

Chapter 1

Mayor's Foreword and Executive Summary



Component A: Mayor's Foreword

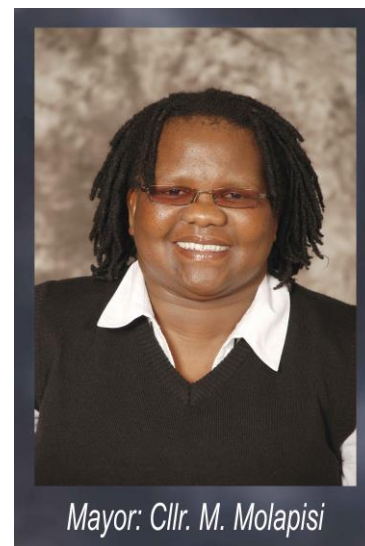
Dear Community of Nketoana, the Municipality are continuously striving to enhance service delivery to create a better life for all people of Nketoana. This is clearly defined in our vision and mission statement.

Vision

The vision of Nketoana Local Municipality is "A municipality that will care for its residents and provide a safe and crime-free environment conducive for sustainable development."

As stated in our mission, the Municipality strives to live this by at all times attempting to:

- To foster a spirit of unity and communication in the pursuit of achieving the municipal objectives
- To provide a democratic, accountable and ethical government for the Nketoana community
- To render services in an effective, efficient and economic manner
- To promote sound and transparent financial management in accordance with legislative requirements
- To accelerate programmes that will help meet the socio-economic needs of the Nketoana residents



We, as a municipality is driven by a set of key priority areas as reflected in the Integrated Development Plan that determine our overall agenda. Objectives are set for these priority areas, which are as follow:

• IDP Priority 1	Water
• IDP Priority 2	Sanitation
• IDP Priority 3	Municipal Roads and Transport
• IDP Priority 4	Urban Planning
• IDP Priority 5	Local Economic Development
• IDP Priority 6	Institution Building
• IDP Priority 7	Refuse Removal
• IDP Priority 8	Electricity Reticulation
• IDP Priority 9	Cemeteries and Parks
• IDP Priority 10	Sport and Recreational Facilities

Key Policy Developments

Within the context of the above-mentioned vision, we are especially proud about the following achievements that we have managed to realise during 2012/13.

During 2012/2013 the following policies were developed and or reviewed:

- **Office of the Municipal Manager**
 - Individual PMS
 - Organisational PMS
 - PMS Framework Reviewed

- **Department Financial Services**
 - Mayoral & Speaker Car Policy
 - IT Policy
 - 8 key policies as per Performance Plan

- **Department Corporate Services**
 - Telephone Policy
 - Housing Allowance Policy
 - Study Allowance Policy

Key Service Delivery Improvements

- **Office of the Municipal Manager**
 - Staff morale has improved a lot with the change of management style. They are more motivated.
 - All relevant staff were sent for the CPMD and MFMP courses to ensure capacity building.
 - Implementation of the PMS system with top management.
 - The local labour forum has been re-established and are sitting frequently as prescribed. Labour issues are addressed before it can have an impact on service delivery.
 - Appointment of a Director Technical Services, this position was vacant for almost five years. This is a crucial position. The impact in terms of service delivery with the appointment of the Director has made a vast difference.
 - Noticeable improvement in terms of the IDP and the alignment between the IDP, Budget and SDBIP.

- **Department Financial Services**
 - Proper filling system
 - Best performing municipality in terms of financial stability

- **Department Community Services and LED (policies reviewed and new policies develop)**
 - Development & Implementation of Job Cards.
 - Development of IWMP & IEMP

- Development of operational Plans.
- Construction of landfill site & Transfer station.
- Licensing of the new Reitz Landfill site
- Successful LED summit held in Lindley with the focus on youth development

- **Department Technical Services**
 - New Roads
 - Improved maintenance
 - New high mast lights
 - Communal taps were installed where necessary
 - The quality of water and management of sanitation has improved substantially with the appointment of the Manager Water and Sanitation
 - Water provision is no longer disrupted in Petrus Steyn.

- **Department Corporate Services**
 - Job Descriptions has been developed for all staff.
 - Improvement in terms of record management with the appointment of the Manager Records.

Public Participation

Our Municipality involve our communities in our affairs by means of public advertisements of our Integrated Development Plan and Service Delivery and Budget Implementation Plan, as well as our performance plans, with specific reference to the Annual Report. We also advertise the activities of the Oversight Report and invite participation from our communities.

Our community also participate through the structures of the IDP Representative Forum and the annual IDP and budget road shows that we conduct annually.

We also conduct public engagement session when major new (or reviewed) by-laws, policies, strategic or sector plans and strategies are considered.

Remaining Challenges

- **Office of the Municipal Manager**
 - The contract of the CFO expired in April 2013 and was not renewed, this was a very
 - Vulnerable time of the financial year because of the closing of the financial year and all the compliance matters that has to be addressed during that period. The post was advertised immediately to ensure the filling of the post.
 - Cascading down of the PMS to the following level. This is in process.
 - Branding of the municipality.

- **Department Financial Services**
 - None payment of Municipal services especially by government officials
 - High rate of critical/key vacancy
 - Skills gab in finance staff

- **Department Corporate Services**
 - Handling of labour relations cases
 - Health and safety

- **Department Community Services and LED (policies reviewed and new policies develop)**
 - Operating machinery
 - Compliance with conditions of landfill site licences
 - Properly maintained Sports facilities
 - Development of recreational parks
 - Township establishment in Leratswana
 - Credible SDF
 - Administration of traffic fines

- **Department Technical Services**
 - Training of staff
 - Appointment of staff
 - Improvement in terms of staff management and control

Future Actions

Our immediate future priorities to improve our services will be as follows:

- A Risk Committee will be established in 2013/2014
- PMS to be cascaded down to the next level in the municipality.
- Branding of the municipality to receive attention in the next financial year.
- Filling of critical vacancies
- Strengthening of credit control policy
- Strengthening the communication with the public by way of issue of news letter
- Capacity building or training of staff
- Procurement of machinery
- Development of requisition forms & trip authority to regulate fleet.
- Development of SDF
- Township Establishment in Leratswana

Conclusion

This Report is our feedback to you, our loyal friends and compatriots. It contains particulars of what we achieved during the past financial year (2012/13) and give an overview of the obstacles that remain in realising our vision and mission above. We believed that we have made important strides in fulfilling our Government's mandate to create a better life for all – especially the most vulnerable and poor in our society.

Component B: Executive Summary

1.1 Municipal Manager's Overview

The 2012/13 financial year has been a challenging, yet successful one for us. We have managed to make important progress towards a better life for all our communities, and have improved our institutional response systems and capacity considerably. Yet, there is no denying that still needs to be done.

Service Delivery performance

We are reasonably satisfied that we, as managers, have contributed positively towards Council's service delivery successes in 2012/13. However, there were also several challenges that need to be addressed. In this regard, the following could be highlighted:



Municipal Manager
L.I. Mokgathe

- An unqualified audit with matters.
- The Performance Management System was successfully implemented; top management was assessed for the Mid-Year and End of the Year
- Improvement in terms of alignment between the IDP, Budget and SDBIP
- MIG funds would have been withdrawn because of the fact that it was not spend as it should have been. Management succeeded in spending from 26% to 96% between January and June 2013.
- Staff morale has been improved significantly, they are more motivated and service delivery has improved accordingly.
- Refuse removal has improved substantially and the clean towns and business centres can serve as proof of it.
- Substantial improvement in terms of water quality, blue drop and green drop.
- Continuous provision of water at Petrus Steyn.
- Records management has improved with the appointment of the Manager Records.

Policies and related administrative matters

The municipality has maintained registers of the required administrative and financial policies throughout the 2012/13 financial year. The employment equity plan was reviewed and progress reports about its implementation submitted to the Department of Labour. The following important plans and policies were also reviewed and/or implemented:

- **Office of the Municipal Manager**
 - Individual PMS
 - Organisational PMS
 - PMS Framework Reviewed

- **Department Financial Services**
 - Budget Policy, Cash and Investment Policy, Indigent Policy, Tariff Policy, Write off of irrecoverable debt Policy, Supply Chain Management Policy, Property Rates Policy, Asset Management Policy, Credit Control and Debt collection Policy, Free Basic Electricity Policy, Free Basic Sanitation Policy, Free Basic Waste Policy, Free Basic Water Policy
 - New or revised policies:
 - Mayoral & Speaker Car Policy
 - IT Policy
 - 8 key policies as per Performance Plan

- **Department Corporate Services**
 - Asset management policy, Banking and investment policy, Budget policy, Car allowance policy, Cellphone allowance policy, Credit control and debt collection policy, Draft property rates policy, Draft property rates by-laws policy, Indigent support policy, Leave policy, Overtime policy, Pauper burials policy, Recruitment policy, Supply chain management policy, Tariff policy, Travel and subsistence policy, Use of municipal vehicle policy, Use of mayoral car policy, Working hours policy, Policy on career , opportunities, succession, planning, rapid progression and promotion, Training and development policy, Public participation policy, Scarce and critical skills, Retention and recruitment policy, Internship programme policy, Records management policy, Occupational health and safety policy, Study grant and bursary policy, Relocation policy, IT policy and procedure, Employment equity policy, HIV/ aids & life threatening diseases policy, Incapacity due to ill health/ injury policy, Sexual, racial & ethnic harassment policy
 - New or revised policies:
 - Telephone Policy
 - Housing Allowance Policy
 - Study Allowance Policy

- **Department Community Services and LED (policies reviewed and new policies develop)**
 - National Environmental Management Waste Act of 2008
 - National Environmental Management Act of 1998

- **Department Technical Services**
 - Roads and stormwater masterplan

Shared Services

The municipality entered into an agreement with the district municipality for the utilisation of the following shared services:

- Disaster management (Thabo Mafutsanyana District municipality)

1.2 Municipal Population, Functions and Environmental Overview

Nketoana Local Municipality is named after the Leibenbergsvlei River, which is Nketoana in Sesotho.

The Municipality is situated within the Thabo Mafutsanyana District Municipality in the Eastern Free State. It comprises of Reitz, Petsana, Petrus Steyn, Mamafubedu, Lindley, Ntha, Arlington and Leretswana.

Figure / Table 1.1: Map of the Nketoana municipal area



(Source: Municipal Demarcation Board)

The head office is situated at Reitz, with municipal staff in each unit to ensure that services are brought closer to the community. The Municipality has four administration departments i.e. Corporate Services, Community Services, Technical Services and Financial Services. The core function of the municipality is service delivery as set out in the constitution.

The municipality is 54km from Bethlehem, 240km from Johannesburg and 60 km from the N3 Road.

The main economic activities in the area are agriculture and retail businesses. Nketoana is a fertile agricultural region and approximately 19% of the economically active population is employed in the agricultural sector.

Attractions in the area include: flower and nut farms; bird farms; two lion farms; game farms and the Bass Feather Country Lodge (Previously known as Bietjie Water Holiday Resort). History buffs will be interested in the fact that Lindley was the birthplace of Dr Danie Craven and the Yeomanry Koppies area is a recognised Anglo-Boer War battlefield. The historical Dutch Reformed Church building in Ntha and the Krusipad Missionary Church are also likely to be of interest, as are the other national monuments in the area.

Figure / Table 1.2: Nketoana Municipality

Place	Area (km ²)	Population	Most spoken language
Arlington	5.51	222	Sotho
Cremona	0.46	2,021	Sotho
Leratswana	0.82	3,429	Sotho
Lindley	21.07	1,621	Sotho
Mamafubedu	1.38	8,121	Sotho
Ntha	2.16	8,500	Sotho
Petrus Steyn	9.74	1,163	Afrikaans
Petsana	2.76	13,670	Sotho
Reitz	6.51	1,781	Afrikaans
Remainder of the municipality	5,560.92	21,423	Sotho

Source: <http://en.wikipedia.org>

The Bieliemielie Festival and annual stud auctions are popular with locals. Tourists can visit the agri-tourism route in Arlington. (Source: <http://www.freestatebusiness.co.za/municipalities>)

Figure / Table 1.3: Map of the Nketoana municipal area



(Source: <https://maps.google.com>)

Trade and Industry in different towns:

Reitz

- **Background**

Reitz is the principal town of the area and economically the strongest. Lying almost halfway between Bethlehem and Frankfort on Route 26, Reitz is described as a peaceful village. It first became a municipality in 1903. It is a small Free State town which is a centre for the maize, wheat and cattle farmers of the area. Its biggest claim to fame is that it has the largest maize silos in the southern hemisphere.

- **Trade and Services**

Reitz has a well-developed CBD in the centre of Reitz with a variety of retail businesses and related services including agricultural suppliers, wholesalers, retailers, general dealers, hair dressers, funeral parlors, pharmacies, bakeries, professional service providers and many more.

Apart from the above formal businesses, a substantial number of business activities are also to be found in Petsana, including spaza shops, vegetable shops, backyard repair shops, panel beaters, car washes, builders and so forth.

- **Industrial**

Reitz has two industrial areas situated directly to the north of Petsana and Reitz respectively where a variety of light and heavy industries can be found. Most of these industries are however related to and in support of the agricultural sector.

Petrus Steyn

- **Background**

Petrus Steyn is situated near the large hill Elandskop, the scene of many a skirmish between Boer and Brit during the Anglo-Boer War.

Research has indicated that Petrus Steyn is the Free State town highest above sea level, at 1 702 meter above sea level and is dominated by one of the biggest co-operative grain silos in the Free State. The Renoster River has its source near the town.

- **Trade and Services**

Petrus Steyn has a well-defined CBD. Businesses found within the CBD include the co-operation, a supermarket, retail shops and general dealers and liquor stores, a hotel and hair dressers. Other services of interest include financial institutions, medical doctor's practices, a pharmacy, an estate agency and funeral houses.

Mamafubedu accommodates quite a number of formal businesses, which is mostly situated at the entrance to Mamafubedu. There are quite a large number of residential sites used for mixed uses such as businesses, taverns, funeral parlours, fuel depots and spaza shops. These properties have not been rezoned as such.

- **Industrial**

One of Petrus Steyn's largest assets is the grain silo situated to the northwest of the town next to the railway station. The silos have the largest storage capacity of 102 000 tons in the Lindley district. According to the co-operation, approximately 25 000 tons of maize are stored during May to August, whilst approximately 35 000 ton of wheat are stored during December to February each year. The industrial area itself is completely served and has good access from both external roads and the railway line, but is currently completely underutilized. There is ample land available for expansion should the need arise. Several other enterprises are situated in the town itself which include a warehouse, engineering works, a mill and bakery, 2 potato wash facilities, a fuel depot and various light industrial workshops.

Lindley

- **Background**

Lindley is named after a missionary, Daniel Lindley, an American Presbyterian minister of the Voortrekkers. Historically notable was the Battle for Yeomanry Hills which took place during May 1900 between British and Free State forces.

The farm Doornkloof of famous Voortrekker leader, Sarel Cilliers, is also in the district, forming today the national headquarters of the Voortrekkers youth movement.

- **Trade and Services**

Lindley has a well-defined CBD consisting of several businesses linear along the main road to the north and south of the CBD. Ntha has not yet a well-defined CBD although a concentration of businesses exists in the township. A need exists for the development of the large business site adjacent to the access road to Ntha to serve as an activity or business node.

- **Industrial**

No provision is made for light industrial sites in a designated industrial area in Lindley. A definite need exists for sites of this nature. A few light industrial sites were provided in Ntha along the main collector roads through Ntha.

Arlington

- **Background**

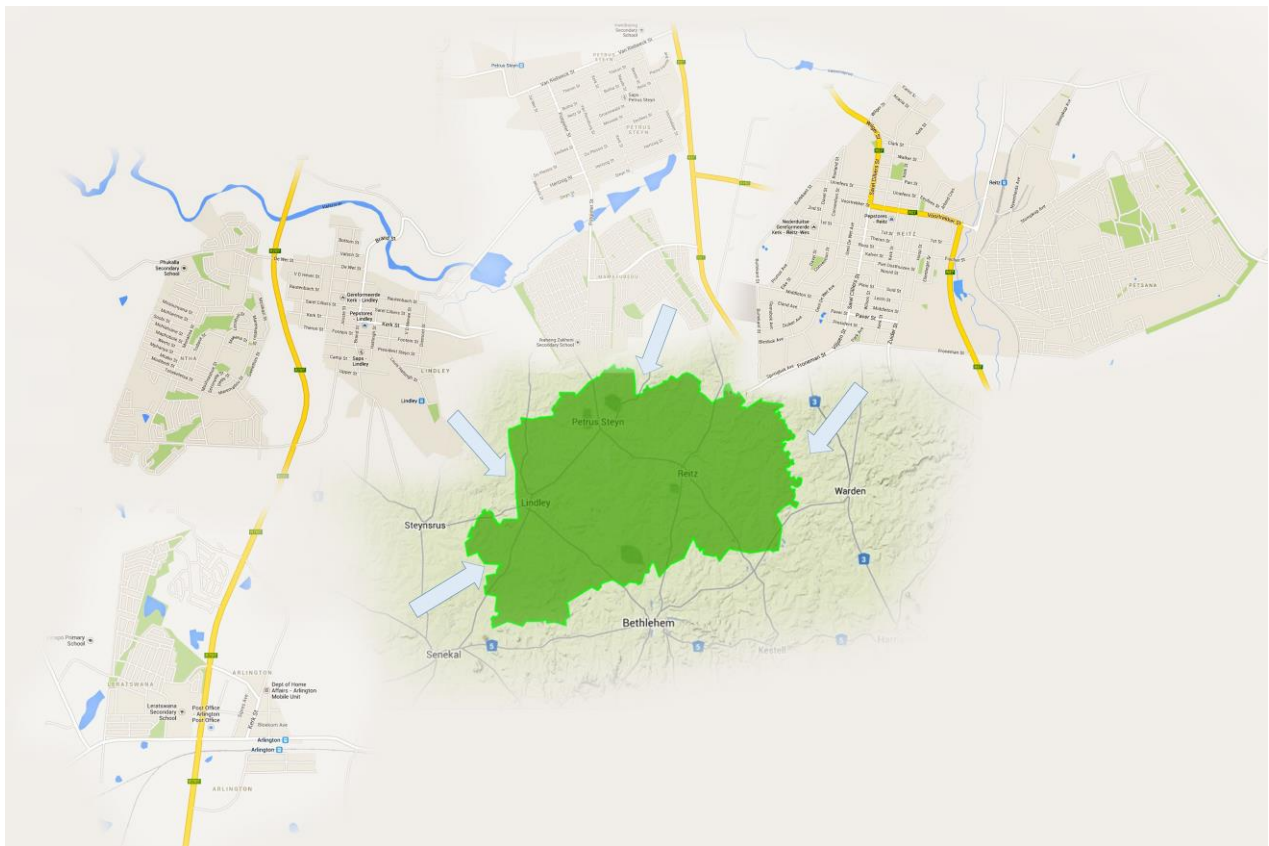
Founded in 1930, the village of Arlington is supported by a very strong agricultural district, especially cattle studs for the Simmintaler, Simbra and Angus breeds.

- **Trade and Services**

Arlington has a well-defined and accessible CBD adjacent to the major road between Bethlehem and Steynsrus. Leratswana has a small business activity node consisting of community facilities and shops adjacent to the access road. The business areas described indicate limited growth potential. Arlington has no industrial sites available due to the lack of available land.

(Source: <http://www.nketoana.fs.gov.za/>)

Figure / Table 1.4: Nketoana Municipal Area



(Source: <https://maps.google.com>)

Figure / Table 1.5: Population

Census 2001

Community Survey 2007

Census 2011

Male	Female	Total	% of Total
3038	3067	6105	10%
3505	3436	6941	11%
3989	4044	8033	13%
3852	4095	7947	13%
2818	3216	6034	10%
2196	2544	4740	8%
1735	2157	3892	6%
1638	1988	3626	6%
1452	1729	3181	5%
1258	1586	2844	5%
1123	1148	2271	4%
759	897	1656	3%
516	800	1316	2%
442	745	1187	2%
338	614	952	2%
208	320	528	1%
117	297	414	1%
81	200	281	0%

	Male	Female	Total	% of Total
0 - 4	3098	3705	6803	11%
4 - 9	2857	3188	6045	10%
10 - 14	3027	3264	6291	11%
15 - 19	3156	3576	6732	11%
20 - 24	2638	3354	5992	10%
25 - 29	2791	2798	5589	9%
30 - 34	2200	2256	4456	7%
35 - 39	1857	2322	4179	7%
40 - 44	1226	1569	2795	4%
45 - 49	1111	1382	2493	4%
50 - 54	1304	1759	3063	5%
55 - 59	1296	1589	2885	5%
60 - 64	815	942	1757	3%
65 - 69	421	738	1159	3%
70 - 74	309	473	782	1%
75 - 79	230	239	469	1%
80 - 84	147	280	427	1%
85 - 120	201	250	451	1%

	Male	Female	Total	% Total
0 - 4	3527	3591	7118	12%
4 - 9	3230	3328	6558	11%
10 - 14	2875	2931	5806	10%
15 - 19	2973	2910	5883	10%
20 - 24	2950	2921	5871	10%
25 - 29	2519	2654	5173	9%
30 - 34	2028	2173	4201	7%
35 - 39	1696	1851	3547	6%
40 - 44	1299	1647	2946	5%
45 - 49	1356	1643	2999	5%
50 - 54	1108	1441	2549	4%
55 - 59	985	1341	2326	4%
60 - 64	819	1015	1834	3%
65 - 69	513	749	1262	2%
70 - 74	321	563	884	1%
75 - 79	185	411	596	1%
80 - 84	131	302	433	1%
85 - 120	96	242	338	1%

(Source: Statistic South Africa: Census 2001 and Community Survey 2007)

Census 2001

Community Survey 2007

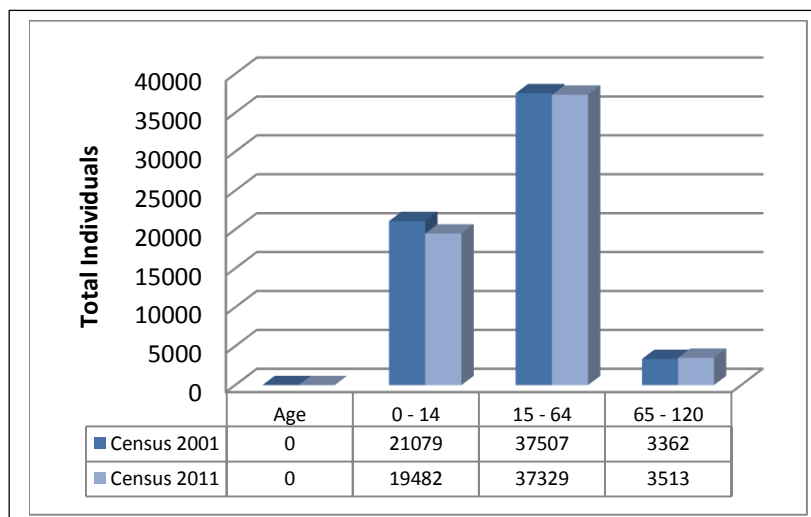
Census 2011

Age	Total Persons	Age group as %
0 - 14	21079	34%
15 - 64	37507	61%
65 - 120	3362	5%

Age	Total Persons	Age group as %
0 - 14	1939	4%
15 - 64	39941	89%
65 - 120	3288	7%

Age	Total Persons	Age group as %
0 - 14	19482	32%
15 - 64	37329	62%
65 - 120	3513	6%

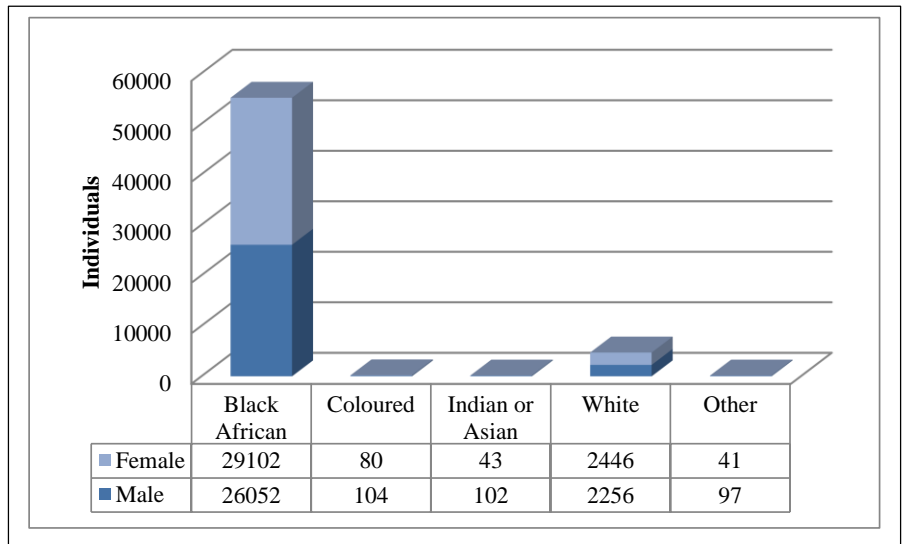
(Source: StatsSA)



(Source: StatsSA)

Figure / Table 1.6: Population Group (StatsSA, Municipal Fact Sheet, Census, 2011)

	Male	Female
Black African	26052	29102
Coloured	104	80
Indian or Asian	102	43
White	2256	2446
Other	97	41

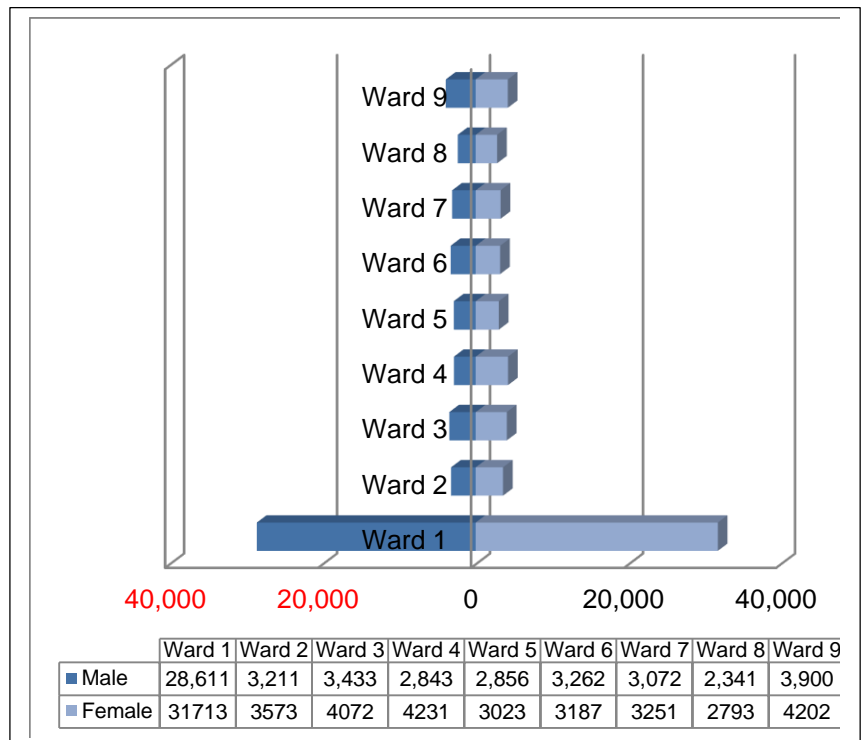


(Source: StatsSA, Municipal Fact Sheet, Census, 2011)

Population according to wards:

Figure / Table 1.7: Gender as per Ward

	Male	Female	Total
FS193: Nketoana	28611	31713	60 323
Ward 1	3211	3573	6 784
Ward 2	3433	4072	7 505
Ward 3	3695	4231	7 926
Ward 4	2843	3023	5 865
Ward 5	2856	3187	6 041
Ward 6	3262	3251	6 511
Ward 7	3072	3380	6 450
Ward 8	2341	2793	5 134
Ward 9	3900	4202	8 102



(Source: StatsSA, Municipal Fact Sheet, Census, 2011)

Figure / Table 1.8: Gender and population as per Ward

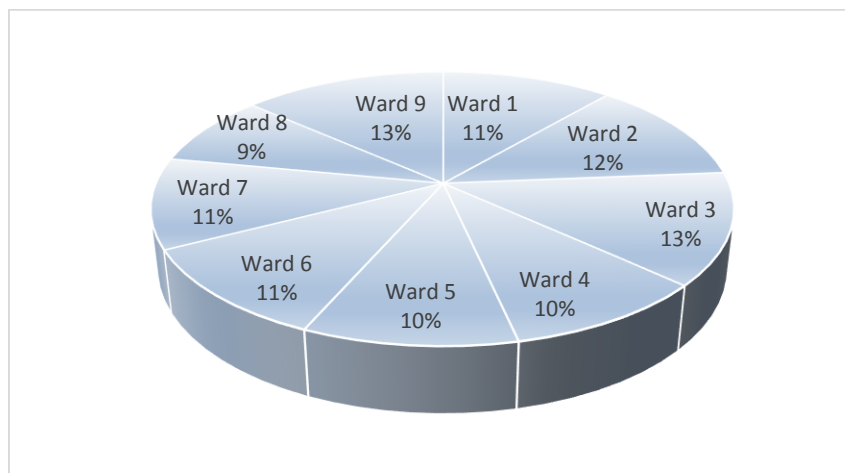
	Black African		Coloured		Indian or Asian		White		Other	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
FS193: Nketoana	26052	29102	104	80	102	43	2256	2446	97	41
Ward 1	2846	3189	9	7	25	8	325	367	6	2
Ward 2	3347	4011	17	11	17	10	45	39	7	1
Ward 3	3622	4177	15	10	9	2	43	40	6	2
Ward 4	2494	2656	10	10	14	9	312	339	12	9
Ward 5	2686	3018	2	9	6	2	156	154	5	3
Ward 6	2381	2349	22	10	12	2	810	872	36	17
Ward 7	2481	2732	14	7	10	9	555	628	10	4
Ward 8	2320	2785	2	2	5	1	7	4	7	1
Ward 9	3873	4186	13	13	5	1	2	1	7	1

According to Census 2011 62 % of the population are between the age of 15 and 64, 53% are female. The dominant language is Sesotho, with 75% speaking the language as a first language, 11% IsiZulu and 9% Afrikaans. The number of persons has decreased from 61950 (Census 2001) to 60324 (Census 2011), but the number of households has increased from 15039 (Census 2001) to 17318 (Census 2011). Which means that the service points in the municipality has increased with 2279 households.

(Source: StatsSA, Census, 2011)

Figure / Table 1.9: Number of persons as per Ward

Ward	Total persons
Ward 1	6784
Ward 2	7505
Ward 3	7926
Ward 4	5865
Ward 5	6041
Ward 6	6511
Ward 7	6450
Ward 8	5134
Ward 9	8102



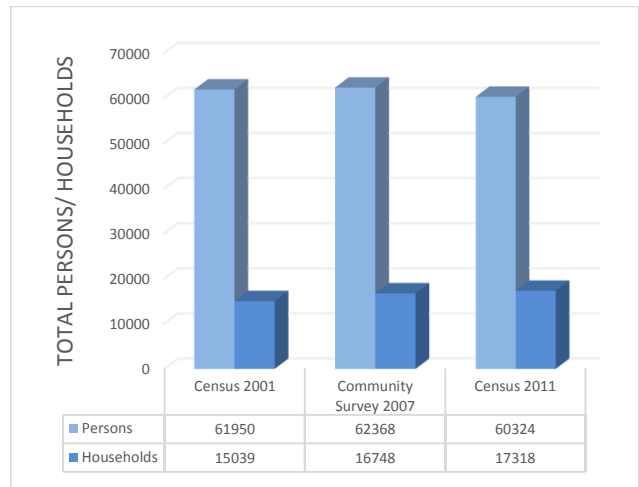
(Source: StatsSA, Census, 2011)

The population density in the area is approximately 10.8 persons per square km, which is substantially less than the national average of 32.

(Source: <http://en.wikipedia.org>)

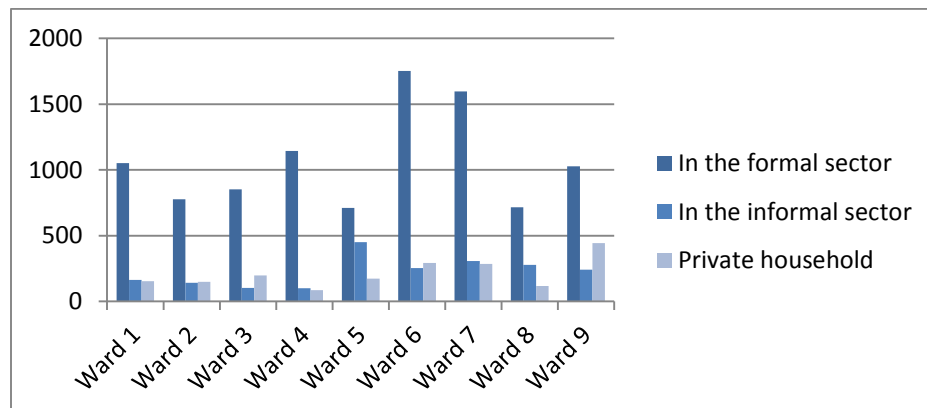
Figure / Table 1.10: Number of persons and households

Category	Census 2001	Community Survey 2007	Census 2011
Persons	61950	62368	60324
Households	15039	16748	17318



(Source: StatsSA, Census, 2011)

Figure / Table 1.11: Economic sectors per ward



	In the formal sector	In the informal sector	Private household
FS193: Nketoana	9630	2045	1900
Ward 1	1053	165	154
Ward 2	777	143	150
Ward 3	852	102	197
Ward 4	1145	101	87
Ward 5	712	451	173
Ward 6	1752	254	292
Ward 7	1597	308	285
Ward 8	716	279	118
Ward 9	1027	241	444

(Source: StatsSA, Census, 2011)

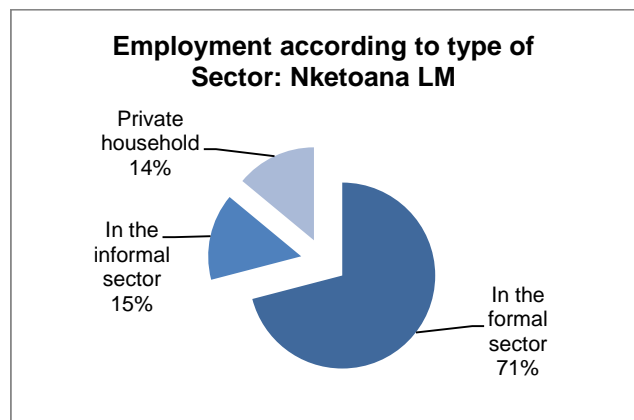
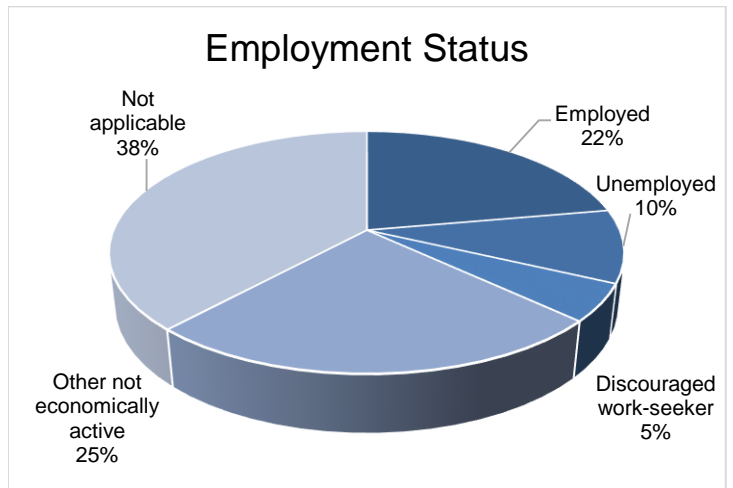


Figure / Table 1.12: Socio Economic / Employment Status

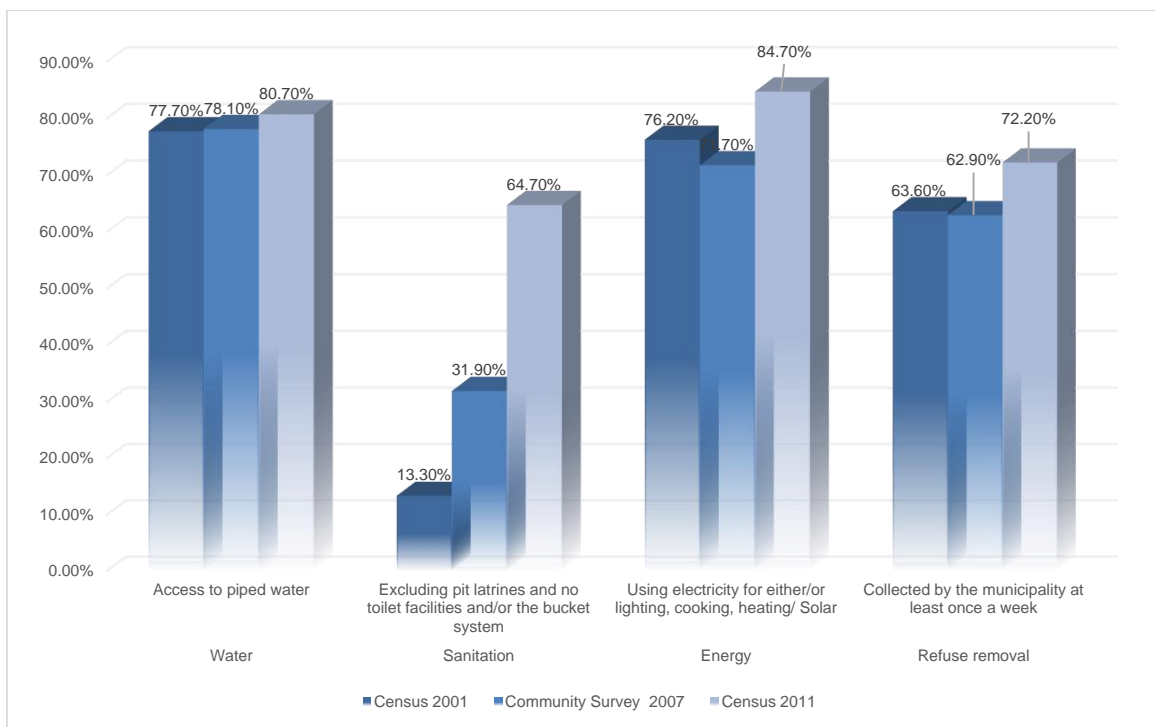
Employment Status	Total persons
Employed	13406
Unemployed	5855
Discouraged work-seeker	3007
Other not economically active	15063
Age less than 15 years	0
Not applicable	22994



(Source: StatsSA, Census, 2011)

1.3 Service Delivery Overview

Figure / Table 1.13: Basic Services Overview



(Source: StatsSA)

The Municipality has attained important progress with the delivery of basic services between Census 2001, Community Survey in 2007 and Census 2011. The above progress lines represented above are reflected in the Table below:

Figure / Table 1.14: Basic Services Overview (2)

Access to Basic Services				
Basic Service	Definition	Census 2001	Community Survey 2007	Census 2011
Water	Access to piped water	77.70%	78.10%	80.70%
Sanitation	Excluding pit latrines and no toilet facilities and/or the bucket system	13.30%	31.90%	64.70%
Energy	Using electricity for either/or lighting, cooking, heating/ Solar	76.20%	71.70%	84.70%
Refuse removal	Collected by the municipality at least once a week	63.60%	62.90%	72.20%

(Source: StatsSA)

1.4 Financial Health Overview

Figure / Table 1.15: Financial Health Overview

Nketoana Local Municipality

Annual Financial Statements for the year ended 30 June 2013

Statement of Financial Performance

Figures in Rand	Note(s)	2013	Restated 2012
Revenue			
Revenue from exchange transactions			
Service charges	22	76 524 578	74 593 511
Rental of facilities and equipment		415 297	323 901
Interest received (trading)		16 416 211	15 529 229
Discount received		-	7 654
Recoveries		-	8 353 558
Other income	23	1 607 433	2 034 288
Interest received - investment	24	1 501 123	962 951
Total revenue from exchange transactions		96 464 642	101 805 092
Revenue from non-exchange transactions			
Property rates	26	16 194 067	11 008 056
Government grants & subsidies	27	117 791 362	93 689 626
Public contributions and donations	28	2 043 939	10 441 162
Fines		115 585	195 850
Total revenue from non-exchange transactions		136 144 953	115 334 694
Total revenue	25	232 609 595	217 139 786
Expenditure			
Bulk purchases	29	(28 834 798)	(17 391 204)
Contracted services	39	(12 622 881)	(8 925 128)
Debt impairment	30	(44 402 410)	(43 155 573)
Depreciation and amortisation	31	(65 992 159)	(63 963 155)
Finance costs	32	(2 254 743)	(1 418 917)
General Expenses	33	(43 454 968)	(24 965 893)
Impairment loss	14	(333 593)	-
Personnel	34	(57 012 665)	(47 067 072)
Remuneration of councillors	35	(4 924 503)	(4 338 252)
Repairs and maintenance		(9 007 640)	(10 510 882)
Total expenditure		(268 840 360)	(221 736 076)
Operating deficit	36	(36 230 765)	(4 596 290)
Gain (loss) on disposal of assets and liabilities	36	102 341	(29 956)
Fair value adjustments	37	85 220	149 615
		187 561	119 659
Deficit for the year		(36 043 204)	(4 476 631)

1.5 Organisational Development Overview

Figure / Table 1.16: Municipal Employees per category

Occupational Category	African		Coloured		Indian		White		Total
	No	%	No	%	No	%	No	%	
Legislators, senior officials and managers	31	83.78%	0	0.00%	0	0.00%	6	16.21%	37
Professionals	5	100.00%	0	0.00%	0	0.00%	0	0.00%	5
Technicians and associate trades	28	84.84%	0	0.00%	0	0.00%	5	15.15%	33
Clerks	27	96.42%	0	0.00%	0	0.00%	1	3.57%	28
Service and sales workers	8	88.88%	1	11.11%	0	0.00%	0	0.00%	9
Skilled agricultural and fishery workers	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Craft and related trades workers	4	100.00%	0	0.00%	0	0.00%	0	0.00%	4
Plant and machine operators assemblers	43	97.72%	0	0.00%	0	0.00%	1	2.27%	44
Elementary occupations	230	99.13%	1	0.43%	0	0.00%	1	0.43%	232
Total	376	661.89%	2	11.54%	0	0.00%	14	37.63%	392

(Source: Employment Equity Report: 2013-2018)

Figure / Table 1.17: Total Number of Employees in the Municipality who Received Training

OCCUPATIONAL CATEGORY	FEMALE				MALE				TOTAL				TOTAL	% OF TOTAL EMPLOYEES
	A	C	I	W	A	C	I	W	A	C	I	W		
11 - LEGISLATORS	2				3			1	5	0	0	1	6	33.33%
12 - MANAGERS	3			1	7			2	10	0	0	3	13	81.25%
2 - PROFESSIONALS	4			1	4				8	0	0	1	9	60.00%
3 - TECHNICIANS AND TRADE WORKERS					19				19	0	0	0	19	67.86%
4 - COMMUNITY AND PERSONAL SERVICE WORKERS	1				6				7	0	0	0	7	70.00%
5 - CLERICAL AND ADMINISTRATIVE WORKERS	1			1	10				23	0	0	1	24	53.33%
6 - SALES WORKERS									0	0	0	0	0	0.00%
7 - MACHINE OPERATORS AND DRIVERS	3				26				29	0	0	0	29	65.91%
8 - ELEMENTARY WORKERS	1				50			1	65	0	0	1	66	30.28%
TOTALS	4	0	0	3	12	0	0	4	16	0	0	7	173	43.47%

(Source: Workplace Skills Plan: 2013/14)

Figure / Table 1.18: Summary Employee Profile Data

Total number of black (African, Coloured, Indian) employees	384
Black employees as a % of total employees	96.48%
Total number of women employees	105
Women employees as a % of total employees	26.38%
Total number of employees with disabilities	1
Employees with disabilities as a % of total employees	0.25%
Total employees over the age of 55	61
Over 55 employees as a % of total employees	15.33%
Total employees between the ages of 35 and 55	258
Employees between 35 and 55 as a % of total employees	64.82%
Total employees under the age of 35	77
Employees under 35 as a % of total employees	19.35%

(Source: Workplace Skills Plan: 2013/14)

Figure / Table 1.19: Summary Employee Qualification Profile Data

EMPLOYEE QUALIFICATION PROFILE	
Total number of employees with an NQF Level 1 and below qualification	63
Employees with an NQF Level 1 and below qualification as a % of total employees	15.83%
Total number of employees with an NQF Level 2, 3 or 4 qualification	121
Employees with an NQF Level 2, 3 or 4 qualification as a % of total employees	30.40%
Total number of employees with an NQF Level 5 or above qualification	73
Employees with an NQF Level 5 or above qualification as a % of total employees	18.34%
Total employees who are Managers and Professionals with an NQF Level 6 or above qualification	31
Employees who are Managers and Professionals with an NQF Level 6 or above qualification as a % of total employees in those categories	100.00%
Total employees who are Technicians and Trade Workers with an NQF Level 5 or above qualification	4
Employees who are Technicians and Trade Workers with an NQF Level 5 or above qualification as a % of total employees in that categories	14.29%

(Source: Workplace Skills Plan: 2013/14)

1.6 Statutory Annual Report Process

The following statutory required annual reporting process has been complied followed during the 2012/13 financial year:

1	Consideration of the 2012/13 IDP Process Plan	July 2013
2	Implementation of the IDP and budget commences	July 2013
3	Compilation of the 2012/13 Annual Performance Report	August 2013
4	Compilation of the 2012/13 Annual Financial Statements	August 2013
5	Draft Annual Report (Performance Report and Annual Financial Statements submitted to the AG)	August 2013
6	Auditor-General assessed the 2011/12 Annual Financial Statements and Performance Report	September – October 2013
7	Municipality received back the Auditor-General's comments and start addressing issues raised	November 2013
8	Compilation of the 2012/13 Annual Report	January 2014
9	Public comments regarding the Annual Report is invited	February 2014
10	2012/13 Oversight Process	March 2014
11	Public inputs for the purposes of finalising the Oversight Report is invited	March 2014
12	Annual Report, Annual Financial Statements and Audit Management Letters considered with service planning for 2012/13	March 2014

