of the following persons must be established

Mayor;

Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;

Member of the executive committee

Mayor and/or municipal manager from another municipality; and

Member of a ward committee as nominated by the Mayor.

For purposes of evaluating the annual performance of **managers directly accountable to the municipal managers**, an evaluation panel constituted of the following persons must be established -

Municipal Manager;

Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;

Member of the executive committee;

and Municipal manager from another municipality.

The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panel.

### **Phase 4: Performance Reviews**

Performance review is a process where the municipality, after measuring its own performance as detailed in the previous phase, assesses whether it is giving effect to the IDP. It is a phase where it will assess whether it is doing the right thing, doing it right and better, or not. Performance reviews will be conducted through the municipality's scorecard model by assessing performance against the 5 Key Performance Areas (KPA's), indicators, and targets. Ngwathe Local Municipality's reviews will be conducted by using the "best value review" approach in the following three methods:

- I. The first method will look at whether the current level of performance is better than that of the previous year, using baseline indicators as adopted in the organizational scorecard. This assessment is important because the municipality can only know if its performance is improving by comparing with past performances. This review method will be the one used regularly alongside the monitoring and analysis processes. The reviews will occur monthly, quarterly and annually.
- II. The second method will be through conducting customer perception surveys on an annual basis. The survey will assess the community's perceptions about the performance of the municipality against the delivery in their key performance areas.
- III. The third method will look at the municipality's performance by comparison with other similar ones through local municipalities through benchmarking exercises conducted once in two years.

The “best value review” approach challenges the current level of municipal performance (through comparing actual performance against the baselines), compare it to others (through benchmarking), consult with customers and communities (through customer perception surveys) and find ways of competing with other municipalities to provide best value in service delivery (through twinning agreements).

The results of measurement and reviews will be captured on the spread sheet reporting format as shown on Figure 8 under the reporting section below. All performance reports from departmental to organizational levels will be done on the same format so that there will be consistency on reporting.

### **Who has the Responsibility of Conducting Reviews in Ngwathe Local Municipality?**

As in the monitoring and measurement stages, reviews will be conducted according to the lines of accountability within the municipality’s organizational structure. Reviews at all levels on organizational indicators and targets will be conducted quarterly, preceded by coaching sessions by the municipal manager to her/his direct reports. On considering the quarterly reports from each department and the results of the measurement revealing the level of performance in each department, the Municipal Manager must conduct one-on-one coaching sessions with Managers directly accountable to him/her, to ascertain the level of comfort and confidence in achieving set targets, and to understand the challenges that the Manager might be facing in achieving results. The coaching session must be recorded and the coaching notes be kept in the department’s evidence file for individual performance evaluation purposes.

#### **Supervisors**

Supervisors will review the performance of employees reporting directly to them. These reviews will be conducted on a monthly basis and any deviations can be recommended by the supervisor to their area managers, only if they affect indicators and targets that are at their levels, not organizational or departmental indicators.

#### **Line Managers (Area managers, other managers)**

These managers review performance of their respective areas on a monthly basis, as they are monitoring, analysing and measuring performance as against their departmental scorecards. The review will cover all organizational key performance areas and indicators with respect to their functional areas and any deviations from original targets can be recommended to their respective senior managers and can be authorised if it is not organizational or departmental targets.

#### **Section 79/80 Committees**

These committees manage the performance of sectors and functions respective to their portfolios. In order to build the role played by Section 79 Committees, while ensuring that their role remains strategic and not operational, it is recommended that they review performance as often as monthly. However, the committees can only approve deviations on targets related to their service areas, after receiving recommendations from the management team.

#### **Management Team**

The municipal manager and his/her management team will review performance prior to, and more often than, the Mayor or Section 79 Committees, as follows:

- Firstly, they will need to review performance more often, such that they can intervene promptly on operational matters where poor performance or the risks thereof occur.
- Secondly they will need to review performance before reporting to politicians so that they can prepare; control the quality of performance reports submitted to the councilors and the public; and ensure that adequate response strategies are proposed in cases of poor performance.

- It is strongly recommended that the executive management team review performance monthly, prior to reviews being conducted by Mayoral Committee or the Section 79 Committees. At these reviews relevant functional managers will be required to report on respective priority areas.

## **Mayor**

The Performance Management System of Ngwathe Local Municipality is designed in such a way that it allows the Mayor to strategically drive and manage performance in the organisation. Reviews at this level will remain strategic so that the Mayor is not restrained by operational discussions. In order for this review to be strategic it is recommended that the Mayor review performance quarterly, with the second quarter report taking the form of a mid-term review, as provided for by Section 72 of the MFMA and the final quarterly review taking the form of an annual review. The content of the review should be confined to the adopted 5 key performance areas (KPA's) and objectives. The Municipal Manager will remain accountable for reporting on performance at this level.

## **Council**

Council will review the performance of the municipality, its committees and the administration, annually, in the form of a tabled annual report at the end of each financial year.

## **The Public**

The public will be involved in reviewing municipal performance at least annually, in the form of the annual report and the annual customer surveys.

While good and excellent performance must also be constantly improved to meet the needs of citizens and improve their quality of life, it is poor performance that needs to be improved as a priority. Poor performance may arise out of one or more of the following:

- Poor systems and processes
- Inappropriate structure
- Lack of skills and capacity
- Inappropriate organisational culture
- Absence of an appropriate strategy and departmental business plans that lay the foundation for optimum performance.

## **Improving Performance**

In order to improve performance, Ngwathe Local Municipality, throughout the performance management phases, will analyse the causal and contributory reasons for poor performance, through coaching sessions from top to lower levels of the administration and appropriate response strategies will be developed. These will include, inter alia:

- Restructuring as a possible solution for an inappropriate structure;
- Process and systems improvement strategies to remedy poor systems and processes;
- Training and sourcing additional capacity where skills and capacity shortages are identified;
- Change management and diversity management education programmes to address organisational culture;
- Review of the IDP where councilors will address shortcomings in the strategy;
- Development of appropriate departmental business plans and operational plans to guide performance in each department; and
- Where results show no chance of improvement through internal measures, alternative service delivery mechanisms shall be considered.

## Phase 5: Reporting on Performance

Reporting requires that the municipality take its key performance areas, its performance objectives, indicators, targets, measurements and analysis, and present this information in a simple and accessible format, relevant and useful to the different stakeholders for review. Municipality will adopt Ngwathe Local reporting format shown in **Figure 8** below as its uniform reporting template at all levels of reporting.

The proposed template will contain only necessary and relevant information and will cover the period for which the reporter is reporting, state the relevant key performance areas, capture all the agreed objectives and indicators, state agreed targets relevant to the period which the report covers, measure current performance over the period for which the report is covering, specify when the measurement was done, specify the source of the measurement, reflect on whether agreed targets have been met, analyse the reasons for the level of performance, and suggest corrective action, if necessary.

All stakeholders who are expected to report on performance will use this one reporting template. The reporting template will remain simple, accessible to all users and useful to the intended reader.

The main feature of the reporting phase is the production of the annual report. This is a consolidated report that reflects results on performance on each of the 5 perspectives as per the adopted model. The main report will be informed by the information gathered through the scorecards throughout the year and one performance report will be compiled as per the requirements of Section 46 of the Municipal Systems Act. Since the Municipality adopted the Revised Municipal Scorecard model, its annual report will reflect its performance results clustered in the following 5 perspectives:

- Under the Municipal Development Perspective the municipality will reflect results achieved on indicators around the performance area of social and economic development. This perspective measures the outputs on socio-economic development in the municipality.
- Under the Service Delivery Perspective the municipality will reflect its annual performance achievements in the overall delivery of basic and infrastructural services outputs.
- Under the Financial Viability Perspective, the annual report will reflect the municipality's performance with respect to the management of its finances. It has to reflect the results of the process and input indicators, as well as output indicators in relation to the impact its financial management systems have achieved on overall financial viability of the municipality.
- The Institutional Development Perspective will report on input indicators that measure the functioning of the municipality under areas such as human resources, strategic planning (IDP) and implementation, performance management, etc; and
- Under the Governance Process Perspective the municipality's annual report must indicate results achieved in relation to its processes of engagement with its stakeholders in the process of governance, established and functioning governance structures, good corporate governance and implementation of the IGR Act, etc.

## 9. REPORTING

### 9.1. Who Reports to Whom?

The reporting process will follow the lines of accountability as detailed in the performance monitoring, measurement and review phases above. Reports will be submitted to all different stakeholders using following internal processes and as outlined above and through the different political and community stakeholders as required by the Municipal Systems Act, the Municipal Finance Management Act and the Performance Regulations. Reports will be submitted to the following stakeholders during the timelines outlined in the municipality's performance process plan as shown under the **Performance Cycle** section:

- Ngwathe Local Municipality reporting to communities , including quarterly reporting to Ward Committees;
- Mayor reporting to Council;
- Municipal Manager reporting to the Mayor;
- Directors reporting to the Municipal manager and Section 80 Committees;
- Line Managers reporting to their relevant directors;
- Supervisors reporting to their Regional Manager;
- Employees reporting to their respective Supervisors.

### 9.2. Tracking and Managing the Reporting Process

To ensure that the reporting processes run smoothly and effectively, the PMS Unit in the Office of the Municipal Manager will co-ordinate all activities related to efficient reporting. The functions of the Unit in this instance include the following:

- Developing a process plan or timetable for all reporting processes for the year;
- Prepare logistics for reporting;
- Improve the reporting format, should there be a necessity to do so;
- Track and monitor reporting processes;
- Control the quality of reports going to reviews at political levels in terms of alignment with the adopted reporting format;
- Analyse departmental performance reports;
- Compile quarterly organisational performance reports and the annual report; and
- Review the reporting process and suggest improvements.

### 9.3. Publication of Performance Reports

The annual report is required by legislation to be availed to the public. Ngwathe Local Municipality will, however, within its resources and capacity, keep the communities more frequently informed of performance information through:

- Publication of reports in the municipal website
- Press releases
- Press Briefings ( where possible)
- Publication of pamphlets or newsletters
- Local Radio programmes
- Meetings with Local Municipalities
- IGR Forum.

The municipality will also submit Section 46 reports to the MEC and the Auditor General as provided for by the Municipal Systems Act and the Municipal Finance Management Act.

#### **9.4. Public Feedback Mechanisms**

Public feedback on reported performance will be during IDP review processes (ward meetings), annual customer surveys and through ward committee meetings.

#### **9.5. Auditing Performance and Quality Control**

In order for the performance management system to enjoy credibility and legitimacy from the public and other stakeholders, performance reports, particularly the annual performance report, must be audited. Audits should ensure that reported performance information is accurate, valid and reliable.

In terms of the provisions of the Municipal Systems Act and the Performance Regulations of 2001, the annual performance report must be audited internally, and before being tabled and made public, the annual performance report will also be audited by the Auditor-General. It is therefore important to allow sufficient time between completion and tabling of the annual report for auditing.

After being reviewed by the council, the annual report must then be submitted to the Auditor-General before 31 August of every year, for auditing and be submitted to the MEC for local government in the province for the MEC to complete an annual report of performance of all municipalities in the province, identifying poor performing municipalities and proposing remedial action and submit the provincial report to the national minister. The national minister will then present a consolidated report to parliament.

#### **9.6. Internal Auditing of Performance Measurements**

##### **9.6.1. The Internal Audit Unit of Ngwathe Local Municipality**

In terms of Regulation 14 of the Planning and Performance Regulations of 2001, every municipality must develop and implement mechanisms, systems and processes for auditing the results of performance measurements as part of its internal auditing processes. The functions of the internal audit unit include the assessment of the following:

- (i) The functionality of the municipality's performance management system;
- (ii) Whether the municipality's performance management system complies with the provisions of the Municipal Systems Act; and
- (iii) the extent to which the municipality's performance measurements are reliable in measuring performance of municipalities on its own indicators and the national indicators

The Regulations further provides that the municipality's internal auditors must:

- (i) on a continuous basis, audit the performance measurements of the municipality; and
- (ii) submit quarterly reports on their audits to the municipal manager and the performance audit committee.

Ngwathe Local Municipality should comply with the Regulations by ensuring efficiency of the Internal Audit Unit. The Internal Audit Unit will be responsible for quality checks and balances of all performance information submitted for measurement and review. Quality control is the central and key function of the Unit that will ensure achievement of effective and efficient performance by Ngwathe Local Municipality. The Municipal Manager and the Mayor will place reliance on the performance audit, risk assessments and audit reports to make informed decisions and motivate for any reviews and improvements to the municipal council and communities.

### **9.6.2. The Performance Audit Committee**

Regulation 14 of the Planning and Performance Regulations stipulates the provisions that guide the establishment of the Performance Audit Committee and outline the functions and powers entrusted to the committee as the following:

- a. review the quarterly reports submitted to it by the Internal Auditors;
- b. review the municipality's performance management system and in doing so, focus on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets set by Ngwathe Local Municipality in its organizational scorecard are concerned;
- c. make recommendations in this regard to the municipal council; and
- d. at least twice during a financial year submit an audit report to the municipal council;
- e. communicate directly with the council, municipal manager or the internal and external auditors of the municipality;
- f. access any municipal records containing information that is needed to perform its duties or exercise its powers;
- g. request any relevant person to attend any of its meetings, and if necessary to provide information requested by the committee; and
- h. investigate any matter it deems necessary in the performance of its duties and the exercise of its powers.

Ngwathe Local Municipality should appoint the Performance Audit Committee for 2013/2014. The municipality must provide an annual budget for the running of this committee and also provides the relevant secretarial capacity for the committee.

## **10. ROLES AND RESPONSIBILITIES OF DIFFERENT STAKEHOLDERS**

As can be noted from the above analysis of each phase in performance management and from the plethora of legislative prescripts governing municipal performance, it is clear that, for the performance management system to be functional, a number of stakeholders have to be involved. These stakeholders have different roles and responsibilities within each of the performance management phases. The tables below will outline roles and responsibilities of each of the stakeholders in each phase.



## Roles and responsibilities of stakeholders in the management of the PMS

### Roles and Responsibilities of the Municipal Council

PLANNING	MONITORING, ANALYSIS AND MEASUREMENT		
	REVIEW	REPORTING	ASSESSMENT
<p>* Approves KPA's and objectives in the Integrated Development Plan.</p> <p>* Approves the PMS policy framework.</p> <p>* Assigns the responsibility for the management of the PMS to the Mayor.</p>	<p>* Approves the annual review programme of the IDP.</p> <p>* Approves the Top level SDBIP.</p> <p>* Approves changes to the SDBIP and budget adjustments</p> <p>* Approves any changes to the priorities, objectives, key performance indicators and performance targets of the municipality.</p> <p>* Considers the oversight reports from the oversight committees, such as the Performance Audit Committee.</p>	<p>* Receives audited performance reports from the Mayor.</p> <p>* Reports the municipality's performance to the community at least annually.</p> <p>* Approves recommendations for the improvement of the performance management system.</p> <p>* Annually receives the appraisal of the Municipal Manager and Section 57 Managers' performance.</p> <p>* Submits the municipal annual report to the Auditor General and the MEC.</p>	<p>* Approves the municipal annual audit plan and any substantial changes to it.</p> <p>* Receives and assesses performance reports directly from the Performance Audit Committee.</p> <p>* Receives and assesses performance audit reports from the Auditor-General and approves implementation of the A-G's recommendations.</p>

## Roles and Responsibilities of the Mayor

PLANNING	MONITORING, ANALYSIS AND MEASUREMENT		
	REVIEW	REPORTING	ASSESSMENT
<p>* Submits priorities and objectives of the Integrated Development Plan to Council for approval.</p> <p>* Submits the PMS policy framework for approval.</p> <p>* Submits the municipal strategic or organizational scorecard to Council for approval.</p> <p>* Approves the Service Delivery and Budget Implementation Plans (SDBIP)</p> <p>* Enters into a performance agreement with the Municipal Manager on behalf of Council.</p> <p>* Assigns the responsibility for the management of the PMS to the Municipal Manager.</p> <p>* Tables the budget and the SDBIP to Council for approval.</p> <p>* Approves the departmental or service scorecards and Section 57 Managers scorecards</p>	<p>* Proposes to Council, the annual review programme of the IDP, including the review of key performance indicators and performance targets.</p> <p>* Proposes the annual performance improvement measures of the municipality as part of the municipal strategic or organizational scorecard.</p> <p>* Proposes changes to the priorities, objectives, key performance indicators and performance targets of the municipality.</p> <p>* Quarterly and mid-yearly reviews and evaluates the performance of the municipality against adopted KPIs and targets.</p> <p>* Quarterly reviews the performance of the departments to improve the economy, efficiency and effectiveness of the municipality.</p> <p>* Quarterly and annually reviews and evaluates the performance of the Municipal Manager and Section 57 Managers</p>	<p>* Receives monthly budget statements from the Municipal Manager and CFO</p> <p>* Receives performance reports quarterly from the internal auditor.</p> <p>* Receives performance reports twice a year from the Performance Audit Committee.</p> <p>* Receives monthly and quarterly reports from the Municipal Manager on the performance of managers and the rest of the staff.</p> <p>* Receives the annual Section 46 report from the Municipal Manager before submission to council, Auditor General and MEC.</p> <p>* Report to council on the mid-term review and the annual report on the performance of the municipality.</p> <p>* Reports to Council on the recommendations for the improvement of the performance management system.</p>	<p>* Submits the municipal annual audit plan and any substantial changes to council for approval.</p> <p>* Approves the implementation of the recommendations of the internal auditor with regard to improvement in the performance of the municipality or improvement of the performance management system itself.</p> <p>* Receives and assesses the performance audit report(s) from the Auditor General and management comments and make recommendations to Council on addressing whatever audit queries raised therein.</p>

## Roles and Responsibilities of the Municipal Manager

PLANNING	IMPLEMENTATION	MONITORING, ANALYSIS AND MEASUREMENT		
		REVIEW	REPORTING	ASSESSMENT
<p>* Coordinates the process of needs identification and prioritization among all stakeholders, including community structures.</p> <p>* Coordinates the formulation and revision of the PMS policy framework.</p> <p>* Coordinates the formulation and revision of the municipality's strategic or organizational scorecard.</p> <p>* Leads the process of the formulation and revision of the Service Delivery and Budget Implementation Plans.</p> <p>* Enters into performance agreements with Section 57 Managers directly accountable to him/her on behalf of Council.</p>	<p>* Manages the overall implementation of the IDP.</p> <p>* Ensures that relevant stakeholders implement the provisions of the PMS policy framework.</p> <p>* Ensures that the Departmental scorecards and departmental annual programmes serve the strategic or organizational scorecard of the municipality.</p> <p>* Ensures that annual programmes are implemented according to the targets and timeframes agreed to.</p> <p>* Implements performance improvement measures approved by the Mayor and the Council.</p> <p>* Ensures that performance objectives in the Section 57 Managers' performance scorecards are achieved.</p>	<p>* Formulates the annual review programme of the IDP, including the review of key performance indicators and performance targets for the consideration of Council Committees and the Mayor.</p> <p>* Formulates the annual performance improvement measures of the municipality as part of the new municipal strategic or organizational scorecard.</p> <p>* Quarterly reviews the performance of departments to improve the economy, efficiency and effectiveness of the municipality.</p> <p>* Quarterly and annually evaluates the performance of Section 57 Managers.</p>	<p>* Receives performance reports quarterly from the internal auditor.</p> <p>* Receives performance reports twice a year from the Performance Audit Committee.</p> <p>* Receives monthly departmental performance reports.</p> <p>* Reports monthly and quarterly to the Mayor on the performance of Departments.</p> <p>* Reports on the implementation of improvement measures adopted by the Mayor and Council.</p> <p>* Annually reports to the Mayor on the performance of Section 57 Managers.</p> <p>* Submit the municipal annual Section 46 report to the Mayor.</p>	<p>* Formulates the municipal annual audit plan.</p> <p>* Formulates responses to the recommendations of the internal auditor and the Performance Audit Committee.</p> <p>* Formulates responses to performance audit queries raised by the Auditor General and make recommendations to the Mayor.</p>

### Roles and Responsibilities of the Section 80 Committees

PLANNING	MONITORING, ANALYSIS AND MEASUREMENT		
	REVIEW	REPORTING	ASSESSMENT
<p>* Advise the Mayor on priorities and objectives of the Integrated Development Plan.</p>	<p>* Participate in the formulation of the annual review programme of the IDP, including the review of key performance indicators and performance targets.</p> <p>* Approve recommended reviews on their service areas' indicators and targets</p>	<p>* Reports to the Mayor on the recommendations for the improvement of the performance management system.</p> <p>* Receive reports from the departmental heads and line managers on performance in their respective service areas</p>	<p>* Advices the Mayor on the implementation of the recommendations of the internal auditor.</p>

### Roles and Responsibilities of the Section 57 Managers

PLANNING	IMPLEMENTATION	MONITORING, ANALYSIS AND MEASUREMENT		
		REVIEW	REPORTING	ASSESSMENT
<p>* Participate in the formulation of the SDBIP and the municipal strategic or organizational scorecard</p> <p>* Manage subordinates' performance measurement system.</p> <p>* Enter into a performance agreements with the Municipal Manager.</p>	<p>* Manage the implementation of their Departmental scorecards.</p> <p>* Ensure that performance objectives and targets in the performance scorecards and departmental scorecards are achieved.</p>	<p>* Quarterly and annually review the performance of their departments</p> <p>* Quarterly review performance of direct reports</p>	<p>* Report on the implementation of improvement measures adopted by the Mayor and Council.</p> <p>* Annually report on the performance of their departments</p> <p>* Receive bi-monthly performance reports from line managers</p> <p>* Report monthly to the Municipal Manager on progress</p>	<p>* Participate in the formulation of responses to the recommendations of the internal auditor, Performance Audit Committee and the Auditor General.</p>

### Roles and Responsibilities of the Community

PLANNING	REVIEW	REPORTING
<p>* Participate in the drafting and implementation of the municipality's IDP through established forums</p> <p>* Participates in the setting of KPIs and targets for the municipality every year</p> <p>* Make representations on the draft annual budget</p>	<p>* Participate in the municipality's annual review of performance</p> <p>* Participates in the municipality's customer perception surveys.</p>	<p>* Receive annual performance and budget reports from council</p>

### Roles and Responsibilities of Non-Section 57 Municipal Employees

PLANNING	IMPLEMENTATION	MONITORING, ANALYSIS AND MEASUREMENT		
		REVIEW	REPORTING	ASSESSMENT
<p>* Participate in identifying of priorities and setting KPI's and targets for the municipality's IDP</p> <p>* Participate in the development of the organizational and the departmental scorecards</p> <p>* Participate in the development of their own performance scorecards</p>	<p>* Execute individual work plans</p> <p>* Manage all information and evidence required for performance measurement, review and audit.</p>	<p>* Participate in the review of departmental plans.</p> <p>* Participate in the review of own performance.</p>	<p>* Reports to line managers on bi-monthly basis on progress</p>	<p>* Assess performance review reports of own section</p>

### Roles and Responsibilities of the Internal Audit Office

PLANNING	AUDIT	ASSESSMENT	REPORTING
<p>* Develop a risk and compliance-based audit plan.</p>	<p>* Audit the performance measures in the municipal scorecard and departmental scorecards.*</p> <p>* Conduct performance audits</p>	<p>* Assess the functioning of the municipality's PMS to ensure it complies with the Act.</p>	<p>* Submit quarterly reports to the Municipal Manager.</p> <p>* Submit quarterly reports to the Performance Audit Committee.</p>

### Roles and Responsibilities of the Performance Audit Committee

PLANNING	REVIEW	REPORTING
<p>* Receive and approve the annual audit plan.</p>	<p>* Review quarterly reports from the internal audit office on quarterly basis</p>	<p>* Submit performance review audit reports to the Municipal Manager and the Mayor</p> <p>* Submit bi-annual reports to the municipal Council.</p>

## 11. Employee Performance Management

### 11.1 Legal Framework that Governs Employee Performance

In local government, municipal employees now fall into two broad categories; namely, those employees whose employment are governed by Section 57 of the Municipal Systems Act and enter into time-specified employment contracts with the municipality, and those that are employed on permanent basis and whose employment is governed by the provisions of the Local Government Bargaining Council. In this policy framework, all the employees employed under Section 57 will be referred to as “**Section 57 Managers**” and those under the Bargaining Council will be referred to as “**Permanent Employees**”.

The local government legislation has provided guidance on managing and rewarding performance of Section 57 Managers, i.e. the Municipal Manager and all Managers directly accountable to him/her. The 2006 Performance Regulations for Municipal Managers and Managers Directly Accountable to the Municipal Manager make special provisions for employment and managing performance of these employees. The pertinent provisions will be outlined briefly below, however a full copy of the Regulations is attached as part of **Appendix I** of this policy framework.

- Section 57 managers must enter into employment contract with the municipality on assumption of duties and the regulations gives a detailed guide on the elements of an employment contract;
- **Performance Agreement** must be signed on each financial year or part thereof;
- A new **performance agreement** must be concluded within **one month** after the commencement of the new financial year, i.e. by 31 August of every year;
- A **personal development plan** must be documented at the end of the performance review and form part of the performance agreement;
- The employee's performance must be assessed against two components: **Key Performance Areas at (80%) and Core Competency Requirements (20%)**;
- A **5 - point rating scale** should be provided for each Key Performance Indicator in the employees scorecard;
- The municipality must establish **Evaluation Committees** who must meet annually to evaluate the performance of the Municipal Manager and the managers directly accountable to the Municipal Manager;
- The Municipal Manager's annual performance must be evaluated by the Mayor, Chairperson of the Performance Audit Committee, Member of the Mayoral Committee, Mayor and/or Municipal Manager from another municipality and Member of a Ward Committee nominated by the Mayor;
- Managers directly accountable to the Municipal Manager must be rated by the Municipal Manager, Chairperson of the Performance Audit Committee, Member of the Mayoral Committee and a Municipal Manager from another municipality.
- A performance bonus ranging from a minimum of 5% - 14% maximum of the all-inclusive remuneration package must be paid as follows:
  - A score of 130 - 149% is awarded a bonus from 5% - 9%
  - A score of 150% and above is awarded a bonus from 10% - 14%;
- Guaranteed annual cost of living adjustment to salaries must be paid - this is not linked to performance;
- Rewarding of Performance for Section 57 employees be done after the tabling of the annual performance report and the financial audited statements in February annually.

As can be seen from the above provisions, the Section 57 employees in Ngwathe Local Municipality will align with the above regulations and their performance will be measured through their performance plans/scorecards. The same organizational scorecard will be cascaded to the employee scorecard and these will form part of their performance agreements.

It is the intention of this policy framework to formally incorporate the permanent employees into the overall performance management system of the municipality. This will translate into all employees of Ngwathe Local Municipality developing annual scorecards that are aligned to their functional areas of responsibility and thereafter

entering into performance agreements with their respective supervisors. Just like in the Section 57 employee performance provisions, the performance agreements of the permanent employees will include a personal development plan.

The formats of all scorecards and reporting formats will be similar for all employees to create uniformity and consistency in monitoring performance on both organizational and employee KPI's and performance targets.

The phases of managing employee performance are outlined below.

## **11.2 Aligning Employee Performance to the Organizational Performance Management System**

The performance of an organisation is integrally linked to that of its employees. If employees do not perform an organisation will fail. It is therefore important to manage both the organizational and employee performance at the same time. The relationship between organisational performance and employee performance starts from planning, implementation, monitoring and review. All the 5 phases in the organizational performance apply to the management of employee performance. The monitoring system using weekly, bi-monthly, monthly and quarterly reports is informed by individual activities at sectional and departmental levels. However, employee performance reviews differ from organizational reviews. Each phase will be discussed briefly below.

### **Phase 1: Planning**

The IDP yields a set of indicators and targets. These become an undertaking of the municipality to the community. The IDP informs the development of the SDBIP and the organizational scorecard. The elements of the organizational scorecard will be cascaded to the municipal manager's performance scorecard and performance agreement as he/she is responsible for the implementation of the IDP. The municipal manager will then extract relevant KPA's and indicators to section or Departments concerned. These indicators would then become the KPA's, indicators and targets of the Head of the Department to be incorporated in their performance scorecards and agreements. The Head of Department will in turn cascade the indicators and targets to lower levels in line with the scope of responsibilities at that level. Therefore, this policy framework establishes a system of individual performance management linked to the organizational performance through the scorecard model.

### **Weighting and Rating**

#### **Weighting Approach that will Apply to Permanent Employees**

Ngwathe Local Municipality will adopt a weighting approach to show the relative importance of one indicator against another indicator. Every indicator in an employee's performance scorecard/plan will be assigned a weighting. The total of the weightings on the performance scorecard must add up to 100 points. An important indicator may, for example, be assigned a weighting of 50 out of the total of 100 whereas a less important KPI may be assigned a weighting of 15 out of 100. The purpose of the weightings is to show employees what the key focus areas are in their work.

#### **Weighting Approach that will Apply to Section 57 Managers**

The weighting of indicators in the scorecards of the Section 57 Managers will follow the line of the provisions of the 2006 Performance Regulations. The weighting of 80% will be allocated to KPA-related indicators and 20% of the weighting will be allocated to CCR-related indicators.

#### **Performance Rating Approach that will Apply to all Employees**

The five-point rating will apply in evaluating the performance of all the employees of Ngwathe Local Municipality. The 2006 Performance Regulations sets out the rating as follows:

**Table 1: 5-point Rating for Employee Performance Appraisals**

LEVEL	TERMINOLOGY	DESCRIPTION	RATING					
			1	2	3	4	5	
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the <b>PA</b> and Performance plan and maintained this in all areas of responsibility throughout the year.						
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and <b>fully</b> achieved all others						
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.						
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.						
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.						



The outcome of the planning phase in the employee performance management will result in all employees having signed performance scorecards by 1 July of every year

## **Phase 2: Implementation, Monitoring, Data Analysis and Measurement.**

When projects and programmes are implemented, the monitoring system as proposed in the organizational performance phases will apply. All the reporting timelines and information management responsibilities will be carried out as detailed in the monitoring phase of organizational performance management system.

## **Phase 3: Coaching**

Should an employee not be achieving the agreed indicators and targets in his/her performance scorecard during the monitoring and analysis phase, the manager/supervisor must assist the employee by managing his/her performance more closely. It is not appropriate that the first time an employee hears about his/her non-performance is at the formal performance review. Employees must be coached and given feedback throughout the year.

## **Phase 4: Review**

This phase involves jointly assessing actual performance against expectations at the end of the performance cycle so as to review and document planned vs. actual performance. The following guidelines will be applicable for conducting individual performance reviews:

- A Manager/supervisor will prepare ratings of employee's performance against key performance indicators. The rating will be done by considering the year end actual cumulative as well, the evidence which was documented during the coaching cycle as well as any other relevant input.
- The Manager/supervisor will request the employee to prepare for formal appraisal by rating him/herself against the agreed key performance indicators on their scorecards.
- The Manager/supervisor and the employee meet to conduct a formal performance rating with a view to conclude a final rating. The employee may request time to consider the rating. A second meeting will then take place. In the event of a disagreement, the manager/supervisor has the final say with regard to the final rating that is given.
- After the ratings have been agreed upon the scores are calculated.
- The Manager/supervisor must make own notes during the formal review meeting. All the criteria that have been specified must be taken into consideration.
- Only those KPI's relevant for the review period in question should be rated according to the five point scale as shown above
- After the year-end review the manager/supervisor and the employee prepare and agree on a personal development plan.

The total score is determined once all the indicators have been rated and scored. This is done with a view to establish if an employee is entitled to a notch increase or an accelerated salary progression or a non-financial award. Annual inflation related increments will not be affected by the implementation of the performance management system and cascading it down to all employees.

Performance review of Section 57 Employees is governed by Regulation 28 of the 2006 Performance Regulations. The Regulations provide that the performance of the Section 57 employees in relation to their performance agreements must be reviewed on a quarterly basis with the understanding that reviews in the first and third quarters may be verbal if performance is satisfactory.

## **Phase 5: Rewarding Performance**

This phase establishes the link between performance and reward. It aims to direct and reinforce effective work behaviours by determining and allocating equitable and appropriate rewards to employees.

The performance reward system applied to Section 57 Employees is different from the performance reward system applied to Permanent Employees who are not Section 57 Employees. Section 57 employees reward system is clearly spelt out in the 2006 Performance Regulations and these rewards are in the form of performance cash bonuses that are allocated after the tabling of the receipt of the audit report and tabling of the annual report, i.e. in February of each year.

In terms of Regulation 8 of the 2006 Municipal Performance Regulations, a performance bonus, based on affordability, may be paid to the Section 57 Managers, after -

- (1) the annual report for the financial year under review has been tabled and adopted by the municipal council;
- (2) an evaluation of performance in accordance with the provisions of regulation 23; and
- (3) approval of such evaluation by the municipal council as a reward for outstanding performance.

Regulation 32 sets out the following provisions with regard to managing evaluation outcomes and rewarding performance for Section 57 Employees:

(1) The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

(2) A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that -

(a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

(b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

(3) In the case of unacceptable performance, the employer shall -

(a) provide systematic remedial or developmental support to assist the employee to improve his or her performance; and

(b) after appropriate performance counselling and having provided the necessary guidance and/or support and reasonable time for improvement in performance, and performance does not improve, the employer may consider steps to terminate the contract of employment of the employee on grounds of unfitness or incapacity to carry out his or her duties.

Ngwathe Local Municipality is obliged to abide by these provisions when dealing with outcomes of performance evaluation and in rewarding performance to Section 57 Employees.

If an employee is a permanent employee of Ngwathe Local Municipality and is thus covered by the conditions of service of the municipality, performance is not directly linked to pay. Currently permanent employees receive an annually bargained increase determined by the South African Local Government Bargaining Council (SALGBC). Permanent employees who perform outstandingly will receive non-cash rewards, until such time as a national remuneration policy dictates otherwise.

Examples of non-cash rewards appear in **Table below**.

**Table 2: Examples of Non-Cash Rewards**

Performance levels	Examples of non-cash reward
<p><b>Outstanding/above performance levels 90 – 100</b></p>	<p>A. Employee is granted three “free” leave days. There has to be an agreement on the dates and such leave must be taken within three months of it being awarded otherwise it will be forfeited.</p> <p>B. Merit Awards</p> <p>C. Mayoral Excellence Awards</p> <p>D. Special Opportunities, e.g scholarships/</p> <p>E. Seminars/ conference relevant to his/ her work and study tours ( the amount spent on this exercise including travelling should not exceed the rand value of three days leave i.e the rand value of three days of employee’s total package.</p> <p>F. Promotion ( w/a)</p>
<p><b>Performance above expectation 80 – 89</b></p>	<p>One and a half free leave days: There has to be an agreement on the dates and such leave must be taken within three months of it being awarded otherwise it will be forfeited.</p> <p>Seminars/ conference relevant to his/ her work and study tours ( the amount spent on this exercise including travelling should not exceed the rand value of one and a half days leave i.e the rand value of one and a half days of employee’s total package.</p> <p>A work tool that will enhance the employee’s work</p>
<p><b>Average performance 61 - 80</b></p>	<p>No specific reward</p>
<p><b>Below average performance &lt;60</b></p>	<p>Compulsory performance counseling and monthly coaching sessions by manager/supervisor</p>

## **12 RESPONDING TO ORGANIZATIONAL PERFORMANCE**

### **12.1 Good or Exceptional Performance**

In South Africa, good and outstanding organizational performance by municipalities is rewarded through the provincial and national Vuna Awards. The criteria used in the Vuna Awards to identify municipalities that have performed exceptionally is through the assessment of achievements within the 5 Key Performance Areas (KPA's). It will therefore be, a wise move by the Ngwathe Local Municipality to adopt the Revised Municipal Scorecard Model as it places its performance measurement along the 5 KPA's and can easily evaluate itself if it is ready for the Vuna Awards nominations.

### **12.2 Poor Performance**

Poor performance in municipalities is often characterised by disclaimers and adverse opinions from the Auditor General. The worst measure that is taken for worst performing municipalities is the Section 139 intervention by the MEC for Local Government in the province.

The effective implementation of this framework and the different roles and responsibilities that will be played by different stakeholders will serve as an early warning mechanism for the Ngwathe Local Municipality to keep ahead in performance and to effect corrective measures timeously in any of the weak functional areas identified by the performance management system.

## **13 BUILDING CAPACITY**

The success of the implementation of the municipality's performance management system rests on the capacity of line managers, executive management, councillors, citizens and communities to fulfil their roles and responsibilities as highlighted in earlier sections. Capacity building programmes will be initiated in order to provide capacity to each of the stakeholders to enable them to gain the necessary skills they require in fulfilling their roles and support will be provided during the implementation of this performance management framework.

## **14 EVALUATION AND REVIEW OF THE WHOLE PERFORMANCE MANAGEMENT SYSTEM (PMS)**

Ngwathe Local Municipality will review its performance management system annually alongside the review of the IDP.

15. CRITICAL DATES AND TIMELINES

PHASE	ORGANIZATIONAL ACTIVITIES	INDIVIDUAL ACTIVITIES	TIME FRAME	RESPONSIBILITY
PLANNING	Development and approval of the SDBIP and organizational scorecard		March – May	Council
		Signing performance Contracts/Plans with rest of staff	31 July	Mayor Section 57 Managers
		Signing performance Contracts/Plans with rest of staff	March – June	Municipal Manager All staff
MONITOR, MEASURE & REVIEW	Monthly Monitoring	Monthly Monitoring	Monthly	Municipal Manager Senior Managers Line Managers/ Supervisors
	Quarterly Review/s	Quarterly Reviews	September December March	Municipal Manager Senior Managers Managers/ Supervisors
		Annual Performance Appraisal	June	Mayor Municipal Manager Senior Managers Managers Supervisors
		Reward and Recognition	June and February	Mayor Municipal Manager Senior Managers
REPORTING	Quarterly and Mid-Term Reports	Quarterly Reports	September December March	Management Team
	Annual reports	Annual Employee Performance Reports	31 August	Mayor Municipal Manager
		Departmental and Section Heads Reports	Monthly & Quarterly	Management Team Line Managers
IMPROVEMENT	Performance Improvement Plans		June	Management & employees

## **16 CONCLUSION**

This framework seeks to provide the basis for a structured approach to performance management within Ngwathe Local Municipality. As indicated earlier, proper implementation of this framework lies heavily on commitment and dedicated leadership. It is hoped that in the near future the municipality will convert this manual performance management platform into an electronic system. However, that will only occur if all stakeholders have received enough capacity to implement this framework and can fully carry out their roles and responsibilities within the performance cycle with ease.

## **17. Appendices**

### **Appendix I: Extracts of Relevant Policies and Legislation**

- a. Batho Pele White Paper, 1997
- b. White Paper on Local Government, 1998
- c. Municipal Systems Act, 2000
- d. Municipal Planning and Performance Regulations, 2001
- e. Municipal Finance Management Act, 2003
- f. Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to the Municipal Managers, 2006
- g. Framework for Managing Performance Information, 2007
- h. General Notice No. 646, 2007
- i. MFMA Circular 11 – Annual Reports
- j. MFMA Circular 13 – SDBIP

### **Appendix II: Pro Forma Documents**

- a. Pro Forma Performance Agreement
- b. Pro Forma Personal Development Plan

### **Appendix III: Employee Performance Plan/Scorecard Template with Performance Assessment Calculators**

- a. Template of Employee Performance Scorecard

# ANNEXURE 2



The home of harmony, prosperity and growth

## IDP REPRESENTATIVE FORUM TERMS OF REFERENCE

# **OFFICE OF THE MUNICIPAL MANAGER**

## **Mechanisms in support of Ngwathe IDP Process**

### **Terms of Reference (TOR) – ROLE-PLAYERS**

#### (a) Executive Committee

- The Executive Mayoral Committee must, in terms of section 30 of the Municipal Systems Act;
- manage the drafting of the municipality's IDP,
- assign responsibilities in this regard to the municipal manager; and
- submit the draft plan to the municipal council for adoption.

#### (b) The Municipal Manager

As the head of administration the municipal manager is responsible and accountable for the implementation of the municipality's IDP, and the monitoring of progress with implementation of the plan. He / She is also the responsible person for championing the Integrated Development Planning process.

#### (c) Manager IDP/PMS

The Manager IDP & PMS is the responsible official for preparing the process plan (in collaboration with the Steering Committee) and for the day to day management of the process under consideration of time, resources, people, ensuring—

- involvement of all different role players;
- ongoing communication with the public at large to maintain enthusiasm for, and commitment to, the IDP;
- that the timeframes are being adhered to;
- that the IDP Process is participatory, strategic and implementation orientated;
- that the IDP Process is horizontally and vertically aligned and complies with national and provincial requirements;
- that conditions for participation are provided;
- that outcomes are being documented; and
- the adjustment of the IDP in accordance with the MEC for local government's proposals.

#### (d) IDP Steering Committee

The IDP Steering Committee is a technical working team consisting of the Municipal Manager, the Manager IDP & PMS and sector officials who, together with nominated Councillors, must ensure a smooth compilation and implementation of the IDP. This committee—

- compiles the terms of reference and criteria for members of the IDP Representative Forum and the Area/Town Forums;
- from names submitted by the public and from other sources, compiles a list of potential members of the forums based on the criteria;
- submits the list of proposed members to council for approval;
- facilitates the terms of reference for the various planning activities;
- commissions studies necessary for the compilation of the IDP;
- processes and documents inputs from sub-committee/s, study teams and consultants as well as from provincial sector departments and support providers;
- processes, summarizes and documents outputs;



- makes content recommendations;
- prepares, facilitates and documents meetings;
- facilitates control mechanisms regarding the effective and efficient implementation, monitoring and amendment of the IDP;
- ensures the co-ordination and integration of sectoral plans and projects; and
- Ensures that the municipal budget is in line with the IDP.

The IDP Steering Committee consists of the following persons

- Composition:
  - Municipal Manager (Chairperson);
  - three councillors nominated by the Executive Committee from its members;
  - Manager IDP & PMS; and
  - the Executive management team.

(e) IDP Representative Forum

The IDP Representative Forum is the structure which facilitates and co-ordinates participation in the IDP Process. The selection of members to the IDP Representative Forum needs to be based on criteria which ensures geographical and social representation. The role for the IDP Representative Forum is to—

- represent the interests of their constituents on the IDP process;
- form a structured link between the municipality and representatives of the public;
- ensure communication between all the stakeholder representatives including the municipality;
- provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government;
- integrate and prioritise issues, strategies, projects and programmes and identify budget requirements; and
- monitor the performance of the planning and implementation process. It is co-chaired by a nominated councillor and an elected representative of the Forum.

Composition:

- Nominated councillors (including councillors who represent the local municipality on the Fezile Dabi District Council);
- the chairperson and one selected representative of each of the Area/Town Forums;
- the officials who serve on the Steering Committee;
- representatives of municipal wide organised stakeholder groups as identified by the Steering Committee and the public;
- advocates for unorganised groups as identified by the Steering Committee, the Representative Forum and the Area / Town Forums;
- resource persons ; and
- community representatives subject to the selection criteria in paragraph 4.4.

(f)Area/Town

Forums

The Area / Town Forums are where representative participation in the IDP Process really takes place. These Forums will be the formal communication channel between the community and the Council, representation on the Forums must be as inclusive as possible. The role of the Area / Town Forums is to—

- Identify the critical issues facing its town / area;

- provide a platform for discussion, negotiation and decision making between the stakeholders including municipal government;
- form a structured link between the IDP Representative Forum and the community of each town / area; and
- monitor the performance of the planning and implementation process concerning its town / area. Voting on issues should be avoided at all costs. If, however, it cannot be avoided, councillors and officials at the Area / Town Forum meeting shall not participate in the voting. The chairperson is appointed by the Area / Town Forum.

Composition:

- The councillor(s) representing the specific area;
- officials involved in the process;
- representatives of organised stakeholder groups;
- advocates for un-organised groups as identified by the Steering Committee or the Area / Town Forum;
- resource persons; and
- community representatives subject to the selection criteria in paragraph 4.4.

(g) Project Task Teams

The Project Task Teams will be small operational teams composed of a number of relevant municipal sector departments and technical people involved in the management of implementation and, where appropriate, community stakeholders directly affected by the project.

#### 4.4 Criteria for selection of members of the forums

(a) Principles – all forums

- Membership must be inclusive rather than exclusive;
- the diversity of interests in the area, the demographics of the area, gender equality and sectoral groups must be taken into account;
- associations, organisations, groups or sectors that wishes to be represented on the forums must register with the Municipality;
- the registration will be valid for five years which will run concurrently with the IDP term;
- such associations, organisations, groups or sectors should directly relate to the core business of the IDP;
- Individuals will not be accommodated, with the exception of resource persons (see footnote on the previous page) and then only on an ad hoc basis.

(b) Principles: IDP-Representative Forum

The following principles will apply over and above the above-mentioned principles:

- Associations, organisations, groups or sectors that wishes to be represented on the IDP Representative Forum must represent the whole municipal area geographically, or represent a concern that relates to the whole municipal area;
- they must have a working constitution and at least 100 members or, if not, supply the Municipality represented by the Municipal Manager with a written explanation and proof of their constituency; and
- stakeholders such as schools, churches, tourism bodies, sport bodies, etc. that do not have a municipal wide representative body, can group together over the whole municipal area and then nominate a person to represent them on the IDP Representative Forum

(c) A guideline list of possible stakeholder groups

**Residents:**

- Special groups of people such as the aged / elderly, youth, women, children or the disabled

- Action groups/watchdog societies
- Farm workers' associations
- Farmers' associations

**Community-based organisations:**

- Civic and church groups
- Formal women's groups
- Social groups
- Neighbourhood watch
- Parents/ratepayers' associations
- Sports and cultural clubs

**Independent sector:**

- NGO's
- Academic/Educational institutes, local schools
- Media

**Private sector:**

- Local business and service providers
- CBD associations
- Property associations
- Operators associations e.g. Taxi Association
- Professional societies
- Statutory agencies and boards
- Co-operatives
- Home-based enterprises
- Informal traders
- Artists and craftsmen
- Environmental organisations
- Property developers
- Financial Institutions
- Major employers

**4.5 Code of Conduct for the forums**

It must be noted that councillors and officials are bound by their respective Codes of Conduct that form part of the Municipal Systems Act, Act 32 of 2000.

The IDP Representative Forum and Area / Town Forums may adopt their own rules and procedures for meetings should the need arise. Such rules and procedures may however not be in conflict with the Code of Conduct