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**ANNEXURE 1**

**QUESTIONNAIRE ON LEADERSHIP GOVERNANCE PERSPECTIVES IN LOCAL  
GOVERNMENT ADMINISTRATION**

**INFORMATION WITH REGARD TO: LEADERSHIP AND GOVERNANCE PERSPECTIVE  
IN LOCAL GOVERNANCE ADMINISTRATION IN SOUTH AFRICA: LIMPOPO  
PROVINCE**

**A. INTERVIEW SCHEDULED FOR MAYOR**

**(h) PERSONAL INFORMATION**

1. Gender male or female
  
2. Age
  - Between 30 and 40
  - Between 41 and 50
  - 51 and above
  
3. Educational qualifications
  - Grade 12
  - Diploma
  - Degree
  - Honours
  - Masters and above
  
4. The area of situation / Grading of municipality

Rural	1
Peri-urban	2
Urban	3
  
5. Population / statistics of villages
  - Between 5000 and 10000
  - Between 11000 and 15000
  - Between 16000 and 20000
  - 21000 and above
  
6. Does the municipality have a major? Y / N





7. Does the municipality have a municipal manager? Y / N
8. Does the municipality have directors / managers heading the Departments? Y/N
9. How long have you been in political domain?  
Between 5 and 10 yrs.  
Between 11 and 20 yrs.  
21 and above
10. What was your political involvement?  
.....  
.....
11. How did you occupy this position?  
.....  
.....
12. Were you orientated with the policies and procedures of municipality governance?  
.....  
.....
13. What is the vision and mission of your municipality?  
.....  
.....
14. If you were to rate your municipality which rating will you go for In terms of service delivery?  
.....  
.....



15. Participation of all stakeholders in the activities of municipalities is believed to be a vehicle for speedy service delivery. What is your opinion on that?

.....  
.....

16. What are the challenges that lead your municipality to be ineffective regarding transformation?

.....  
.....

17. How do you interact with the communities within your municipality?

.....  
.....

18. As a political head of the municipality how do you make sure that local community within your municipality receive the necessary information about the activities of the municipality?

.....  
.....

19. What are the measures in place to ensure that community participation is effective within your municipality?

.....  
.....

20. How do you enhance and promote cooperation, mutual assistance and sharing of resources among municipalities?

.....  
.....



21. What are the political measures in place to make sure that residents in rural areas are also paying for the services that they are receiving?

.....

.....



**B INTERVIEW SCHEDULES FOR MUNICIPAL MANAGERS**

**(i) PERSONAL INFORMATION**

1 Gender Male / Female

2. Age

Between 30 and 40

Between 41 and 50

51 and above

3. Educational qualifications

Grade 12

Diploma

Degree

Honours

Masters and above

4. What is your role as a municipal manager?

.....  
.....

5. How do you coordinate the municipality to avoid poor service Delivery?

.....  
.....

6. In your view what is the root cause of the continued demonstrations in municipalities in South Africa in general?

.....  
.....

7. How do you control the awards of tenders in your municipality to avoid incomplete projects which negatively impact on service delivery?

.....  
.....





8. How do you control the awards of tenders in your municipality to avoid incomplete projects which negatively impact on service delivery?

.....  
.....

9. Have you been capacitated in financial management?

.....  
.....

10. What is the importance of budget in your municipality?

.....  
.....

11. How do you supplement the income that you receive from National Government and revenues from the communities?

.....  
.....

12. How do you ensure equity distribution of these funds to your Different wards to enhance service delivery?

.....  
.....

13. How do you prevent corruption in your municipality?

.....  
.....

14. How do you ensure the implementation of municipality's by-laws and other legislation?

.....  
.....



15. How often does your staff receive capacity building?

.....  
.....

16. How do you make sure that community members within your municipality are actively involved in the activities of the municipality?

.....  
.....

17. What mechanism do you have in place to assess content and discontent of community members about service delivery?

.....  
.....

18. How often do you assess content and discontent of community members about service delivery?

.....  
.....

19. What do you do to ensure that every staff member within your municipality knows exactly what his/ her role is?

.....  
.....

20. In our view what is the importance of cooperative governance between three tiers of government regarding municipalities in South Africa?

.....  
.....



21. In your opinion is it important for municipalities in rural areas to forge healthy relationship with traditional leaders?

.....

.....

22. As an administrative head of the municipality what are you currently doing to make sure that residents in rural areas are paying for the services that they are receiving?

.....

.....



C. INTERVIEW SCHEDULES FOR DIRECTORS HEADING THE FOLLOWING DEPARTMENTS: ADMINISTRATION, COMMUNITY SERVICES AND TECHNICAL SERVICES.

Department : Administration

(i) PERSONAL INFORMATION

1. Gender Male / Female

2. Age  
Between 30 and 40  
Between 40 -50  
52 and above

3. Educational qualifications

Grade 12  
Diploma  
Degree  
Honours  
Masters and above

4. What is the objective of your department?

.....  
.....

5. What is the vision and mission of your department?

.....  
.....

6. How do you make sure that integrated development planning is Effectively implemented in your municipality?

.....  
.....

7. What do you do to ensure that council decisions are implemented officially and effectively in your municipality?

.....  
.....





8. What are the basic values and principles governing local public administration that you think may enhance and improve service delivery in your municipality if properly implemented?

.....  
.....

Department: Community services

(i) PERSONAL INFORMATION

9. Gender Male / Female

10. Age

- Between 30 and 40
- Between 40 -50
- 53 and above

11. Educational qualifications

- Grade 12
- Diploma
- Degree
- Honours
- Masters and above

12. What is the vision and mission of your department?

.....  
.....

13. What do you ensure that poor people receive social grants in your municipality?

.....  
.....



14. What is your role regarding disasters in your municipality?

.....  
.....

15. How do you interact with the community based structures?

.....  
.....

16. What are your challenges experienced in interacting with the communities within your municipality?

.....  
.....

Department : Technical services

(i) Personal Information

17. Gender                      Male or Female

18. Age

- Between 30 and 40
- Between 40 – 50
- 51 and above

19. Educational qualifications

- Grade 12
- Diploma
- Degree
- Honours
- Masters and above

20. What is the vision and mission of your department?

.....  
.....



22. How do you promote integrated development planning and the proper coordination and integration of development initiatives in the municipality?

.....  
.....

23. Which method do you employ to ensure the faire and just allocation and distribution of resources within the municipality?

.....  
.....

24. How do you maintain roads and streets which impact on service delivery?

.....  
.....

25. What is your long term plan regarding roads and street in your municipality?

.....  
.....



## **ANNEXURE 2**

# **APPLICATION TO CONDUCT RESEARCH IN VHEMBE DISTRICT MUNICIPALITY**





P.O. BOX 148

Masia

0944

21 May 2006

Municipal Manager  
Vhembe District Municipality  
Private Bag X 5006  
0950

Re: Application for conducting empirical research in VHEMBE District Municipality, and its four Municipalities namely Makhado, Musina, Mutale and Thulamela

1. The above matter refers.
2. I kindly request your office to allow me to conduct empirical research as indicated above on the following topic: Leadership and governance perspectives in Local government administration in South Africa: Limpopo Province. The purpose of the research is for educational purposes.
3. Hoping that my request will receive your prompt and positive consideration

Yours faithfully

E. MAVHIVHA



## **ANNEXURE 3**

# **PERMISSION TO CONDUCT RESEARCH IN VHEMBE DISTRICT MUNICIPALITY**



# VHEMBE DISTRICT MUNICIPALITY

IMPROVING THE QUALITY OF LIFE THROUGH SUSTAINABLE  
DEVELOPMENT AND SERVICE EXCELLENCE



Ref:  
Enq: Mulovhedzi S.P.

PRIVATE BAG X 500,  
TSHOHYANDOU  
0950  
TEL: 015 962 1828  
015 962 1196  
FAX: 015 962 1017

29 June 2006

Mr Mavhivha E.  
MASIA

## APPROVAL TO CONDUCT RESEARCH IN VHEMBE DISTRICT MUNICIPALITY

1. This matter has reference to your letter of request to be assisted by Vhembe District Municipality pertaining to your research studies in municipalities in Vhembe District.
2. Kindly note our acknowledgement of receipt of your letter and further note that this Office has approved your request to conduct the said research in Vhembe District Municipality and Mr. M. Mudau at Planning Section will be your contact person. His contacts are 082 453 6178.
3. Finally we also regret to inform you that we did not get formal permission from local municipalities in Vhembe District, but are prepared to provide you with a letter of introduction to such institutions as to us the said research is considered.
4. Hope you will find this in order.

  
MUNICIPAL MANAGER  
VHEMBE DISTRICT MUNICIPALITY



# VHEMBE DISTRICT MUNICIPALITY

IMPROVING THE QUALITY OF LIFE THROUGH SUSTAINABLE  
DEVELOPMENT AND SERVICE EXCELLENCE



Ref:  
Enq: Mulovhedzi S.P.

PRIVATE BAG X 501  
THOHOYANDOU  
0950  
TEL: 015 962 1828  
015 962 1196  
FAX: 015 962 101

29 June 2006

The Municipal Manager  
Thulamela Municipality  
Mutale Municipality  
Makhaco Municipality  
Musina Municipality

## LETTER OF INTRODUCTION – MR E. MAVHIVHA TO CONDUCT RESEARCH IN LOCAL GOVERNANCE

1. This matter has reference.
2. Kindly note that Vhembe District Municipality has been approached by the above-mentioned person with intention of conducting educational research in governance.
3. Further note that this municipality considers the said research to be value adding to local government and thus request your goodseives to assist him.,
4. Your co-operation and assistance to him will be highly appreciated.

  
MUNICIPAL MANAGER  
VHEMBE DISTRICT MUNICIPALITY



# MAKHADO MUNICIPALITY



Tel: (015) 519 3000  
Fax: (015) 516 1195  
Private Bag X 2596  
Makhado  
0920

Ref: 11/1, 5/3/1 & 5/4/2  
Enq: T. Manebaneba

2006 11 15

Mr E. Mavhivha  
P.O. Box 148  
MASIA  
0944

Sir

**PERSONNEL: REQUEST FOR PERMISSION TO UNDERTAKE RESEARCH IN LOCAL GOVERNANCE: COUNCIL RESOLUTION B. 128.14.09.06: S.P MULAUDZI IN RESPECT OF MR E. MAVHIVHA**

It is pleasure to inform you that Council has at its meeting held on 14 September 2006 resolved as follows:

**"RESOLVED B.128.14.09.06**

1. *THAT Mr E.Mavhivha be authorized to access Council's information on Local Government for partial fulfilment of his education in governance.*
2. *THAT authorization per paragraph 1 above be in line with provision of access to information, legislation and approved by the relevant Head of Department (HOD) with regard to the classification of information.*
3. *THAT the applicant's authorization must not interfere with the normal operation of the Council's daily administration.*
4. *THAT approval of the application is granted, subject to the further following conditions:*
  - 4.1. *Applicant must furnish Council with a copy of the research once completed.*
  - 4.2. *Applicant must indemnify Council against any claims which may result directly or indirectly from the research activity.*
  - 4.3. *Research information may not be used for any form of public media but only for the academic purpose."*

On this background you are kindly requested to come to Makhado Local Municipality, corner of Erasmus and Krogh Street, Civic Centre, Corporate Service Department, Human Resources Division, office number A002, basement floor, on or before 30 November 2006 to complete the necessary forms.

Thank you.

MR. V VILJOEN  
DIRECTOR CORPORATE SERVICES  
Ramatsehi.