



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOUD IN DIE BANKETSAAL, MALMESBURY OP WOENSDAG, 16 NOVEMBER 2022 OM 10:00

TEENWOORDIG:

Uitvoerende Burgemeester, rdh J H Cleophas (voorsitter)
Uitvoerende Onderburgemeester, rdl J M de Beer

Lede van die Burgemeesterskomitee:

Rdl D G Bess
Rdl N Smit
Rdl A K Warnick (virtueel ingeskakel)

Ander raadslede:

Die Speaker, rdl M A Rangasamy

Beampes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Korporatiewe Dienste, me M S Terblanche
Bestuurder: Sekretariaat en Rekordsdienste, me N Brand

1. OPENING

Die Uitvoerende Burgemeester verwelkom lede en versoek die Munisipale Bestuurder om die vergadering met gebed te open.

2. VERLOF TOT AFWESIGHEID

Dat **KENNIS GENEEM** word van die verskonings ontvang vanaf rdh T van Essen en die Direkteur: Finansiële Dienste.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Die Uitvoerende Burgemeester bring die volgende onder die aandag van die komitee:

- (1) Dit is 'n jaar sedert die 1^{ste} vergadering van die 5^{de} Munisipale Raad en sal die Uitvoerende Burgemeesterskomitee voor die strategiese sessie 'n evaluering doen van sy werksaamhede;

Die Munisipale Bestuurder noem die volgende:

- (1) Die Ouditeur-Generaal (OG) het uitstel gevra vir die inhandiging van die konsep bestuursverslag tot 28 November 2022, aangesien daar nog 'n paar aspekte is wat aangespreek moet word en waarmee die Direkteur: Finansiële Dienste die OG sal bystaan;
- (2) Met die strategiese sessie om hande en die bepaling van 'n visie vir die Munisipaliteit vir die volgende 10/15/20 jaar die besef dat die volgende amptenare nie meer in diens gaan wees nie, naamlik die Direkteur: Finansiële Dienste, Die Direkteur: Elektriese Ingenieursdienste, die Munisipale Bestuurder, die Direkteur: Korporatiewe Dienste en die Snr Bestuurder: Bou-omgewing en dat die prosesse vertrou moet word om die regte

3./...

- (3) keuses te maak ter vervanging van hierdie sleutel amptenare;
'n Versoek is ontvang vanaf die Wesbank Rugby Voetbalklub wat tans in die Super 12-toernooi speel om die swembad na-ure te gebruik vir oefening en dat die versoek oorweeg sal word met die oog daarop dat die ander klubs wat ook in die Super 12 speel soortgelyk geakkommodeer sal moet word.

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 18 OKTOBER 2022

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 18 Oktober 2022 goedgekeur en deur die Burgemeester onderteken word.

4.2 NOTULE VAN 'N SPESIALE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 24 OKTOBER 2022

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

Dat die notule van 'n Spesiale Uitvoerende Burgemeesterskomiteevergadering gehou op 24 Oktober 2022 goedgekeur en deur die Burgemeester onderteken word.

5. OORWEGING VAN AANBEVELINGS UIT DIE NOTULE

5.1 NOTULE VAN PORTEFEULJEKOMITEESVERGADERING GEHOU OP 9 NOVEMBER 2022

5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.3 ONTWIKKELINGSDIENSTE

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.4 BESKERMINGDIENSTE

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

6. SAKE VOORTSPRUITEND UIT DIE NOTULES

6.1 NOTULE VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING GEHOU OP 18 OKTOBER 2022

6.1.1 ITEM 7.4: VOORGESTELDE SKOFTE: REAKSIE-EENHEID EN VERKEER- EN WETSTOEPASSING (STLES) (2/3)

Die Raad het versoek dat die skofstelsel van die Afdeling: Verkeer- en Wetstoepassingsdienste hersien moet word ten einde optimale dienslewering en dekking, veral oor naweke, te verseker.

Verskeie munisipaliteite se skofroosters is geraadpleeg, bv. Mosselbaai, Langeberg en Stellenbosch, en is Swartland Munisipaliteit se bestaande skofstelsel die beste m.b.t. dekking oor naweke en na-ure.

Die werksmag sal aansienlik uitgebrei moet word as 'n 12-uur skofstelsel geïmplementeer word met gevolglike koste-implikasies waarvoor daar nie tans begroot is nie.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl N Smit)

- (a) Dat die Uitvoerende Burgemeesterskomitee goedkeur dat daar volstaan word met die *status quo* rakende die skofrooster vir die Afdeling: Verkeer- en Wetstoepassingsdienste;
- (b) Dat die kostes van oortyd binne begrotingsperke bestuur sal moet word;
- (c) Dat daar geleentheid gegun word om die Reaksie-eenheid operasioneel te kry en aan te wend volgens hul reeds opgestelde skofrooster om ekstra dekking te verseker, spesifiek oor naweke (2 skofte met 10 lede per skof), bo en behalwe die bestaande skof van 5 lede;
- (d) Dat die voorgestelde aanwending van die Reaksie-eenheid na ses maande herevalueer sal word;
- (e) Die dat Direkteur: Beskermingsdienste getaak word om 'n ondersoek te loods na die moontlike samewerking tussen Swartland Munisipaliteit en die privaatsektor met die opsies om die onderskeie moniteringskantore te integreer ten einde die hulpbronne te optimaliseer (en om samewerking te verskerp) met die doel om reaksie op CCTV-gebeure te verhoog;
- (f) Dat die Direkteur: Beskermingsdienste en die Hoof: Verkeer- en Wetstoepassingsdienste eweneens versoek word om die operasionele planne van die Verkeer-, Wetstoepassingsdienste, K9- en die Reaksie-eenheid te evalueer ten einde die sigbaarheid van die afdeling in gemeenskappe te verhoog om nie die sigbaarheid slegs te beperk tot die sentrale sakekern nie.

7. NUWE SAKE

7.1 AANSTELLING VAN LEDE VAN DIE DISSIPLINÊRE RAAD VIR AANBEVELING AAN DIE RAAD (5/15/1/5)

Die Dissiplinêre Raad is ingestel as 'n onafhanklike adviserende liggaam om ingevolge die *Financial Misconduct Regulations* die Raad by te staan in ondersoeke na finansiële wangedrag.

Die doel van die verslag is om die lede met ingang van 1 Januarie 2023 te bevestig.

Besluit/...

7.1/...

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

- (a) Dat paragraaf 4(3) van die *Financial Misconduct Regulations* bepaal dat die ampstermyn van lede van die Dissiplinêre Raad nie 'n termyn van drie jaar mag oorskry nie en dat die Uitvoerende Burgemeesterskomitee, met in ag neming van die kommentaar in paragraaf 2 van die verslag, die volgende goedkeuring verleen ten einde kontinuïteit in die bestaan van die Dissiplinêre Raad te verseker:
 - (i) die aanstelling van mnr C B de Jager as voorsitter van die Dissiplinêre Raad met ingang van 1 Januarie 2023 tot 31 Oktober 2024. Mnr de Jager se tweede termyn as lid van die Prestasie en Risiko Ouditkomitee eindig 31 Oktober 2024;
 - (ii) die verlenging van die ampstermyn van die Direkteur: Korporatiewe Dienste, me M S Terblanche, en die Senior Bestuurder: Menslike Hulpbronne, me S de Jongh, vanaf 1 Januarie 2023 to 31 Desember 2025;
- (b) Dat vergoeding betaalbaar aan die eksterne lid van die Dissiplinêre Raad gelykstaande sal wees aan die sittingsfooi vir bywoning van vergaderings van die Prestasie en Risiko Ouditkomitee.

7.2 MENSlike HULPBRONNE: TALENTBESTUURSRAAMWERK (4/2/B)

Die Direkteur: Korporatiewe Dienste bevestig dat die voorgestelde Talentbestuursraamwerk voortspruit uit voldoening aan die Munisipale Personeel-regulasies soos afgekondig in September 2021.

Die doel van die raamwerk is 'n poel van talent te identifiseer en te ontwikkeling tot voordeel van die organisasie oor 'n langtermyn, m.a.w. watter amptenare het 'n positiewe impak op die organisasie en hoe kan hulle behou word.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl J M de Beer)

Dat die Uitvoerende Burgemeesterskomitee die aangehegte Talentbestuursraamwerk goedkeur met ingang van 1 Desember 2022.

7.3 (1) HERSIENING VAN DIE PRIVAATHEIDSBELEID EN POPIA-IMPLEMENTERINGSPLAN EN (2) REAKSIEPLAN VIR PERSOONlike INLIGTINGSBREUK (1/1/1/99)

'n Bepaling ingevolge die Privaatheidsbeleid, soos goedgekeur op 28 Junie 2021, is die totstandkoming van 'n POPIA-koördineringskomitee om spesifieke take uit te voer ter voldoening aan die Wet op die Beskerming van Persoonlike Inligting, Wet 4 van 2013 (POPIA).

Gevolgtrek is 'n POPIA-implementeringsplan opgestel en is daar goeie vordering gemaak met die implementering van POPIA.

'n Verdere bepaling van POPIA is dat 'n plan opgestel moet wat die reaksies moet bepaal op 'n persoonlike inligtingsbreuk ten einde lg. doeltreffend aan te spreek en by die Inligtingsreguleerder aan te meld, indien nodig.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

- (a) Dat die hersiende Privaatheidsbeleid goedgekeur word ten opsigte van die gewysigde frekwensie van die vergaderings van die POPIA-koördineringskomitee na sesmaandeliks in plaas van kwartaalliks;
- (b)/...

7.3/...

- (b) Dat daar kennis geneem word van die vordering met die implementering van aksies ingevolge die POPIA-implementeringsplan waarvan die uitstaande en deurlopende aksies op 'n sesmaandelikse basis deur die POPIA-koördineringskomitee gemonitor sal word;
- (c) Dat die Reaksieplan vir Persoonlike Inligtingsbreuke met onmiddellike effek goedgekeur word.

7.4 ELEKTRONIESE REKORDBESTUUR: E-POSBELEID (2/7/B)

Die Wet op die Provinsiale Argief- en Rekorddiens van die Wes-Kaap, Wet 3 van 2005 vereis dat die Munisipaliteit sy rekords deur middel van 'n behoorlik gestruktureerde stelsel van rekordhouding bestuur.

Die Wet is op dieselfde manier van toepassing op rekords wat d.m.v. e-posse ontvang en geskep word as op rekords wat met enige ander media ontvang en geskep word en het die Elektroniese Rekordbestuur: E-Posbeleid ten doel om te verseker dat daar aan hierdie vereiste voldoen word.

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

- (a) Dat goedkeuring verleen word vir die implementering van die Elektroniese Rekordbestuur: E-posbeleid met ingang van 1 Januarie 2023;
- (b) Dat die diensverskaffer, Business Engineering, versoek word om alle rekenaargebruikers deeglik op te lei in die toepassing van die beleid voor 1 Januarie 2023 en 'n handleiding oor die toepassing van die beleid beskikbaar te stel.

7.5 ESKOM STRAATLIGTE DIENSVLAKOOREENKOMS (16/2/B)

Daar word al vir 'n geruime tyd met Eskom onderhandel om die onderhoud van straatligte in die Eskom voorsieningsgebiede oor te neem.

Alhoewel Eskom sedert 2018 die onderhoud aan straatligte gestaak het en die funksie aan die Munisipaliteit oorhandig het, is daar nie 'n formele ooreenkoms aangegaan nie.

'n Diensvlakooreenkoms is uiteindelik vanaf Eskom ontvang vir aanvaarding en implementering wat die verhouding en pligte tussen Eskom en die Munisipaliteit met betrekking tot die instandhouding van straatligte in die Eskom voorsieningsgebiede beheer.

BESLUIT

(op voorstel van rdl D G Bess, gesekondeer deur rdl N Smit)

Dat die Uitvoerende Burgermeesterskomitee kennis neem van die Diensvlakooreenkoms met Eskom en die Munisipale Bestuurder gemagtig word om die ooreenkoms namens die Munisipaliteit te onderteken.

7.6 VERVANGING VAN VOC SEINKANON, MOORREESBURG (17/13/1)

Die voorneme om die VOC seinkanon te verskuif is in beginsel deur die Uitvoerende Burgemeesterskomitee op 17 Augustus 2022 goedgekeur met die doel om 'n publieke deelnameproses te deurloop.

Die voorneme is geadverteer en ook aan die betrokke wykskomitees deurgegee. Lg. is ten gunste van die verskuiwing van die VOC seinkanon en geen verdere insette en kommentaar is vanaf die publiek ontvang nie.

Na verdere gesprekke met die VOC stigting is daar versoek om die seinkanon te vervang met 'n historiese ploeg.

Besluit/...

7.6/...

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl N Smit)

- (a) Dat kennis geneem word van die aangehegte skrywe vanaf die VOC Stigting;
- (b) Dat goedkeuring verleen word dat die seinkanon voor die Moorreesburg stadsaal met 'n historiese ploeg vervang word;
- (c) Dat 'n toepaslike gedenkplaat by die gedenkteken aangebring word.

7.7 HERNUWING VAN HUUROOREENKOMS MET SA POSKANTOOR BEPERK (12/2/4-12/1)

Die Raad verhuur eiendom aan die SA Poskantoor Beperk, gedeelte van Erf 163, Riebeeck-Wes waarop voorafvervaardigde private posbusse opgerig is.

'n Aansoek is ontvang vanaf die huurder om die bestaande huurooreenkoms met 'n verdere termyn van drie jaar te verleng.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

- (a) Dat 'n verdere huurooreenkoms met SA Poskantoor Beperk aangegaan word vir 'n termyn van drie (3) jaar, met ingang 1 Januarie 2023, vir die huur van 'n gedeelte van Erf 163, Riebeeck-Wes vir die bedryf van privaat posbusse;
- (b) Dat huurgeld van R440.00 plus BTW per jaar gehef word en dat die huurgeld jaarliks met 6% eskaleer;
- (c) Dat die huurvoorwaardes soos tans geld van krag sal wees.

7.8 HUUR VAN AKKOMMODASIE VIR DIE WETSTOEPASSINGS REAKSIE-EENHEID

Die behoefte aan addisionele kantoorakkommodasie het ontstaan weens die uitbreiding van die Verkeer- en Wetstoepassingsdienste met die Reaksie-eenheid (20 amptenare) en die K9-eenheid (9 amptenare).

Daar is aanvanklik oorweeg om die Carnegie-gebou in Moorreesburg te gebruik vir kantoorakkommodasie, maar voldoen die gebou nie aan die vereistes van die Wet op Beheer van Vuurwapens, Wet 60 van 2002 ten opsigte van die aanbring van 'n kluis. Lg. kan ook nie geïnstalleer word nie, aangesien die Carnegie-gebou oor erfenis-status beskik.

'n Kennisgewing is in die plaaslike koerante geplaas vir die huur van kantoorakkommodasie en was daar slegs een aansoek ontvang.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl N Smit)

- (a) Dat die aanbod van JR Trust (JAR Loubser) aanvaar word vir die huur van akkommodasie vir die Wetstoepassings Reaksie-eenheid vir die volgende termyne en bedrae:
 - 1 Januarie 2023 tot 30 Junie 2023 ten bedrae van R11 400.00 per maand;
 - 1 Julie 2023 tot 30 Junie 2024 ten bedrae van R13 240.00 per maand;
 - 1 Julie 2024 tot 30 Junie 2025 ten bedrae van R15 114.00 per maand;
- (b) Dat 'n huurooreenkoms met JR Trust aangegaan word vir die huurtermyn vanaf 1 Januarie 2023 tot 30 Junie 2025 met die opsie om die huur te hernu;
- (c) Dat daar tydens die 2022/2023 aansuiweringsbegroting 'n toepaslike posnommer vir die uitgawe geallokeer word en dat die uitgawe befonds sal word uit die voorwaardelike toekenning ontvang vanaf die Departement van Gemeenskapsveiligheid;

7.8/...

- (d) Dat kennis geneem word dat munisipale dienste by die huurgeld ingesluit is.

7.9 VERKOOP VAN UITGEDIENDE BATES PER OPENBARE VEILING (5/14/3/5)

Die Batebestuursbeleid reguleer die beskikking van bates deur te verseker dat dit regverdig, billik, deursigtig, mededingend en koste-effektief geskied en dat daar voldoen word aan die Voorsieningskanaalbestuursbeleid van die Munisipaliteit.

Die kriteria vir wegdoening van bates behels die volgende:

- Die bruikbare leeftyd van die bate het verstryk;
- Die bate is verouderd;
- Dit is onekonomies om die bate te herstel of dit is onherstelbaar.

Die lysie van uitgediende bates van die onderskeie direktorate is met die sakelys gesirkuleer.

BESLUIT

(op voorstel van rdl D G Bess, gesekondeer deur rdl J M de Beer)

Dat goedkeuring verleen word dat die uitgediende bates, soos gelys, tydens die openbare veiling verkoop word en dienooreenkomstig vanaf die bateregister verwyder word.

7.10 UITSTAANDE DEBITEURE: OKTOBER 2022 (5/7/1/1)

'n Volledige verslag van die stand van uitstaande debiteure is met die sakelys gesirkuleer en beloop vir Oktober 2022 'n bedrag van R44 174 895.71.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl J M de Beer)

Dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Oktober 2022.

7.11 VORDERING MET UITSTAANDE VERSEKERINGSEISE (5/14/3/5)

Ingevolge die Batebestuursbeleid moet maandeliks verslag gedoen word insake die uitstaande versekeringseise.

BESLUIT

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 31 Oktober 2022 soos met die sakelys gesirkuleer.

7.12 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: DRINGENDE VOORSIENING EN INSTALLERING VAN 'VARIABLE SPEED DRIVES' BY DIE RUSTFONTEIN WATERPOMPSTASIE (8/1/B/2)

Gedurende middel September 2022 is vlak 5 en vlak 6 beurtkrag deur Eskom ingestel wat 'n geweldige impak gehad het op die vlak van grootmaat reservoirs as gevolg van pompure wat verlore geraak het.

Verskeie maatreëls is ingestel om die vloei uit die grootmaat reservoirs te beperk, maar was dit noodsaaklik om noodkragopwekking by die Rustfontein Waterpompstasie te implementeer.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl N Smit)

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningskanaalbestuurbeleid;

7.12/...

- (b) Dat verder kennis geneem word van die aksie van die waarnemende Munisipale Bestuurder om goedkeuring te verleen vir die installering van twee "variable speed drives" by die Rustfontein Waterpompstasie, deur *W J Cotter Electrical* ten bedrae van R465 000,00 (BTW uitgesluit) ten einde langdurige periodes van wateronderbrekings te voorkom ;
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsprosedures as volg is:
 - (i) Die implementering van beurtkrag op vlakke 5 en 6 en die gevolglike verlies aan pompure het daartoe gelei dat die grootmaat reservoirs by Glen Lilly kritiek lae vlakke bereik het;
 - (ii) Die voortsetting van beurtkrag noodsaak die implementering van noodkragopwekking by die Rustfontein Waterpompstasie om langdurige onderbreking in watertoevoer te voorkom;
 - (iii) Die genoemde pompstasie is dus toegerus met twee 'soft starters' om 'n noodkragopwekkingseenheid te akkommodeer;
- (d) Dat daar voldoende fondse beskikbaar is en dat die uitgawe ten bedrae van R465 000 (BTW uitgesluit) teen posnommer 9/105-376-128 verreken word;
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsiening-kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.13 AANSOEK OM VAKANSIEVERLOF DEUR MUNISIPALE BESTUURDER EN DIREKTEURE EN AANWYS VAN WAARNEMENDE MUNISIPALE BESTUURDER (4/8/3)

Die Munisipale Bestuurder moet by die Uitvoerende Burgemeesterskomitee aansoek doen om verlof en word derhalwe -

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl N Smit)

- (a) Dat die aansoek om verlof van die Munisipale Bestuurder vir die volgende dae in beginsel goedgekeur word, naamlik:
 - 19 tot 21 Desember 2022, en dan 28 Desember 2022 tot 6 Januarie 2023 (10 dae), met inbegrip daarvan dat dit weens omstandighede mag verander, na oorlegpleging met die Uitvoerende Burgemeester;
- (b) Dat daar kennis geneem word dat die Direkteur: Siviele Ingenieursdienste gedurende voormelde tydperk sal waarneem as Munisipale Bestuurder, en indien, om welke rede ookal die Direkteur: Siviele Ingenieursdienste nie beskikbaar is nie, die Direkteur: Elektriese Ingenieursdienste sal waarneem;
- (c) Dat elke Direkteur, die waarnemende Direkteure in hulle onderskeie departement sal aanwys, ten einde goeie kommunikasie en dienslewering te verseker.

**(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER**



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
6 Desember 2022

2/4/2
7/1/2/2-7
WYK: NVT

ITEM 6.1 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERS KOMITEEVERGADERING WAT GEHOU SAL WORD OP 14 DESEMBER 2022

ONDERWERP:	MONTHLY REPORT: OFFICE OF THE MUNICIPAL MANAGER: OCTOBER 2022
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1. **AGTERGROND / BACKGROUND**

1.1 Appended hereto please find the PMS report of:

(a) Municipal Manager: J J Scholtz

1.2 Also attached hereto find the SDBIP for October 2022.

2. **WETGEWING / LEGISLATION**

2.1 Local Government: Municipal Systems Act 32 of 2000

2.2 Local Government: Municipal Finance Management Act 56 of 2003

3. **KOPPELING AAN DIE GOP / LINKAGE TO THE IDP**

The monthly report links with Chapter 7 of the IDP

(A financially sustainable municipality with assets that are well maintained).

4. **FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

N/a

5. **AANBEVELING / RECOMMENDATION**

Voorgelê vir kennisname / Tabled for cognisance

(get) J J Scholtz

MUNISIPALE BESTUURDER

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
Scholtz, Joggie - Municipal Manager: Office of the Municipal Manager					
Strategic Goal:	4 Caring, competent and responsive institutions, organisations and business				
Strategic Objective:	Manage the Office of the Municipal Manager and Organisation				
pd-09-0003: Sound management	2: Number of monthly management meetings held [Type=Qtr 4 Only]	2: 0.0% At least 10 p.a.	0.0% 4 cumulative		
		Monthly Result	Notes	Evidence	
		O: 1	28 Oct 2022	Documents\2022	
		N:			
		D:			
pd-09-0004: Legally compliant procurement	1: Number of appeals against the municipality regarding the awarding of tenders that were upheld [Type=Avg All]	2: 100.0% 0 maximum	0.0%		
		Monthly Result	Notes	Evidence	
		O: 0		N/a	
		N: 0		N/a	
		D:			
pd-09-0005: Performance and financial monitoring	2: Number of monthly performance and financial assessments done [Type=Avg All]	2: 100.0% 2 per quarter	100.0% 2		
		Monthly Result	Notes	Evidence	
		O: 1	12 Oct 2022	Documents\2022	
		N: 1	21 Nov 2022		
		D:			
pd-09-0007: Council decision implementation	1: % of due council decisions initiated [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes	Evidence	
		O: 100%	19/19 resolutions initiated/implemented	Documents\2022	
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0008: Monitoring the IDP / Budget process	2: Number of months that the IDP / Budget process schedule were checked [Type=Qtr 4 Only]	2: 0.0%	0.0%		
		At least 10 p.a.	4 cumulative		
		Monthly Result	Notes	Evidence	
		O: 1	28 Oct 2022	Documents\2022	
		N:			
		D:			
pd-14-0029: General KPI: % of capital budget spent on capital projects identified for a particular financial year in terms of the municipality's IDP	1: % of capital budget spent [Type=Qtr 4 Only]	2: 0.0%	0.0%		
		Qtr 4 (between 90% and 105%)			
		Monthly Result	Notes	Evidence	
		O: 9.2%	Budget = R191 095 805 YTD Actual = R17 593 481 (Committed: R43 502 750)	Documents\2022	
		N:			
		D:			
pd-19-0015: Training needs of staff	1: Training needs of staff identified and provided to HR at meetings held with all departments during November annually [Type=Qtr 2 Only]	2: 100.0%	0.0%		
		Yes (annually by Nov)			
		Monthly Result	Notes	Evidence	
		O: N/a			
		N: Yes		Documents\2022	
		D: N/a			
Strategic Goal:	2 Inclusive economic growth				
Strategic Objective:	Facilitate economic development in the municipal area				
pd-09-0001: Liaison with business role-players	2: Annual event with local business held [Type=Avg All]	2: 0.0%	0.0%		
		Yes (before end of June)			
		Monthly Result	Notes	Evidence	
		O: N/a			
		N: N/a			
		D: N/a			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-14-0026: General KPI: Jobs created through municipality's LED initiatives including capital projects	1: Number of jobs created through Municipality's capital projects (contracts > R200 000) [Type=Qtr 4 Only]	2: 0.0% 150 for the year	0.0% 36 cumulative		
		Monthly Result	Notes	Evidence	
		O: 0	No tenders awarded with job opportunities during Oct 2022	N/a	
		N:			
		D:			

SWARTLAND MUNICIPALITY
STRATEGIC MANAGEMENT SYSTEM



2022/3 - [SDBIP] PROJECT SCHEDULES

	Planned Activity
	Actual Activity
	Planned Milestone
	Actual Milestone
	Actual Milestone on Planned Milestone

Tuesday, December 06, 2022

Office of the Municipal Manager

Office of the Municipal Manager General

Project: pj-09-0021aa - Equipment Council

Vote Nos: 9/116-22-737

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR 10 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				2 000	2 000	2 000	2 000	2 000					4 000	10 000				
Expenditure to date		Capital				2 460									2 460			2 460	7 540	75.4%

Project: pj-09-0021ab - Equipment Municipal Manager

Vote Nos: 9/124-28-737

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR 10 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			2 000	2 000	2 000	2 000	2 000						6 000	10 000				
Expenditure to date		Capital	2 285		767										3 052			3 052	6 948	69.5%

Project: pj-22-0045 - Vehicles Council: CK1 M/Benz E200

Vote Nos: 9/116-621-394

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR 644 459

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Vehicle - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				644 459									644 459	644 459				
Expenditure to date		Capital																	644 459	100.0%

Civil Engineering Services

Civil Engineering Services General

Project: pj-09-0021ac - Equipment Civil Services

Vote Nos: 9/115-277-749

Location: Municipal area

Fin Source: CRR

51 563

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Equipment - purchasing																	
S/Notes: Aug 2022 : Spent R4180 on order R3830 Oct 2022: Spent R3830																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital		-437		10 000	12 000	5 000	5 000	10 000	10 000				21 563	51 563				
Expenditure to date	Capital		4 180		3 830									8 010			8 010	43 553	84.5%

Municipal Property

Project: pj-16-0006 - Equipment Buildings & Maintenance

Vote Nos: 9/108-178-749

Location: Municipal area

Fin Source: CRR

26 800

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Aug 2022: spent R2835 Sep 2022: Spent R7778 , on order R15012 Oct 2022: Spent R4517																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			5 000	5 000	5 000	5 000	6 800						15 000	26 800				
Expenditure to date		Capital		2 835	7 778	4 517									15 131			15 131	11 669	43.5%

Project: pj-20-0032 - Buildings: Fitting of Council Chambers (Std Bank Building)

Vote Nos: 9/108-636-404

Location: Municipal area

Fin Source: CRR

2 000 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Planning																	
1	2	Installation																	
S/Notes: Jul 2022: Busy with detail design. Aug 2022: Busy with detail design. Sep 2022: Busy with detail design. Oct 2022: Busy with tender document.																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital		200 000						300 000	500 000	500 000	500 000		200 000	2 000 000				

Project: pj-22-0047 - Development of Erf 2737 Malmesbury

Vote Nos: 9/108-656-408

Location: Municipal area

Fin Source: CRR

4 000 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Planning																		
1	2	Construction																		
S/Notes: Jul 2022: Identifying scope of work. Aug 2022: Identifying scope of work. Sep 2022: Identifying scope of work. Oct 2022: Busy with detail design.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital							1 000 000	1 000 000	1 000 000	1 000 000				4 000 000				

Parks and Amenities**Project: pj-11-0058 - Equipment Parks**

Vote Nos: 9/112-41-749

Location: Municipal area

Fin Source: CRR

62 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Aug 2022: Spent R15017 Sep 2022: Spent R37329 , on order R6447 Oct 2022: Spent R1643																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			10 000	15 000	15 000			15 000	7 000				40 000	62 000				
Expenditure to date		Capital		15 017	37 329	1 643									53 989			53 989	8 011	12.9%

Project: pj-17-0012 - Vehicles Parks: CK41465 John Deere Tractor

Vote Nos: 9/112-233-749

Location: Malmesbury

Fin Source: CRR

546 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Vehicle - purchasing													Complete					
S/Notes: Jul 2022: Tender awarded, awaiting delivery. Aug 2022: Awaiting delivery. Sep 2022: Awaiting delivery. Delivered																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					546 000								546 000	546 000				
Expenditure to date		Capital				532 550									532 550			532 550	13 450	2.5%

Project: pj-17-0079 - Parks: Ward Committee projects

Vote Nos: 9/112-206-18

Location: Municipal area

Fin Source: CRR

1 100 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Implementation																	
S/Notes: Aug 2022: Identifying projects. Sep 2022: Identifying projects. Oct 2022: Completion 10%																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital					250 000	100 000	100 000	250 000	200 000	200 000			250 000	1 100 000				
Expenditure to date	Capital																	1 100 000	100.0%

Streets**Project: pj-09-0004 - Roads: Resealing of roads - Swartland**

Vote Nos: 9/110-85-99 [CRR]

Location: Municipal area

Fin Source: CRR

19 950 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tender process																		
1	2	Compiling work packages																		
1	3	Construction																		
S/Notes: Jul 2022: Tenders awarded. Aug 2022: Compiling work packages. Sep 2022: Compiling work packages.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				3 000 000	2 700 000	3 000 000	3 000 000	3 000 000	3 000 000	2 250 000			5 700 000	19 950 000				
Expenditure to date		Capital				2 425									2 425			2 425	19 947 575	100.0%

Project: pj-16-0015 - Roads Swartland: New Roads

Vote Nos: 9/110-514-306 [MIG]; 9/110-175-154 [CRR]

Location: Municipal area

Fin Source: CRR

500 000

MIG

8 810 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Construction																	
S/Notes: Jul 2022: Identifying work packages. Aug 2022: Identifying work packages. Sep 2022: Compiling work packages. Oct 2022: Construction to commence Jan 2023.																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital			2 000 000	2 000 000	2 500 000	1 500 000	1 310 000						6 500 000	9 310 000				
Expenditure to date	Capital			124 633										124 633			124 633	9 185 367	98.7%

Project: pj-17-0080 - Roads: Ward Committee projects

Vote Nos: 9/110-205-13

Location: Municipal area

Fin Source: CRR

1 100 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Implementation																		
S/Notes: Sep 2022: Identifying projects. Oct 2022: Completion 15%.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				250 000	250 000	250 000	250 000	100 000					500 000	1 100 000				

Project: pj-21-0005 - Roads: Upgrading of N7/Voortrekker Northern Interchange

Vote Nos: 9/110-451-236

Location: Municipal area

Fin Source: CRR

8 000 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Implementation																	
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital												8 000 000		8 000 000				

Project: pj-21-0040 - Roads: Construction: Side walks and Recreational nodes (Ilinge Lethu & Wesbank)

Vote Nos: 9/110-470-268

Location: Wesbank

Fin Source: Other

12 173 913

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Planning & Procurement																	
1	2	Construction																	
S/Notes: Jul 2022: Tenders invited. Aug 2022: Tender awarded. Sep 2022: Finalising contractual matters.																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital	500 000	500 000		1 000 000	2 000 000	1 500 000	1 500 000	2 000 000	2 000 000	1 173 913			4 000 000	12 173 913				
Expenditure to date	Capital				4 508									4 508			4 508	12 169 405	100.0%

Project: pj-22-0011 - Vehicles Roads: CK29892 Case Backhoe Loader

Vote Nos: 9/110-237-749

Location: Municipal area

Fin Source: CRR

2 047 500

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Vehicle - purchasing													Complete				
S/Notes: Jul 2022: Delivered Complete																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital								2 047 500						2 047 500				
Expenditure to date	Capital	1 877 566												1 877 566			1 877 566	169 934	8.3%

#####

2022/3 - [SDBIP] PROJECT SCHEDULES

Sewerage

Project: pj-09-0003 - Equipment Sewerage: Telemetry

Vote Nos: 9/111-278-749

Location: Municipal area

Fin Source: CRR

36 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital											36 000			36 000				

Project: pj-10-0114 - Equipment Sewerage

Vote Nos: 9/111-33-749

Location: Municipal area

Fin Source: CRR

30 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Aug 2022 : Spent R5165 Sep 2022 : Spent R16657 , on order R5983 Oct 2022: Correction -R2306																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			10 000	10 000	10 000								30 000	30 000				
Expenditure to date		Capital		5 165	16 657	-2 306									19 516			19 516	10 484	34.9%

Project: pj-11-0086 - Vehicles Sewerage: CK14612 (Nissan UD290)

Vote Nos: 9/111-223-763

Location: Municipal area

Fin Source: CRR

1 952 705

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Vehicle - purchasing																		
S/Notes: Jul 2022: Tender awarded, awaiting delivery. Aug 2022: Tender awarded, awaiting delivery. Sep 2022: Tender awarded, awaiting delivery. Oct 2022: Awaiting delivery.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital						1 995 000								1 952 705				
Expenditure to date		Capital																	1 952 705	100.0%

Project: pj-21-0032 - Sewerage: New Vacuum Tanker extend capacity

Location: Municipal area

Vote Nos: 9/111-369-54

Fin Source: CRR

1 995 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Purchase																	
S/Notes: Jul 2022: Tender awarded, awaiting delivery. Aug 2022: Tender awarded, awaiting delivery. Sep 2022: Tender awarded, awaiting delivery. Oct 2022: Awaiting delivery.																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital						1 995 000								1 995 000				
Expenditure to date	Capital																	1 995 000	100.0%

Project: pj-22-0005 - Sewerage Malmesbury: Security Fencing - Irrigation Pump Station

Location: Malmesbury

Vote Nos: 9/107-533-254

Fin Source: CRR

800 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Procurement process																		
1	2	Construction													Complete					
S/Notes: Jul 2022: Tender awarded. Aug 2022: Tender awarded. Sep 2022: Construction completion 20%. Complete																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				300 000	300 000	200 000							600 000	800 000				
Expenditure to date		Capital			26 515	509 510									536 025			536 025	263 975	33.0%

Sportsgrounds**Project: pj-22-0013 - Sport: Security lighting: Wesbank Sport Grounds**

Location: Wesbank

Vote Nos: 9/106-480-269

Fin Source: CRR

600 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Planning & Procurement																	
1	2	Construction																	
S/Notes: Aug 2022: Procuring materials. Sep 2022: Procuring materials. Oct 2022: Procuring materials.																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital				200 000	200 000	200 000							400 000	600 000				
Expenditure to date	Capital		28 268	18 756										47 024			47 024	552 976	92.2%

Storm Water

Project: pj-09-0009 - Storm water network (Swartland)

Vote Nos: 9/114-98-129

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR

250 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					150 000	100 000							150 000	250 000				
Expenditure to date		Capital				117 145									117 145			117 145	132 855	53.1%

Project: pj-11-0060 - Equipment Streets and Storm Water

Vote Nos: 9/114-44-749

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR

62 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Sep 2022: Spent R42733																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			10 000	10 000	10 000	10 000	10 000	12 000					30 000	62 000				
Expenditure to date		Capital			42 733										42 733			42 733	19 267	31.1%

Water

Project: pj-11-0062 - Equipment Water

Vote Nos: 9/105-36-741

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR

49 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Aug 2022: Spent R31438																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			10 000	10 000	14 000	5 000	10 000						34 000	49 000				
Expenditure to date		Capital			31 438										31 438			31 438	17 562	35.8%

Project: pj-12-0013 - Water networks: Upgrades and replacement**Vote Nos:** 9/105-373-193 [MIG]; 9/105-582-318 [CRR]**Location:** Municipal area**Fin Source:** CRR 1 120 000
MIG 2 217 712**Proj Start:** **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction																		
S/Notes: Oct 2022: Construction completion 20%.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				1 000 000	1 420 000	917 712							2 420 000	3 337 712				

Project: pj-17-0082 - Water: Upgrading of water reticulation network: PRV's, flow control, zone metering**Vote Nos:** 9/105-183-126**Location:** Municipal area**Fin Source:** CRR 100 000**Proj Start:** **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					100 000								100 000	100 000				

Project: pj-18-0072 - Water: Connections: Water Meters (New/Replacements)**Vote Nos:** 9/105-405-23**Location:** Municipal area**Fin Source:** CRR 664 089**Proj Start:** **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Installation																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	50 000	50 000	60 000	60 000	60 000	50 000	50 000	60 000	60 000	60 000	54 089	50 000	280 000	664 089				
Expenditure to date		Capital	48 580	36 875	21 755	79 137									186 347			186 347	477 742	71.9%

Project: pj-19-0011 - Water: Bulk water infrastructure (emergency spending)**Vote Nos:** 9/105-376-128**Location:** Municipal area**Fin Source:** CRR 500 000**Proj Start:** **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction																		
S/Notes: Sep 2022: Complete, installation of vsd's at pump station																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital						250 000						250 000		500 000				
Expenditure to date		Capital																	500 000	100.0%

Project: pj-19-0012 - Water: Wesbank I1/4 to Wesbank Reservoir supply SMW.B6

Vote Nos: 9/105-427-213 [MIG]; 9/105-415-204 [CRR]

Location: Malmesbury West

Fin Source: CRR 3 585 938
MIG 3 782 288

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Construction																	
S/Notes: Jul 2022: Site handed over. Aug 2022: Cosntruction 2%. Sep 2022: Cosntruction 5%. Oct 2022: Cosntruction 35%.																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital		1 000 000	1 000 000	1 000 000	1 000 000	700 000	700 000	1 000 000	885 938	82 288			4 000 000	7 368 226				
Expenditure to date	Capital				3 501 907									3 501 907			3 501 907	3 866 319	52.5%

Project: pj-21-0013 - Water: Swartland System S3.3 & S3.4 Panorama to Wesbank I1/4 - CRR

Vote Nos: 9/105-400-199 [MIG]; 9/105-391-184 [CRR]

Location: Wesbank

Fin Source: CRR 3 650 000
MIG 5 000 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Construction																	
S/Notes: Jul 2022: Site handed over. Aug 2022: Cosntruction 2%. Sep 2022: Cosntruction 5%. Oct 2022: Cosntruction 35%.																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital		1 000 000	1 000 000	1 000 000	1 100 000	700 000	700 000	1 100 000	900 000	650 000	500 000		4 100 000	8 650 000				
Expenditure to date	Capital		643 666	859 606	4 301 588									5 804 859			5 804 859	2 845 141	32.9%

Project: pj-21-0015 - Water: Riebeek Kasteel supply S2.4

Vote Nos: 9/105-431-226 [CRR]

Location: Riebeek Kasteel

Fin Source: CRR 1 000 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Construction																	
S/Notes: Jul 2022: Site handed over Aug 2022: Cosntruction 40% Sep 2022: Cosntruction 70% Oct 2022: Cosntruction 80%.																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital								500 000	500 000					1 000 000				
Expenditure to date	Capital				29 897									29 897			29 897	970 103	97.0%

Project: pj-21-0034 - Water: De Hoop Supply SMW1.1

Vote Nos: 9/105-456-243 [MIG]; 9/105-449-222 [CRR]

Location: Malmesbury West

Fin Source: CRR 500 000
MIG 4 000 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction																		
S/Notes: Jul 2022: Site handed over. Aug 2022: Cosntruction 2% Sep 2022: Cosntruction 5%. Oct 2022: Cosntruction 35.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			250 000	750 000	500 000	250 000	250 000	500 000	500 000	750 000	750 000		1 500 000	4 500 000				
Expenditure to date		Capital																	4 500 000	100.0%

Project: pj-22-0018 - Water: Electrofusion Welding machine (replacement)

Vote Nos: 9/105-606-356

Location: Municipal area

Fin Source: CRR 102 295

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital						60 000								102 295				
Expenditure to date		Capital				88 952									88 952			88 952	13 343	13.0%

Project: pj-22-0021 - Water: Generator for Wesbank Water Tower and Boosters

Vote Nos: 9/105-513-364

Location: Wesbank

Fin Source: CRR 1 000 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Planning and procurement																		
1	2	Installation																		
S/Notes: Jul 2022: Identifying scope of work. Aug 2022: Drafting tender document. Sep 2022: Drafting tender document. Oct 2022: Tenders invited.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital		100 000		400 000	400 000	100 000							900 000	1 000 000				

Cleansing Services**Project: pj-11-0059 - Equipment Refuse Removal****Location:** Municipal area**Vote Nos:** 9/104-190-749**Fin Source:** CRR**24 437****Proj Start:** **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Equipment - purchasing																	
S/Notes: Sep 2022: On order R24437																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital		437	5 000	5 000	5 000	5 000	4 000						15 437	24 437				
Expenditure to date	Capital				24 437									24 437			24 437		0%

Project: pj-19-0016 - Equipment Refuse bins, traps, skips (Swartland)**Location:** Municipal area**Vote Nos:** 9/104-245-749**Fin Source:** CRR**150 000****Proj Start:** **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Sep 2022: On order R100000																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				50 000	50 000	25 000	25 000						100 000	150 000				
Expenditure to date		Capital																	150 000	100.0%

Project: pj-20-0009 - Vehicles Refuse: CK27606 Nissan UD40**Location:** Municipal area**Vote Nos:** 9/104-506-458**Fin Source:** CRR**628 869****Proj Start:** **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Vehicle - purchasing																	
S/Notes: Jul 2022: Tenders invited. Aug 2022: Tender awarded. Sep 2022: Awaiting delivery. Oct 2022: Delivered																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital						628 869								628 869				
Expenditure to date	Capital																	628 869	100.0%

Project: pj-21-0035 - Refuse: Boreholes for Landfill sites

Vote Nos: 9/104-374-241

Location: Municipal area

Fin Source: CRR

740 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Implementation																	
S/Notes: Sep 2022: Drafting tender document. Oct 2022: Tenders invited.																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital				40 000	200 000	150 000	150 000	200 000					240 000	740 000				
Expenditure to date	Capital				57 105									57 105			57 105	682 895	92.3%

Project: pj-22-0024 - Vehicles Refuse: CK43815 Nissan UD330

Vote Nos: 9/104-77-749

Location: Municipal area

Fin Source: CRR

3 242 887

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Vehicle - purchasing																	
S/Notes: Jul 2022: Tenders invited. Aug 2022: Tender awarded. Sep 2022: Awaiting delivery. Oct 2022: Awaiting delivery.																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital						3 242 887								3 242 887				
Expenditure to date	Capital																	3 242 887	100.0%

Sewerage: Waste Water Treatment Plant**Project: pj-13-0008 - Sewerage: Moorreesburg**

Vote Nos: 9/107-95-87 [CRR]

Location: Moorreesburg

Fin Source: CRR

16 187 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Construction																	
S/Notes: Jul 2022: Construction completion 83% Aug 2022: Construction completion 85%. Sep 2022: Construction completion 86%. Oct 2022: Construction completion 87%																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital		2 000 000	2 000 000	2 000 000	2 000 000	2 000 000	2 000 000	2 000 000	1 750 000	437 000			8 000 000	16 187 000				
Expenditure to date	Capital				9 675									9 675			9 675	16 177 325	99.9%

Project: pj-18-0004 - Sewerage: Darling

Vote Nos: 9/107-90-102 [CRR]

Proj Start: Proj End:

Location: Darling

Fin Source: CRR

806 350

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital								806 350						806 350				

Swimming Pools

Project: pj-22-0012 - Swimming pool: Wesbank

Vote Nos: 9/113-635-403

Proj Start: Proj End:

Location: Wesbank

Fin Source: CRR

700 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Planning & Procurement																		
S/Notes: Sep 2022: Terrain identifictaion. Oct 2022: Terrain identification.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital								300 000	300 000	100 000				700 000				

Corporate Services

Corporate Services General

Project: pj-09-0021ad - Equipment Corporate

Vote Nos: 9/101-22-737

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR 24 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital						12 000			6 000			6 000		24 000				
Expenditure to date		Capital			14 571										14 571			14 571	9 429	39.3%

Project: pj-22-0046 - Purchase of land parcels: Koringberg

Vote Nos: 9/101-624-402

Proj Start: Proj End:

Location: Koringberg

Fin Source: CRR 230 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Purchase																		
S/Notes: Sep 22: Deed of sale signed and awaiting invoice Oct 22: Transfer finalised. Project complete.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					230 000								230 000	230 000				
Expenditure to date		Capital				220 671									220 671			220 671	9 329	4.1%

Properties, Contracts and Legal Administration

Project: pj-09-0024 - Equipment Corporate: Buildings and Swartland halls

Vote Nos: 9/103-36-735

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR 100 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Aug 22: Quotation asked for blinds in Banqueting hall but not awarded Sept 2022: Tenders to be invited in Oct																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				50 000				50 000					50 000	100 000				

Public Relations, Library and Tourism Services

Project: pj-17-0069 - Equipment Libraries

Vote Nos: 9/102-360-739

Location: Municipal area

Fin Source: DCAS

50 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					20 000			10 000		10 000		10 000	20 000	50 000				
Expenditure to date		Capital				4 413									4 413			4 413	45 587	91.2%

Development Services

Development Services General

Project: pj-11-0097 - Equipment Development Services

Vote Nos: 9/123-25-749

Location: Municipal area

Fin Source: CRR 42 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			10 000	10 000	10 000	5 000	5 000	2 000					30 000	42 000				
Expenditure to date		Capital		3 870		1 250									5 120			5 120	36 880	87.8%

Community Development

Project: pj-17-0043 - Vehicles Thusong Centre: CK18244 Nissan Tiida

Vote Nos: 9/121-98-763

Location: Municipal area

Fin Source: CRR 262 500

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Vehicle - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				262 500									262 500	262 500				
Expenditure to date		Capital				258 113									258 113			258 113	4 387	1.7%

Housing

Project: pj-18-0018 - Dev Services: Malmesbury De Hoop Project (Professional Fees)

Vote Nos: 9/123-320-145

Location: Malmesbury West

Fin Source: DHS 2 335 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Planning																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	2 335 000												2 335 000	2 335 000				

Project: pj-21-0019 - Dev Services: Malmesbury De Hoop Serviced Sites (Professional Fees)

Location: Malmesbury West

Vote Nos: 9/123-459-210

Fin Source: DHS

841 440

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tender Process																		
1	2	Construction of Services																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					546 936			294 504					546 936	841 440				

Project: pj-21-0020 - Dev Services: Malmesbury De Hoop Serviced Sites (Sewerage)

Location: Malmesbury West

Vote Nos: 9/123-466-224

Fin Source: DHS

1 402 400

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tender Process																		
1	2	Construction of Services																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital								280 480	280 480	280 480	280 480	280 480		1 402 400				

Project: pj-21-0021 - Dev Services: Malmesbury De Hoop Serviced Sites (Water)

Location: Malmesbury West

Vote Nos: 9/123-475-234

Fin Source: DHS

2 103 600

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tender Process																		
1	2	Construction of Services																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital								420 720	420 720	420 720	420 720	420 720		2 103 600				

Project: pj-21-0022 - Dev Services: Malmesbury De Hoop Serviced Sites (Streets and stormwater)

Location: Malmesbury West

Vote Nos: 9/123-481-238

Fin Source: DHS

9 637 560

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tender Process																		
1	2	Construction of Services																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital								1 927 512	1 927 512	1 927 512	1 927 512	1 927 512		9 637 560				

Project: pj-21-0023 - Dev Services: Chatsworth Serviced Sites (Professional fees)

Vote Nos: 9/123-485-218

Location: Chatsworth

Fin Source: DHS

300 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Planning																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					150 000	150 000							150 000	300 000				

Project: pj-21-0042 - Dev Services: Malmesbury De Hoop (395 Water Meters)

Vote Nos: 9/123-477-252 [DHS]

Location: Malmesbury West

Fin Source: DHS

39 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Installation of watermeters																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	39 000												39 000	39 000				

Project: pj-22-0051 - Dev Services: Darling GAP

Vote Nos: 9/123-594-412

Location: Darling

Fin Source: DHS

1 000 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction of Services																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	1 000 000												1 000 000	1 000 000				

Project: pj-22-0053 - Dev Services: Kalbaskraal: Purchasing of Transnet Land

Vote Nos: 9/123-543-722

Location: Kalbaskraal

Fin Source: DHS

2 400 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				2 400 000									2 400 000	2 400 000				

Project: pj-22-0054 - Dev Services: Phola Park (A,B & C) Basic Services

Vote Nos: 9/123-440-87

Location: Phola Park

Fin Source: CRR

800 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction of Services																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				200 000	200 000	200 000	200 000						400 000	800 000				
Expenditure to date		Capital			28 643	2 310									30 953			30 953	769 047	96.1%

Caravan Parks

Project: pj-16-0044 - Equipment YZF Caravan Park

Vote Nos: 9/120-47-745

Location: Yzerfontein

Fin Source: CRR

30 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			10 000	5 000	5 000	5 000	5 000						20 000	30 000				
Expenditure to date		Capital			2 209	13 329									15 537			15 537	14 463	48.2%

Planning

Project: pj-22-0048 - Skate Park: Darling

Vote Nos: 9/123-499-237 [Donation]; 9/123-497-237 [DEADP]; 9/123-498-237 [CRR]

Location: Darling

Fin Source: CRR

800 000

DEADP 600 000

Other 100 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tender advertised																		
1	2	Tender adjudication																		
1	3	Contractor on site																		
1	4	Completion																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	80 167	11 650	84 848	222 838	204 800	120 437	102 400	120 437	102 400	120 437	29 586	300 000	604 303	1 500 000				
Expenditure to date		Capital																	1 500 000	100.0%

Project: pj-22-0049 - Tenstile Netting over seating area of Amfiteater: Darling

Vote Nos: 9/123-507-253

Location: Darling

Fin Source: DEADP

600 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tender advertised																		
1	2	Tender adjudification																		
1	3	Contractor on site																		
1	4	Completion																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	40 083	5 825	42 424	111 419	102 400	60 219	51 200	60 219	51 200	60 219	14 792		302 151	600 000				

Project: pj-22-0050 - Irrigation: Darling Amfiteater

Vote Nos: 9/123-511-260

Location: Darling

Fin Source: Other

260 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tender advertised																		
1	2	Tender adjudification																		
1	3	Contractor on site																		
1	4	Completion																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	17 370	2 524	18 384	48 281	44 373	26 095	22 187	26 095	22 187	26 095	6 409		130 932	260 000				

Electrical Engineering Services

Electrical Engineering Services General

Project: pj-11-0096 - Equipment Electricity

Vote Nos: 9/117-39-749

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR

350 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	10 000	30 000	40 000	40 000	40 000	20 000	20 000	40 000	40 000	40 000	20 000	10 000	160 000	350 000				
Expenditure to date		Capital			18 125	118 482									136 608			136 608	213 392	61.0%

Electricity Operations, Maintenance and Construction

Project: pj-17-0044 - Electricity: Saamstaan/De Hoop project - 395 plot housing development

Vote Nos: 9/117-568-504 [INEP]; 9/117-534-176 [CRR]

Proj Start: Proj End:

Location: Malmesbury West

Fin Source: CRR

INEP

1 000 000

17 600 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	1 100 000	1 100 000	1 100 000	1 200 000	1 600 000	2 100 000	1 100 000	2 100 000	2 100 000	2 100 000	2 000 000	1 000 000	6 100 000	18 600 000				
Expenditure to date		Capital			125 938	1 004 987									1 130 926			1 130 926	17 469 074	93.9%

Project: pj-19-0023 - Electricity: Malmesbury Security Operational Centre

Vote Nos: 9/117-332-318

Proj Start: Proj End:

Location: Malmesbury

Fin Source: CRR

700 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Planning																		
1	2	Tenders																		
1	3	Installation																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital		50 000	50 000	100 000	100 000	50 000	50 000	100 000	100 000	50 000	50 000		300 000	700 000				

Project: pj-19-0030 - Electricity: LV Upgrading Swartland

Vote Nos: 9/117-382-438

Location: Municipal area

Fin Source: CRR

750 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	20 000	20 000	100 000	100 000	100 000	30 000	30 000	100 000	100 000	100 000	30 000	20 000	340 000	750 000				
Expenditure to date		Capital			279	7 908									8 187			8 187	741 813	98.9%

Project: pj-19-0031 - Electricity: Substation fencing

Vote Nos: 9/117-384-72

Location: Municipal area

Fin Source: CRR

200 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital		20 000	20 000	20 000	20 000	20 000	20 000	20 000	20 000	20 000	20 000		80 000	200 000				
Expenditure to date		Capital			1 591										1 591			1 591	198 409	99.2%

Project: pj-19-0044 - Electricity: Connections: Electricity Meters (New/Replacements)

Vote Nos: 9/117-442-37

Location: Municipal area

Fin Source: CRR

800 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Installation																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	60 000	70 000	70 000	70 000	70 000	60 000	60 000	70 000	70 000	70 000	70 000	60 000	340 000	800 000				
Expenditure to date		Capital	143 050	61 095	86 875	74 224									365 244			365 244	434 756	54.3%

Project: pj-20-0020 - Electricity: MV upgrading Swartland

Vote Nos: 9/117-547-342

Location: Saamstaan

Fin Source: CRR

750 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Construction																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	200 000	50 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000	50 000	50 000	550 000	750 000				
Expenditure to date		Capital		6 360											6 360			6 360	743 640	99.2%

Project: pj-20-0021 - Electricity: Replace obsolete airconditioners

Vote Nos: 9/117-542-506

Location: Municipal area

Fin Source: CRR

100 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Installation																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				10 000	10 000	10 000	20 000	20 000	20 000	10 000			20 000	100 000				
Expenditure to date		Capital			30 485										30 485			30 485	69 515	69.5%

Project: pj-21-0033 - Electricity: 132/11kV Eskom Schoonspruit substation, 132kV transmission line and servitudes

Vote Nos: 9/117-377-231

Location: Municipal area

Fin Source: CRR

10 000 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tenders																		
1	2	Construction																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	500 000	500 000	500 000	500 000	1 000 000	1 000 000	1 000 000	1 500 000	1 000 000	1 000 000	1 000 000	500 000	3 000 000	10 000 000				
Expenditure to date		Capital																	10 000 000	100.0%

Project: pj-22-0029 - Electricity: Replace oil insulated switchgear and equipment

Vote Nos: 9/117-605-324

Location: Municipal area

Fin Source: CRR

4 750 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tenders																		
1	2	Manufacture																		
1	3	Installation																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	250 000		50 000	50 000	1 000 000	100 000	50 000	3 000 000	100 000	100 000	50 000		1 350 000	4 750 000				
Expenditure to date		Capital			948 775										948 775			948 775	3 801 225	80.0%

Project: pj-22-0030 - Electricity: Streetlight, kiosk and polebox replacement: Swartland

Vote Nos: 9/117-551-362

Location: Municipal area

Fin Source: CRR

500 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Installation																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital		50 000	50 000	50 000	50 000	50 000	50 000	50 000	50 000	50 000	50 000		200 000	500 000				

Project: pj-22-0031 - Electricity: Protection and Scada Upgrading: Swartland

Vote Nos: 9/117-608-359

Location: Municipal area

Fin Source: CRR

300 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tenders																		
1	2	Installation																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					200 000					100 000			200 000	300 000				
Expenditure to date		Capital																	300 000	100.0%

Project: pj-22-0033 - Electricity: Wesbank Sports Fields: Repair of vandalised flood lighting

Vote Nos: 9/117-611-349

Location: Wesbank

Fin Source: CRR

200 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Procurement																		
1	2	Installation																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital		50 000	50 000	50 000	50 000								200 000	200 000				

Project: pj-22-0034 - Electricity: Darling GAP 36 serviced erven development. Electrical bulk supply, infrastructure and connections

Vote Nos: 9/117-619-353

Location: Darling

Fin Source: CRR

2 000 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Procurement																		
1	2	Construction																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital		500 000	500 000		500 000			500 000					1 500 000	2 000 000				
Expenditure to date		Capital																	2 000 000	100.0%

Project: pj-22-0036 - Electricity: Malmesbury Illinge Lethu. Formalisation of 220 erven for Blocks A & B Informal areas. Electrical bulk supply, infrastructure and connections

Vote Nos: 9/117-559-358

Location: Illinge Lethu

Fin Source: CRR

3 000 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tenders																		
1	2	Construction																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital									1 000 000	1 000 000	1 000 000			3 000 000				

Information, Communication and Technology**Project: pj-11-0105 - IT: Scanner replacements****Vote Nos:** 9/118-87-729**Location:** Municipal area**Fin Source:** CRR

80 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Jul 2022: Purchase will be made in Jan 2023 Aug 2022: Purchase will be made in Jan 2023 Sep 2022: Purchase will be made in Jan 2023 Oct 2022: Purchase will be made in Jan 2023																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital								80 000						80 000				

Project: pj-11-0106 - IT: Equipment**Vote Nos:** 9/118-39-731**Location:** Municipal area**Fin Source:** CRR

70 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Jul 2022: Procure equipment as and when needed Aug 2022: Procure equipment as and when needed Sep 2022: Procure equipment as and when needed Oct 2022: Procure equipment as and when needed																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital	5 833	5 833	5 833	5 833	5 833	5 833	5 833	5 833	5 833	5 833	5 833	5 837	29 165	70 000				
Expenditure to date		Capital			17 135										17 135			17 135	52 865	75.5%

Project: pj-13-0053 - IT: Server SM virtual environment**Vote Nos:** 9/118-379-729**Location:** Municipal area**Fin Source:** CRR

1 100 000

Proj Start: **Proj End:**

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tenders																		
1	2	Installation																		
S/Notes: Jul 2022: Gather specification and equipment availability Aug 2022: Gather specification and equipment availability Sep 2022: Tender published Oct 2022: Tender closed, busy with adjudication.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			1 100 000										1 100 000	1 100 000				

Project: pj-14-0028 - IT: Printers

Vote Nos: 9/118-74-729

Location: Municipal area

Fin Source: CRR

60 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Equipment - purchasing																	
S/Notes: Jul 2022: Procure equipment as and when needed Aug 2022: Procure equipment as and when needed Sep 2022: Procure equipment as and when needed Oct 2022: Procure equipment as and when needed																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	25 000	60 000				
Expenditure to date	Capital																	60 000	100.0%

Project: pj-14-0029 - IT: Desktops

Vote Nos: 9/118-201-729

Location: Municipal area

Fin Source: CRR

225 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Jul 2022: Gather specification and equipment availability Aug 2022: Gather specification and equipment availability Sep 2022: Tender published Oct 2022: Tender closed, busy with adjudication.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					125 000				100 000				125 000	225 000				

Project: pj-14-0030 - IT: Notebooks

Vote Nos: 9/118-64-729

Location: Municipal area

Fin Source: CRR

484 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Jul 2022: Gather specification and equipment availability Aug 2022: Gather specification and equipment availability Sep 2022: Tender published Oct 2022: Tender closed, busy with adjudication.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					300 000				184 000				300 000	484 000				

Project: pj-20-0022 - IT: Backup solution

Vote Nos: 9/118-576-484

Location: Municipal area

Fin Source: CRR

660 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tenders																		
1	2	Installation																		
S/Notes: Jul 2022: Gather specification and equipment availability Aug 2022: Gather specification and equipment availability Sep 2022: Tender published Oct 2022: Tender closed, busy with adjudication.																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			660 000										660 000	660 000				

Project: pj-20-0023 - IT: Monitor replacements

Vote Nos: 9/118-59-729

Location: Municipal area

Fin Source: CRR

45 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Jul 2022: Purchase will be made in Nov 2022 Aug 2022: Purchase will be made in Nov 2022 Sep 2022: Purchase will be made in Nov 2022 Oct 2022: Purchase will be made in Nov 2022																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital					45 000								45 000	45 000				
Expenditure to date		Capital																	45 000	100.0%

Project: pj-22-0038 - IT: Recording of telephone calls

Vote Nos: 9/118-612-384

Location: Municipal area

Fin Source: CRR

180 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Jul 2022: Purchase will be made in Feb 2023 Aug 2022: Purchase will be made in Feb 2023 Sep 2022: Purchase will be made in Feb 2023 Oct 2022: Purchase will be made in Feb 2023																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital								180 000						180 000				

Project: pj-22-0039 - IT: Projector: Town hall

Vote Nos: 9/118-618-391

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR

70 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Jul 2022: Purchase will be made in October 2023 Aug 2022: Purchase will be made in October 2023 Sep 2022: Gather specification Oct 2022: Stock issue, purchase will only be in Jan 2023																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				70 000									70 000	70 000				

Project: pj-22-0040 - IT: UPS Replacement

Vote Nos: 9/118-614-398

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR

30 000

Grp No Activity			Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
S/Notes: Jul 2022: Purchase will be made in Mar 2023 Aug 2022: Purchase will be made in Mar 2023 Sep 2022: Purchase will be made in Mar 2023 Oct 2022: Purchase will be made in Mar 2023																				
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital										30 000				30 000				

Financial Services

Financial Services General

Project: pj-09-0021af - Equipment Finance

Vote Nos: 9/119-25-737

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR 28 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital		5 600	5 600	5 600	5 600	5 600							22 400	28 000				
Expenditure to date		Capital				10 500									10 500			10 500	17 500	62.5%

Project: pj-17-0054 - Vehicles Finance: CK30046 Toyota Etios

Vote Nos: 9/119-267-763

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR 262 500

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Vehicle - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				262 500									262 500	262 500				
Expenditure to date		Capital				258 113									258 113			258 113	4 387	1.7%

Legal and Credit Control

Project: pj-22-0041 - Finance: Indigent Screening Solution

Vote Nos: 9/119-616-397

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR 420 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Indigent Screening Program																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital			210 000	210 000									420 000	420 000				

Protection Services

Traffic and Law Enforcement

Project: pj-18-0068 - Equipment K9 Unit

Vote Nos: 9/126-353-146

Location: Municipal area

Fin Source: DCS

30 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				15 000						15 000			15 000	30 000				

Fire and Emergency Services

Project: pj-10-0139 - Equipment Fire and Emergency Services

Vote Nos: 9/125-27-749

Location: Municipal area

Fin Source: CRR

160 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Equipment - purchasing																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				50 000					55 000		55 000		50 000	160 000				

Project: pj-22-0058 - Vehicles Fire Services: CK27542 Tata LPTA 713 Replace with Medium Pumper

Vote Nos: 9/125-486-424

Location: Municipal area

Fin Source: CRR

3 675 000

Proj Start: Proj End:

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)					
1	1	Tender process																		
1	2	Purchase of chassis																		
1	3	Building of Fire Fighting Vehi																		
1	4	Delivery of Vehicle																		
Projected/Actual ETD		Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow		Capital				2 600 000							1 075 000		2 600 000	3 675 000				
Expenditure to date		Capital				975 600									975 600			975 600	2 699 400	73.5%

Protection Services General

Project: pj-10-0138 - Equipment Protection

Vote Nos: 9/126-44-749

Proj Start: Proj End:

Location: Municipal area

Fin Source: CRR 50 000

Grp	No	Activity	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	Notes (Activity)				
1	1	Equipment - purchasing																	
S/Notes: Started Jul 2022																			
Projected/Actual ETD	Bdgt Type	Jul22	Aug22	Sep22	Oct22	Nov22	Dec22	Jan23	Feb23	Mar23	Apr23	May23	Jun23	YTDNov	Bud/Save	Commit	Total	Avail	Av %
Projected Cash Flow	Capital				10 000		15 000			15 000		10 000		10 000	50 000				
Expenditure to date	Capital			33 196										33 196			33 196	16 804	33.6%



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Kantoor van die Direkteur: Korporatiewe Dienste

7 Desember 2022

7/1/2/2-1
WYK: n.v.t.

**ITEM 6.2 VAN DIE AGENDA VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-
VERGADERING WAT GEHOU SAL WORD OP 14 DESEMBER 2022**

ONDERWERP:	KORPORATIEWE DIENSTE: MAANDVERSLAG: OKTOBER 2022
SUBJECT:	CORPORATE SERVICES: MONTHLY REPORT: OCTOBER 2022

Attached is the performance report of the Director: Corporate Services in terms of Council's Strategic Management System for October 2022.

For cognizance

(get) M S Terblanche

DIRECTOR: CORPORATE SERVICES

Mst/raadsitems, SM5/Desember 2022 /DK_monthly report October 2022

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
Terblanche, Madelaine - Director: Corporate Services					
Strategic Goal: 4 Caring, competent and responsive institutions, organisations and business					
Strategic Objective: Manage Corporate Services					
pd-09-0032: Capital expenditure in line with budget and time frames	1: % of capital budget spent [Type=Qtr 4 Only]	2: 0.0% Qtr 4 (Between 95% and 105%)	0.0%		
		Monthly Result	Notes		Evidence
		O: 59.3%	Budget = R404 000, YTD Actual = R239 655 (Committed: R5 488)		Documents\2022
		N:			
		D:			
pd-09-0033: Capital project implementation	1: Average % completion of capital projects [Type=Qtr 4 Only]	2: 0.0% 90% for the year	0.0% <<Prev Qtr>> 13.0% cumulative		NOTES: Target should be changed to 95% for the year
		Monthly Result	Notes		Evidence
		O: 61%			Documents\2022
		N: 82%			Documents\2022
		D:			
pd-09-0034: Operating expenditure in line with budget and time frames	1: % of operating budget spent [Type=Qtr 4 Only]	2: 0.0% Qtr 4 (Between 90% and 100%)	0.0%		
		Monthly Result	Notes		Evidence
		O: 27.33%	Budget = R41 650 898, YTD Actual = R11 383 411 (27.33%)		Documents\2022
		N:			
		D:			
pd-09-0035: Workforce training roll-out	1: % of planned training sessions according to the Workplace Skills Plan realised [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	B. Information Science (1), AET (3) - planned training		Documents\2022
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0036: Council decision implementation	1: % of due council decisions initiated [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	47/47 resolutions initiated/implemented		Documents\2022
		N: 100%	30/30 resolutions initiated/implemented		Documents\2022
		D:			
pd-09-0037: Performance and financial monitoring	2: Number of monthly performance assessments and reconciliation of departmental records of expenditure with finance records done [Type=Avg All]	2: 100.0% 2 per quarter	100.0% 2		
		Monthly Result	Notes		Evidence
		O: 1	11 Oct 2022		Documents\2022
		N: 1	22 Nov 2022		
		D:			
pd-09-0038: Annual Report inputs provided by departments	2: Departmental input to the annual report submitted by due date [Type=Qtr 2 Only]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
pd-09-0039: Budget inputs provided by departments	2: Budget requests provided to financial department in accordance with the budget time schedule? [Type=Qtr 2 Only]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: Yes			Documents\2022
		N: N/a			
		D: N/a			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0040: Assignments from the municipal manager completed	1: Number of written warnings received from municipal manager [Type=Avg All]	2: 100.0% 0 maximum	0.0%		
		Monthly Result	Notes		Evidence
		O: 0			N/a
		N: 0			N/a
		D:			N/a
pd-09-0042: Equal employment opportunity management	1: % of employment opportunities applied for appropriate equity appointments [Type=Qtr 4 Only]	2: 0.0% 100% cumulative by end of June annually	0.0%		
		Monthly Result	Notes		Evidence
		O: 0%	0/1 employees appointed in terms of the EE Plan - One Coloured Female appointed in the Semi-Skilled Level where Coloured Females are over represented. The vacancy of Library Asst (Riebeek Kasteel) was advertised internally and the internal appointment was made in terms of par 5.2.3 (f) of the Recruitment and Selection Policy.		Documents\2022
		N:			
		D:			
pd-09-0043: Procurement in line with legal process	1: % compliance with SCM policy with the exception of approved deviations [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	Total Requisitions= 50		Documents\2022
		N: 100%	Total Requisitions= 73		Documents\2022
		D:			
pd-09-0044: Audit issues resolved	1: % internal audit queries for which an action plan was submitted within 10 working days [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	No outstanding internal audit queries		
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0044: Audit issues resolved	2: % internal actions implemented within agreed time frame [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	No outstanding internal audit actions.		Documents\2022
		N:			
		D:			
	3: % of Auditor General's queries (comafs) for which an action plan was submitted within 5 working days [Type=Qtr 2 & 3]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
	4: % of Auditor General's findings implemented within agreed time frame [Type=Avg All]	2: 20.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
pd-09-0045: Risk identification and control implementation	2: Confirmations of risk assessment done [Type=Qtr 2 & 4]	2: 100.0%	0.0%		
		Yes (bi-annually by November and May)			
		Monthly Result	Notes		Evidence
		O: 100%	Completed in October 2022.		Documents\2022
		N:			
		D:			
	3: % of Risk Action Plans implemented in accordance with the agreed time frame [Type=Qtr 2 & 4]	2: 100.0%	0.0%		
		bi-annually by November and May			
		Monthly Result	Notes		Evidence
		O: 100%	Action plans completed.		
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0045: Risk identification and control implementation	4: Chief Risk Officer / Internal Audit informed of any newly identified risks [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
	5: Chief Risk Officer / Internal Audit informed of any changes in work procedures [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
	6: Chief Risk Officer / Internal Audit informed of any incidents where controls have failed (loss control register update) [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
pd-09-0047: Invocoms held	1: Number of invocoms held [Type=Avg All]	2: 100.0%	100.0%		
		2 per quarter	2		
		Monthly Result	Notes		Evidence
		O: 1	Invocom held 31 October 2022		Documents\2022
		N: 1	Invocom held 22 November 2022		Documents\2022
		D:			
pd-10-0038: Average duration of vacancies reduced	1: Average duration of vacancies after decision was taken by management team to fill the post [Type=Avg All]	2: 100.0%	0.0%		
		3 months maximum			
		Monthly Result	Notes		Evidence
		O: 1.5 mths			Documents\2022
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-10-0039: Productive workforce	1: % of person days lost per month due to sick leave [Type=Avg All]	2: 100.0% 4% pm maximum	0.0% 2.5% pm average		
		Monthly Result	Notes		Evidence
		O: 2.5%	37/1470 person days lost due to sick leave		Documents\2022
		N:			
		D:			
pd-12-0012: EPWP monitoring	1: Number of Full Time Equivalents (FTE's) for the financial year [Type=Qtr 4 Only]	2: 0.0% 8 (131 for the whole organisation - 2022 DORA)	0.0% 0.89 cumulative		
		Monthly Result	Notes		Evidence
		O: 0.25			Documents\2022
		N: 0.16			Documents\2022
		D:			
	2: Number of work opportunities created during the financial year [Type=Qtr 4 Only]	2: 0.0% 23 (296 for the whole organisation)	0.0% 1 cumulative		
		Monthly Result	Notes		Evidence
		O: 1			Documents\2022
		N: N/A			N/A
		D:			
pd-14-0005: Asset safeguarding	4: All moveable assets that became unusable or that were lost or stolen reported immediately in the prescribed manner to the Head: Asset Management [Type=Avg All]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N: N/a			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-14-0027: General KPI: People from employment equity target groups employed	1: % of people from employment equity target groups appointed for the month in terms of the Municipality's approved Employment Equity plan [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 25%	1/4 employees appointed in terms of the EE Plan - 1 Coloured Female and 1 Coloured Male appointed in Semi-Skilled Level (Library Asst - Corporate Services and Small Plant Operator - Electrical Eng Services) where Coloured Females and Coloured Males are over represented. Vacancies were filled internally in terms of par 5.2.3 (f) of the Recruitment and Selection Policy. 1 Coloured Male was appointed in the Skilled Technical Level (Building Inspector - Development Services) where Coloured Males are over represented. Vacancy was advertised externally and candidates from the designated groups did not pass the selection process. A candidate from Short list 2, based on merit, was appointed. Scarce Skills and filling of vacancy was urgent.		Documents\2022
		N:			
		D:			
pd-14-0028: General KPI: Budget spent on implementing the workplace skills plan	1: % of the municipality's training budget actually spent on implementing its workplace skills plan (cumulative) [Type=Qtr 4 Only]	2: 0.0% At least 90%	0.0% <<Prev Qtr>> 18.1% cumulative		
		Monthly Result	Notes		Evidence
		O: 18%	R347 713/R1 911 192 (% of municipality's training budget actually spent on implementing its workplace skills plan).		Documents\2022
		N:			
		D:			
pd-17-0007: Issuing of safety clothing	1: All safety clothing issued [Type=Qtr 3 Only]	2: 0.0% Yes (by end of March)	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N: N/a			
		D: N/a			
pd-17-0012: Spending of grants	1: % spending of grants [Type=Qtr 4 Only]	2: 0.0% 100% by end of June	0.0%		
		Monthly Result	Notes		Evidence
		O: 28.3%	Library service grant (capital): Budget = R50 000, YTD = R4 413 (8.8%) Library service grant (operating): Budget = R11 573 000, YTD = R3 286 418 (28.4%) Total Budget = R11 623 000, YTD = R3 290 831 (28.3%)		Documents\2022
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-17-0083: Ensure that accurate revenue estimates are prepared in relation to operating requirements	1: Projected tariff increases determined for the budget of the new financial year [Type=Qtr 3 Only]	2: 0.0% Yes (annually by February)	0.0%		
		Monthly Result	Notes	Evidence	
		O: N/a			
		N: N/a			
		D: N/a			
pd-19-0013: Training needs of staff	1: Training needs of staff identified and provided to HR at meetings held with all departments during November annually [Type=Qtr 2 Only]	2: 100.0% Yes (annually by November)	0.0%		
		Monthly Result	Notes	Evidence	
		O: N/a			
		N: Yes		Documents\2022	
		D: N/a			



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Office of the Director Financial Services
9 December 2022

5/7/1/1MY
7/1/2/2-2
WYK: ALLE

ITEM 6.3 VAN DIE AGENDA VAN 'N GESAMENTLIKE PORTEFEULJEKOMMITEE
VERGADERING WAT GEHOU SAL WORD OP 14 DESEMBER 2022

ONDERWERP: MAANDVERSLAG – OKTOBER 2022: DIREKTEUR: FINANSIËLE DIENSTE

SUBJECT: MONTHLY REPORT – OCTOBER 2022: DIRECTOR: FINANCIAL SERVICES

1. AGTERGROND / BACKGROUND

- 1.1. Investment Portfolio in terms of Sections 13 and 71 of the MFMA as at 31 October 2022.
- 1.2. Annuity Loans in terms of Sections 46 and 71 of the MFMA as at 31 October 2022.
- 1.3. Operational Performance Graph in terms of Sections 64, 65 and 71 of the MFMA as at 31 October 2022.
- 1.4. Capital budget in terms of Section 71 of the MFMA. See SDBIP as at 31 October 2022.
- 1.6. Debtor's reports in terms of Section 71 of the MFMA as at 31 October 2022.
 - 1.6.1 Mun 179 Debtors Report
 - 1.6.2 Mun 179 Summary
 - 1.6.3 Residential, Business and Government - Outstanding Debt
- 1.7. Summary of Indigent Households and Cost of Services as at 31 October 2022.
- 1.8. Equitable Share Plumbers report for the period 31 October 2022.
- 1.9. Performance targets: Financial services as at 31 October 2022.
- 1.10. Revenue and Expenditure in terms of Sections 64, 65 and 71 of the MFMA as at 31 October 2022.
- 1.12. Standby and Overtime as at 31 October 2022.
- 1.13. Employee related cost in terms of Section 66 of the MFMA as at 31 October 2022.
- 1.14. Grants and Subsidies for the period ending 31 October 2022.

2. **WETGEWING / LEGISLATION**

2.1 Local Government: Municipal Systems Act 32 of 2000

2.2 Local Government : Municipal Finance Management Act 56 of 2003

- Section 13 of the MFMA
- Section 46 of the MFMA
- Section 64 of the MFMA
- Section 65 of the MFMA
- Section 66 of the MFMA
- Section 71 of the MFMA

3. **KOPPELING AAN DIE GOP/ ALIGNMENT TO THE IDP**

The monthly report links with Chapter 7 of the IDP - Strategic Goal 4 (Caring, Competent and Responsive Institutions, Organisations and Business) and more specifically with the following Strategic Objectives:

- 4.7 (Sound long-term financial planning including making the right investment decisions)
- 4.8 (Sound financial management, budgeting and expenditure control)
- 4.9 (Broaden of tax/ revenue base)

4. **FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

4.1 For the month of **October 2022** the Revenue was R58 429 880 (excluding National & Provincial Grants received but not yet recognised as revenue) and the Expenditure was R91 454 440, with an **accounting deficit** of R33 024 560, compared to the monthly budgeted deficit of R11 372 747.

Grants and Subsidies received for October 2022:

- | | |
|---------------------------------------|-------------|
| • Housing Project: Malmesbury De Hoop | R 4 065 852 |
| • Housing Project: Darling | R 1 000 000 |
| • Library Grant | R 3 874 000 |

5. **AANBEVELING / RECOMMENDATION**

Voorgelê vir kennisname / Tabled for cognisance

(get) M Bolton

DIREKTEUR: Finansiële Dienste

INVESTMENTS OF SWARTLAND MUNICIPALITY AS AT 31 OCTOBER 2022									
Movements for the month					Balance as at 31 October 2022	Interest earned		Interest earned	
Balance as at 1 October 2022	Investments matured	Investments made	Interest capitalised	Costs & Fees					
						Month	Yield	Year to date	Yield
R 640 000 000	R -	R -	R -	R -	R 640 000 000	R -		R -	

FINANCIAL INSTITUTIONS	DATE OF INVESTMENT	TERM	RENEWAL DATE	INTEREST RATE	INVESTMENT AMOUNT
NEDBANK	01/07/2022	12 Months	29/06/2023	8.35%	R 400 000 000
NEDBANK	01/07/2022	4.5 Months	17/11/2022	6.26%	R 20 000 000
ABSA	01/07/2022	12 Months	29/06/2023	7.78%	R 160 000 000
NEDBANK	30/09/2022	9 Months	19/06/2023	8.54%	R 60 000 000
					R 640 000 000

PREVIOUS YEAR'S		CURRENT YEAR	
Jul-21	R 560 000 000	Jul-22	R 580 000 000
Aug-21	R 560 000 000	Aug-22	R 580 000 000
Sep-21	R 560 000 000	Sep-22	R 640 000 000
Oct-21	R 560 000 000	Oct-22	R 640 000 000
Nov-21	R 560 000 000	Nov-22	
Dec-21	R 550 000 000	Dec-22	
Jan-22	R 550 000 000	Jan-23	
Feb-22	R 600 000 000	Feb-23	
Mar-22	R 600 000 000	Mar-23	
Apr-22	R 600 000 000	Apr-23	
May-22	R 600 000 000	May-23	
Jun-22	R -	Jun-23	

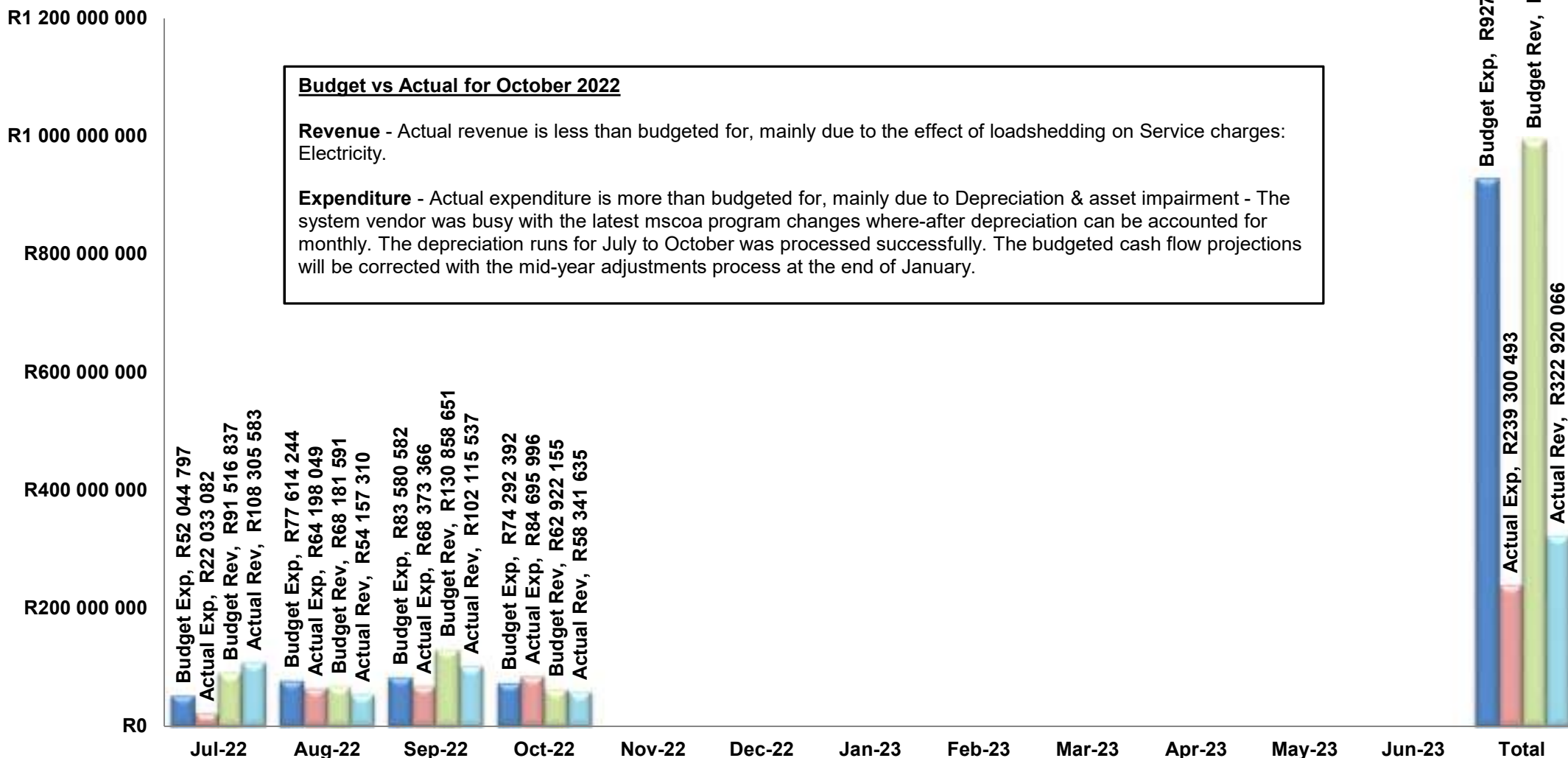
*Jun 2022 - Investments are taken up in Current Account

Annuity Loans for Acquisition of Assets - 31 October 2022

Current Annuity Loans	Interest rate	Loan Term			Rate: Fixed/ Variable	Payments per year			
			Loan Year	Redeemable			Balance as at 31 October 2022	Loans Raised	Weighted Average Cost of Capital
Financing Institution Annuity Loans	(C)							(A)	
Development Bank	9.670%	15	2008	2023/12/29	F	2	R 411 500	R 2 262 000	0.13%
Development Bank	9.575%	20	2008	2028/12/29	F	2	R 23 767 289	R 43 113 100	2.54%
Development Bank	10.665%	20	2011	2031/12/31	F	2	R 50 206 103	R 70 000 000	4.60%
Sanlam	10.960%	20	2011	2031/06/30	F	2	R 24 500 282	R 35 000 000	2.36%
WCDM: Development Bank	8.605%	10		2022/12/31	F	2	R 600 000	R 12 000 000	0.64%
Totaal							(B)		
							R 99 485 174	R 162 375 100	10.27%

Interest on External Loans are paid bi-annually (by December - R 5 090 193 and June R 5 090 189) = R10 180 382

OPERATING EXPENDITURE & REVENUE 2022/2023 EXCL. OPERATING GRANTS & SUBSIDIES, SALE OF LAND AND BULK DEVELOPMENT LEVIES ARE EXCLUDED AS IT WAS NOT PART OF THE BUDGET OTHER THAN THE EQ SHARE GRANT RECEIPTS



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN		OCTOBER			QUARTER 2			Original Budget	YTD Planned	YTD Actual	YTD %
		Planned	Actual	%	Planned	Actual	%				
2022/23					Q2						
CIVIL SERVICES	Expenditure	22 127 758	38 922 607	176%	22 127 758	38 922 607	176%	337 153 036	73 639 803	76 461 639	104%
	Revenue	14 538 720	13 651 578	94%	14 538 720	13 651 578	94%	287 762 267	97 301 427	79 531 148	82%
	Capital	13 115 000	8 733 969	67%	13 115 000	8 733 969	67%	116 144 346	24 875 000	12 583 322	51%
CORPORATE SERVICES	Expenditure	3 227 707	3 253 517	101%	3 227 707	3 253 517	101%	41 650 898	12 185 470	11 383 411	93%
	Revenue	33 735	37 161	110%	33 735	37 161	110%	12 358 060	3 125 607	2 993 584	96%
	Capital	50 000	225 084	450%	50 000	225 084	450%	404 000	50 000	239 655	479%
COUNCIL SERVICES	Expenditure	1 382 511	3 188 735	231%	1 382 511	3 188 735	231%	19 035 824	6 790 472	7 610 674	112%
	Revenue	28 548	19 930	70%	28 548	19 930	70%	299 425	86 378	30 856	36%
	Capital	646 459	2 460	0%	646 459	2 460	0%	654 459	646 459	2 460	0%
ELECTRICITY SERVICES	Expenditure	33 163 376	28 818 660	87%	33 163 376	28 818 660	87%	391 435 860	135 884 162	112 307 873	83%
	Revenue	33 323 765	29 158 384	88%	33 323 765	29 158 384	88%	424 953 219	155 480 162	130 139 496	84%
	Capital	2 370 833	1 205 602	51%	2 370 833	1 205 602	51%	46 004 000	10 973 332	2 645 311	24%
FINANCIAL SERVICES	Expenditure	4 017 793	3 996 763	99%	4 017 793	3 996 763	99%	68 931 365	16 403 411	15 031 063	92%
	Revenue	13 116 702	13 109 867	100%	13 116 702	13 109 867	100%	253 247 771	72 447 553	90 907 960	125%
	Capital	478 100	268 613	56%	478 100	268 613	56%	710 500	699 300	268 613	38%
DEVELOPMENT SERVICES	Expenditure	4 359 850	7 104 002	163%	4 359 850	7 104 002	163%	64 887 240	18 780 170	21 957 344	117%
	Revenue	721 655	1 386 329	192%	721 655	1 386 329	192%	63 074 602	19 183 021	12 982 293	68%
	Capital	3 260 038	275 001	8%	3 260 038	275 001	8%	23 253 500	6 957 313	309 723	4%
MUNICIPAL MANAGER	Expenditure	754 518	525 038	70%	754 518	525 038	70%	10 341 771	3 033 477	2 036 331	67%
	Revenue	-	-	#DIV/0!	-	-	#DIV/0!	-	-	-	0%
	Capital	2 000	-	0%	2 000	-	0%	10 000	4 000	3 052	76%
PROTECTION SERVICES	Expenditure	5 261 223	5 645 120	107%	5 261 223	5 645 120	107%	95 895 862	20 838 241	19 860 977	95%
	Revenue	1 158 864	1 066 631	92%	1 158 864	1 066 631	92%	52 288 621	5 854 422	6 864 038	117%
	Capital	2 675 000	976 602	37%	2 675 000	976 602	37%	3 915 000	2 675 000	1 009 798	38%
TOTAL	Expenditure	74 294 736	91 454 440	123%	74 294 736	91 454 440	123%	1 029 331 856	287 555 206	266 649 312	93%
	Revenue	62 921 989	58 429 880	93%	62 921 989	58 429 880	93%	1 093 983 965	353 478 570	323 449 376	92%
	Capital	22 597 430	11 687 331	52%	22 597 430	11 687 331	52%	191 095 805	46 880 404	17 061 933	36%

Mun 179.p - DEBTORS REPORT FOR THE MONTH OCTOBER 2022

AREA	01 OCTOBER 2022	LESS FUTURE	BALANCE- FWD AGE ANALYSIS	DEBITS 30 SEPTEMBER 2022	RECEIPTS 01 OCTOBER 2022 TILL 31 OCTOBER 2022	ADJUSTMENTS	SYSTEM ADJUSTMENTS	DEBITS 31 OCTOBER 2022	END BALANCE 31 OCTOBER 2022	PERCENTAGE INCREASE/ DECREASE PER TOWN
MALMESBURY 1	65 456 588	31 310 952	34 145 636	28 562 921	-23 592 330	-21 496	-746 271	25 368 130	35 153 669	3%
WESBANK 2	13 296 440	5 579 971	7 716 469	6 459 235	-6 022 216	543	-179 767	5 933 485	7 448 515	-4%
KALBASKRAAL 3	2 835 763	1 024 587	1 811 176	257 915	-232 363	-8 184	1 102	270 570	1 842 301	2%
ABBOTSDALE 4	5 449 090	1 289 947	4 159 143	379 634	-356 193	956	-1 181	616 578	4 419 303	6%
RIEBEEK KASTEEL 5	10 966 573	6 414 229	4 552 344	1 348 260	-1 194 932	-8 933	2 005	1 561 805	4 912 290	7%
RIEBEEK WES 6	7 177 787	3 692 804	3 484 983	1 287 990	-901 555	23 047	313	931 328	3 538 116	2%
CHATSWORTH 7	6 854 433	1 757 957	5 096 476	926 874	-337 512	-20 118	25 329	485 491	5 249 666	3%
RIVERLANDS 8	2 864 124	281 737	2 582 387	186 982	-35 832	-76 065	-650	158 038	2 627 878	2%
ILINGE LETHU 9	1 300 230	370 031	930 199	1 262 657	-951 719	-42 372	-20 219	1 103 560	1 019 450	9%
PHOLA PARK 10	513 497	145 236	368 261	490 771	-520 717	-7 782	-1 040	529 922	368 643	0%
PPC RIEBEEK WES 16	890 539	573 329	317 210	297 627	-255 729	57	-10 042	276 304	327 800	3%
DARLING 20	15 757 238	7 304 061	8 453 177	7 041 419	-7 088 213	-9 529	-112 456	6 955 521	8 198 499	-3%
MOORREESBURG 30	20 365 528	9 289 554	11 075 974	8 431 697	-8 717 241	-23 261	-168 576	8 520 577	10 687 473	2%
YZERFONTEIN 40	32 031 613	25 548 651	6 482 962	6 094 202	-6 250 472	-65	-92 766	6 302 977	6 442 636	-1%
GROTTORBAAI 41	3 302 458	2 880 195	422 262	363 013	-336 063	-	-	343 881	430 080	2%
JAKKALSFONTEIN 42	2 837 336	2 049 237	788 099	254 581	-207 722	-	-	232 800	813 177	3%
KORINGBERG 50	1 465 344	797 714	667 630	197 769	-174 695	-2 193	-205	227 395	717 933	7%
Plase Deel 1 71	5 019 401	3 996 173	1 023 228	495 963	-602 316	-	3 243	450 848	875 003	-17%
Plase Deel 2 72	3 042 234	2 187 349	854 885	281 740	-322 415	-	1 593	259 977	794 040	-8%
Plase Deel 3 73	2 871 153	1 830 414	1 040 739	320 777	-239 799	-280	-38 731	215 556	977 485	-6%
Plase Deel 4 74	4 789 282	2 982 480	1 806 802	406 396	-289 406	-	1 151	384 480	1 903 027	5%
Plase Deel 5 75	2 042 918	1 609 344	433 574	441 429	-212 858	-1 370	1 974	-208 597	12 723	-3308%
Plase Deel 6 76	-	-	-	-	-	-	-	-	-	#DIV/0!
Plase Deel 7 77	3 929 956	2 259 283	1 670 673	332 063	-343 604	-11 406	-1 582	291 710	1 605 792	-4%
Plase Deel 8 78	4 362 285	3 115 545	1 246 740	428 952	-423 958	-645	536	385 306	1 207 979	-3%
SUNDRY ACC 90	660 780	-	660 780	388 439	-551 292	36 755	-83 642	616 146	678 748	3%
TOTAL	220 082 590	118 290 778	101 791 811	66 939 303	-60 161 150	-172 342	-1 419 883	62 213 788	102 252 225	1%

Mun 179.p - DEBTORS REPORT FOR THE MONTH OCTOBER 2022					
AREA	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS
MALMESBURY 1	-20 126 115.4	-3 306 901.8	-70 402.9	-14 486.8	-2 832.3
WESBANK 2	-4 273 955.5	-1 617 381.6	-54 571.1	-19 196.6	-16 450.5
KALBASKRAAL 3	-130 280.0	-52 147.2	-11 948.0	-1 615.8	-1 225.9
ABBOTSDALE 4	-158 471.8	-97 834.5	-24 800.6	-13 067.4	-7 500.3
RIEBEEK KASTEEL 5	-898 177.6	-188 813.6	-40 415.7	-10 958.6	-5 422.7
RIEBEEK WES 6	-619 581.0	-141 003.9	-25 391.2	-10 028.8	-8 648.3
CHATSWORTH 7	-135 480.7	-71 081.5	-25 298.0	-15 752.4	-11 362.1
RIVERLANDS 8	-20 929.5	-8 299.4	-1 782.0	-428.7	-
ILINGE LETHU 9	-757 369.3	-146 605.3	-23 455.2	-10 494.4	-1 213.9
PHOLA PARK 10	-435 388.6	-53 188.8	-17 700.9	-9 570.3	-1 711.1
PPC RIEBEEK WES 16	-187 937.3	-62 555.7	-4 313.5	-	-
DARLING 20	-5 492 451.1	-1 407 816.2	-40 274.5	-12 848.7	-2 446.6
MOORREESBURG 30	-7 111 058.2	-1 396 165.2	-136 158.5	-17 606.2	-4 191.5
YZERFONTEIN 40	-5 324 301.5	-879 884.7	-23 472.0	-2 827.9	-11.7
GROTTOBAAI 41	-266 607.1	-53 807.0	-13 157.6	-2 178.8	-10.1
JAKKALSFONTEIN 42	-164 745.8	-38 090.7	-4 644.1	-15.7	-
KORINGBERG 50	-124 972.8	-26 076.6	-6 450.6	-4 544.6	-3 483.0
Plase Deel 1 71	-464 693.9	-58 454.5	-26 614.7	-5 949.7	-6 116.6
Plase Deel 2 72	-273 445.4	-32 277.5	-5 850.0	-184.5	-
Plase Deel 3 73	-104 932.7	-55 790.0	-1 304.2	-107.7	-120.9
Plase Deel 4 74	-239 758.9	-38 959.2	-10 404.4	-	-5.1
Plase Deel 5 75	-173 664.8	-24 714.8	-8 268.3	-86.2	-
Plase Deel 6 76	-	-	-	-	-
Plase Deel 7 77	-141 829.6	-117 909.1	-19 818.4	-20 008.4	-721.4
Plase Deel 8 78	-286 756.4	-117 069.2	-13 753.7	-33.0	-
SUNDRY ACC 90	-316 993.8	-48 999.5	-26 499.2	-12 569.8	-281.0
TOTAL	-48 229 898.6	-10 041 827.3	-636 749.1	-184 560.9	-73 754.9

Mun 179.p - DEBTORS REPORT FOR THE MONTH OCTOBER 2022

AREA	150 DAYS	180 DAYS	210 DAYS	240 DAYS	270 DAYS	INTEREST	TOTAL
MALMESBURY (1)	-377	-1 002	-1 014	-37 794	-65 167	33 764	-23 592 330
WESBANK (2)	-5 166	-1 232	-267	-8 427	-27 961	2 392	-6 022 216
KALBASKRAAL (3)	-504	-1 024	-5 117	-5 641	-23 379	518	-232 363
ABBOTSDALE (4)	-4 835	-5 571	-4 610	-3 200	-32 227	-4 076	-356 193
RIEBEEK KASTEEL (5)	-4 084	-4 408	-3 214	-18 139	-34 444	13 145	-1 194 932
RIEBEEK WES (6)	-6 142	-3 230	-3 455	-15 190	-68 366	-519	-901 555
CHATSWORTH (7)	-7 809	-4 866	-6 772	-17 364	-48 776	7 050	-337 512
RIVERLANDS (8)	-211	-	-206	-314	-3 574	-88	-35 832
ILINGE LETHU (9)	-903	-1 284	-580	-1 954	-6 119	-1 740	-951 719
PHOLA PARK (10)	-304	-859	-109	-269	-920	-697	-520 717
PPC RIEBEEK WES (16)	-	-600	-	-	-	-323	-255 729
DARLING (20)	-1 658	-2 168	-1 127	-10 858	-26 120	-90 445	-7 088 213
MOORREESBURG (30)	-3 819	-2 659	-568	-20 866	-21 907	-2 243	-8 717 241
YZERFONTEIN (40)	-	-405	-399	-13 771	-6 927	1 528	-6 250 472
GROTTOBAAI (41)	-	-	-	-	-	-302	-336 063
JAKKALSFONTEIN (42)	-	-	-	-	-	-225	-207 722
KORINGBERG (50)	-994	-828	-1 098	-325	-5 954	32	-174 695
Plase Deel 1 (71)	-3 736	-121	-121	-13 571	-17 991	-4 947	-602 316
Plase Deel 2 (72)	-	-	-	-3 214	-19 022	11 578	-322 415
Plase Deel 3 (73)	-121	-121	-121	-10 790	-58 369	-8 022	-239 799
Plase Deel 4 (74)	-	-	-	-	-5	-273	-289 406
Plase Deel 5 (75)	-	-	-	-4 754	-2 343	973	-212 858
Plase Deel 6 (76)	-	-	-	-	-	-	-
Plase Deel 7 (77)	-281	-10 676	-2	-17 994	-13 063	-1 302	-343 604
Plase Deel 8 (78)	-	-	-	-10 622	-9 048	13 324	-423 958
SUNDRY ACC (90)	-144 281	-281	-281	-281	-	-824	-551 292
TOTAL	-185 223	-41 334	-29 060	-215 340	-491 681	-31 722	-60 161 150
						-60 161 150	

SUMMARY OF Mun 179

MONTH	OPENING BALANCE	LESS FUTURE	BALANCE-FWD AGE ANALYSIS	DEBITS PREVIOUS MONTH	RECEIPTS FROM THE 1st OF EACH MONTH - TILL MONTH END	ADJUSTMENTS	SYSTEM ADJUSTMENTS	CURRENT MONTHS DEBITS	END BALANCE	% INCREASE / DECREASE
Aug-21	225 865 443	144 199 771	81 665 672	60 866 909	-59 213 032	677 738	-	63 147 864	86 278 243	5.65%
Sep-21	201 130 231	114 540 458	86 589 773	63 577 796	-58 269 932	-1 058 046	-	65 970 877	93 232 672	8.06%
Oct-21	201 130 231	114 540 458	86 589 773	63 577 796	-58 269 932	-1 058 046	-	65 970 877	93 232 672	0.00%
Nov-21	194 762 631	101 530 680	93 231 951	64 912 831	-68 020 869	-183 413	-	59 408 539	84 436 208	-9.43%
Dec-21	173 079 355	88 645 171	84 434 185	59 225 126	-57 912 251	-31 707	-	61 235 525	87 725 752	3.90%
Jan-22	164 328 254	76 606 546	87 721 709	61 203 819	-58 439 979	1 147 079	-	62 780 825	93 209 633	6.25%
Feb-22	157 011 133	63 801 503	93 209 629	62 780 825	-61 378 989	343 413	-	64 048 782	96 222 835	3.23%
Mar-22	141 927 170	50 939 697	90 987 473	64 392 195	-63 712 472	70 295	-	64 556 250	91 901 545	-4.49%
Apr-22	130 071 583	38 171 674	91 899 909	64 626 544	-61 283 648	-336 302	-	62 666 800	92 946 758	1.14%
May-22	118 371 939	25 424 541	92 947 398	62 330 497	-65 439 573	539 161	-	61 821 355	89 868 341	-3.31%
Jun-22	102 567 481	12 698 537	89 868 944	62 360 516	-57 914 367	281 849	-	56 962 439	89 198 866	-0.74%
Jul-22	85 957 029	-	85 957 029	57 244 288	-60 395 563	157 452	-1 078 825	63 803 580	88 443 673	-0.85%
Aug-22	45 390 626	18 160 402	27 230 224	62 882 207	-65 910 708	236 799	3 978 509	50 938 400	16 473 223	-81.37%
Sep-22	210 860 129	133 118 616	77 741 513	55 153 708	-60 647 773	-585 415	344 338	84 389 909	101 242 571	514.59%
Oct-22	220 082 590	118 290 778	101 791 811	66 939 303	-60 161 150	-172 342	-1 419 883	62 213 788	102 252 225	1.00%

OUTSTANDING DEBTORS (FUTURE EXCLUDED) MONTH END RESIDENTIAL - BUSINESS - GOVERNMENT STAFF - COUNCILLORS OCTOBER 2022									2022/2023 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2021/2022 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2020/2021 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES
Months	Deviation same month of corresponding months of the previous year. (-) is a positive number	Total Debt	Residential	Business	Government	Staff	Councillors	Comments	R 713 057 993	R 658 069 842	R 573 330 277
May-22	R 3 747 258	R 35 092 588	R 31 683 448	R 593 230	R 2 815 136	R 774	R -	EFT payments day after month end received amounted to R1 493,716,56 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R593,229,67 . Staff outstanding in the amount of R744,28 Two (2) Staff members have outstanding accounts (1 X Pre-paid electricity and 1X Conventional Electricity) The Government outstanding amounted to R2 815,135,71 as a result of annual rates. The amount of R2016,62 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5.33%	5.47%
June-22	R 5 488 094	R 35 198 806	R 30 088 519	R 2 411 046	R 2 697 612	R 1 629	R -	EFT payments day after month end received amounted to R2 336,797,15 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 411,045,65 Staff outstanding in the amount of R1 629,09 Three (3) Staff members have outstanding accounts (1 X Pre-paid electricity - 1X Conventional Electricity and 1x Eskom electricity) The Government outstanding amounted to R2 697,611,55 as a result of annual rates. The amount of R758 922,13 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5.35%	5.18%
July-22	R 3 975 409	R 33 346 638	R 30 797 319	R 1 193 799	R 1 354 961	R 559	R -	EFT payments day after month end received amounted to R2 712,574,75 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R1 193,799,27 Staff outstanding in the amount of R558,66 Three (3) Staff members have outstanding accounts (2 X Pre-paid electricity and 1X Conventional Electricity) The Government outstanding amounted to R1 354,961,06 as a result of annual rates. The amount of R0,00 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	4.68%	4.46%	5.05%
Aug-22	R -2 225 365	R 31 200 412	R 30 311 272	R 2 108 321	R -1 219 311	R 130	R -	EFT payments day after month end received amounted to R1 075,419,33 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 108,321,44 Staff outstanding in the amount of R129,82 - One(1) Staff member has an outstanding account - Pre-Paid electricity)) The Government outstanding amounted to -R1 219,310,98 as a result of annual rates. The amount of R5 977,547,40 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	4.38%	5.08%	5.84%
Sept-22	R 6 110 359	R 38 178 465	R 33 553 572	R 4 406 314	R 217 814	R 765	R -	EFT payments day after month end received amounted to R1 581,839,65 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R4 406,314,32 Staff outstanding in the amount of R764,71 - TWO(2) Staff members have outstanding accounts - 2 x Pre-Paid electricity) The Government outstanding amounted to R217 813,61 as a result of annual rates. The amount of R1 639,357,70 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5.35%	4.87%	6.07%
Oct-22	R 7 252 410	R 44 174 896	R 34 268 074	R 8 445 514	R 1 456 494	R 4 815	R -	EFT payments day after month end received amounted to R2 845,709,51 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R8 445,513,81 Staff outstanding in the amount of R4814,55 - FIVE (5) Staff members have outstanding accounts - 4 x Pre-Paid electricity and 1x Conventional Electricity) The Government outstanding amounted to R1 456,493,54 as a result of annual rates. The amount of R24 696,72 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	6.20%	5.61%	6.69%

SUMMARY OF EQUITABLE SHARE BUDGET - October 2022

AREA	PRE-PAID ELEC	CONVENTIONAL	REFUSE	WATER	SEWERAGE	PROPERTY RATES	TOTAL
SWARTLAND AREA	R 1.2398	R 268.11	R 149.73	R 9.34	R 262.82	R 0.5624	
ESKOM AREA	R 1.5344	R 1.3523		R 70.16		R 105 000	
	50			6 KILOLITERS			
TOTAL VALUE OF SUBSIDY		R335.73	R 149.73	R 126.20	R 262.82	R 49.21	R 923.69
TOTAL VALUE OF SUBSIDY (ESKOM)	R 76.72		R 149.73	R 126.20	R 262.82	R 49.21	R 664.68
MALMESBURY	R 2 294	R 9 400	R 8 984	R 6 058	R 13 404	R 640	R 40 779
WESBANK + WOONSTELLE	R 88 147	R 103 739	R 244 809	R 204 949	R 424 980	R 66 138	R 1 132 761
ILINGE LETHU	R 46 181	R -	R 111 399	R 93 893	R 196 064	R 34 742	R 482 279
CHATSWORTH	R 27 005	R -	R 78 908	R 68 527	R 83 314	R 20 668	R 278 422
RIEBEEK WES	R 23 400	R -	R 70 673	R 59 566	R 123 788	R 20 471	R 297 898
RIVERLANDS	R 12 736	R -	R 34 138	R 29 405	R 51 250	R 9 202	R 136 731
RIEBEEK KASTEEL	R 43 040	R -	R 139 399	R 117 366	R 245 211	R 44 191	R 589 206
ABBOTSDALE	R 33 757	R -	R 100 169	R 84 428	R 174 250	R 30 412	R 423 015
KALBASKRAAL	R 18 873	R -	R 57 946	R 48 713	R 99 872	R 18 503	R 243 906
KORINGBERG	R 12 812	R -	R 23 957	R 20 192	R 39 160	R 7 135	R 103 257
DARLING	R 76 307	R 27 194	R 194 350	R 163 681	R 339 826	R 57 231	R 858 589
YZERFONTEIN	R -	R 3 693	R 1 647	R 1 388	R -	R 197	R 6 925
MOORREESBURG	R 83 931	R 50 695	R 188 810	R 158 381	R 324 320	R 54 033	R 860 169
PHOLA PARK	R 56 037	R -	R 136 105	R 114 590	R 238 641	R 43 157	R 588 529
	R 524 519	R 194 721	R 1 391 291	R 1 171 136	R 2 354 079	R 406 721	R 6 042 466
SUBSIDY ELEC SWARTLAND AREA	R 547 616.77						
SUBSIDY ELEC ESKOM AREA	R 171 622.64						
	R 719 239.41						

SUMMARY OF EQUITABLE SHARE HOUSEHOLDS - October 2022							DISCRETIONARY APPLICATIONS	
AREA	PRE-PAID ELEC	CONVENTIONAL	REFUSE	WATER	SEWERAGE	PROPERTY RATES		
MALMESBURY	37	28	60	48	51	13	Jul-22	45
WESBANK + WOONSTELLE	1 422	309	1 635	1 624	1 617	1 344	Aug-22	45
ILINGE LETHU	745		744	744	746	706	Sep-22	62
CHATSWORTH	352		527	543	317	420	Oct-22	18
RIEBEEK WES	305		472	472	471	416		
RIVERLANDS	166		228	233	195	187		
RIEBEEK KASTEEL	561		931	930	933	898		
ABBOTSDALE	440		669	669	663	618		
KALBASKRAAL	246		387	386	380	376		
KORINGBERG	167		160	160	149	145		
DARLING	1 231	81	1 298	1 297	1 293	1 163		
YZERFONTEIN		11	11	11		4		
MOORREESBURG	1 354	151	1 261	1 255	1 234	1 098		
PHOLA PARK	904		909	908	908	877		
TOTAL	7 930	580	9 292	9 280	8 957	8 265		

NUMBER OF DISCRETIONARY APPLICATIONS FOR OCTOBER 2022

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EQUITABLE SHARE PLUMBERS - OCTOBER 2022

Town	Investigation from Activity Report	No fault / leakage	Meter filled with water	Meter Overgrown	Rubble Obstruction	Digits Blank	Meter Unreadable	Meter Underground	Leakages / faults repaired: Equitable Share	No leakage - Blocked drain	No Access	Non ES household: investigate high water consumption
MALMESBURY	5	3	0	0	0	0	0	0	0	0	2	0
WESBANK	40	16	4	0	0	0	0	11	7	0	2	0
KALBASKRAAL	14	0	2	0	0	0	0	10	2	0	0	0
ABBOTSDALE	12	3	0	0	0	0	0	6	3	0	0	0
RIEBEEK KASTEEL	39	6	9	0	0	0	0	16	8	0	0	0
RIEBEEK WES	20	2	3	0	0	0	0	8	5	0	2	0
CHATSWORTH	29	1	4	0	0	0	0	11	7	0	6	0
RIVERLANDS	9	2	0	0	0	0	0	3	3	0	1	0
ILINGE LETHU	6	1	0	0	0	0	0	5	0	0	0	0
DARLING	54	6	3	0	0	0	0	32	8	0	5	0
MOORREESBURG	30	6	0	0	0	0	0	0	17	0	7	0
KORINGBERG	2	0	0	0	0	0	0	0	2	0	0	0
YZERFONTEIN	34	2	3	0	0	0	0	28	0	0	1	0
TOTAAL	294	48	28	0	0	0	0	130	62	0	26	0

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
Bolton, Mark - Director: Financial Services					
Strategic Goal: 4 Caring, competent and responsive institutions, organisations and business					
Strategic Objective: Manage Financial Services					
pd-09-0080: Capital expenditure in line with budget and time frames	1: % of capital budget spent [Type=Qtr 4 Only]	2: 0.0% Qtr 4 (Between 95% and 105%)	0.0%		
		Monthly Result	Notes		Evidence
		O: 37.8%	Budget = R710 500 YTD Actual = R268 612 (Committed = R12 855)		Documents\2022
		N:			
		D:			
pd-09-0081: Capital project implementation	1: Average % completion of capital projects [Type=Qtr 4 Only]	2: 0.0% 90% for the year	0.0% <<Prev Qtr>> 80.0% cumulative		NOTES: Target should be changed to 95% for the year
		Monthly Result	Notes		Evidence
		O: 90%	R16 594 Committed		Promun
		N:			
		D:			
pd-09-0082: Operating expenditure in line with budget and time frames	1: % of operating budget spent [Type=Qtr 4 Only]	2: 0.0% Qtr 4 (Between 90% and 100%)	0.0%		
		Monthly Result	Notes		Evidence
		O: 21.81%	Budget = R68 931 365, YTD Actual = R15 031 063 (21.81%)		Documents\2022
		N:			
		D:			
pd-09-0083: Workforce training roll-out	1: % of planned training sessions according to the Workplace Skills Plan realised [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	Certificate: Mun Fin Management (1), AET (4) - planned training		Documents\2022
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0084: Council decision implementation	1: % of due council decisions initiated [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	68/68 resolutions initiated/implemented		Documents\2022
		N:			
		D:			
pd-09-0085: Performance and financial monitoring	1: Number of monthly performance assessments and reconciliation of departmental records of expenditure with finance records done [Type=Avg All]	2: 100.0% 2 per quarter	50.0% 1		
		Monthly Result	Notes		Evidence
		O: 1	14 Oct		Documents\2022
		N:			
		D:			
pd-09-0086: Annual Report inputs provided by departments	1: Departmental input to the annual report submitted by due date [Type=Qtr 2 Only]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
pd-09-0087: Budget inputs provided by departments	1: Budget requests provided to financial department in accordance with the budget time schedule [Type=Qtr 2 Only]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: Yes			Available at Budg
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0088: Assignments from the municipal manager completed	1: Number of written warnings received from municipal manager [Type=Avg All]	2: 100.0% 0 maximum	0.0%		
		Monthly Result	Notes		Evidence
		O: 0			N/a
		N:			
		D:			
pd-09-0090: Equal employment opportunity management	1: % of employment opportunities applied for appropriate equity appointments [Type=Qtr 4 Only]	2: 0.0% 100% cumulative by end of June annually	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a	No employment equity opportunities		Documents\2022
		N:			
		D:			
pd-09-0091: Procurement in line with legal process	1: % compliance with SCM policy with the exception of approved deviations [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	Total Requisitions= 84		Documents\2022
		N:			
		D:			
pd-09-0092: Audit issues resolved	1: % internal audit queries for which an action plan was submitted within 10 working days [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a	No outstanding internal audit queries		
		N:			
		D:			
	2: % internal actions implemented within agreed time frame [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	No outstanding internal audit actions		
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0092: Audit issues resolved	3: % of Auditor General's queries (comafs) for which an action plan was submitted within 5 working days [Type=Qtr 2 & 3]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	All RFI's attended to.		
		N:			
	4: % of Auditor General's findings implemented within agreed time frame [Type=Avg All]	2: 20.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
pd-09-0093: Risk identification and control implementation	1: Confirmation of risk assessment done [Type=Qtr 2 & 4]	2: 100.0%	0.0%		
		Yes (bi-annually by November and May)			
		Monthly Result	Notes		Evidence
		O: 100%	Risk Assessments completed in September 2022		Documents\2022
	2: % of Risk Action Plans implemented in accordance with the agreed time frame [Type=Qtr 2 & 4]	2: 100.0%	0.0%		
		bi-annually by November and May			
		Monthly Result	Notes		Evidence
		O: N/a			
	3: Chief Risk Officer / Internal Audit informed of any newly identified risks [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			
		2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			
		2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0093: Risk identification and control implementation	4: Chief Risk Officer / Internal Audit informed of any changes in work procedures [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			
	5: Chief Risk Officer / Internal Audit informed of any incidents where controls have failed (loss control register update) [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			
pd-09-0095: Invocoms held	1: Number of invocoms held [Type=Avg All]	2: 100.0%	50.0%		
		2 per quarter	1		
		Monthly Result	Notes		Evidence
		O: 1	31 October 2022		Documents\2022
pd-09-0096: General KPI: Ensure general financial viability	1: % outstanding service debtors to revenue = B/C Where - B - represents total outstanding service debtors C - represents annual revenue actually received for services [Type=Qtr 2 Only]	2: 100.0%	0.0%		
		Norm = 20%			
		Monthly Result	Notes		Evidence
		O: N/a			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0096: General KPI: Ensure general financial viability	2: Cost coverage = (B+C) / D Where - B - represents all available cash at a particular time C - represents investments D - represents monthly fixed operating expenditure [Type=Qtr 2 Only]	2: 100.0% Norm = 1-3 months	0.0%		
	3: % debt coverage = D/ (B-C) Where - B - represents total operating revenue received C - represents operating grants D - represents debt service payments (i.e. interest + redemption) due within financial year [Type=Qtr 2 Only]	2: 100.0% Norm = 45%	0.0%		
pd-10-0027: Average duration of vacancies reduced	1: Average duration of vacancies after decision was taken by management team to fill the post [Type=Avg All]	2: 100.0% 3 months maximum	0.0%		

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-10-0028: Productive workforce	1: % of person days lost per month due to sick leave [Type=Avg All]	2: 100.0% 4% pm maximum	0.0% 3.1% pm average		
		Monthly Result	Notes		Evidence
		O: 3.1%	52/1659 person days lost due to sick leave		Documents\2022
		N:			
		D:			
pd-13-0004: Asset safeguarding	2: All moveable assets that became unusable or that were lost or stolen reported immediately in the prescribed manner to the Head: Asset Management [Type=Avg All]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
pd-14-0015: Communication Strategy implementation	6: Number of reports on all communication activities undertaken by the department submitted to the Director Corporate Services [Type=Avg All]	2: 100.0% 1 per quarter	0.0%		
		Monthly Result	Notes		Evidence
		O: 1	Quarter 2 report submitted		Documents\2022
		N:			
		D:			
pd-14-0025: General KPI: Indigent households (qualifying households earning equal or less than R4515 per month or as per the CFO's discretionary powers) with access to free basic services	1: % of indigent households with access to free basic services [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	9280 Equitable share households		Documents\2022
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-17-0001: Issuing of safety clothing	1: All safety clothing issued [Type=Qtr 3 Only]	2: 0.0% Yes (by end of March)	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
pd-17-0002: Spending of grants	1: % spending of grants [Type=Qtr 4 Only]	2: 0.0% 100% by end of June	0.0%		
		Monthly Result	Notes		Evidence
		O: (32.9%	Finance Management (R1 550 000): YTD Actual = R510 251 (32.9%)		Documents\2022
		N:			
		D:			
pd-17-0079: Ensure that accurate revenue estimates are prepared in relation to operating requirements	1: Projected tariff increases determined for the budget of the new financial year [Type=Qtr 3 Only]	2: 0.0% Yes (annually by end of February)	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
pd-19-0009: Training needs of staff	1: Training needs of staff identified and provided to HR at meetings held with all departments during November annually [Type=Qtr 2 Only]	2: 100.0% Yes (annually by November)	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			

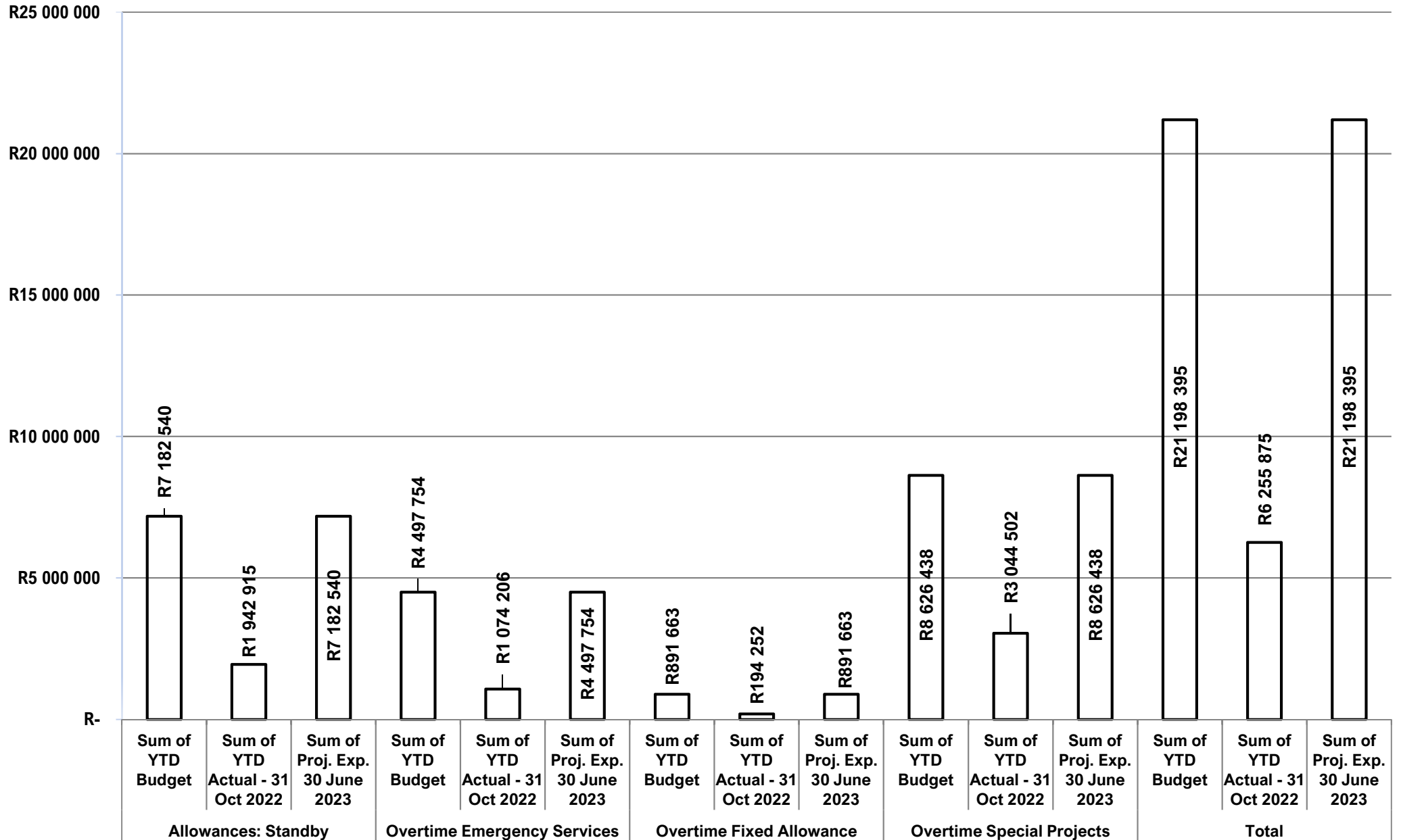
SWARTLAND MUNICIPALITY
REVENUE: 31 OCTOBER 2022

	SECTIONS	ORIGINAL BUDGET	OCTOBER				ANNUAL		
			Planned	Actual	%		Planned	Actual	%
CIVIL SERVICES		287 762 267	14 538 720	13 651 578	94%		287 762 267	79 531 148	28%
17 - 04	Administration	-	-	-	0%		-	-	0%
29 - 20	Cemeteries	1 079 036	102 885	66 278	64%		1 079 036	285 048	26%
11 - 62	Municipal Property Maintenance	13 461 683	89 818	74 396	83%		13 461 683	297 104	2%
47 - 66	Parks And Recreational Areas	1 059 840	-	-	0%		1 059 840	199 320	19%
71 - 70	Proclaimed Roads	18 470 338	28	2 719	9710%		18 470 338	9 892	0%
65 74	Refuse Removals : Solid Waste	51 128 001	2 803 013	2 764 625	99%		51 128 001	18 262 515	36%
65 75	Refuse Removals : Street Cleaning	-	-	-	0%		-	-	0%
59 - 76	Sewerage Services	79 417 387	4 186 741	4 277 694	102%		79 417 387	27 767 582	35%
59 - 77	Sewerage : Waste Water Treatment	-	-	-	0%		-	-	0%
47 - 78	Sportsgrounds	156 716	13 060	(251)	-2%		156 716	129 144	82%
71 - 82	Streets	9 288 518	45 625	27 738	61%		9 288 518	256 537	3%
71 83	Stormwater	-	-	-	0%		-	-	0%
47 - 84	Swimming Pools	350 494	26 718	19 960	75%		350 494	19 525	6%
77 - 92	Water Distribution	113 350 254	7 270 832	6 418 420	88%		113 350 254	32 304 481	28%
CORPORATE SERVICES		12 358 060	33 735	37 161	110%		12 358 060	2 993 584	24%
05 - 08	Administration	132 057	9 909	4 913	50%		132 057	22 790	17%
11 - 48	Human Resources	332 611	-	-	0%		332 611	332 611	100%
29 - 56	Libraries	11 766 191	13 226	13 416	101%		11 766 191	2 533 564	22%
89 - 86	Marketing And Tourism	32 452	2 704	2 674	99%		32 452	10 696	33%
29 - 88	Town And Community Halls	94 749	7 896	16 158	205%		94 749	93 923	99%
COUNCIL		299 425	28 548	19 930	70%		299 425	30 856	10%
05 - 30	Council General Expenses	299 425	28 548	19 930	70%		299 425	30 856	10%
ELECTRICITY SERVICES		424 953 218	33 323 765	29 158 384	88%		424 953 218	130 139 496	31%
83 - 09	Administration	-	-	-	0%		-	-	0%
83 34	Electricity Distribution	424 953 218	33 323 765	29 158 384	88%		424 953 218	130 139 496	31%
FINANCIAL SERVICES		253 247 768	13 116 702	13 109 867	100%		253 247 768	90 907 960	36%
11 35	Finance	100 355 585	854 595	1 311 703	153%		100 355 585	32 855 190	33%
11 16	Budget & Treasury Office	-	-	-	0%		-	-	0%
11 - 40	Grants And Subsidies - Fmg	1 550 000	-	-	0%		1 550 000	444 069	29%
11 - 72	Rates Services	151 342 183	12 262 107	11 798 164	96%		151 342 183	57 608 701	38%
11 - 80	Supply Chain Management	-	-	-	0%		-	-	0%
DEVELOPMENT SERVICES		63 074 602	721 655	1 386 329	192%		63 074 602	12 982 293	21%
29 - 06	Administration	1 158	117	30	25%		1 158	511	44%
47 - 18	Caravan Parks	3 149 094	348 985	975 170	279%		3 149 094	1 533 491	49%
29 - 28	Community Development	1 598 000	-	-	0%		1 598 000	-	0%
29 - 61	Multi-Purpose Centres	11 961	997	2 681	269%		11 961	6 819	57%
17 - 32	Planning and Valuations	1 051 065	98 894	12 396	13%		1 051 065	300 670	29%
17 - 15	Building Control	3 214 737	256 499	379 850	148%		3 214 737	1 487 167	46%
35 - 46	Housing	54 048 587	16 163	16 202	100%		54 048 587	9 653 635	18%
11 - 02	Occupational Health And Safety	-	-	-	0%		-	-	0%
MUNICIPAL MANAGER		-	-	-	0%		-	-	0%
05 - 12	Administration	-	-	-	0%		-	-	0%
05 85	Strategic Management	-	-	-	0%		-	-	0%
11 - 52	Internal Audit	-	-	-	0%		-	-	0%
PROTECTION SERVICES		52 288 621	1 158 864	1 066 631	278%		52 288 621	6 864 038	73%
41 - 14	Administration	-	-	-	0%		-	-	0%
41 - 22	Civil Protection	-	-	-	0%		-	-	0%
41 - 36	Fire Fighting	10 012	953	-	0%		10 012	12	0%
47 - 44	Harbour Yzerfontein	317 883	27 797	27 078	97%		317 883	93 026	29%
71 - 58	Licencing And Traffic Services	11 036 883	1 116 075	1 027 132	92%		11 036 883	4 033 404	37%
41 - 68	Policing And Law Enforcement	40 923 843	14 039	12 421	88%		40 923 843	2 737 595	7%
TOTAL REVENUE		1 093 983 961	62 921 989	58 429 880	93%		1 093 983 961	323 449 376	30%

SWARTLAND MUNICIPALITY
EXPENDITURE: 31 OCTOBER 2022

	SECTIONS	ORIGINAL BUDGET	OCTOBER				Annual		
			Planned	Actual	%		Planned	Actual	%
CIVIL SERVICES		337 153 036	22 127 758	38 922 607	176%		338 802 168	76 461 639	23%
17 - 04	Administration	3 735 721	288 938	346 894	120%		3 735 987	1 172 948	31%
29 - 20	Cemeteries	1 056 590	55 366	95 849	173%		1 056 590	180 732	17%
11 - 62	Municipal Property Maintenance	20 055 065	1 249 273	2 473 703	198%		20 055 644	4 841 558	24%
47 - 66	Parks And Recreational Areas	20 293 564	1 538 679	1 773 648	115%		20 444 142	5 751 481	28%
71 - 70	Proclaimed Roads	4 782 155	284 538	-	0%		4 782 155	-	0%
65 - 79	Refuse Removals : Landfill Sites	10 293 182	504 425	905 398	179%		10 293 182	3 027 441	29%
65 - 74	Refuse Removals : Solid Waste	32 418 480	2 522 847	3 194 214	127%		33 130 812	10 126 244	31%
65 - 75	Refuse Removals : Street Cleaning	9 569 174	629 379	614 804	98%		9 665 924	2 342 338	24%
59 - 76	Sewerage Services	44 684 888	3 061 977	6 866 889	224%		45 002 701	9 714 989	22%
59 - 77	Sewerage : WWT	16 375 598	1 097 680	1 171 657	107%		16 224 990	3 992 514	25%
47 - 78	Sportsgrounds	7 191 420	574 465	1 116 800	194%		7 191 420	2 223 113	31%
71 - 82	Streets	52 507 720	4 608 848	11 140 572	242%		52 832 682	13 663 091	26%
71 - 83	Stormwater	19 703 942	1 451 819	1 372 589	95%		19 703 942	5 537 470	28%
47 - 84	Swimming Pools	3 394 200	252 012	211 402	84%		3 393 400	585 962	17%
77 - 92	Water Distribution	91 091 337	4 007 512	7 638 188	191%		91 288 597	13 301 758	15%
CORPORATE SERVICES		41 650 898	3 227 707	3 253 517	101%		41 650 898	11 383 411	27%
05 - 08	Administration	14 698 588	983 693	1 017 656	103%		14 698 588	3 826 279	26%
11 - 48	Human Resources	6 521 359	450 313	280 425	62%		6 521 359	1 647 693	25%
29 - 56	Libraries	12 142 139	910 223	973 326	107%		12 142 139	3 439 417	28%
89 - 86	Marketing And Tourism	2 321 647	428 895	422 700	99%		2 321 647	944 937	41%
29 - 88	Town And Community Halls	5 967 165	454 583	559 409	123%		5 967 165	1 525 084	26%
COUNCIL		19 035 824	1 382 511	3 188 735	231%		19 035 824	7 610 674	40%
05 - 30	Council General Expenses	19 035 824	1 382 511	3 188 735	231%		19 035 824	7 610 674	40%
ELECTRICITY SERVICES		391 435 859	33 163 376	28 818 660	87%		391 599 184	112 307 873	29%
83 - 09	Administration	1 889 361	151 044	187 740	124%		1 899 361	682 728	36%
83 - 34	Electricity Distribution	371 743 480	31 672 897	25 815 402	82%		371 896 805	104 954 432	28%
83 - 81	Street Lighting	1 693 957	130 100	287 302	221%		1 693 957	672 558	40%
11 - 54	It Services	16 109 061	1 209 335	2 528 216	209%		16 109 061	5 998 155	37%
FINANCIAL SERVICES		68 931 365	4 017 793	3 996 763	99%		66 828 101	15 031 063	22%
11 - 10	Administration	2 021 239	157 075	154 381	98%		2 021 239	620 804	31%
11 - 13	Asset Management	1 454 893	105 134	106 114	101%		1 454 893	415 312	29%
11 - 37	Fleet Management	1 250 397	89 145	83 381	94%		1 250 397	334 719	27%
11 - 35	Finance	48 601 518	2 603 167	2 716 645	104%		46 498 254	9 711 434	21%
11 - 16	Budget & Treasury Office	5 292 123	393 343	253 119	64%		5 292 123	1 193 818	23%
11 - 40	Grants And Subsidies - Fmg	1 550 000	121 635	66 182	54%		1 550 000	510 251	33%
11 - 72	Rates Services	1 141 508	-	-	0%		1 141 508	(1 056)	0%
11 - 80	Supply Chain Management	7 619 687	548 294	616 941	113%		7 619 687	2 245 781	29%
DEVELOPMENT SERVICES		64 887 240	4 359 850	7 104 002	163%		64 896 579	21 957 344	34%
29 - 06	Administration	2 475 205	193 223	194 903	101%		2 475 205	737 619	30%
47 - 18	Caravan Parks	2 832 805	215 140	241 784	112%		2 833 455	786 990	28%
29 - 28	Community Development	3 525 483	258 776	275 567	106%		3 525 483	925 700	26%
29 - 61	Multi-Purpose Centres	1 671 435	127 177	119 075	94%		1 680 774	439 150	26%
17 - 32	Planning and Valuations	10 197 128	740 697	711 774	96%		10 197 128	2 313 653	23%
17 - 15	Building Control	3 507 998	257 866	258 132	100%		3 507 998	893 567	25%
35 - 46	Housing	38 458 427	2 398 994	5 169 892	216%		38 458 427	15 333 967	40%
11 - 02	Accupational Health And Safety	2 218 759	167 977	132 873	79%		2 218 109	526 699	24%
MUNICIPAL MANAGER		10 341 771	754 518	525 038	70%		10 341 771	2 036 331	20%
05 - 12	Administration	5 208 758	378 327	221 000	58%		5 208 758	904 208	17%
05 - 85	Strategic Management	2 840 100	210 183	164 721	78%		2 840 100	493 418	17%
11 - 52	Internal Audit	2 292 913	166 008	139 317	84%		2 292 913	638 705	28%
PROTECTION SERVICES		95 895 862	5 261 223	5 645 120	107%		96 177 330	19 860 977	21%
41 - 14	Administration	2 529 028	186 887	186 170	100%		2 529 028	742 489	29%
41 - 22	Civil Protection	825 000	63 288	91 061	144%		825 000	168 543	20%
41 - 36	Fire Fighting	8 719 921	696 226	738 016	106%		8 863 300	2 181 187	25%
47 - 44	Harbour Yzerfontein	409 659	25 675	31 076	121%		409 659	121 003	30%
71 - 58	Licencing And Traffic Services	10 359 263	763 463	789 051	103%		10 359 263	2 805 269	27%
41 - 68	Policing And Law Enforcement	73 052 991	3 525 684	3 809 746	108%		73 191 080	13 842 486	19%
TOTAL EXPENDITURE		1 029 331 855	74 294 736	91 454 440	123%		1 029 331 855	266 649 312	26%
(SURPLUS) / DEFICIT		(64 652 106)	11 372 747	33 024 560			(64 652 106)	(56 800 064)	

Total Overtime and Standby as at 31 OCTOBER 2022



Expenditure on Staff Benefits : Section 66 of the MFMA : OCTOBER 2022

Expenditure per Type	Original Budget (B)	Monthly Actual	(A) YTD Actual	YTD Budget	YTD (R) Variance	A / B VARIANCE
(a) Basic Salaries and Wages	186 473 787	15 114 167	59 809 256	62 093 728	2 284 472	32.07%
(b) Pension and UIF Contributions	32 939 674	2 644 602	10 517 922	10 979 868	461 946	31.93%
(c) Medical Aid Contributions	14 387 473	1 069 632	4 259 944	4 795 816	535 872	29.61%
(d) Overtime payments	14 342 464	1 516 069	4 361 853	4 780 824	418 971	30.41%
(e) Standby Allowance	7 182 540	622 139	1 942 915	2 394 188	451 273	27.05%
(f) Motor Vehicle Allowance	7 200 596	547 508	2 220 118	2 400 200	180 082	30.83%
(g) Cellphone Allowance	1 938 840	153 512	612 116	646 280	34 164	31.57%
(h) Housing Allowance	1 183 253	84 989	340 966	394 400	53 434	28.82%
(i) Other benefits and Allowances	27 019 504	1 025 823	4 030 479	3 646 764	-383 715	14.92%
(j) Payments in lieu of Leave	2 912 740	-	-	28 740	28 740	0.00%
(k) Post-retirement benefit obligations	9 700 000	-	-	-	-	0.00%
	305 280 871	22 778 440	88 095 570	92 160 808	4 065 238	28.86%
Directorate	Original Budget (B)	Monthly Actual	(A) YTD Actual	YTD Budget	YTD (R) Variance	VARIANCE
	305 280 871	22 778 440	88 095 570	92 160 808	4 065 238	28.86%
Civil Services	106 170 169	8 073 036	30 735 690	31 949 132	1 213 442	28.95%
Corporate Services	27 841 230	2 007 935	8 062 934	8 314 004	251 070	28.96%
Council	11 337 455	940 377	3 760 678	3 778 928	18 250	33.17%
Electricity Services	27 974 712	2 126 575	8 294 035	8 458 540	164 505	29.65%
Financial Services	42 697 750	2 894 051	11 413 859	12 742 912	1 329 053	26.73%
Development Services	22 624 247	1 671 248	6 599 770	6 856 916	257 146	29.17%
Municipal Manager	9 337 380	498 318	1 859 712	2 780 444	920 732	19.92%
Protection Services	57 297 928	4 566 899	17 368 892	17 279 932	-88 960	30.31%
(a) Basic Salaries and Wages	Original Budget (B)	Monthly Actual	A YTD Actual	YTD Budget	YTD (R) Variance	VARIANCE
	186 473 787	15 114 167	59 809 256	62 093 728	2 284 472	32.07%
Civil Services	65 764 794	5 328 733	21 041 775	21 880 472	838 697	32.00%
Corporate Services	18 508 865	1 478 217	5 984 647	6 164 880	180 233	32.33%
Council	8 981 180	765 427	3 061 709	2 993 728	-67 981	34.09%
Electricity Services	15 227 362	1 310 382	5 098 131	5 085 940	-12 191	33.48%
Financial Services	27 287 958	2 102 403	8 315 673	9 111 816	796 143	30.47%
Development Services	14 426 689	1 145 833	4 608 437	4 817 980	209 543	31.94%
Municipal Manager	5 880 777	357 334	1 318 217	1 964 176	645 959	22.42%
Protection Services	30 396 162	2 625 836	10 380 668	10 074 736	-305 932	34.15%

Expenditure per Type	Original Budget (B)	Monthly Actual	(A) YTD Actual	YTD Budget	YTD (R) Variance	A / B VARIANCE
(b) Contributions for Pensions, UIF	32 939 674	2 644 602	10 517 922	10 979 868	461 946	31.93%
Civil Services	11 524 691	921 869	3 712 161	3 841 552	129 391	32.21%
Corporate Services	3 373 707	274 669	1 098 713	1 124 572	25 859	32.57%
Council	1 098 406	75 204	300 815	366 132	65 317	27.39%
Electricity Services	2 878 202	240 527	930 886	959 400	28 514	32.34%
Financial Services	4 796 582	377 518	1 488 791	1 598 852	110 061	31.04%
Development Services	2 506 823	203 650	820 418	835 604	15 186	32.73%
Municipal Manager	1 060 167	64 508	236 573	353 384	116 811	22.31%
Protection Services	5 701 096	486 657	1 929 565	1 900 372	-29 193	33.85%
(c) Medical Aid Contributions	14 387 473	1 069 632	4 259 944	4 795 816	535 872	29.61%
Civil Services	3 614 163	267 683	1 088 543	1 204 716	116 173	30.12%
Corporate Services	1 382 227	115 636	454 714	460 744	6 030	32.90%
Council	150 593	11 986	47 944	50 196	2 252	31.84%
Electricity Services	1 319 514	97 292	384 160	439 840	55 680	29.11%
Financial Services	2 728 691	182 319	717 830	909 560	191 730	26.31%
Development Services	1 033 211	75 712	302 846	344 404	41 558	29.31%
Municipal Manager	590 233	26 197	104 788	196 744	91 956	17.75%
Protection Services	3 568 841	292 807	1 159 120	1 189 612	30 492	32.48%
(d) Overtime payments	14 342 464	1 516 069	4 361 853	4 780 824	418 971	30.41%
Civil Services	6 389 350	854 126	2 200 032	2 129 784	-70 248	34.43%
Corporate Services	102 289	10 876	36 577	34 096	-2 481	35.76%
Electricity Services	852 708	67 909	276 446	284 240	7 794	32.42%
Financial Services	485 526	10 973	44 542	161 840	117 298	9.17%
Development Services	144 314	11 859	29 135	48 104	18 969	20.19%
Protection Services	6 368 277	560 327	1 775 120	2 122 760	347 640	27.87%
(e) Standby Allowance	7 182 540	622 139	1 942 915	2 394 188	451 273	27.05%
Civil Services	2 413 688	208 665	689 898	804 564	114 666	28.58%
Electricity Services	1 680 350	146 024	443 109	560 120	117 011	26.37%
Financial Services	363 886	19 564	61 634	121 296	59 662	16.94%
Development Services	93 306	9 454	26 945	31 104	4 159	28.88%
Protection Services	2 631 310	238 431	721 329	877 104	155 775	27.41%
(f) Motor Vehicle Allowance	7 200 596	547 508	2 220 118	2 400 200	180 082	30.83%
Civil Services	1 367 400	99 143	440 975	455 800	14 825	32.25%
Corporate Services	658 452	57 331	207 662	219 484	11 822	31.54%
Electricity Services	1 120 332	86 016	351 409	373 444	22 035	31.37%
Financial Services	1 390 068	99 091	396 364	463 356	66 992	28.51%
Development Services	1 176 324	89 342	357 368	392 108	34 740	30.38%
Municipal Manager	540 224	37 602	150 408	180 076	29 668	27.84%
Protection Services	947 796	78 983	315 932	315 932	-	33.33%

Expenditure per Type	Original Budget (B)	Monthly Actual	A YTD Actual	YTD Budget	YTD (R) Variance	A / B VARIANCE
(g) Cellphone Allowance	1 938 840	153 512	612 116	646 280	34 164	31.57%
Civil Services	232 200	18 870	76 980	77 400	420	33.15%
Corporate Services	68 160	5 202	20 812	22 720	1 908	30.53%
Council	1 021 200	78 200	312 800	340 400	27 600	30.63%
Electricity Services	118 200	9 850	37 415	39 400	1 985	31.65%
Financial Services	125 160	9 980	39 470	41 720	2 250	31.54%
Development Services	111 720	9 310	36 490	37 240	750	32.66%
Municipal Manager	59 400	4 950	19 800	19 800	-	33.33%
Protection Services	202 800	17 150	68 350	67 600	-750	33.70%
(h) Housing Allowance	1 183 253	84 989	340 966	394 400	53 434	28.82%
Civil Services	273 519	22 259	92 071	91 168	-903	33.66%
Corporate Services	99 461	9 106	34 400	33 152	-1 248	34.59%
Electricity Services	136 759	8 094	35 412	45 584	10 172	25.89%
Financial Services	285 371	17 200	70 824	95 120	24 296	24.82%
Development Services	87 029	7 082	28 330	29 008	678	32.55%
Municipal Manager	73 727	1 012	4 047	24 572	20 525	5.49%
Protection Services	227 387	20 235	75 883	75 796	-87	33.37%
(i) Other benefits and Allowances	27 019 504	1 025 823	4 030 479	3 646 764	-383 715	14.92%
Civil Services	10 477 952	351 687	1 393 255	1 463 676	70 421	13.30%
Corporate Services	2 329 116	56 898	225 410	225 616	206	9.68%
Council	86 076	9 560	37 410	28 472	-8 938	43.46%
Electricity Services	3 448 543	160 482	737 068	670 572	-66 496	21.37%
Financial Services	3 013 593	75 002	278 731	239 352	-39 379	9.25%
Development Services	2 103 881	119 006	389 801	321 364	-68 437	18.53%
Municipal Manager	778 399	6 714	25 879	41 692	15 813	3.32%
Protection Services	4 781 944	246 473	942 926	656 020	-286 906	19.72%
(j) Payments in lieu of Leave	2 912 740	-	-	28 740	28 740	0.00%
Civil Services	1 115 580	-	-	-	-	0.00%
Corporate Services	288 944	-	-	28 740	28 740	0.00%
Electricity Services	305 255	-	-	-	-	0.00%
Financial Services	403 123	-	-	-	-	0.00%
Development Services	228 650	-	-	-	-	0.00%
Municipal Manager	70 488	-	-	-	-	0.00%
Protection Services	500 700	-	-	-	-	0.00%
(k) Post-retirement benefit	9 700 000	-	-	-	-	0.00%
Civil Services	2 996 832	-	-	-	-	0.00%
Corporate Services	1 030 009	-	-	-	-	0.00%
Electricity Services	887 487	-	-	-	-	0.00%
Financial Services	1 817 792	-	-	-	-	0.00%
Development Services	712 300	-	-	-	-	0.00%
Municipal Manager	283 965	-	-	-	-	0.00%
Protection Services	1 971 615	-	-	-	-	0.00%
	305 280 871	22 778 440	88 095 570	92 160 808	4 065 238	28.86%

WC015 Swartland - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M04 October

Description	2021/22	Budget Year 2022/23						
	Audited Outcome	Original Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
<u>EXPENDITURE</u>								
<u>Operating expenditure of Transfers and Grants</u>								
National Government:	112 204	129 651	6 542	28 622	28 317	305	1.1%	129 651
Local Government Equitable Share	108 796	126 228	6 174	27 018	27 192	(174)	-0.6%	126 228
Finance Management	1 576	1 550	66	510	501	9	1.8%	1 550
EPWP Incentive	1 832	1 873	302	1 093	624	469	75.1%	1 873
						–		
Provincial Government:	54 348	56 273	6 390	21 142	17 506	3 029	17.3%	56 273
Community Development: Workers	38	38	–	–	11	(11)	-100.0%	38
Human Settlements	35 611	33 546	4 461	13 986	9 577	4 408	46.0%	33 546
Municipal Accreditation and Capacity Building Grant	253	256	21	85	85	(0)	0.0%	256
Libraries	11 330	11 573	820	3 286	3 435	(149)	-4.3%	11 573
Proclaimed Roads Subsidy	175	4 470	–	–	1 276	(1 276)	-100.0%	4 470
Financial Management Support Grant: Student Bursaries	229	–	–	–	–	–		–
Establishment of a K9 Unit	5 489	2 390	571	1 909	1 852	57	3.1%	2 390
Establishment of a Law Enforcement Reaction Unit	(13)	4 000	517	1 875	1 268	607	47.9%	4 000
WC Mun Energy Resilience Grant	400	–	–	–	–			–
LG Public Employment Support Grant	837	–	–	–	–			–
						–		
Total operating expenditure of Transfers and Grants:	166 552	185 924	12 932	49 764	45 823	3 334	7.3%	185 924
<u>Capital expenditure of Transfers and Grants</u>								
National Government:	34 655	51 410	8 167	9 471	12 100	(2 629)	-21.7%	51 410
Municipal Infrastructure Grant (MIG)	26 301	33 810	7 302	8 606	8 000	606	7.6%	33 810
Integrated National Electrification Programme (municipal)	8 354	17 600	865	865	4 100	(3 235)	-78.9%	17 600
						–		
Provincial Government:	11 275	21 339	4	4	6 189	(6 184)	-99.9%	21 339
Human Settlements	8 698	20 059	–	–	5 774	(5 774)	-100.0%	20 059
RSEP/VPUU Municipal Projects	–	1 200	–	–	400	(400)	-100.0%	1 200
Libraries	66	50	4	4	–	4	#DIV/0!	50
Establishment of a K9 Unit	246	30	–	–	15	(15)	-100.0%	30
Sport Development	983	–	–	–	–			–
Non-Motorised Transport	1 282	–	–	–	–			–
						–		
Total capital expenditure of Transfers and Grants	45 930	72 749	8 171	9 476	18 289	(8 813)	-48.2%	72 749
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	212 483	258 673	21 104	59 239	64 111	(5 479)	-8.5%	258 673



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Siviele Ingenieursdienste
30 November 2022

7/1/2/2-4

ITEM 6.4 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEES
VERGADERING WAT GEHOUSAL WORD OP 14 DESEMBER 2022

ONDERWERP:	MAANDVERSLAG – OKTOBER 2022: SIVIELE INGENIEURSDIENSTE
SUBJECT:	MONTHLY REPORT – OCTOBER 2022: CIVIL ENGINEERING SERVICES

Attached are the following reports relating to the functioning of the Civil Engineering Services directorate during **OCTOBER 2022**, in terms of Council's Strategic Management System:

- a) Corporate Indicators: Director: Civil Engineering Services
- b) Report on Swartland Waste Water Treatment Works
- c) Incident Report
- d) Operational Graphs
- e) EPWP Report

(get) L D Zikmann

MUNICIPAL MANAGER
LDZ/ma

Zikmann/verslae/maandverslae /OCT 2022

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes	
Zikmann, Louis - Director: Civil Engineering Services						
Strategic Goal:	5 Sufficient, affordable and well-run services					
Strategic Objective:	Manage Civil Engineering Services					
pd-09-0013: Capital expenditure in line with budget and time frames	1: % of capital budget spent [Type=Qtr 4 Only]	2: 0.0% Qtr 4 (Between 95% and 105%)	0.0%			
				Monthly Result	Notes	Evidence
				O: 11.3%	Budget = R115 844 346 YTD Actual = R13 115 872 (Committed: R15 118 667)	Documents\2022
				N:		
D:						
pd-09-0014: Capital project implementation	1: Average % completion of capital projects [Type=Qtr 4 Only]	2: 0.0% 90% for the year	0.0% <<Prev Qtr>> 15.0% cumulative	NOTES: Target should be changed to 95% for the year		
				Monthly Result	Notes	Evidence
				O: 30%		Documents\2022
				N:		
D:						
pd-09-0015: Operating expenditure in line with budget and time frames	1: % of operating budget spent [Type=Qtr 4 Only]	2: 0.0% Qtr 4 (Between 90% and 100%)	0.0%			
				Monthly Result	Notes	Evidence
				O: 22.68%	Budget = R337 153 036, YTD Actual = R76 461 639 (22.68%)	Documents\2022
				N:		
D:						
pd-09-0016: Workforce training roll-out	1: % of planned training sessions according to the Workplace Skills Plan realised [Type=Avg All]	2: 100.0%	0.0%			
				Monthly Result	Notes	Evidence
				O: 100%	FETC: Supervision of Construction Processes NQF4 (5), ND: Management of Civil Eng Construction Processes NQF 5 (2), AET (32), ARPL Bricklaying Trade Test (2) - Planned training	Documents\2022
				N:		
D:						

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0017: Council decision implementation	1: % of due council decisions initiated [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	14/14 resolutions initiated/implemented		Documents\2022
		N:			
		D:			
pd-09-0018: Performance and financial monitoring	2: Number of monthly performance assessments and reconciliation of departmental records of expenditure with finance records done [Type=Avg All]	2: 100.0% 2 per quarter	50.0% 1		
		Monthly Result	Notes		Evidence
		O: 1	10 Oct		Documents\2022
		N:			
		D:			
pd-09-0019: Annual Report inputs provided by departments	2: Departmental input to the annual report submitted by due date [Type=Qtr 2 Only]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O:			
		N:			
		D:			
pd-09-0020: Budget inputs provided by departments	2: Budget requests provided to financial department in accordance with the budget time schedule [Type=Qtr 2 Only]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%			Documents\2022
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0021: Assignments from the municipal manager completed	1: Number of written warnings received from municipal manager [Type=Avg All]	2: 100.0% 0 maximum	0.0%		
		Monthly Result	Notes	Evidence	
		O: 0		N/a	
		N:			
		D:			
pd-09-0023: Equal employment opportunity management	1: % of employment opportunities applied for appropriate equity appointments [Type=Qtr 4 Only]	2: 0.0% 100% cumulative by end of June annually	0.0%		
		Monthly Result	Notes	Evidence	
		O: 100%	1/1 employees appointed in terms of the EE Plan	Documents\2022	
		N:			
		D:			
pd-09-0024: Procurement in line with legal process	1: % compliance with SCM policy with the exception of approved deviations [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes	Evidence	
		O: 100%	Total Requisitions= 328	Documents\2022	
		N:			
		D:			
pd-09-0025: Audit issues resolved	1: % internal audit queries for which an action plan was submitted within 10 working days [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes	Evidence	
		O: N/a	No internal audit queries		
		N:			
		D:			
	2: % internal actions implemented within agreed time frame [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes	Evidence	
		O: 100%	No outstanding actions		
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0025: Audit issues resolved	3: % of Auditor General's queries (comafs) for which an action plan was submitted within 5 working days [Type=Qtr 2 & 3]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
	4: % of Auditor General's findings implemented within agreed time frame [Type=Avg All]	2: 20.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
pd-09-0026: Risk identification and control implementation	2: Confirmations of risk assessment done [Type=Qtr 2 & 4]	2: 100.0%	0.0%		
		Yes (bi-annually by November and May)			
		Monthly Result	Notes		Evidence
		O: N/a			
	3: % of Risk Action Plans implemented in accordance with the agreed time frame [Type=Qtr 2 & 4]	2: 100.0%	0.0%		
		bi-annually by November and May			
		Monthly Result	Notes		Evidence
		O: N/a			
	4: Chief Risk Officer / Internal Audit informed of any newly identified risks [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes											
pd-09-0026: Risk identification and control implementation	5: Chief Risk Officer / Internal Audit informed of any changes in work procedures [Type=Avg All]	2: 100.0%	0.0%													
		Yes														
		<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: N/a</td><td></td><td></td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>			Monthly Result	Notes	Evidence	O: N/a			N:			D:		
	Monthly Result	Notes	Evidence													
	O: N/a															
	N:															
D:																
6: Chief Risk Officer / Internal Audit informed of any incidents where controls have failed (loss control register update) [Type=Avg All]	2: 100.0%	0.0%														
	Yes															
	<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: N/a</td><td></td><td></td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>			Monthly Result	Notes	Evidence	O: N/a			N:			D:			
Monthly Result	Notes	Evidence														
O: N/a																
N:																
D:																
pd-09-0028: Invocoms held	1: Number of invocoms held [Type=Avg All]	2: 100.0%	50.0%													
		2 per quarter	1													
		<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: 1</td><td>27 Oct 2022</td><td>Documents\2022</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>			Monthly Result	Notes	Evidence	O: 1	27 Oct 2022	Documents\2022	N:			D:		
	Monthly Result	Notes	Evidence													
	O: 1	27 Oct 2022	Documents\2022													
	N:															
D:																
pd-10-0017: Average duration of vacancies reduced	1: Average duration of vacancies after decision was taken by management to fill the post [Type=Avg All]	2: 100.0%	0.0%													
		3 months maximum														
		<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: 2.6 mths</td><td>Vacancy of General Assistant (WWTW Mrb) vacant since 30 September 2021. DS confirmed that the filling of the vacancy is not necessary at the moment, as the Moorreesburg WWTW is currently being upgraded and the project will only be finalised by 30 June 2023. He approved that a need for additional capacity at the Malmesbury WWTW be addressed through a contract utilising the savings from the non-filling of this vacancy.</td><td>Documents\2022</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>			Monthly Result	Notes	Evidence	O: 2.6 mths	Vacancy of General Assistant (WWTW Mrb) vacant since 30 September 2021. DS confirmed that the filling of the vacancy is not necessary at the moment, as the Moorreesburg WWTW is currently being upgraded and the project will only be finalised by 30 June 2023. He approved that a need for additional capacity at the Malmesbury WWTW be addressed through a contract utilising the savings from the non-filling of this vacancy.	Documents\2022	N:			D:		
	Monthly Result	Notes	Evidence													
	O: 2.6 mths	Vacancy of General Assistant (WWTW Mrb) vacant since 30 September 2021. DS confirmed that the filling of the vacancy is not necessary at the moment, as the Moorreesburg WWTW is currently being upgraded and the project will only be finalised by 30 June 2023. He approved that a need for additional capacity at the Malmesbury WWTW be addressed through a contract utilising the savings from the non-filling of this vacancy.	Documents\2022													
	N:															
D:																

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-10-0018: Productive workforce	1: % of person days lost per month due to sick leave [Type=Avg All]	2: 100.0% 4% pm maximum	0.0% 2.9% pm average		
		Monthly Result	Notes		Evidence
		O: 2.9%	182/6216 person days lost due to sick leave		Documents\2022
		N:			
		D:			
pd-11-0001: EPWP monitoring	1: Number of Full Time Equivalents (FTE's) for the financial year [Type=Qtr 4 Only]	2: 0.0% 76 (131 for the whole organisation - 2022 DORA)	0.0% 61.83 cumulative		
		Monthly Result	Notes		Evidence
		O: 16.83			Documents\2022
		N:			
		D:			
	2: Number of work opportunities created during the financial year [Type=Qtr 4 Only]	2: 0.0% 218 (296 for the whole organisation)	0.0% <<Prev Qtr>> 124 cumulative		
		Monthly Result	Notes		Evidence
		O: 8			Documents\2022
		N:			
		D:			
pd-12-0086: Improved water sustainability	1: % total water losses [Type=Avg All]	2: 100.0% Maintain the annual average below 17%	0.0%		
		Monthly Result	Notes		Evidence
		O: 20.3%			Documents\2022
		N:			
		D:			
pd-14-0001: Asset safeguarding	4: All moveable assets that became unusable or that were lost or stolen reported immediately in the prescribed manner to the Head: Asset Management [Type=Avg All]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes													
pd-14-0014: Communication Strategy implementation	6: Number of reports on all communication activities undertaken by the department submitted to the Director Corporate Services [Type=Avg All]	2: 100.0%	0.0%															
		1 per quarter																
		<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: 1</td><td>Q1 report submitted</td><td>Documents\2022</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>	Monthly Result	Notes	Evidence	O: 1	Q1 report submitted	Documents\2022	N:			D:						
Monthly Result	Notes	Evidence																
O: 1	Q1 report submitted	Documents\2022																
N:																		
D:																		
pd-14-0023: General KPI: Improved access to water, sanitation and refuse removal	1: % of urban households with access to basic level of water (at least piped (tap) water within 200 meters from dwelling) [Type=Avg All]	2: 100.0%	0.0%															
			<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: 100%</td><td></td><td>CAD Drawings</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>	Monthly Result	Notes	Evidence	O: 100%		CAD Drawings	N:			D:					
	Monthly Result	Notes	Evidence															
	O: 100%		CAD Drawings															
	N:																	
	D:																	
	2: % of urban households with access to basic level of sanitation (at least a flush toilet, chemical toilet or pit toilet with ventilation (VIP)) [Type=Avg All]	2: 100.0%	0.0%															
		<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: 100%</td><td></td><td>CAD Drawings</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>	Monthly Result	Notes	Evidence	O: 100%		CAD Drawings	N:			D:						
Monthly Result	Notes	Evidence																
O: 100%		CAD Drawings																
N:																		
D:																		
3: % of households with access to basic level of solid waste removal (households registered for refuse removal service which receive a service once a week) [Type=Avg All]	2: 100.0%	0.0%																
		<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: 100%</td><td></td><td>CAD Drawings</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>	Monthly Result	Notes	Evidence	O: 100%		CAD Drawings	N:			D:						
Monthly Result	Notes	Evidence																
O: 100%		CAD Drawings																
N:																		
D:																		

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-17-0003: Issuing of safety clothing	1: All safety clothing issued [Type=Qtr 3 Only]	2: 0.0% Yes (by end of March)	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
pd-17-0008: Spending of grants	1: % spending of grants [Type=Qtr 4 Only]	2: 0.0% 100% by end of June	0.0%		
		Monthly Result	Notes		Evidence
		O: 24.1%	MIG: Budget = R33 810 000 YTD = R8 606 047 (25.5%) Proclaimed Roads Subsidy (operating): Budget = R4 470 000, YTD = R0 (0%) EPWP: Budget = R1 873 000, YTD = R1 093 385 (58.4%) TOTAL: Budget = R40 153 000, YTD = R9 699 432 (24.1%)		Documents\2022
		N:			
		D:			
pd-17-0084: Ensure that accurate revenue estimates are prepared in relation to operating requirements	1: Projected tariff increases determined for the budget of the new financial year [Type=Qtr 3 Only]	2: 0.0% Yes (annually by February)	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%			Documents\2022
		N:			
		D:			
pd-19-0014: Training needs of staff	1: Training needs of staff identified and provided to HR at meetings held with all departments during November annually [Type=Qtr 2 Only]	2: 100.0% Yes (annually by November)	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			

SWARTLAND WASTE WATER TREATMENT WORKS : FINAL EFFLUENT:OKT 2022

Treatment Works	Date	pH	E.Cond. mS/m (function of influent)	COD mg/ℓ	Ammonia mg/ℓ	Nitrate mg/ℓ	Total Sus. Solids mg/ℓ	Fosphate mg/ℓ	Faecal Coli org/100mℓ	Faecal Coli WDM Report org/100mℓ
	General Limits	5,5 - 9,55	150	75	(10) 6	(-) 15	25	(-) 10	1000	
Darling	2022/12/10	7,8	163	52,4	96,1	0,21	19	1,4	186	-
Malmesbury	2022/12/10	7,1	125	44,4	1,3	6,9	<4	<0.20	13	-
Moorreesburg	2022/12/10	7,2	253	222	84,2	<0.20	151	17,7	>2419	-
Koringberg	2022/11/10	6,91	291	573	96,5	<0.20	311	16,2	>2419	-
Riebeek Kasteel	2022/12/10	7	94,3	24,1	<0.10	5,4	<4	<0.20	6	-
Chatsworth	2022/11/10	6,65	157	101	64	<0.20	20	11,6	2419	-
Kalbaskraal	2022/11/10	6,69	166	296	61,6	<0.20	199	13,8	>2419	-
Determinant Passed	30	7	2	3	2	6	4	3	3	-
Determinant Failed	26	0	5	4	5	1	3	4	4	-
Total Tested	56	7	7	7	7	7	7	7	7	-
% Passed	54	100	29	43	29	86	57	43	43	-

**VERSLAG : SWARTLAND RIOOLWERKE
(OKTOBER 2022)**

**REPORT: SWARTLAND WASTE WATER TREATMENT WORKS
(OCTOBER 2022)**

OPERATION OF ACTIVATED SLUDGE TREATMENT WORKS

Below is comments from the consulting chemists with regards to operational matters of the various waste water treatment works.

MALMESBURY (110%)

1. An average daily flow of 5 477 m³/d was recorded in September (54.8% capacity).
2. An organic load of 10 689 kg COD/d was imposed on the plant, exceeding the organic design capacity (107% capacity).
3. The sludge mass was satisfactory. Maintain 800 – 900 ml/l solids, by slightly increasing sludge wastage.
4. Nitrification of ammonia nitrogen was incomplete across AT1 due to under-aeration. Nitrification of ammonia nitrogen was satisfactory across AT2. Removal of organics was satisfactory at both units.
5. The final effluent complied with the chemical limits of the General Limit, relevant to parameters measured.
6. Disinfection was satisfactory (13 Faecal Coliforms per 100ml).

MOORREESBURG (105%)

1. Unable to carry out inspection as plant operation stopped due to construction. Plant extensions in progress.
2. Only the final effluent sampled. The final effluent exceeded the chemical limits of the General Limit relative to conductivity, ammonia nitrogen, total suspended solids, ortho phosphate and chemical oxygen demand. Conductivity is a function of the influent, however.
3. Chlorine residual were extremely low. Increase chlorination and maintain 0.25 mg/l free chlorine. Dosing HTH tablets daily by hand.
4. Disinfection was poor (>2419 Faecal Coliforms per 100ml).

DARLING (101%)

1. An average daily flow of 1360 m³/d was recorded in September, marginally exceeding the hydraulic design capacity (101% capacity).
2. An organic load of 1514 kg COD/d was imposed on the plant (96.8% capacity).
3. Plant performance was poor in the aeration basin relative to the nitrification of ammonia nitrogen due to under-aeration, plant overload and the sludge mass being very high. Removal of organics was similarly incomplete.
4. The sludge mass was very high. Maintain 800 - 900 ml/l solids (1000 ml/l measured), by increeasing sludge wastage.
5. The ST effluent was of poor chemical quality with sludge losses occurring. The underflow sludge return rate was adequate.
6. FE1 exceeded the chemical limits of the General Limit relative to ammonia nitrogen, and free chlorine. FE2 (reed bed) complied with the chemical limits of the Irrigation Limit up to 500 m³, relevant to parameters measured.
7. The chlorine residuals were extremely high. Reduce chlorination and maintain 0.25 mg/l

free chlorine. The irrigation Limit up to 500 m³ does not specify compliance criteria for free chlorine.

8. Disinfection was adequate at FE1 (186 Faecal Coliforms per 100ml) relative to the General Limit. Disinfection was similarly adequate at FE2 (345 Faecal Coliforms per 100ml) relative to the Irrigation Limit up to 500 m³.

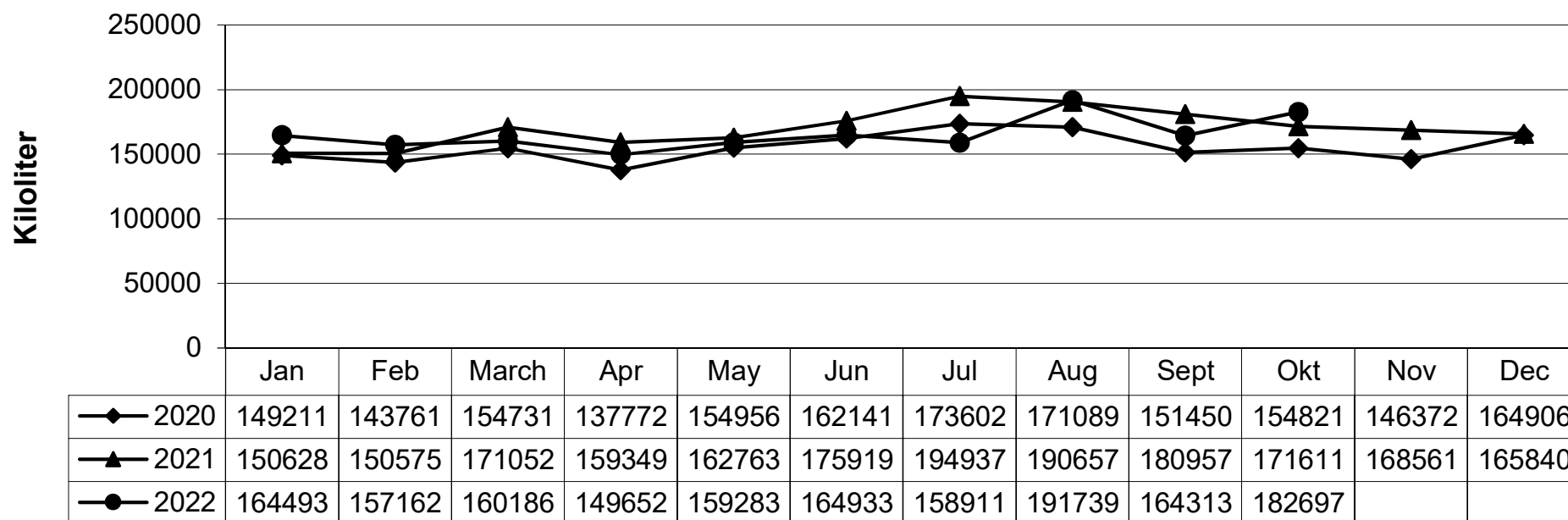
RIEBEEK VALLEI (38%)

1. The average daily flow declined by 15.7% to 852 m³/d. The organic load decreased to 571 kg COD/d down from 956 kg COD/d (38.1% capacity).
2. Plant performance was satisfactory in the aeration basin relative to the nitrification of ammonia nitrogen and removal of organics.
3. The sludge mass in the aeration basin was high in absolute terms. Maintain 200 – 300 ml/l solids (970 ml/l measured), by increasing sludge wastage.
4. Phase separation was complete, both clarifier effluents being of excellent chemical quality. The underflow sludge return rates were adequate.
5. The chlorine residuals were ideal. Disinfection was adequate

ooOOoo

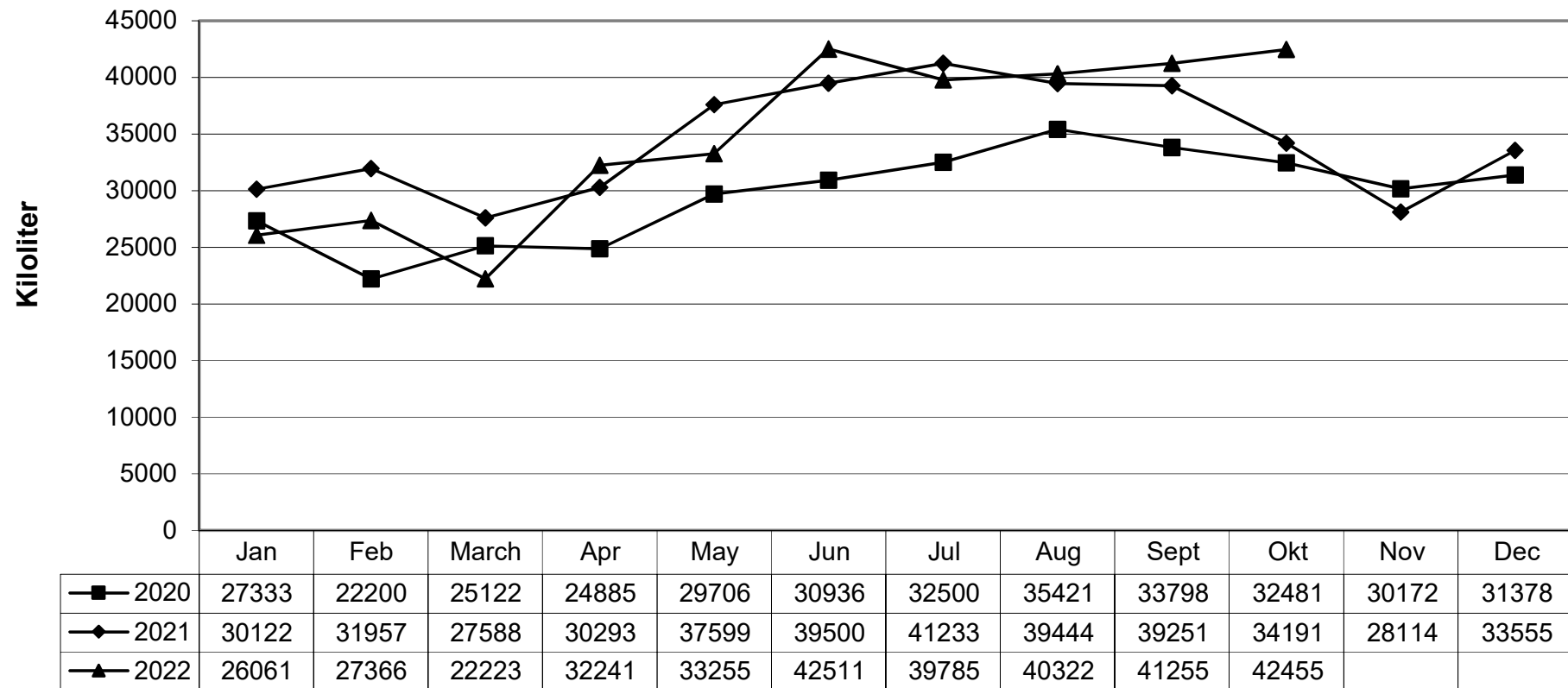
Malmesbury WWTW Effluent 2020 - 2022

Graph 1.1



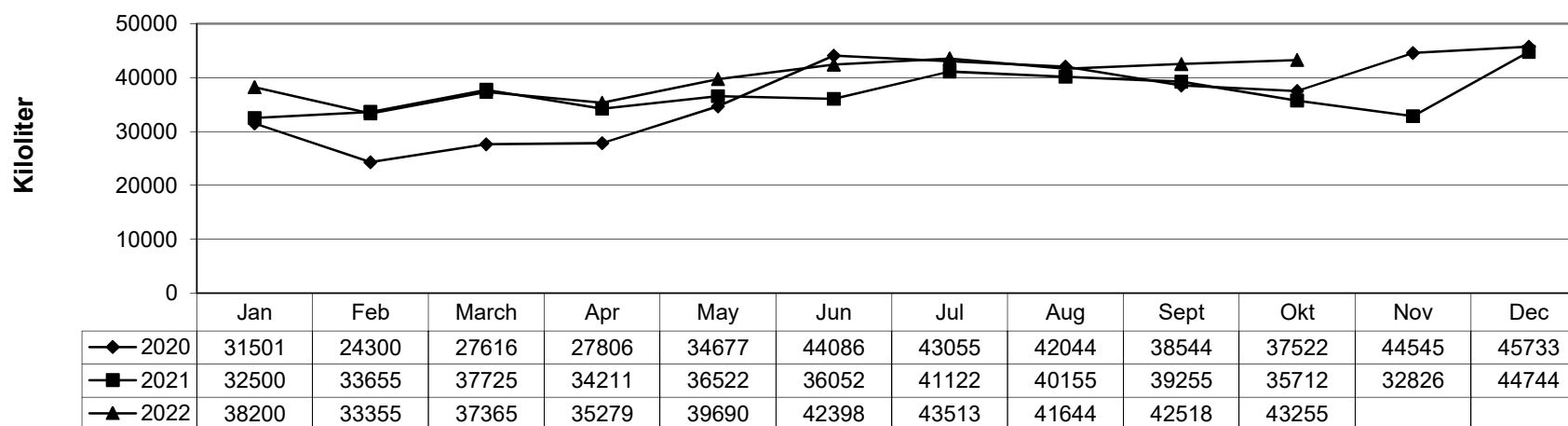
Moorreesburg WWTW Effluent 2020 - 2022

Graph 1.2



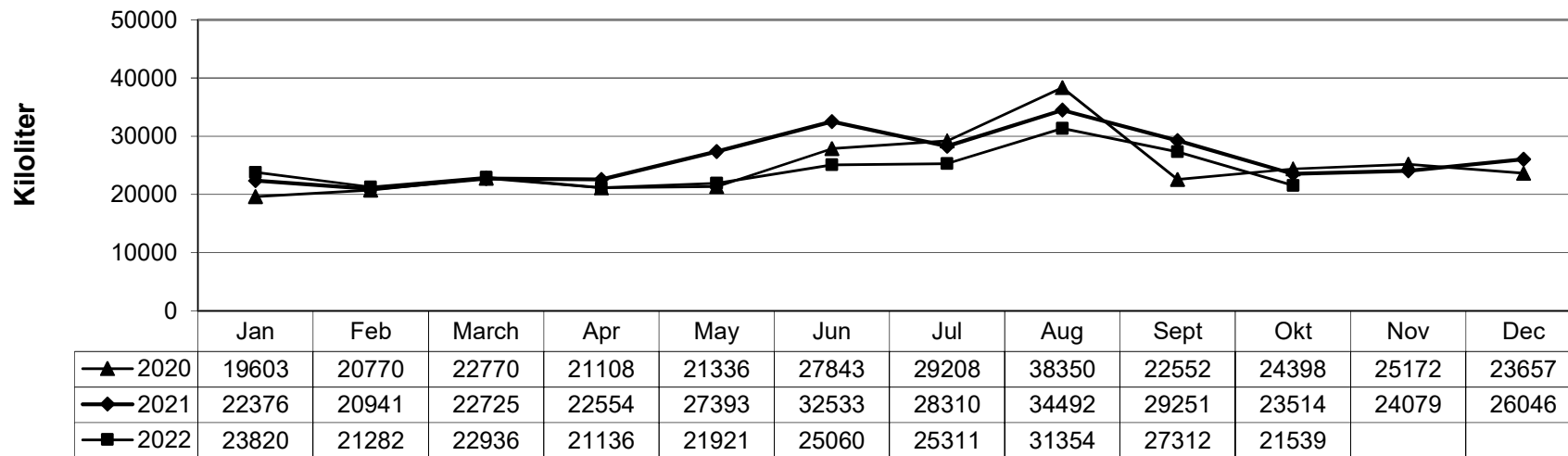
Darling WWTW Effluent 2020 - 2022

Graph 1.3



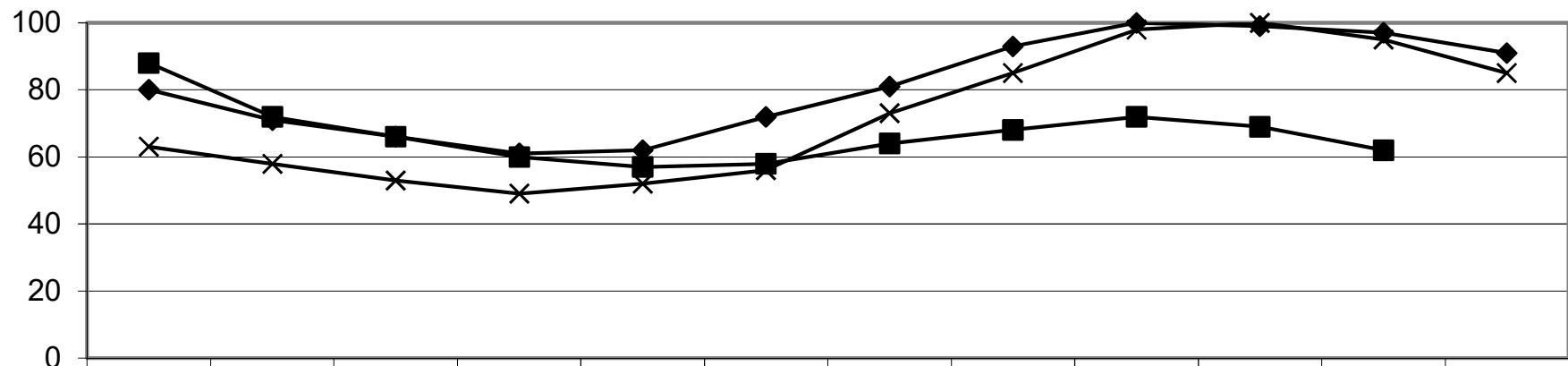
Riebeek Valley WWTW Effluent 2020 - 2022

Graph 1.4



Voëlvlei Dam Storage 2020 - 2022

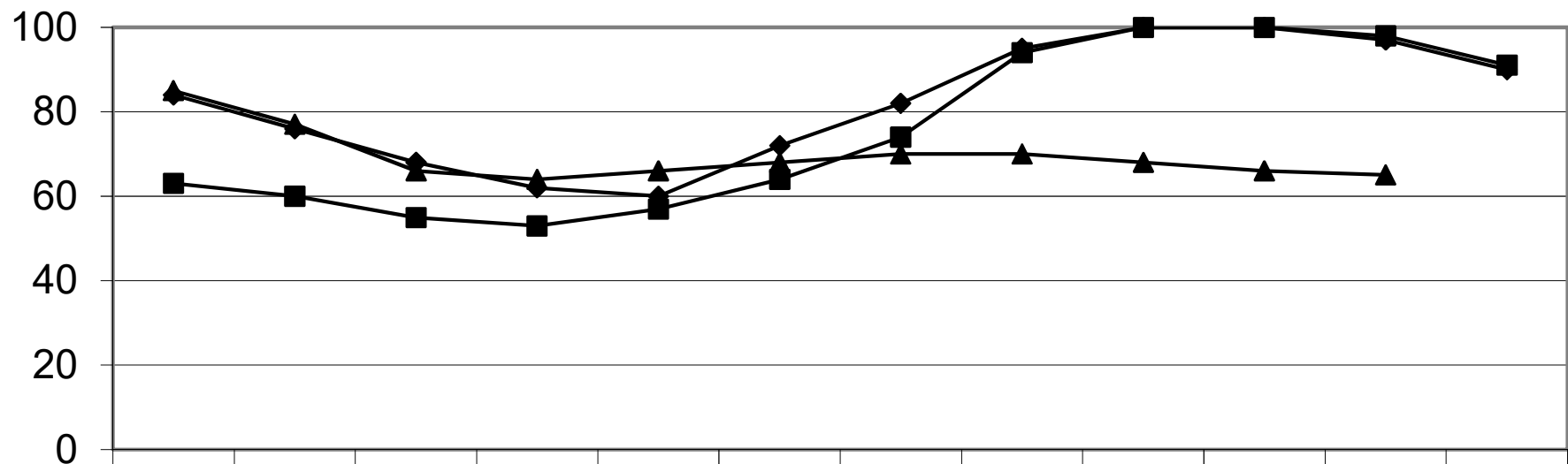
Graph 2



	Jan	Feb	March	Apr	May	Jun	Jul	Aug	Sept	Okt	Nov	Dec
—x— 2020	63	58	53	49	52	56	73	85	98	100	95	85
—◆— 2021	80	71	66	61	62	72	81	93	100	99	97	91
—■— 2022	88	72	66	60	57	58	64	68	72	69	62	

Paardenberg Dam Storage 2020 - 2022

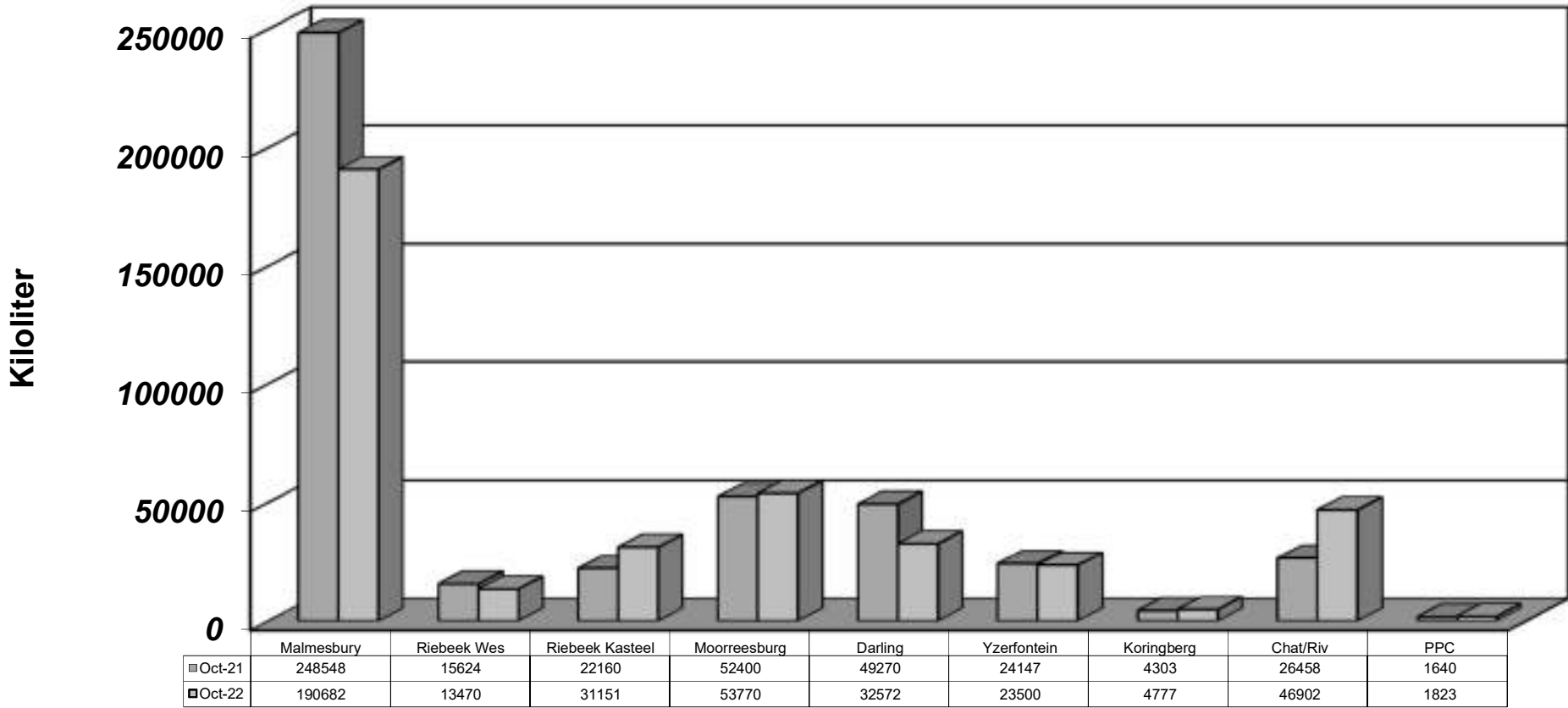
Graph 3



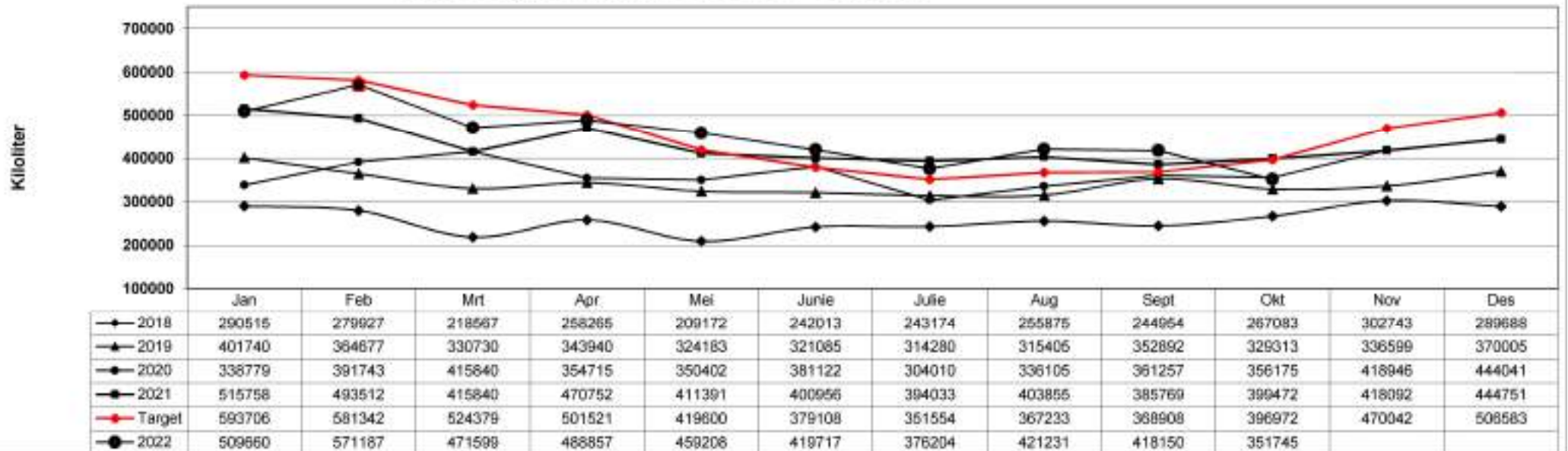
■ 2020	63	60	55	53	57	64	74	94	100	100	98	91
◆ 2021	84	76	68	62	60	72	82	95	100	100	97	90
▲ 2022	85	77	66	64	66	68	70	70	68	66	65	

Water Usage Oktober

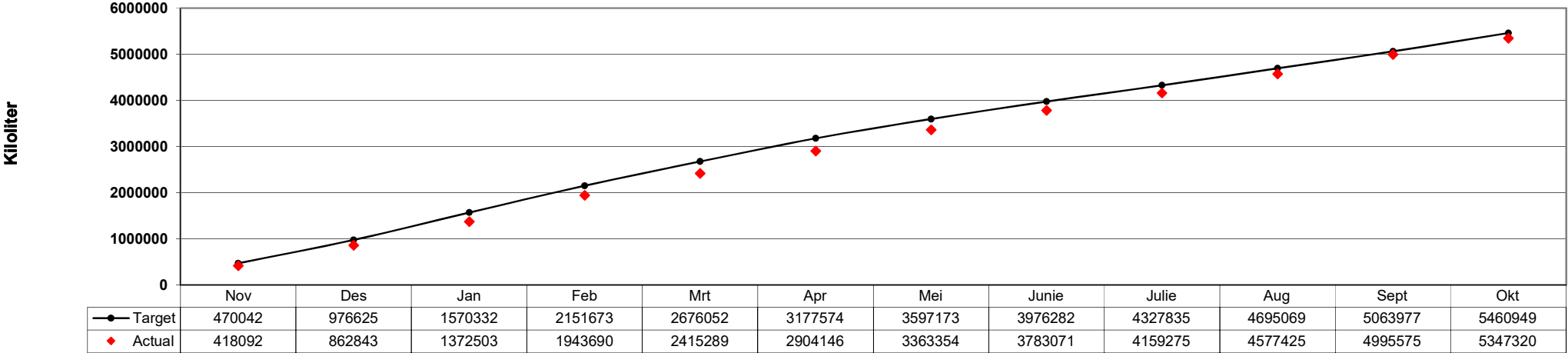
Graph 4



Water Usage: Swartland 2018 - 2022 Graph 5.1

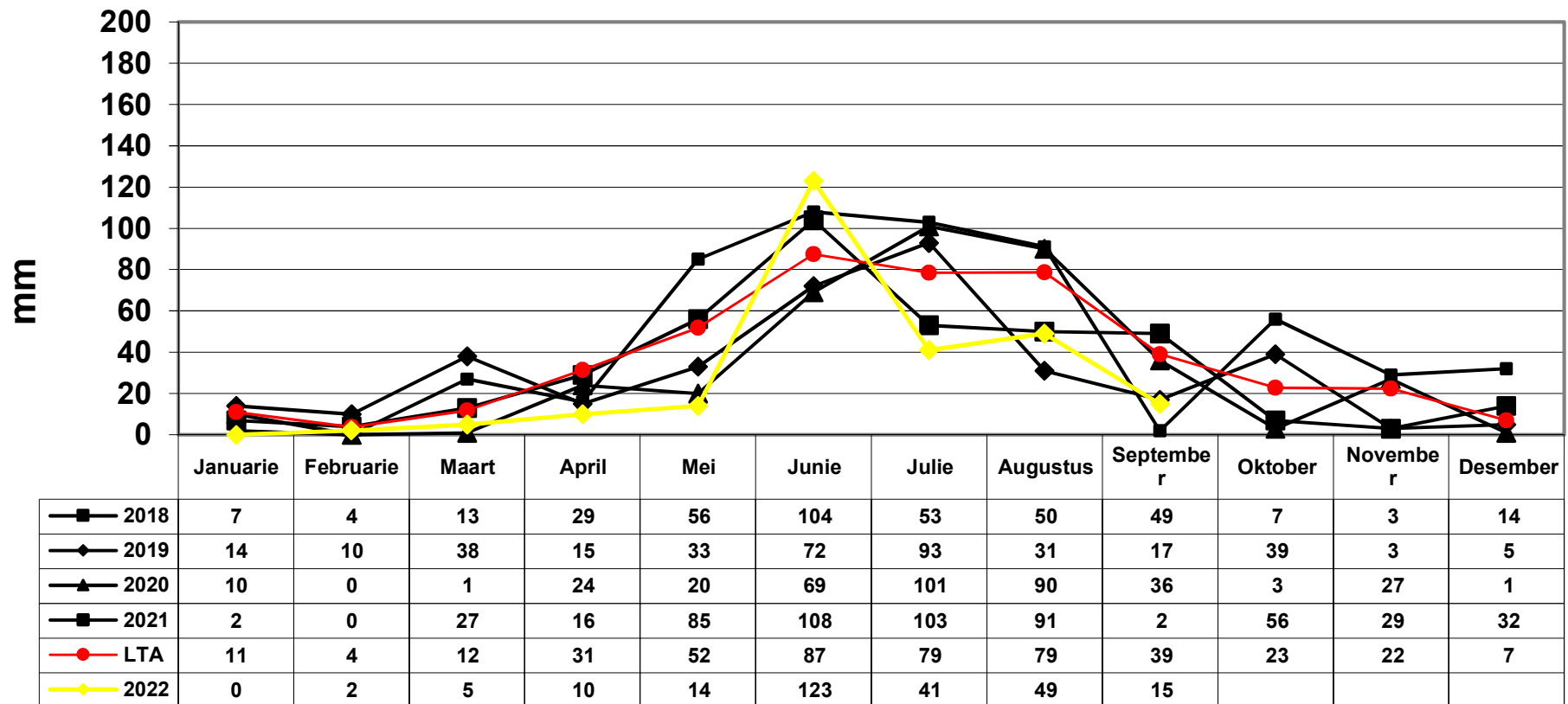


Water Usage: Target vs Actual Graph 5.2



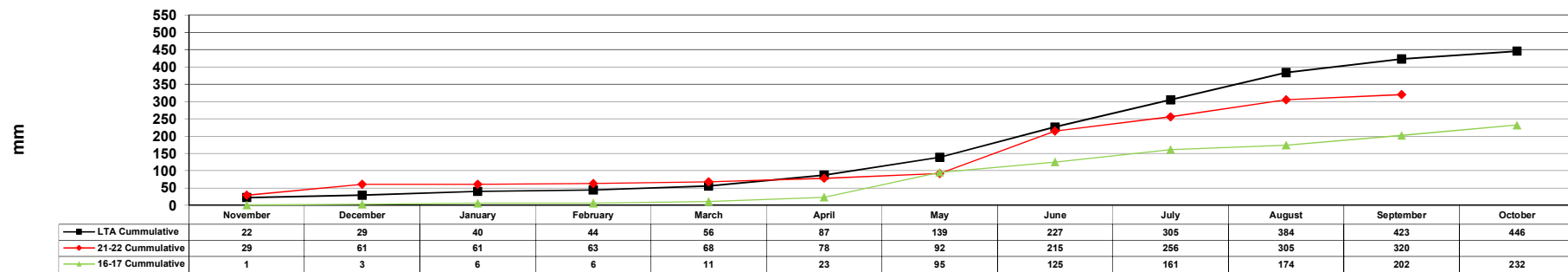
Rainfall 2018 - 2022

Graph 6.1

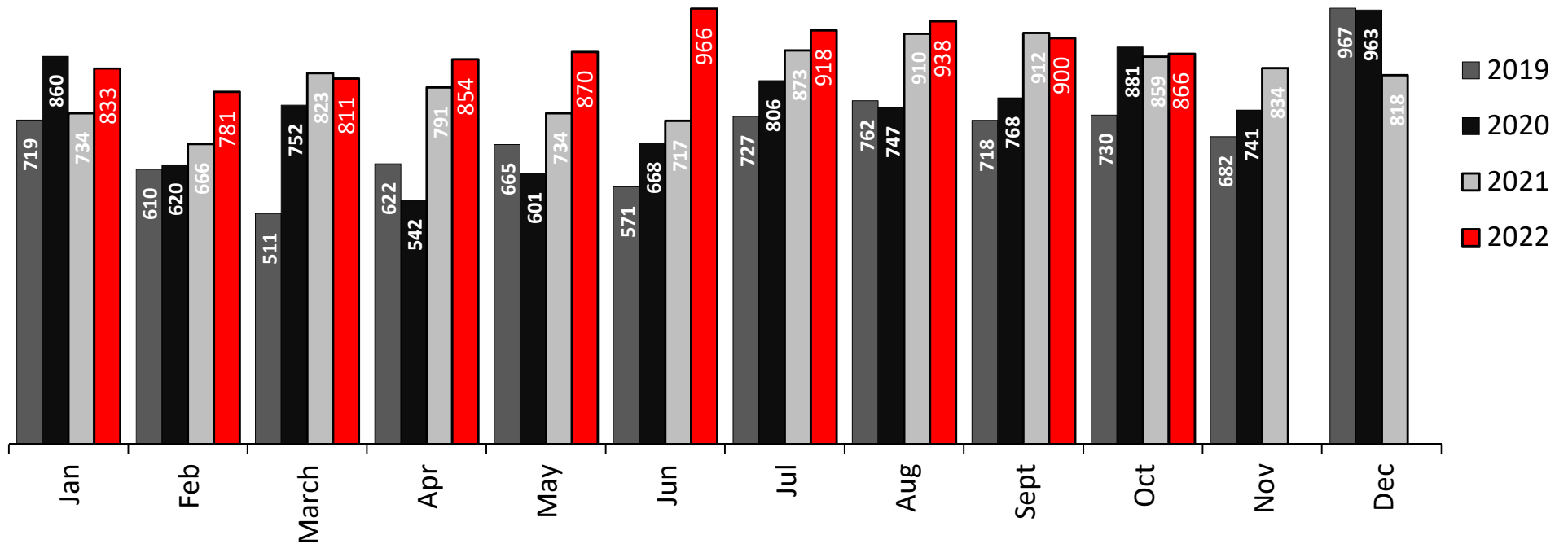


Cumulative Rainfall

Graph 6.2



MONTHLY SEWER INCIDENTS 2019 - 2022

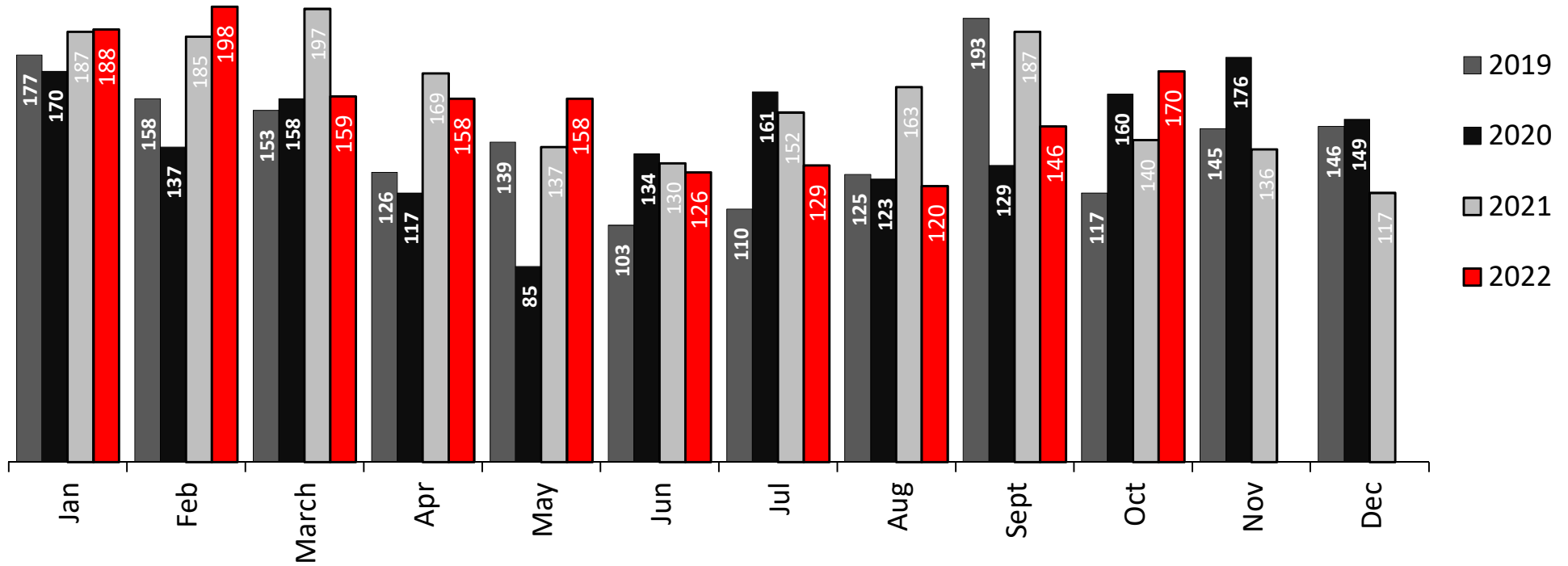


INCIDENT REPORT

SEWER - OKT 2022

TOWN	TOTAL	INCIDENTS NORMAL HOURS	INCIDENTS AFTER HOURS	% OVER TIME INCIDENTS	BLOCKAGE (mains)	BLOCKAGE (private)	PUMPING OF SEWER TANK
ABBOTSDALE	7	5	2	29%	5	0	2
CHATSWORTH	56	55	1	2%	3	0	53
DARLING	64	44	20	31%	42	6	16
KALBASKRAAL	41	41	0	0%	4	1	36
KORINGBERG	34	34	0	0%	0	0	34
MALMESBURY	93	72	21	23%	53	28	12
MOORREESBURG	92	64	28	30%	48	7	37
RIEBEEK - KASTEEL	30	30	0	0%	5	2	23
RIEBEEK - WES	77	74	3	4%	8	4	65
RIVERLANDS	5	5	0	0%	1	0	4
YZERFONTEIN	367	358	9	2%	0	0	367
	866	782	84	10%	169	48	649

MONTHLY WATER INCIDENTS 2019 - 2022

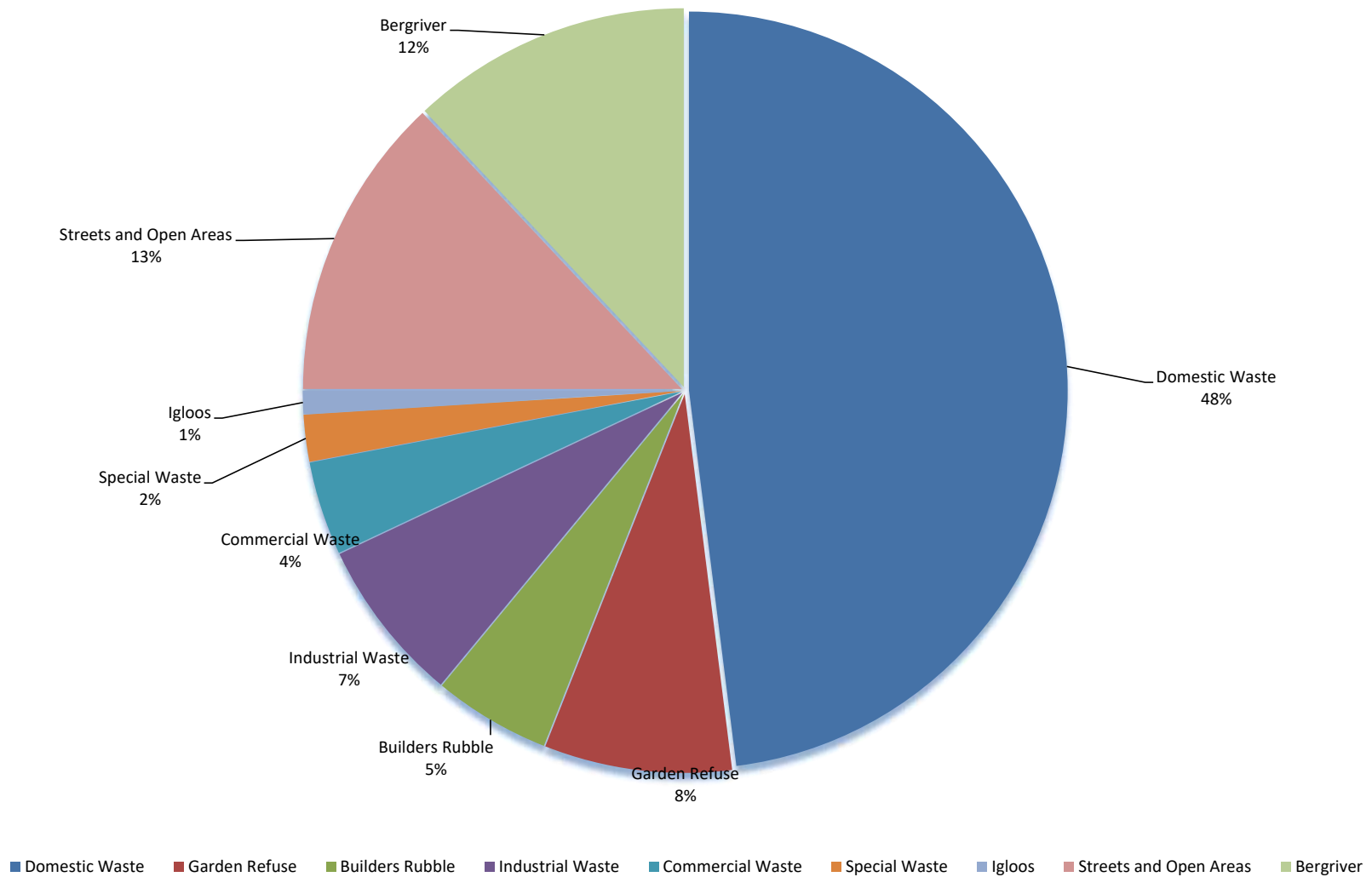


INCIDENT REPORT

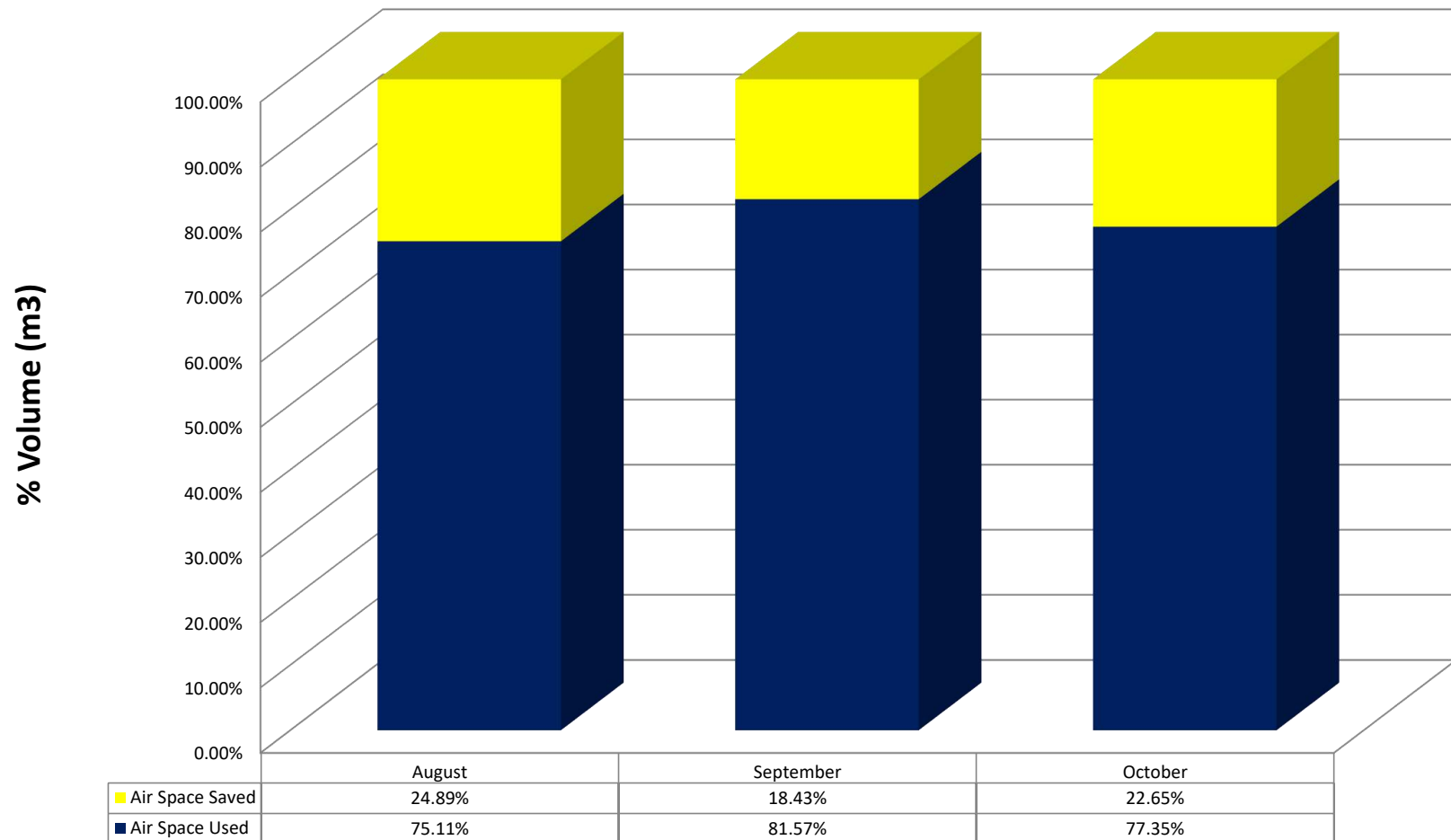
WATER - OKT 2022

TOWN	TOTAL	INCIDENTS NORMAL HOURS	INCIDENTS AFTER HOURS	% OVER TIME INCIDENTS	PIPE BUSRTS	LEAKAGES	METER INCIDENTS
ABBOTSDALE	5	4	1	20%	0	3	2
CHATSWORTH	8	2	6	75%	0	7	1
DARLING	27	19	8	30%	0	9	18
KALBASKRAAL	1	0	1	100%	0	1	0
KORINGBERG	1	1	0	0%	0	1	0
MALMESBURY	71	51	20	28%	6	44	21
MOORREESBURG	31	17	14	45%	2	21	8
RIEBEEK - KASTEEL	8	2	6	75%	1	5	2
RIEBEEK - WES	2	1	1	50%	0	2	0
RIVERLANDS	11	6	5	45%	0	8	3
YZERFONTEIN	5	2	3	60%	0	2	3
	170	105	65	38%	9	103	58

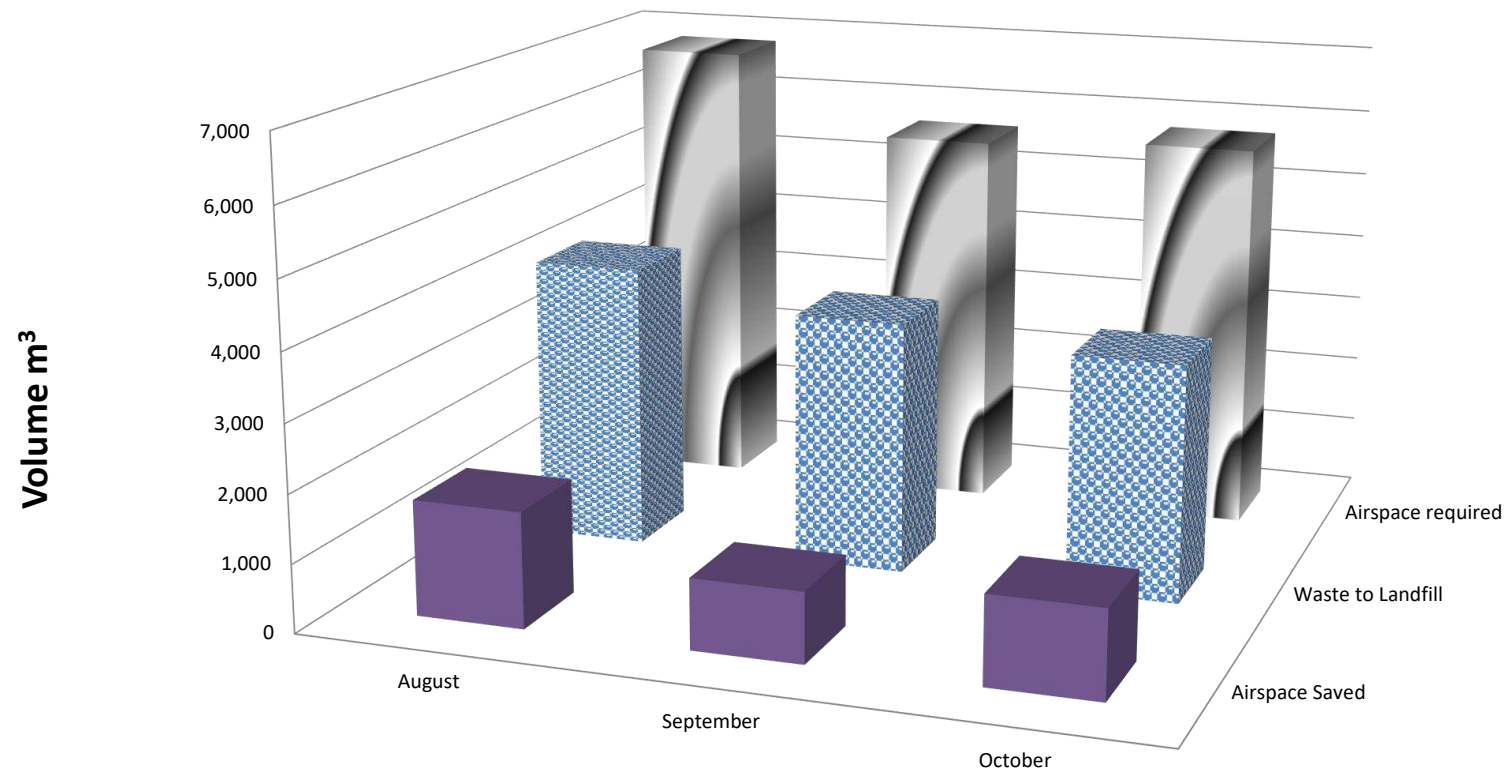
GRAPH 7
HIGHLANDS LANDFILL: COMPILATION OF REFUSE RECEIVED - October 2022



GRAPH 8
HIGHLANDS LANDFILL: AIRSPACE STATISTICS
October 2022



GRAPH 9
RECYCLING AND USED AIRSPACE VOLUMES
October 2022
 (INCLUDES COVER MATERIAL)



	August	September	October
■ Airspace Saved	1,693	1,039	1,309
■ Waste to Landfill	4,189	3,720	3,490
■ Airspace required	6,802	5,639	5,779



Performance Report Oct 2022

Sector	Focus Area	Name of projects	Start and End Date	Department	Work opportunities	TOTAL WORK DAYS	TOTAL FTE's	Male	Female	Disabilities	Progress	Contact person
Environmental and Cultural Sector	Parks and Beautification	Cleaning Cemeteries & Open Spaces	01/07/2022 - 30/06/2023	Civil	29	2,055	8.93	0	0	No	In Progress	Renate Du Plesis
Environmental and Cultural Sector	Parks and Beautification	Supervision of Playparks	01/07/2022 - 30/06/2023	Civil	9	544	2.37	0	0	No	In Progress	Renate Du Plesis
Environmental and Cultural Sector	Parks and Beautification	Maintenance of Sport Facilities	01/07/2022 - 30/06/2023	Civil	16	1,169	5.08	0	0	No	In Progress	Renate Du Plesis
Environmental and Cultural Sector	Waste Management	Cleaning Rivers & Open Spaces	01/07/2022 - 30/06/2023	Civil	11	696	3.03	0	0	No	In Progress	Annaline Siebritz
Environmental and Cultural Sector	Waste Management	Covid 19 Project	01/07/2022 - 30/06/2023	Civil	6	353	1.53	0	0	No	In Progress	Annaline Siebritz
Environmental and Cultural Sector	Waste Management	Cleaning of Coastal Area	01/11/2022 - 01/04/2023	Civil	2	213	0.93	0	0	No	In Progress	Annaline Siebritz
Environmental and Cultural Sector	Waste Management	Cleaning Project	01/07/2022 - 06/02/2023	Civil	17	7,503	32.62	0	0	No	In Progress	Annaline Siebritz
Social Sector	Social Services	Archive	01/07/2022 - 30/06/2023	Protection	0	173	0.75	0	0	No	In Progress	Royston Harris
Social Sector	Social Services	Control Room Operator	01/07/2022 - 30/06/2023	Protection	1	87	0.38	0	0	No	In Progress	Royston Harris
Social Sector	Social Services	Fire Service Duties	01/07/2022 - 30/06/2023	Protection	3	660	2.87	0	0	No	In Progress	Royston Harris
Social Sector	Social Services	Cleaning Services	01/07/2022 - 30/06/2023	Coporate	1	169	0.73	0	0	No	In Progress	Ilse Loock
Social Sector	Social Services	Placement of Beneficiaries on serviced erfs	01/07/2022 - 30/06/2023	Development	0	86	0.37	0	0	No	In Progress	Hillary Balie
Social Sector	Social Services	Data Capturer	01/07/2022 - 30/06/2023	Civil	1	86	0.37	0	0	No	In Progress	Jonhill Spies
Infrastructure Sector	Basic Infrastructure Services, including Water Sewer Reticulation Sanitation, Dams	Cleaning around Fire Hydrants and Reservoirs	01/08/2022 - 30/06/2023	Civil	12	620	2.70	0	0	No	In Progress	Edwin Howburg
Enviromental and Cultural Sector	Parks and Beautification	Removal of Invasive Plants on Municipal Property	01/03/2023 - 30/06/2023	Civil	0	84	0.37	0	0	No	0	Renate Du Plesis
Infrastructure	Road and stormwater System Development and Maintenance	Annual Maintenance of Road Signs	01/08/2022 - 30/06/2023	Civil	0	33	0.14	0	0	No	In Progress	Clayton Jacobs
Infrastructure Sector	Road and Stormwater System Development and Maintenance	Cleaning of Side Walks and Stormwater Networks	01/09/2022 - 30/06/2023	Civil	22	595	2.59	0	0	No	0	Jerome Smith
Infrastructure Sector	Development and Maintenance of Buildings	Maintenance of Municipal Buildings	01/08/2022 - 30/06/2023	Civil	3	188	0.82	0	0	No	In Progress	Clayton Jacobs
Infrastructure Sector	Basic Infrastructure Services, including Water Sewer Reticulation Sanitation, Dams	Annual Deforesting of Oxidation Dams	01/11/2022 - 31/01/2023	Civil	0	0	0.00	0	0	No	0	Franios Malan
Environmental and Cultural Sector	Parks and Beautification	Clearing Alien Plants	01/03/2023 - 30/06/2023	Civil	0	0	0.00	0	0	No	0	Renate Du Plessis
Environmental and Cultural Sector	Parks and Beautification	Cleaning Swimming Pools	01/10/2022 - 30/04/2023	Civil	4	58	0.25	0	0	No	0	Renate Du Plessis
Environmental and Cultural Sector	Waste Management	Sweeping Streets in the Swartland Area	15/03/2023 - 15/04/2023	Civil	0	0	0.00	0	0	No	0	Annaline Siebritz
Environmental and Cultural Sector	Waste Management	Maintenance of Public Refuse Bins	01/07/2022 - 30/06/2023	Civil	0	22	0.10	0	0	No	In Progress	Annaline Siebritz
Social Sector	Social Services	Licensing & Registration	01/07/2022 - 30/06/2023	Protection	0	0	0.00	0	0	No	0	Royston Harris
Social Sector	Social Services	Piont Duty Officer	01/07/2022 - 30/06/2023	Protection	0	0	0.00	0	0	No	0	Royston Harris
Social Sector	Social Services	Sondeza Youth Workers	07/12/2022 - 15/12/2022	Development	0	0	0.00	0	0	No	0	Hillary Balie
Social Sector	Social Services	Development Services	01/07/2022 - 30/06/2023	Development	2	30	0.13	0	0	No	In Progress	Hillary Balie
Social Sector	Social Services	Access Control Officers	01/07/2022 - 30/09/2022	Coporate	0	0	0.00	0	0	No	0	Sunet De Jongh
Infrastructure Sector	Development and maintenance of buildings	Housing Project	01/07/2022 - 31/01/2023	Development	6	3,371	14.66	0	0	No	In Progress	Sylvester Arendse
Infrastructure Sector	Basic Infrastructure Services, including Water Sewer Reticulation Sanitation, Dams	Upgrading of Bulk Water Supply Malmesbury & R/Kasteel	05/07/2022 - 06/04/2023	Civil	11	260	1.13	0	0	No	In Progress	Pieter De La Rey
Infrastructure	Electrical Works	Electrification of Low Cost Housing	03/10/2022 - 28/04/2023	Electrical	4	40	0.17	0	0	No	In Progress	Johan van der Zandt
Social Sector	Social Services	Youth Ambassador	04/10/2022 - 30/06/2023	Development	3	25	0.11	0	0	No	In Progress	Hillary Balie
TOTAL					163	19,120	83.13					

	TARGETS FOR 2022/2023	TOTALS ACHIEVED FOR 2022/2023
Work opportunities	268	163.00
Full Time Equivalents	130	83.13



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Electrical Engineering Services
December 2022

All Wards

ITEM 6.5 OF THE AGENDA OF EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 14 DECEMBER 2022

ONDERWERP: MAANDVERSLAG – OKTOBER 2022: ELEKTRIESE INGENIEURSDIENSTE

SUBJECT: MONTHLY REPORT – OCTOBER 2022: ELECTRICAL ENGINEERING SERVICES

Attached please find the Monthly report of the Electrical Engineering Services Directorate for the month of August 2022 covering the following aspects

1. Electricity Purchases vs Revenue (Bulk Accounts)
2. Eskom Bulk Account Statistics
 - a. Maximum Demand Graphs
3. Projects
4. Energy Losses
5. New Connections and Meter Replacements
6. Maintenance Expenditure
7. Callouts for Repairs and Maintenance
8. Major Incidents
9. Load shedding
10. General

Recommendation: That the performance of Electricity Engineering Services for October 2022 be noted

(Sgd) Thys Möller: Director Electrical Engineering Services

1. Energy Purchases and Revenue (Bulk Accounts)

MNT	MALMESBURY		MOORREESBURG		DARLING		YZERFONTEIN		RIEBEEK WES PPC		TOTAL	
	PURCHASE	INCOME	PURCHASE	INCOME	PURCHASE	INCOME	PURCHASE	INCOME	PURCHASE	INCOME	PURCHASE	INCOME
Jul/2022	R 22 650 826	R 20 624 913	R 6 527 968	R 5 181 813	R 4 213 220	R 3 700 566	R 1 884 085	R 1 968 957	R 249 706	R 108 664	R 35 525 805	R 31 584 913
Aug/2022	R 24 790 039	R 6 401 534	R 5 281 245	R 5 601 913	R 4 979 562	R 4 431 455	R 1 989 263	R 1 601 283	R 239 475	R 115 590	R 37 279 584	R 18 151 774
Sep/2022	R 13 287 785	R 37 219 016	R 4 619 771	R 5 373 442	R 2 884 041	R 4 132 181	R 1 351 874	R 2 295 244	R 167 452	R 137 254	R 22 310 923	R 49 157 138
Oct/2022	R 13 914 455	R 18 761 905	R 3 050 938	R 4 919 344	R 2 477 462	R 3 859 156	R 1 151 030	R 1 846 093	R 139 332	R 124 944	R 20 733 218	R 29 511 443
Nov/2022	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0
Dec/2022	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0
Jan/2023	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0
Feb/2023	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0
Mar/2023	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0
Apr/2023	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0
May/2023	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0
Jun/2023	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0
CUM TOT.	R 74 643 105	R 83 007 369	R 19 479 922	R 21 076 512	R 14 554 285	R 16 123 357	R 6 376 252	R 7 711 576	R 795 965	R 486 452	R 115 849 530	R 128 405 267
SURPLUS	R 8 364 264		R 1 596 590		R 1 569 072		R 1 335 324		-R 309 513		R 12 555 738	
% GROSS SURPLUS	10,1%		7,6%		9,7%		17,3%		-63,6%		9,8%	

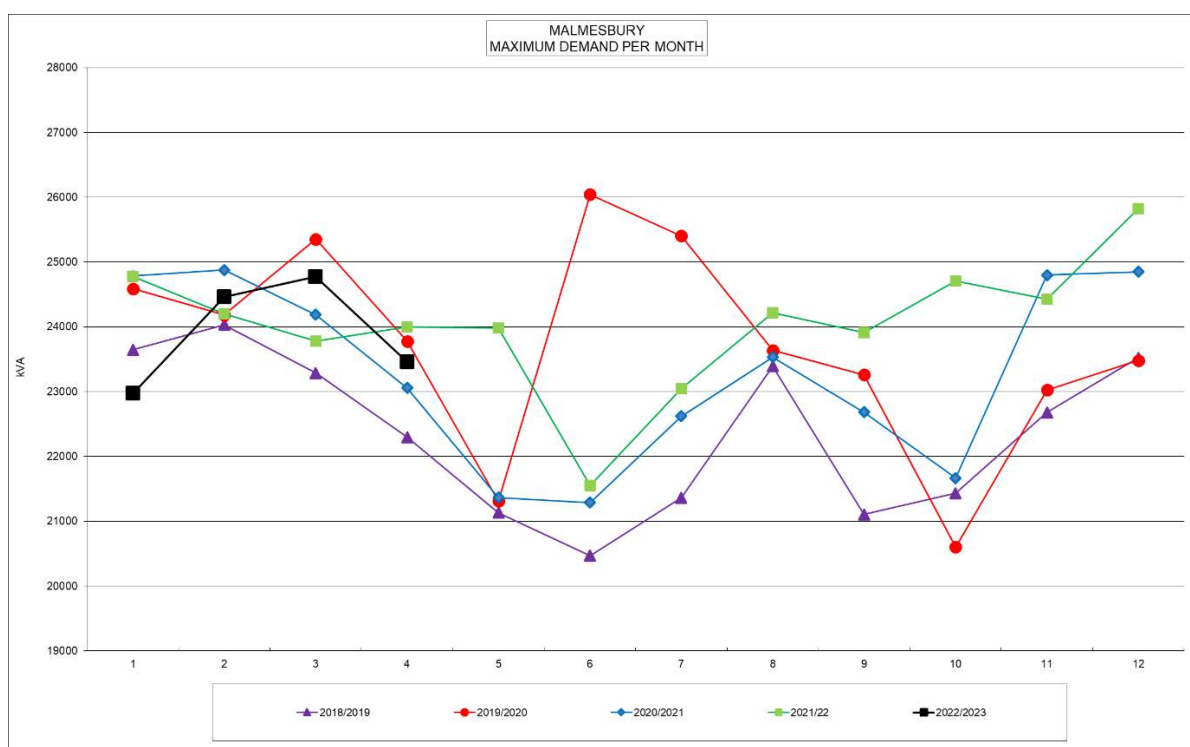
Please note that I have made a correction to the August 2022 Income for Malmesbury (R6 401 534 vs R 21 304 876). An adjustment was made in September 2022 to deal with this (R 37 219 016) and I did not correct the value for August. This was an oversight on my side and I need to apologise for it.

2. Eskom Bulk Account Statistics

ITEM	MALMESBURY		MOORREESBURG		DARLING		YZERFONTEIN		PPC ONGEGUND		TOTALS	
Purchase:												
Tariff structure	Megaflex		Megaflex		Megaflex		Miniflex		NS Rural & Landrate			
Notified MD (MVA)	29		8		5,5		3,9		0,3		46,7	
	Oct-21	Oct-22	Oct-21	Oct-22	Oct-21	Oct-22	Oct-21	Oct-22	Oct-21	Oct-22	Oct-21	Oct-22
Max. demand (MVA)	24,00	23,46	6,65	6,55	4,85	5,21	2,47	3,39	0,210	0,225	38,18	38,83
% Increase	-2,25%		-1,48%		7,41%		37,21%		7,31%		1,72%	
Energy (GWh)	11,14	10,43	2,53	2,10	1,94	1,76	0,880	0,832	0,061	0,057	16,55	15,19
% Increase	-6,38%		-16,78%		-9,20%		-5,45%		-6,45%		-8,25%	
Peak (GWh)	1,70	16,27%	0,4199	19,97%	0,3337	18,91%	0,1520	18,26%			2,1829	16,76%
Standard (GWh)	4,16	39,86%	0,9179	43,64%	0,7632	43,25%	0,3308	39,74%	61,238	57,288	5,2507	40,31%
Off-peak (GWh)	4,57	43,87%	0,7653	36,39%	0,6677	37,84%	0,3497	42,00%			5,5919	42,93%
Loadfactor	0,60		0,44		0,64		0,33		0,35		0,54	
Average Powerfactor	1,00		0,95		0,95		0,99		0,99		0,97	

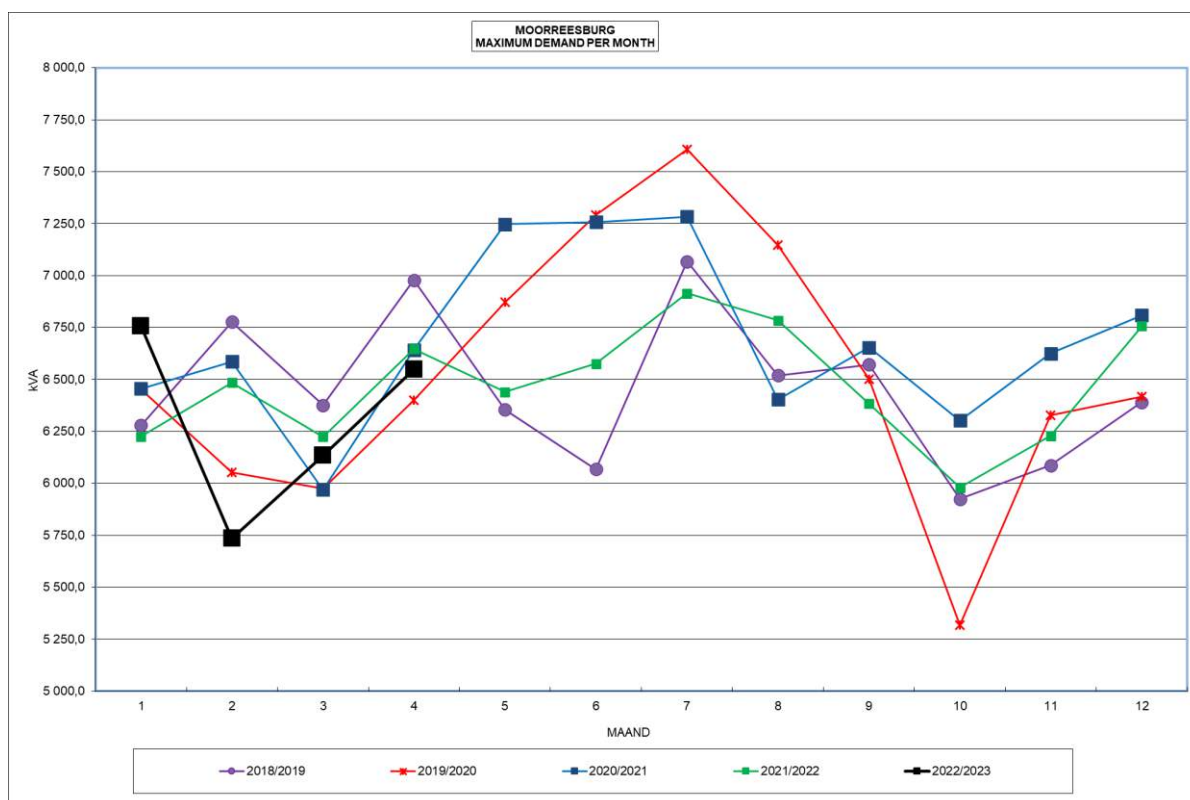
Please note that after engagements with Eskom regarding the impact of Load Shedding on the Maximum Demand recordings at the various substations that confirmed that adjustments will be made in the November Invoices on some of the substations since the Cold Load Startup has had an impact on some of the readings. **This will results in reductions in Purchase cost.**

2.1. Maximum Demand Graphs

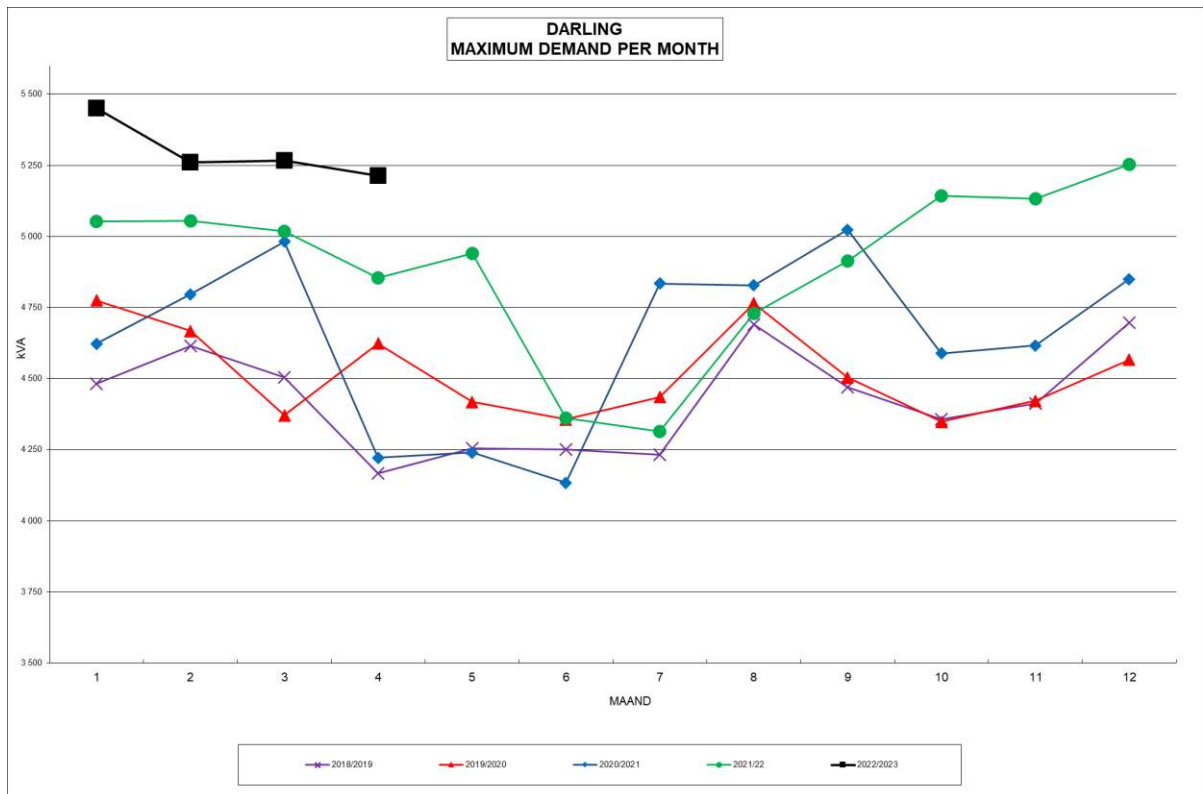


Klipfontein MD impacted in last 3 months due to L/S. Adjustment to be made in November Account.

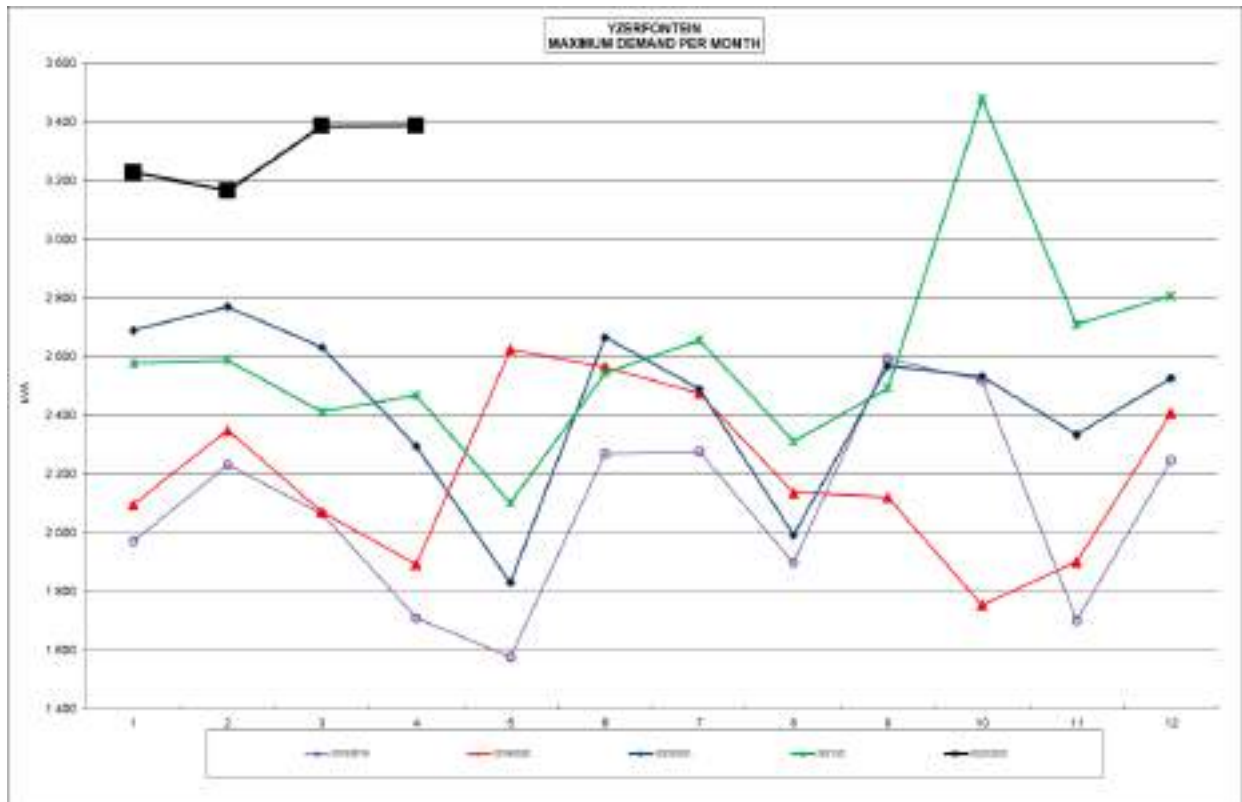
Malmesbury Main Substation MD not impacted



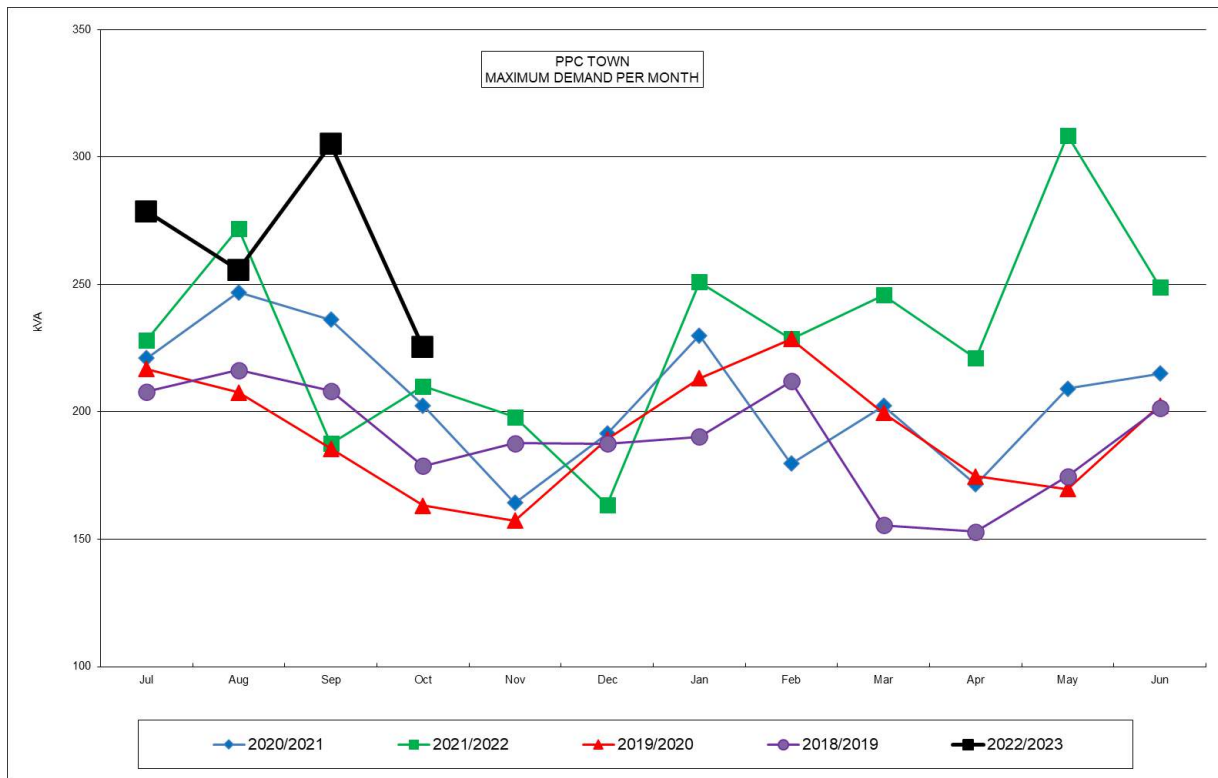
Moorreesburg: Sept & Oct MD impacted by L/S. Adjustment to be made in November Account



Darling: Sep & Oct MD impacted by L/S. Adjustment to be made in November Account



Yzerfontein: No Impact on MD



3. Projects (Refer SDBIP for detail expenditure)

Civil works on De Hoop Substation is progressing well. The consulting engineers are busy with the design of the next phase of the substation and the 132 kV line from Eskom. We have received the Cost Estimate Letter (CEL) indicating the cost payable to prepare a final quotation to the Municipality. Payment has been made which authorizes the Eskom Technical staff to prepare the quotation and work with our consulting Engineer to finalise the designs. In the meantime the Environmental consultants (EnviroAfrica CC) have submitted the National Environmental Management Act (NEMA) Public Participation process and requested Interested and Affected Parties to register and/or submit their inputs by 15 December 2022.

DMRE indicated that they will be withholding the INEP Grant payment that was due during October 2022 due to low expenditure levels on the project. A motivation letter was submitted to request a review of the decision since the contract has started on site as indicated above and payment will follow soon. We await finalisation of this issue.

Block A&B Electrification project has kicked off. The first site meeting has been held. The contractor is busy with the recruitment of the CLO (Community Liaison Officer) and hope to have made the appointment once they move onto site in January 2023. The contractor has confirmed that the CLO will assist with the recruitment of Local Labour for the project and that they have placed orders for the material.

The Project to replace and upgrade vandalised control boxes and lighting at the Westbank Sports field was completed during October and the rugby club had their first practice sessions under lights after a long period of darkness.

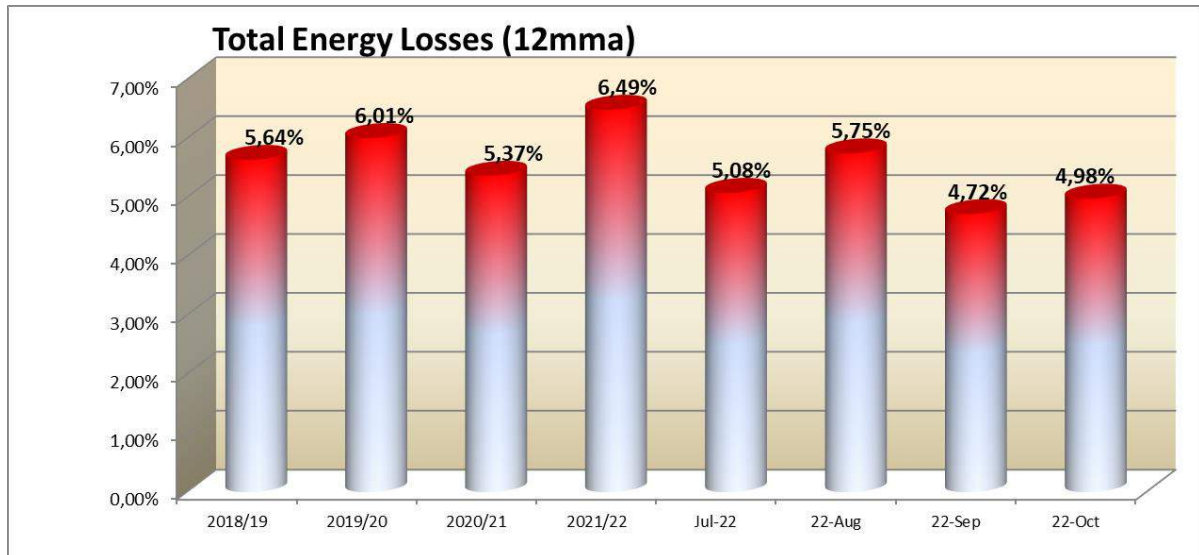
Material for MV and LV Network upgrade has been ordered and deliveries is expected in November 2022. Hereafter we will see some progress in this regard.

IT Server replacements, Laptops and Desktops Tenders have been awarded. Delivery expected in 2023. The R/\$ exchange rate could have an impact on the final price.

Tender advertised for additional Digital radios. The closing date is 25 November 2022. Will be evaluated in December and submitted to BEC and BAC in January 2023.

Eskom submitted the SLA for the maintenance of streetlights in the Eskom Areas of supply. Submission has been made to the Executive Mayoral Committee for Approval.

4. Energy Losses



5. New Connections and Meter Replacements

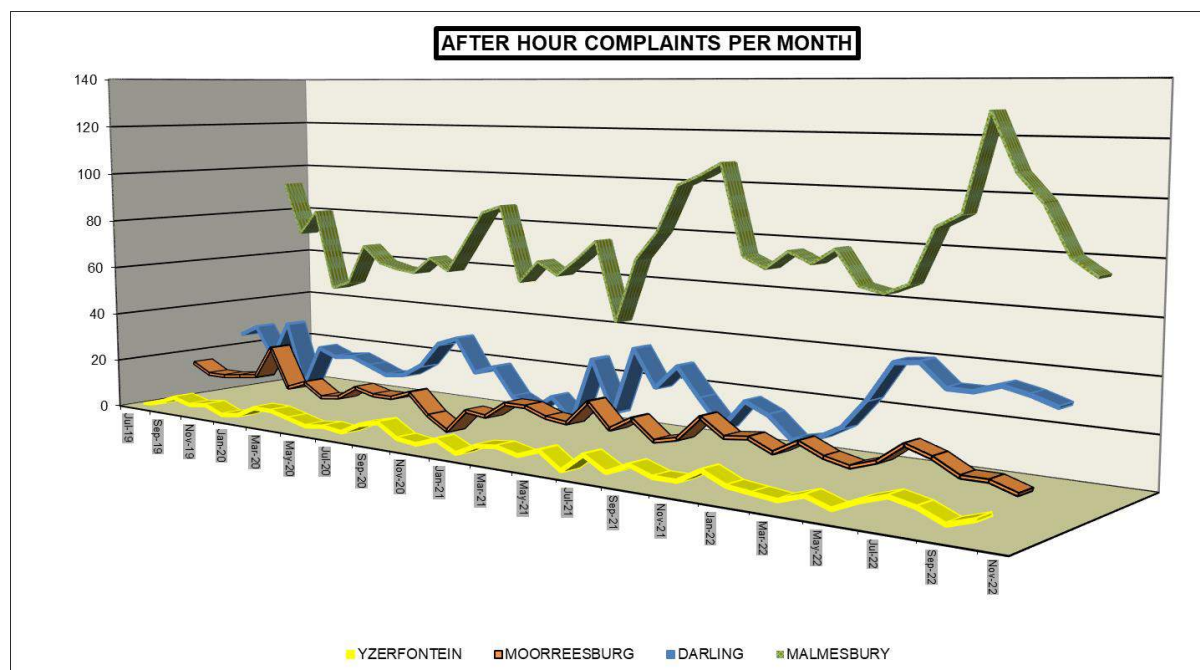
DESCRIPTION	MALMESBURY	MOORREESBURG	DARLING	YZERFONTEIN
New credit meter connections	2	1	1	7
New pre-payment connections	12		1	1
Replacement of credit with pre-payment meters	5	2	1	3
Defective credit meters				
Defective pre-payment meters	22	5	4	

6. Maintenance Expenditure

Vote	Budget	Jul-22	Aug-22	Sep-22	Oct-22	Total YtD	%
Network Maintenance	R 912 309,00	R 17 841,00	R 97 722,00	R 276 530,00	R 99 681,00	R 491 774,00	54%
Streetlights	R 600 000,00	R 31 030,00	R 21 621,00	R 40 372,00	R 189 808,00	R 282 831,00	47%
Meters	R 80 697,00			R 857,00	R -	R 857,00	1%
Machinery	R 85 819,00		R 7 967,00	R 10 665,00	R 7 079,30	R 25 711,30	30%
Radios	R 8 530,00			R -	R -	R -	0%
Radio Networks	R 40 620,00		R 20 900,00	R 5 850,00	R -	R 26 750,00	66%
Festive Lights	R 30 600,00			R -	R -	R -	0%
Total	R 1 758 575,00	R 48 871,00	R 148 210,00	R 334 274,00	R 296 568,30	R 827 923,30	47%
%		2,78%	8,43%	19,01%	16,86%		

7. Call outs for Maintenance

Oct-22	Total Complaints Logged	Complaints during office hours	Complaints during after hours	% After hour complaints
Darling	62	28	34	55%
Yzerfontein	27	20	7	26%
Moorreesburg	26	16	10	38%
Malmesbury	117	43	74	63%
Total Complaints	232	107	125	54%



8. Major Interruptions

No Major incidents affecting customer's supply reported during the month.

Incidents of cable theft and vandalism still occurring from time to time. On 01 Oct the streetlight circuit in Main Road Moorreesburg required 4h30 to repair.

9. Load Shedding

Date	Stage
01-Oct	3&4
02-Oct	3
03-Oct	3
04-Oct	3
05-Oct	3 & 4
06-Oct	3&4
07-Oct	3
08-Oct	3
10-Oct	2
11-Oct	2
12-Oct	2
13-Oct	2 & 1
14-Oct	1
15-Oct	2
16-Oct	2
17-Oct	2
18-Oct	2 & 4
19-Oct	2&3
20-Oct	3
21-Oct	3&2
22-Oct	3
23-Oct	3&4
24-Oct	4&3
25-Oct	4&3
26-Oct	4&3
27-Oct	4
28-Oct	4&2&3
31-Oct	2

10. General

Nothing further to report

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
Möller, Thys - Director: Electrical Engineering Services					
Strategic Goal:	5 Sufficient, affordable and well-run services				
Strategic Objective:	Manage Electrical Engineering Services (Goal 5)				
pd-09-0064: Capital expenditure in line with budget and time frames	1: % of capital budget spent [Type=Qtr 4 Only]	2: 0.0% Qtr 4 (Between 95% and 105%)	0.0%		
		Monthly Result	Notes		Evidence
		O: 5.8%	Budget = R46 004 000, YTD Actual = R2 645 311 (Committed = R25 272 422)		Documents\2022
		N:			
		D:			
pd-09-0065: Capital project implementation	1: Average % completion of capital projects [Type=Qtr 4 Only]	2: 0.0% 90% for the year	0.0% <<Prev Qtr>> 3.1% cumulative		NOTES: Target should be changed to 95% for the year
		Monthly Result	Notes		Evidence
		O: 5.8%	Refer SDBIP In line with Expenditure		Documents\2022
		N:			
		D:			
pd-09-0066: Operating expenditure in line with budget and time frames	1: % of operating budget spent [Type=Qtr 4 Only]	2: 0.0% Qtr 4 (Between 90% and 100%)	0.0%		
		Monthly Result	Notes		Evidence
		O: 28.69%	Budget = R391 435 860 , YTD Actual = R112 307 873 (28.69%)		Documents\2022
		N:			
		D:			
pd-09-0067: Workforce training roll-out	1: % of planned training sessions according to the Workplace Skills Plan realised [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	AET (4), Electrician Trade Test (2) - planned training		Documents\2022
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0068: Council decision implementation	1: % of due council decisions initiated [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	6/6 resolutions initiated/implemented		Documents\2022
		N:			
		D:			
pd-09-0069: Performance and financial monitoring	2: Number of monthly performance assessments and reconciliation of departmental records of expenditure with finance records done [Type=Avg All]	2: 100.0% 2 per quarter	50.0% 1		
		Monthly Result	Notes		Evidence
		O: 1	10 Oct		Documents\2022
		N:			
		D:			
pd-09-0070: Annual Report inputs provided by departments	2: Departmental input to the annual report submitted by due date [Type=Qtr 2 Only]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O:			
		N:			
		D:			
pd-09-0071: Budget inputs provided by departments	2: Budget requests provided to financial department in accordance with the budget time schedule? [Type=Qtr 2 Only]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: 1	Submission via email to Hilmary Papier		Documents\2022
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0072: Assignments from the municipal manager completed	1: Number of written warnings received from municipal manager [Type=Avg All]	2: 100.0% 0 maximum	0.0%		
		Monthly Result	Notes		Evidence
		O: 0			N/a
		N:			
		D:			
pd-09-0074: Equal employment opportunity management	1: % of employment opportunities applied for appropriate equity appointments [Type=Qtr 4 Only]	2: 0.0% 100% cumulative by end of June annually	0.0%		
		Monthly Result	Notes		Evidence
		O: 0%	0/1 employees appointed in terms of the EE Plan. One Coloured Male was appointed in the Semi-Skilled Level where Coloured Males are over-represented (Small Plant Operator - Mrb). Internal appointment made in terms of par 5.2.3(f) of the Recruitment and Selection Policy.		Documents\2022
		N:			
		D:			
pd-09-0075: Procurement in line with legal process	1: % compliance with SCM policy with the exception of approved deviations [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	Total Requisitions= 70		Documents\2022
		N: 100%	Total Requisitions= 41		Documents\2022
		D:			
pd-09-0076: Audit issues resolved	1: % internal audit queries for which an action plan was submitted within 10 working days [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	No internal audit queries		
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0076: Audit issues resolved	2: % internal actions implemented within agreed time frame [Type=Avg All]	2: 100.0%	0.0%		
	3: % of Auditor General's queries (comafs) for which an action plan was submitted within 5 working days [Type=Qtr 2 & 3]	2: 100.0%	0.0%		
	4: % of Auditor General's findings implemented within agreed time frame [Type=Avg All]	2: 20.0%	0.0%		
pd-09-0077: Risk identification and control implementation	2: Confirmations of risk assessment done [Type=Qtr 2 & 4]	2: 100.0%	0.0%		
		Yes (bi-annually by November and May)			
	3: % of Risk Action Plans implemented in accordance with the agreed time frame [Type=Qtr 2 & 4]	2: 100.0%	0.0%		
		bi-annually by November and May			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0077: Risk identification and control implementation	4: Chief Risk Officer / Internal Audit informed of any newly identified risks [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/A			
		N:			
		D:			
	5: Chief Risk Officer / Internal Audit informed of any changes in work procedures [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
	6: Chief Risk Officer / Internal Audit informed of any incidents where controls have failed (loss control register update) [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			
pd-09-0079: Invocoms held	1: Number of invocoms held [Type=Avg All]	2: 100.0%	50.0%		
		2 per quarter	1		
		Monthly Result	Notes		Evidence
		O: 1	24 Okt 2022		Documents\2022
		N:			
		D:			
pd-10-0029: Average duration of vacancies reduced	1: Average duration of vacancies after decision was taken by management team to fill the post [Type=Avg All]	2: 100.0%	0.0%		
		3 months maximum			
		Monthly Result	Notes		Evidence
		O: N/a	No vacancies		Documents\2022
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-10-0030: Productive workforce	1: % of person days lost per month due to sick leave [Type=Avg All]	2: 100.0% 4% pm maximum	0.0% 3.0% pm average		
		Monthly Result	Notes		Evidence
		O: 3.0%	29/966 person days lost due to sick leave		Documents\2022
		N:			
		D:			
pd-12-0009: EPWP monitoring	1: Number of Full Time Equivalents (FTE's) for the financial year [Type=Qtr 4 Only]	2: 0.0% 4 (131 for the whole organisation - 2022 DORA)	0.0% 0.17 cumulative		
		Monthly Result	Notes		Evidence
		O: 0.17			Documents\2022
		N:			
		D:			
	2: Number of work opportunities created during the financial year [Type=Qtr 4 Only]	2: 0.0% 12 (296 for the whole organisation)	0.0% 4 cumulative		
		Monthly Result	Notes		Evidence
		O: 4			Documents\2022
		N:			
		D:			
pd-14-0002: Asset safeguarding	4: All moveable assets that became unusable or that were lost or stolen reported immediately in the prescribed manner to the Head: Asset Management [Type=Avg All]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-14-0016: Communication Strategy implementation	6: Number of reports on all communication activities undertaken by the department submitted to the Director Corporate Services [Type=Avg All]	2: 100.0% 1 per quarter	0.0%		
		Monthly Result	Notes		Evidence
		O: 1	Q1 report submitted		Documents\2022
		N:			
		D:			
pd-14-0024: General KPI: Improved access to electricity	1: % of urban households with access to electricity [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	De Hoop Project will only be included once the project is completed		Network Layout d
		N:			
		D:			
pd-17-0004: Issuing of safety clothing	1: All safety clothing issued [Type=Qtr 3 Only]	2: 0.0% Yes (by end of March)	0.0%		
		Monthly Result	Notes		Evidence
		O: N/A			
		N:			
		D:			
pd-17-0009: Spending of grants	1: % spending of grants [Type=Qtr 4 Only]	2: 0.0% 100% by end of June	0.0%		
		Monthly Result	Notes		Evidence
		O: 4.9%	INEP grant: Budget = R17 600 000, YTD = R865 200 (4.9%)		Documents\2022
		N:			
		D:			
pd-17-0080: Ensure that accurate revenue estimates are prepared in relation to operating requirements	1: Projected tariff increases determined for the budget of the new financial year [Type=Qtr 3 Only]	2: 0.0% Yes (annually by end of February)	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a			
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-19-0010: Training needs of staff	1: Training needs of staff identified and provided to HR at meetings held with all departments during November annually [Type=Qtr 2 Only]	2: 100.0% Yes (annually by November)	0.0%		
		Monthly Result	Notes	Evidence	
		O: N/A	Will be submitted in Nov		
		N:			
		D:			



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
7 Desember 2022

7/1/2/2-2
WYK: n.v.t.

ITEM 6.6 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING
(ONTWIKKELING EN BESKERMING) WAT GEHOU SAL WORD OP 14 DESEMBER 2022

ONDERWERP:	MAANDVERSLAG (OKTOBER 2022): ONTWIKKELINGSDIENSTE
SUBJECT:	MONTHLY REPORT (OCTOBER 2022): DEVELOPMENT SERVICES

Attached are the following reports relating the functioning of the Development Services directorate during October 2022, in terms of Council's Strategic Management System:

Annexure A : Corporate Indicators: Director Development Services
Annexure B : Additional Reports from Divisional Heads

(get) J S Krieger

MUNICIPAL MANAGER

Division: Human Settlements

MONTHLY REPORT – OCTOBER 2022

ABBREVIATIONS

DEPARTMENT OF HUMAN SETTLEMENTS (DHS)

INTEGRATED RESIDENTIAL DEVELOPMENT PROGRAMME (IRDP)

UPGRADING INFORMAL SETTLEMENTS PROGRAMME (UISP)

PROJECT INITIATION DOCUMENT (PID)

PROJECT FEASIBILITY REPORT (PFR)

PROJECT IMPLEMENTATION READINESS REPORT (PIRR)

NO.	NAME OF PROJECT	STATUS
1	Riebeek Kasteel Service Site Project	The project makes provision for 435 serviced sites.
		Services 100 % completed
		434 subsidies has been approved
		433 erven has been handover
		431 title deeds has been registered.
		2 Outstanding tile deeds
		384 structures have been erected on erven.
		Eskom is busy with the installation of electricity to the structures.
		Gordian Fencing has been appointed for the erection of fencing between the project & neighbouring farmer.
		The project has been completed.
2	De Hoop Catalytic Project Phase 1	The project will take place in a phased approach and will create ± 3 067 opportunities
		The first phase of the project will comprise of 395 opportunities. The remaining units will be constructed over a period of 2 -6 financial years subject to the availability of funding received from DHS.
		The contractor, EXEO have been appointed for the installation of services and the project is 100% completed
		Received PIRR approval for the construction of 200 top structures in the 2021/22 financial year and 195 top structures in the 2022/23 financial year.
		The contract between the relevant parties has been concluded.
		The tender for the construction of houses has been awarded to Simply Do Construction (PTY) Ltd.
		In terms of the National Housing Code On the 30 th September 2020 National Department of Human Settlements informed the municipalities about

		the budget cuts and the new directive whereby only the following people will qualify for Top structures (houses) The Aged, Persons with Disabilities and Military Veterans in line with the date of application on the waiting list.
		214 houses have been handover to beneficiaries.
		See attached copy of a Happy Letter to be signed by approved beneficiaries during the handover of houses.
		The project (395) will be completed before end of January 2023
3	De Hoop Phase 2 (230)	Phase 2 makes provision for 230 serviced sites
		A PFR & PIRR application has already been submitted to DHS for approval
		DHS indicated that no funds is available for this phase (230)
4	Chatsworth Service Site Project	The project makes provision for 130 serviced sites.
		Received PID approval from DHS
		Awaits POA from HDA
		Busy with negotiations between different stakeholders
5	Darling Project (FLISP)	The project makes provision for 36 units/erven.
		Received land-use approval.
		Asla is busy with the township layout planning.
		Received PIRR approval from DHS.
		Asla Devco to commence with the installation of engineering services.

MANAGER: HUMAN SETTLEMENTS

DEVELOPMENT SERVICES: COMMUNITY DEVELOPMENT



Monthly Council Report October 2022

EXECUTIVE SUMMARY: COMMUNITY DEVELOPMENT

- **Introduction**

As part of the Development Service Department: Community Development division strategic Key Performance Indicators (KPI's) were established as part the performance management system. The Community Development Division is reporting monthly on the Key Performance Indicators.

There is a link between the KPI's, IDP and the Swartland Municipal Social Development Policy and Strategy, which has six strategic focus areas. For reporting to the Portfolio Committee, feedback will be given in terms of the Key Performance Indicators as follows:

Key Performance Area: Community Development:

FOCUS AREA – EARLY CHILDHOOD DEVELOPMENT:

Legislation applicable: Children's Act of 2005, Constitution Schedule 4B and 5B

Ph-09-0114: Promote the development of child facilities

Key Performance Indicators (KPI's):

1. Number of capacity building sessions with ECD organisation in the Swartland municipal area:

- We have a target of 10 capacity-building sessions with ECD organisation for the year. For the month of October 2022, one capacity-building sessions was held. Capacity building with ECD Forum on 29 October 2022 on Coding & Robotics Training (43 attendees).

Our target for the year is to have of 10 capacity building sessions with ECD organisations.

2. Number of Quarterly reports on the implementation of capacity building intervention sessions submitted to the director:

- Each quarter of the financial year reporting is done on the capacity building interventions to determine if the sessions had an impact on the ECD organisations. Quarterly report is due in December 2022.

3. Number of unregistered facilities assisted to register their facilities:

- It is essential to assist unregistered facilities on a continuous basis to ensure they become legal. For the month of October 2022, no ECD facilities were assisted to register their facilities.

Key Performance Area: Community Development:

FOCUS AREA – YOUTH DEVELOPMENT:

Legislation applicable: Constitution of RSA 1996 section 152 (1) c

Ph-09-0115: Promote the capacity of young adults

Key Performance Indicators (KPI's):

1. Number of people (including youths) assisted with career guidance and information about economic opportunities:

- Throughout the year Swartland Municipality's youth office assist people with career guidance and information. For the month of October 2022, 398 people including youth were assisted with applications in the following way:

Job application forms: Swartland Municipality application form (3 people); Swartland Municipality Database EPWP forms (99 people); Z83 forms (41 people); WCDM (1); Career Guidance and Support (101 people); Opportunities (Trainings/Workshops/Vacancies) 24; ESSA (128); Other (1)

On a monthly basis the youth office, also circulate job opportunities to relevant stakeholders, community, NGO's, government departments electronically via e-mail. Career guidance is also done at the Thusong centre where the youth office is based.

2. Number of youths from the Swartland community who entered job opportunities with assistance from the Youth office

- The youth office link with government departments, the private sector, businesses, and NGOs to assist youth of the Swartland to enter job opportunities. For the month of October 2022, two youth entered a job opportunity on a contract basis with Goedgedacht Trust SEF programme

3. Number of trainings, internships and learnership opportunities in collaboration with other Departments with the assistance from the Youth Office:

For the month of October 2022, the Darling EPWP Youth Ambassador assisted 64 youth to enter into a catering, Hospitality and Personal Development short training course from 27-28 October 2022.

Key Performance Area: Community Development:

Focus: Vulnerable people:

Legislation applicable: Constitution of RSA 1996 section 153 (a) Schedule 4B & 5B

Ph-09-0116: Promote access to social development services for vulnerable people

Key Performance Indicators (KPI's):

1. Number of people reached through government services at the Ilingeethu Thusong Centre:

- The target for the Thusong Centre is to render services to people visiting the centre. The following services were rendered at the Thusong Centre for October 2022:

SASSA (367); CAPE ACCESS (6 new members for the month); DOL (287); IEC (45) Thusong Office services (924);

In total 1629 people were reached at the Ilingeethu Thusong Centre.

2. Number of Thusong Mobile Outreaches implemented in the Swartland Municipal area:

- The Thusong Mobile outreaches is a mechanism to take services to the people with anchor departments such as (SASSA, Home Affairs, DSD; DOL). In the Swartland Municipal area, Thusong Mobile Outreaches is not subject to the anchor department, but we include NGO's, other government departments, and businesses to collectively render services to communities.

For the month of October 2022, a Thusong Mobile was held at Ilingeethu Thusong Centre for Malmesbury Communities on 26/10/2022.

SARS (150); Home Affairs (29); DOL (129); Legal Aid (17); West Coast College (13); TB CARE (28); Aurum Institute (180); IEC (90); DSD (7); SM Law Enforcement 14; IEC (11); SM Youth Office (22); SASSA helpdesk (8); Sinethemba (38); Easy Pay (2); DOA (52); WCDM (60);

The target for the year is to have 5 Thusong Mobile Outreaches.

3. Report to the Director Development Services on the number of referrals from the Community Development Division

- This KPI was developed to capture how many referrals are done to other departments where people need assistance. Follow-up is done to determine if people were helped. The following referrals was done for the month of October 2022: SM Youth Office referral to Community Member (1); Thusong Centre to Civil Department (9); Youth Office to SM Community Development Officer(1); TSC to SASSA (2 SRD applications); Youth office to WCDM (1); Ilingeethu TSC Outreach to SEDA (6)

Total referrals was 20 for the month.

4. Number of life skills programmes

- This category includes any session where capacity of the individual or group were built which excludes business or vocational training or ECD capacity building training. It might include amongst others:

health awareness raising, financial literacy, youth camps, arts and culture projects, food kitchens (only if it was accompanied with capacity building). For the month of October 2022, the following life skills session was held:

-Ward Committee and Ward Ambassador training on Gender 8 October 2022; Ward Committee training on Gender 22 October 2022; ABCD/CCE Youth Dialogue Session with Riverlands and Chatsworth Youth on 20 October 2022; Swartland LDAC Mental Health Awareness Session on 26 October 2022; HWSETA Western Cape Roadshow information session on 31 October 2022.

Key Performance Area: Community Development:

Focus: Local Economic Development:

Legislation applicable: Constitution of RSA 1996 section 152 (1) c

Ph-09-0118: Support local economic development through skills development

Key Performance Indicators (KPI's):

1. Number of entrepreneurship training workshops held by referring existing businesses to SEDA and NYDA (2 for the year):

- No entrepreneurial training workshops was held in August 2022.

2. Report on the impact of training workshops, which caused an increase in income, and quality of life of participants submitted annually by August

- Monitoring and Evaluation are completed and submitted to the Executive Mayoral Council of the impact on the quality of life of participants. The impact report of the 2020/2021 financial year is available at the Manager: Community Development.

Key Performance Area: Community Development:

Focus: Strategic planning/ Community Participation and LED:

Legislation applicable: Systems Act 32 of 2000 Chapter 4 17 (1) c, (2) d; Constitution of the RSA 1996 section 41 (h)

Ph-13-0004: Number of meetings with Social Development Forum

Key Performance Indicators (KPI's):

1. Number of meetings with Social Development Forum

- The Department of Social Development has the mandate to drive social development needs, where the municipality has a co-ordination role in terms of social development. DSD is the chairperson of the Social Development Forum and the municipality the secretariat. We need to meet on a quarterly basis to strategically discuss the focus areas: Child Protection, Victim Empowerment, Substance Abuse and School dropouts.

A planning meeting was held on 19 October 2022 with SSDF stakeholders on illegal dumping in the Swartland Municipal area. Quarterly implementation projects were planned.

Key Performance Area: Community Development:

Focus: Socio-Economic Assessments:

Ph-16-0001: Support the coordination of disaster management

Key Performance Indicators (KPI's):

-Socio-economic assessments are done when a disaster occurs. All households receive humanitarian assistance (food parcels, blankets) irrespective the nature of the disaster. The incidents are captured on collaborator and submitted to the finance department to finalise their process.

The following socio-economic assessments were done in **October 2022:**

- 46 Upper Road Yzerfontein

Key Performance Area: Community Development:
Focus: Educational Programmes (Holiday Programmes):

Town	October	November	December	Venue
Moorreesburg	12,13,26,27	9,10,22,23	6,12,13	Rosenhof Community Hall
Darling	11,24	7,21	1	Community Hall
Riebeeck West	5,19	2,16,30	7	Town Hall
Riebeeck Kasteel	6, 20	3,29	14	Community Hall
Malmesbury	3,4,7,10,17, 18,25,31,	1,4,8,14,15, 24,28	2,5,8,9,	Illingeletu Thusong Centre
Town	October	November	December	Venue
Moorreesburg	12,13,26,27	9,10,22,23	6,12,13	Rosenhof Community Hall
Darling	11,24	7,21	1	Community Hall
Riebeeck West	5,19	2,16,30	7	Town Hall
Riebeeck Kasteel	6, 20	3,29	14	Community Hall
Malmesbury	3,4,7,10,17, 18,25,31,	1,4,8,14,15, 24,28	2,5,8,9,	Illingeletu Thusong Centre

Ph-18-0002:

Key Performance Indicators (KPI's):

- Number of educational programmes implemented (1 per annum)
 - School Holiday programme from 3-7 October 2022 and in December 2022/January 2023
- The following towns implemented the School Holiday programme: Malmesbury at SCORE; Elkana Childcare Malmesbury, Jeria Sending Darling; Kleine Kalbassies Kalbaskraal, Goedgedacht POP centre Riebeeck West

Community Development

Planned Project: October- December 2022: SASSA Service Points

YOUTH DEVELOPMENT:

DATE	ACTIVITY	VENUE AND TIME
	May 2022	
26 October 2022	Local Drug Action Committee Meeting and Mental Health Awareness Session by DOH	Banquet Hall Malmesbury;10h00
20 October 2022	ABCD/CCE Youth dialogue Session with Riverlands and Chatsworth youth	Riverlands POP Centre; 10h00
31 October 2022	HWSETA Roadshow	Town Hall Malmesbury, 10h00
October – December 2022	Ongoing Career Guidance	Thusong Centre, Youth Office
3-7 October 2022	School Holliday Programme	From 8h00-14h00, Town: Darling, Kalbaskraal, Malmesbury, Koringberg and Riebeeck-West
20 October 2022	ABCD Training Youth Dialogue Riverlands & Chatsworth	The Love Church, Riverlands 10h00

23 November 2022	LDAC: HWSETA information session	Banquet Hall, 10h00
24 November 2022	ABCD/CCE Youth dialogue Session with Darling youth	Darling Community Hall, 10h00
30 November 2022	Mayoral Dux Learner Award Ceremony	Town Hall, Malmesbury 18h00

ECD:

<u>DATE</u>	<u>ACTIVITY</u>	<u>VENUE AND TIME</u>
3-7 October 2022:	School Holiday programmes	Score Malmesbury 10h00 Elkana Childcare Malmesbury 10h00 Jeria Sending Darling 10h00 Kleine Kalbassie Kalbaskraal 10h00 POP Centre Riebeek West 10h00 Other towns will have programmes in December 2022 and January 2023
29 October 2022	Capacity building Coding and Robotics for ECD Forum	SCORE Malmesbury 10h00
November -December	Ongoing support and assistance for registration	ECD facilities

Thusong Mobiles:

<u>DATE</u>	<u>ACTIVITIES</u>	<u>VENUE AND TIME</u>
26 October	Thusong outreach Government services Malmesbury	Ilingeletu TSC 10h00
29 November 2022	Thusong outreach Government services Darling	Darling Community Hall 10h00

<u>DATE</u>	<u>ACTIVITY</u>	<u>VENUE AND TIME</u>
	Gender Based Violence	
8 October 2022	Ward Committees 1 &2 Gender Training	Town Hall; Moorreesburg 10h00
22 October 2022	Ward Committees 4 &7 Gender Training	Abbotsdale Community Hall, 10h00
5 November 2022	Ward Committees 4 &7 Gender Training	SCORE; 10h00
25 November -10 December 2022	16 Days of Activism (Ward Ambassadors programme)	All towns
9 December 2022	365 Days Lauch of GBVF by Minister Fernandez of DSD	SCORE 9H30

<u>DATE</u>	<u>ACTIVITY</u>	<u>VENUE AND TIME</u>
	Swartland Social Development Forum	
19 October 2022	SSDF Planning on Illegal Dumping	Town Hall; Malmesbury 15h00
	<u>SMME</u>	
26 October 2022	SCM Business Support Workshop	Town Hall, Malmesbury 10h00-13h00
11 November 2022	SEDA business training	Abbotsdale Community Hall, 9h00
15 November 2022	SEDA business training	Wesbank Community Hall, 9h00
22 November 2022	Budgeting and Costing Workshop facilitated by SEDA	Wesbank Community Hall, 9h00

Conclusion

- The Community Development Division honour Swartland Municipality's Vision: Hope and a dignified life for all people

MANAGER: COMMUNITY DEVELOPMENT

Division: Environmental and Occupational Health Facilities

Monthly Report – October 2022

a) Occupational Health and Safety

Occupational Health and Safety – Regulated by the Occupational Health and Safety Act 85 of 1993

- ✚ Have established Health and Safety Committee – **Meetings held quarterly.**
- ✚ Workstations with Safety Reps.
- ✚ Report on the numbers and detail of injuries on duty to the Compensation Commissioner.
- ✚ Injured workers reports injury on duty to our offices for assistance to see medical practitioner – **Ongoing: x8 injuries.**
- ✚ Serious injury report to Department of Labour – regarding death or loss of limbs – unconsciousness – 14 day IOD leave or more. **None**
- ✚ Submit claims to Department of Labour – **Comp Easy, ongoing.**
- ✚ Health and Safety specifications on construction sites – drawn up and inspections take place by Health and Safety Agent – **AD Astra. Site inspections weekly on different sites.**
- ✚ Safety inspections carried out.

b) Environmental Health

- Designated Air Quality Officer for Swartland Municipality as well as Noise Control Officer – **2 Complaints.**
- Keeping a database of Fuel Burning process (boilers) in Swartland Municipal area.
- Measure in respect of dust, noise and offensive odours – control of dust – noise and offensive odours – **Ongoing, as needed.**
- Pest Control as requested on municipal property – **Ongoing: 3 requests.**
- 3 Months pest control program concentrating on Drains/Stormwater of the whole Swartland Municipal area – **Yearly during February, March and April.**
- Interaction with Western Cape Government Environmental Affairs and Development Planning regarding Air Quality and Noise Control. **Virtual meeting took place on 12 October 2022.**
- Licencing Authority for issuing Business Licence – under Business Act 1991 – **Business Licence issued – Ongoing: x3 Business Licence.**
- Inspection – Notices to overgrown erven in Swartland Municipal area – **Inspections ongoing.**

c) Yzerfontein Caravan Park

- Chalets fully operational.
- All stands at the caravan park is operational.

Reporting of Covid 19 for Swartland Municipality

- No reporting on Covid 19 at this stage.

MANAGER: Environmental and Occupational Health Facilities

Division: Built Environment (Planning)

Monthly Report – October 2022

Decisions taken by Authorised Employee: October 2022

- ✚ Proposed subdivision, servitude registration and consolidation on erf 2706, Yzerfontein : Approved 28 October 2022
- ✚ Proposed amendment of conditions of approval and imposition of conditions in respect of an existing approval : subdivision of Erf 522, Riebeek West : Approved 31 October 2022
- ✚ Subdivision of portion 7 of Farm nr. 598, division Malmesbury and consolidation with remainder Farm nr. 599, division Malmesbury : Approved 28 October 2022
- ✚ Proposed consent use on erf 1531, Yzerfontein : Approve 26 October 2022
- ✚ Proposed amendment of conditions of an existing approval and phasing of subdivision: rezoning, subdivision and registration of servitude of portion 3 of farm Amoskuil no 997, division Malmesbury : Approve 28 October 2022
- ✚ Proposed consent use on erf 1924, Yzerfontein : Approve 27 October
- ✚ Proposed subdivision of erf 327, Malmesbury and exemption from approval for the consolidation of portion A with erf 2660, Malmesbury : Approve 27 October 2022
- ✚ Building plan Erf 3029, Yzerfontein - Height - 27 October 2022
- ✚ Building plan Erf 2418, Malmesbury - side building line - 27 October 2022
- ✚ Building plan Erf 1269, Abbotsdale - kitchen and bathroom - 27 October 2022
- ✚ Building plan Erf 4024, Darling - side boundary - 27 October 2022
- ✚ Proposed exemption from approval for the registration of servitudes on portion 3 of farm Amoskuil no 997, division Malmesbury : Approve 27 October 2022
- ✚ Proposed departure, subdivision, consent use and exemption from servitude registration on erf 103, Riebeek Kasteel : Approve 26 October 2022
- ✚ Proposed consent use on erf 168, Malmesbury : Approve 26 October 2022
- ✚ Proposed exemption from approval for the consolidation of erven 571 and 1669, Malmesbury : Approve 26 October 2022
- ✚ Proposed departure of development parameters on erf 518, Malmesbury : Approve 26 October 2022
- ✚ Proposed exemption from approval for the consolidation of erven 591, 592, 2855 and 2856, Moorreesburg : Approve 26 October 2022
- ✚ Proposed exemption from approval for subdivision of portion 28, 29 and 30 (portions of portion 17) of the farm Zwartfontein, no 414, District Malmesbury : Approve 24 October 2022
- ✚ Proposed exemption from approval for the registration of right-of-way servitudes over erf 3778, Darling : Approve 24 October 2022
- ✚ Proposed exemption from approval for the consolidation of erf 1107, 1108, 1109 and 1110, Darling : Approve 24 October 2022
- ✚ Proposed exemption form approval for the consolidation of erf 107 and 109, Darling : Approved 24 October 2022
- ✚ Building plan on Erf 3177, Malmesbury - side building line - 24 October 2022
- ✚ Building plan on Erf 8295, Malmesbury - building line - 24 October 2022

- ✚ Proposed rezoning and departure on Erf 5766, Malmesbury : Approve 18 October 2022
- ✚ Proposed temporary departure on portion 3 of the farm Goedgedacht no 1028, division Malmesbury : Approve 18 October 2022
- ✚ Proposed consent use on erf 10070, Malmesbury : Approved 13 October 2022
- ✚ Proposed rezoning of erf 163, Chatsworth : Approved 13 October 2022
- ✚ Proposed subdivision of erf 557, Koringberg : Approved 13 October 2022
- ✚ Building plan on erf 2404, Yzerfontein - 11 October 2022
- ✚ Building plan erf 836, Riebeek Wes - side building line - 10 October 2022
- ✚ Building plan Erf 1328, Riebeek Kasteel- rear building line - 6 October 2022
- ✚ Building plan erf 4405, Darling - Height - 6 October 2022
- ✚ Building plan Erf 1116, Riebeek Wes- street and side building line- 6 October 2022
- ✚ Building plan on Erf 2513, Darling - Height - 6 October 2022
- ✚ Proposed temporary departure on farm Hillside West no 708, division Malmesbury : Approved 4 October 2022

Decisions taken by The Municipal Planning Tribunal: October 2022

- ✚ Proposed consent use on Erf 2681, Malmesbury : Approve 12 October 2022
- ✚ Proposed removal of restrictive conditions and consent use on erf 7657, Malmesbury : Approve 12 October 2022
- ✚ Proposed consent use on erf 1196, Yzerfontein : Approved 12 October 2022

Decisions taken by The Appeal Committee: October 2022

- ✚ None

Division: Built Environment (Valuations)

Supplementary Valuations

- The information for the First Supplementary Roll has been received from Suid-Kaap Waardeerders. The relevant notices have been sent to the affected property owners.

General Valuations

- The first phase of the General Valuation process has been completed by our new service provider, HCB Valuers. Progress on the General Valuation is on track.

Division: Built Environment (Building Control)

September 2022

- Building plans submitted : 57
- Building plans **approved** and **acted** on **within** 30 days **<500m2 (Within benchmark)** : 53
- (Article 7 of Act 103 of 1977)
- Building plans approved and acted on within 60 days **>500m2 (Within benchmark)** : 4
- **Action** on building applications (letters) **after** 30 days **(Out of benchmark)** : 0
- (Article 7 of Act 103 of 1977)
- Building plans not approved and no reactions : 0
- Average time on reactions : 18
- Total building plans approved : **28 (49%)**

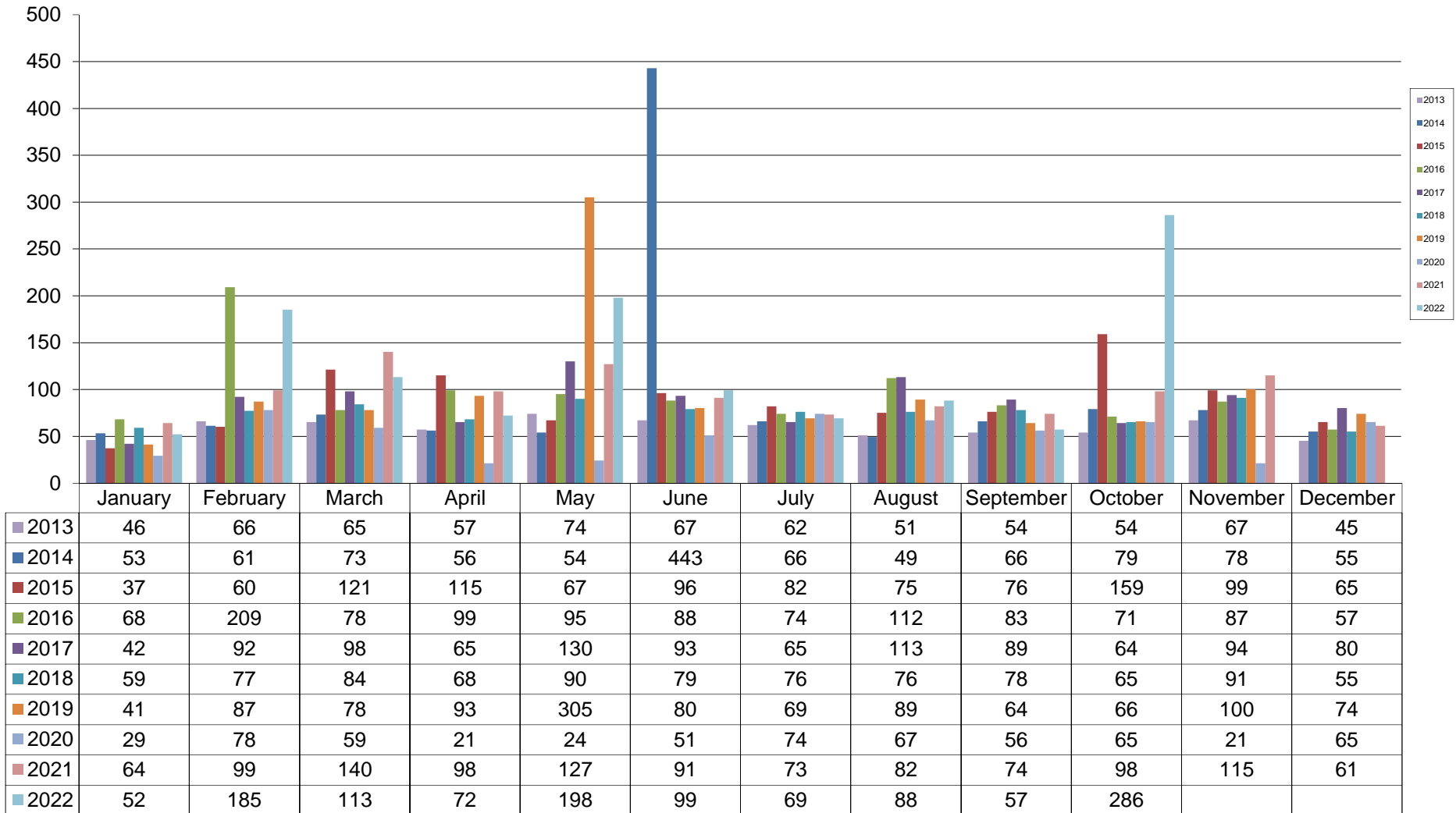
TOTAL PLANS	TOWN	NEW DWELLINGS	ADDITIONS	NEW COMMERCIAL	OTHER
5	Malmesbury wes van N7	0	3	0	2
15	Malmesbury	4	4	2	5
14	Yzerfontein	5	3	0	6
2	Moorreesburg	0	1	0	1
9	Darling	4	3	0	2
3	Riebeek-Kasteel	1	0	0	2
2	Riebeek-Wes	0	0	0	2
0	Grottobaai	0	0	0	0
0	Jakkalsfontein	0	0	0	0
1	Koringberg	0	0	0	1
2	Abbotsdale	0	1	0	1
0	Kalbaskraal	0	0	0	0
0	Riverlands	0	0	0	0
3	Chatsworth	0	2	0	1
1	Rural	0	0	1	0
57		14	17	3	23

Other building work includes:

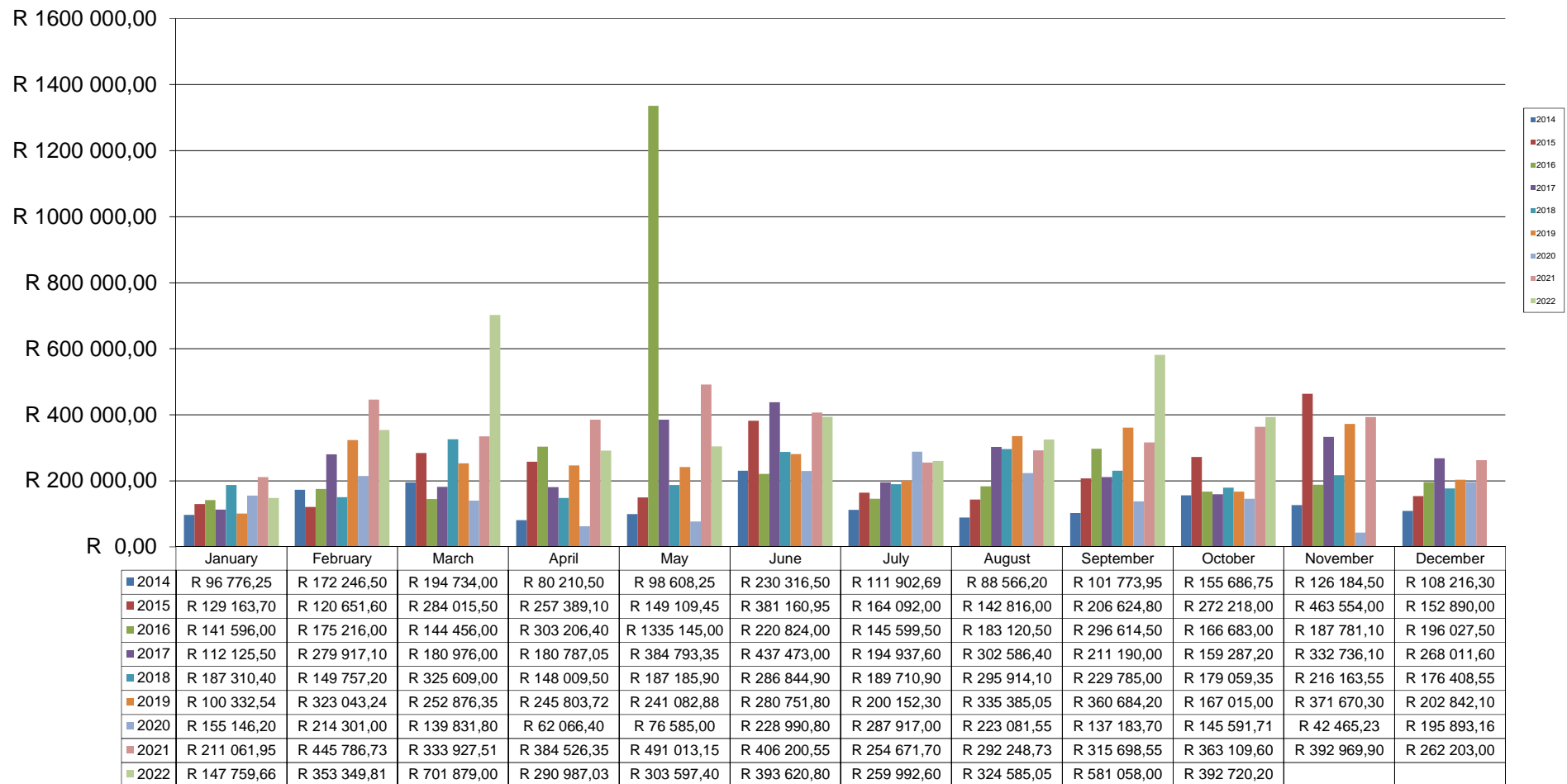
- Boundary walls/retaining walls
- Swimming pools
- Wendyhouse applications
- Caports/ Lean to
- Shadeports
- Internal/Renovations
- Rider Plans
- Renewal

PLEASE NOTE: CALCULATIONS WITHIN 30 CALENDER DAYS.

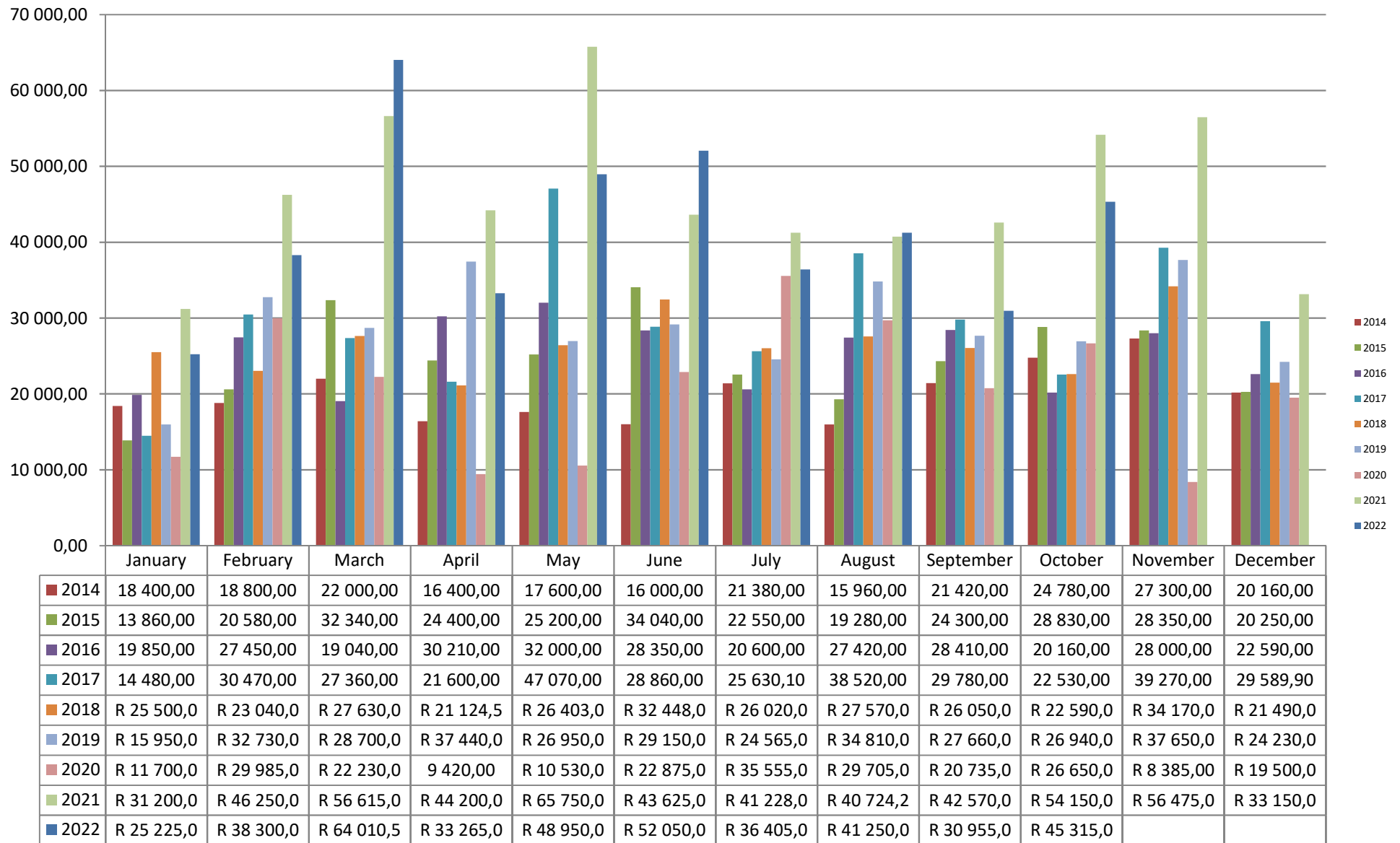
BUILDING PLANS SUBMITTED



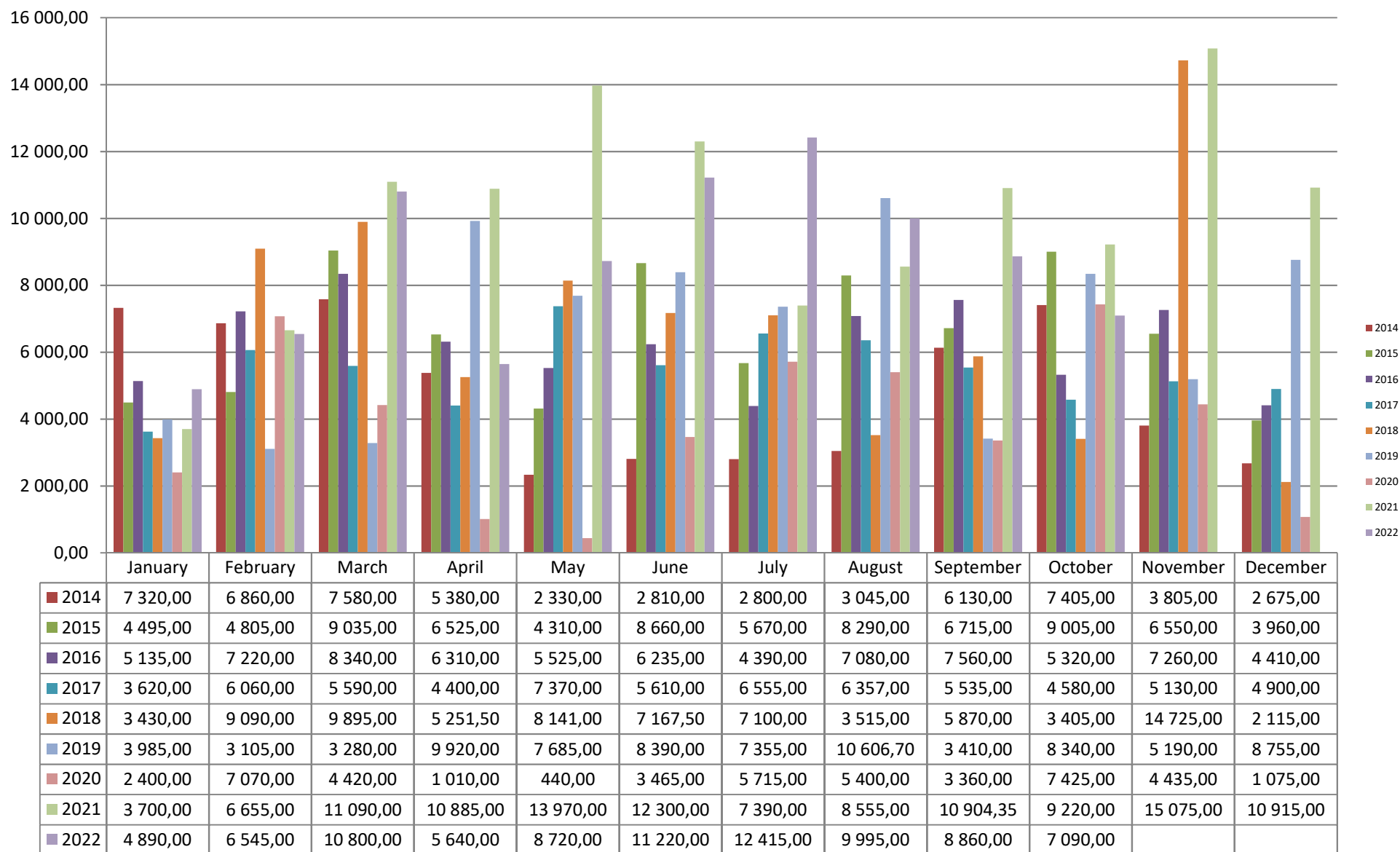
SCRUTINY FEES



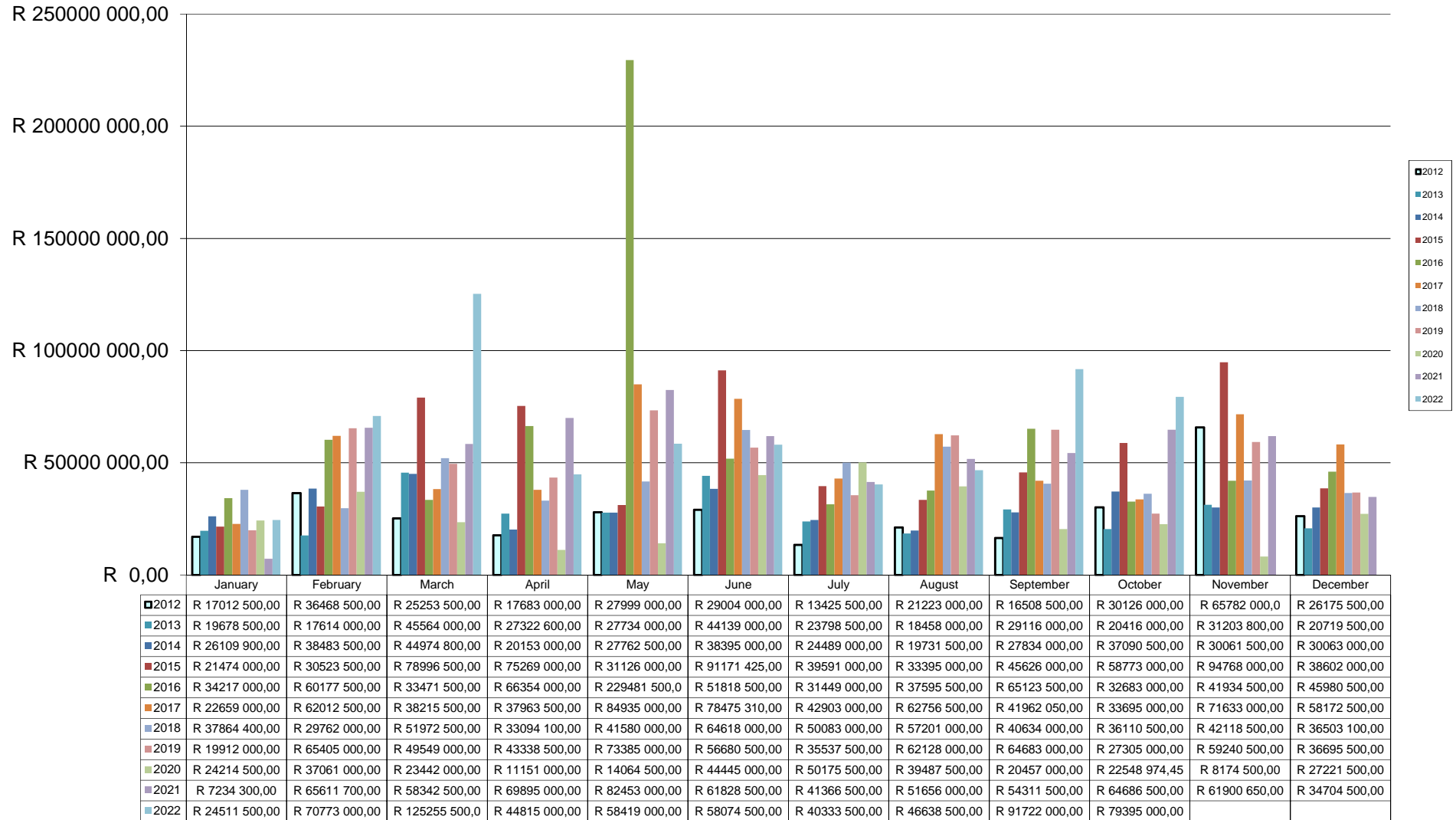
OCCUPATION FEES



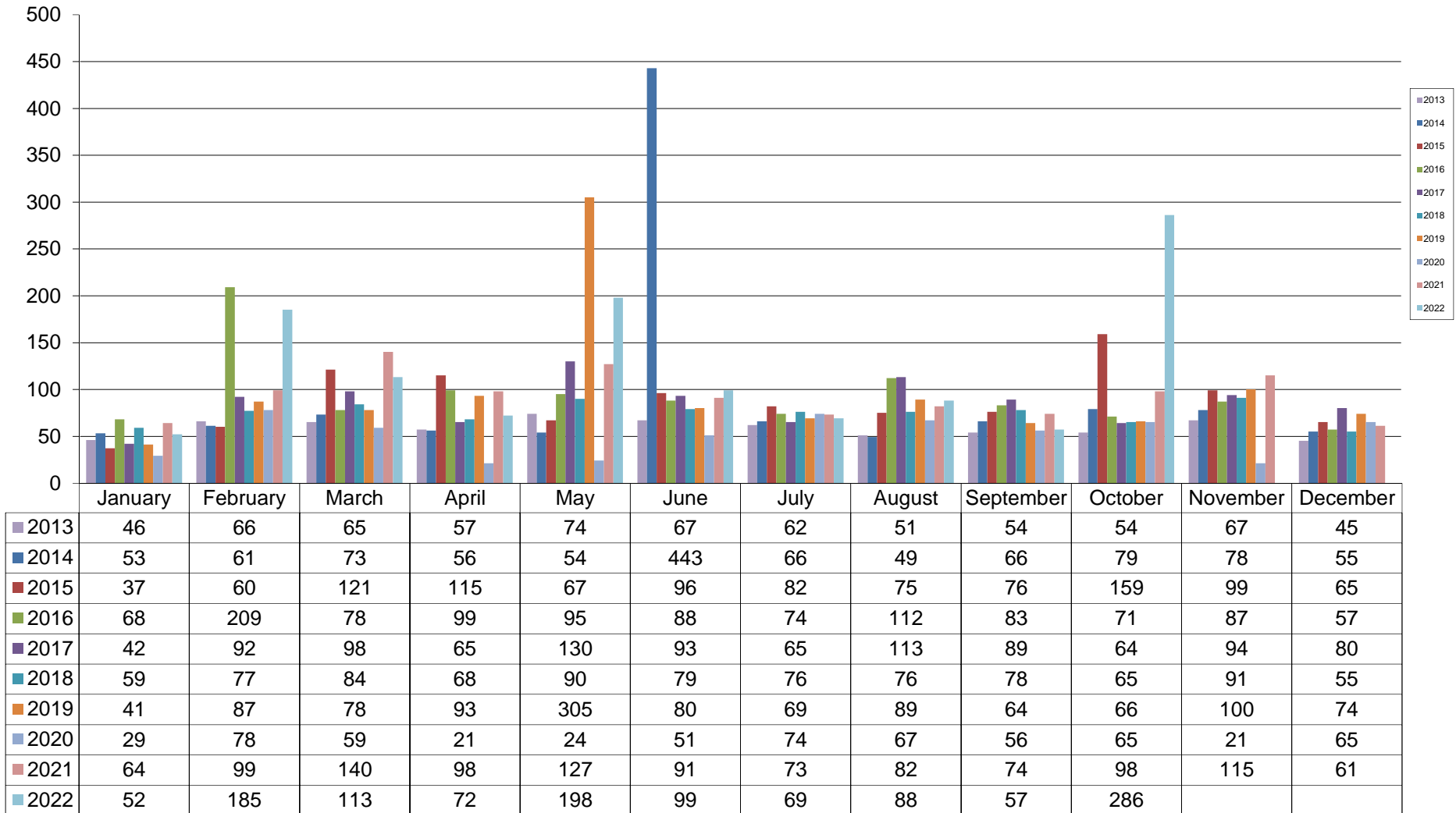
DEPARTURE FEES



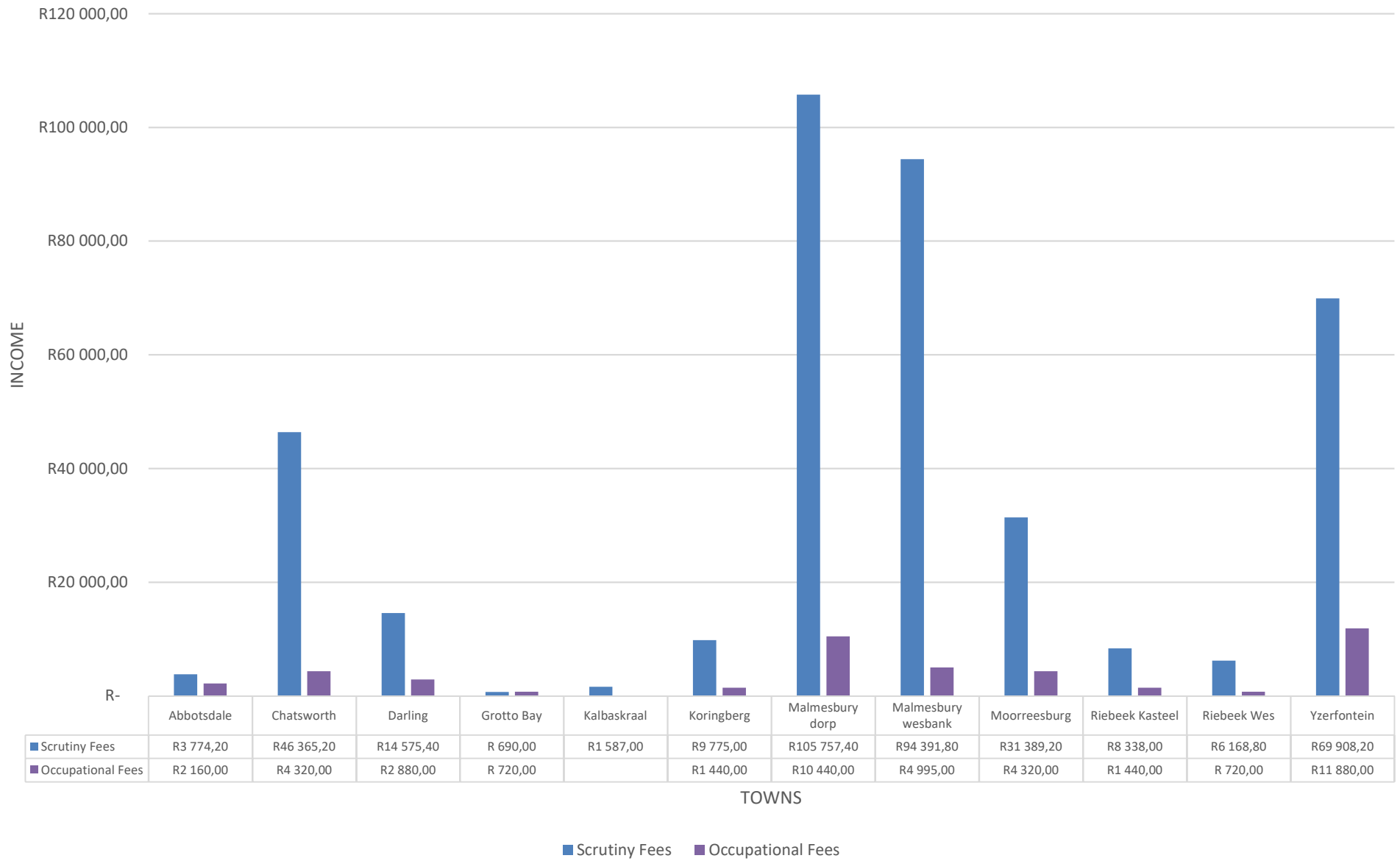
ESTIMATED BUILDING VALUES



BUILDING PLANS SUBMITTED



BUILDING CONTROL INCOME PER TOWN OCTOBER 2022





Verslag Φ Ingxelo Φ Report

Kantoor van die Direkteur: Beskermingsdienste

23 November 2022

7/1/2/2-3

ITEM 6.7 VAN DIE AGENDA VAN 'N UBK VERGADERING WAT GEHOUSAL WORD OP
14 DECEMBER 2022.

ONDERWERP:	PRESTASIEMETINGSVERSLAG VAN DIE DIREKTORAAT BESKERMINGSDIENSTE: OKTOBER 2022
SUBJECT:	PERFORMANCE MANAGEMENT REPORT OF THE DIRECTORATE PROTECTION SERVICES: OCTOBER 2022

1. **AGTERGROND / BACKGROUND**

Attached find the Performance Management report of Protection Services for October 2022.

2. **AANBEVELING**

Vir u kennisname.

(get) P A C Humphreys

**MUNISIPALE BESTUURDER
MUNICIPAL MANAGER**

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
Humphreys, Philip - Director: Protection Services					
Strategic Goal:	1 Improved quality of life for citizens				
Strategic Objective:	Manage Protection Services				
pd-09-0100: Capital expenditure in line with budget and time frames	1: % of capital budget spent [Type=Qtr 4 Only]	2: 0.0% Qtr 4 (Between 95% and 105%)	0.0%		
		Monthly Result	Notes	Evidence	
		O: 25.8%	Budget = R3 915 000, YTD Actual = R1 008 796 (Committed: R2 137 574)	Documents\2022	
		N:			
		D:			
pd-09-0101: Capital project implementation	1: Average % completion of capital projects [Type=Qtr 4 Only]	2: 0.0% 90% for the year	0.0% <<Prev Qtr>> 15.0% cumulative		NOTES: Target should be changed to 95% for the year
		Monthly Result	Notes	Evidence	
		O: 25%	Procurement in process	Promun System	
		N:			
		D:			
pd-09-0102: Operating expenditure in line with budget and time frames	1: % of operating budget spent [Type=Qtr 4 Only]	2: 0.0% Qtr 4 (Between 90% and 100%)	0.0%		
		Monthly Result	Notes	Evidence	
		O: 20.71%	Budget = R95 895 862, YTD Actual = R19 860 977 (20.71%)	Documents\2022	
		N:			
		D:			
pd-09-0103: Workforce training roll-out	1: % of planned training sessions according to the Workplace Skills Plan realised [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes	Evidence	
		O: 100%	Basic Traffic Officer (4) - planned training	Documents\2022	
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0104: Council decision implementation	1: % of due council decisions initiated [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: 100%	9/9 resolutions initiated/implemented		Documents\2022
		N:			
		D:			
pd-09-0105: Performance and financial monitoring	2: Number of monthly performance assessments and reconciliation of departmental records of expenditure with finance records done [Type=Avg All]	2: 100.0% 2 per quarter	50.0% 1		
		Monthly Result	Notes		Evidence
		O: 1	10 Oct		Documents\2022
		N:			
		D:			
pd-09-0106: Annual Report inputs provided by departments	2: Departmental input to the annual report submitted by due date [Type=Qtr 2 Only]	2: 100.0% Yes			
		Monthly Result	Notes		Evidence
		O: N/a			N/a
		N:			
		D:			
pd-09-0107: Budget inputs provided by departments	2: Budget requests provided to financial department in accordance with the budget time schedule? [Type=Qtr 2 Only]	2: 100.0% Yes	0.0%		
		Monthly Result	Notes		Evidence
		O: Yes			Budget Office
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0108: Assignments from the municipal manager completed	1: Number of written warnings received from municipal manager [Type=Avg All]	2: 100.0% 0 maximum	0.0%		
		Monthly Result	Notes	Evidence	
		O: 0		N/a	
		N:			
		D:			
pd-09-0110: Equal employment opportunity management	1: % of employment opportunities applied for appropriate equity appointments [Type=Qtr 4 Only]	2: 0.0% 100% cumulative by end of June annually	0.0%		
		Monthly Result	Notes	Evidence	
		O: N/a	No employment equity opportunities	Documents\2022	
		N:			
		D:			
pd-09-0111: Procurement in line with legal process	1: % compliance with SCM policy with the exception of approved deviations [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes	Evidence	
		O: 100%	Total Requisitions= 47	Documents\2022	
		N:			
		D:			
pd-09-0112: Audit issues resolved	1: % internal audit queries for which an action plan was submitted within 10 working days [Type=Avg All]	2: 100.0%	0.0%		
		Monthly Result	Notes	Evidence	
		O: N/a	No internal audit queries	N/a	
		N:			
		D:			
		2: % internal actions implemented within agreed time frame [Type=Avg All]	2: 100.0%	0.0%	
		Monthly Result	Notes	Evidence	
		O: 100%	No outstanding internal audit actions	N/a	
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-09-0112: Audit issues resolved	3: % of Auditor General's queries (comafs) for which an action plan was submitted within 5 working days [Type=Qtr 2 & 3]	2: 100.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a	No AG queries		N/a
		N:			
	4: % of Auditor General's findings implemented within agreed time frame [Type=Avg All]	2: 20.0%	0.0%		
		Monthly Result	Notes		Evidence
		O: N/a	No AG queries		N/a
		N:			
pd-09-0113: Risk identification and control implementation	1: Confirmations of risk assessment done [Type=Qtr 2 & 4]	2: 100.0%	0.0%		
		Yes (bi-annually by November and May)			
		Monthly Result	Notes		Evidence
		O: 100%	Risk Assessments completed in October 2022		Risk Officer -Inter
	2: % of Risk Action Plans implemented in accordance with the agreed time frame [Type=Qtr 2 & 4]	2: 100.0%	0.0%		
		bi-annually by November and May			
		Monthly Result	Notes		Evidence
		O: Yes	13 October 2022		Documents\2022
	3: Chief Risk Officer / Internal Audit informed of any newly identified risks [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
		Monthly Result	Notes		Evidence
		O: N/a			N/a

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes											
pd-09-0113: Risk identification and control implementation	4: Chief Risk Officer / Internal Audit informed of any changes in work procedures [Type=Avg All]	2: 100.0%	0.0%													
		Yes														
		<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: N/a</td><td></td><td>N/a</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>			Monthly Result	Notes	Evidence	O: N/a		N/a	N:			D:		
	Monthly Result	Notes	Evidence													
	O: N/a		N/a													
	N:															
D:																
5: Chief Risk Officer / Internal Audit informed of any incidents where controls have failed (loss control register update) [Type=Avg All]	2: 100.0%	0.0%														
	Yes															
	<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: N/a</td><td></td><td>N/a</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>			Monthly Result	Notes	Evidence	O: N/a		N/a	N:			D:			
Monthly Result	Notes	Evidence														
O: N/a		N/a														
N:																
D:																
pd-09-0115: Invocoms held	1: Number of invocoms held [Type=Avg All]	2: 100.0%	50.0%													
		2 per quarter	1													
		<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: 1</td><td>24 October 2022</td><td>Documents\2022</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>			Monthly Result	Notes	Evidence	O: 1	24 October 2022	Documents\2022	N:			D:		
	Monthly Result	Notes	Evidence													
	O: 1	24 October 2022	Documents\2022													
	N:															
D:																
pd-10-0032: Average duration of vacancies reduced	1: Average duration of vacancies after decision was taken by management team to fill the post [Type=Avg All]	2: 100.0%	0.0%													
		3 months maximum														
		<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: 2.7 mths</td><td></td><td>Documents\2022</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>			Monthly Result	Notes	Evidence	O: 2.7 mths		Documents\2022	N:			D:		
	Monthly Result	Notes	Evidence													
	O: 2.7 mths		Documents\2022													
	N:															
D:																
pd-10-0033: Productive workforce	1: % of person days lost per month due to sick leave [Type=Avg All]	2: 100.0%	0.0%													
		4% pm maximum	3.8% pm average													
		<table><tr><th>Monthly Result</th><th>Notes</th><th>Evidence</th></tr><tr><td>O: 3.8%</td><td>89/2352 person days lost due to sick leave</td><td>Documents\2022</td></tr><tr><td>N:</td><td></td><td></td></tr><tr><td>D:</td><td></td><td></td></tr></table>			Monthly Result	Notes	Evidence	O: 3.8%	89/2352 person days lost due to sick leave	Documents\2022	N:			D:		
	Monthly Result	Notes	Evidence													
	O: 3.8%	89/2352 person days lost due to sick leave	Documents\2022													
	N:															
D:																

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-12-0010: EPWP monitoring	1: Number of Full Time Equivalents (FTE's) for the financial year [Type=Qtr 4 Only]	2: 0.0%	0.0%		
		10 (131 for the whole organisation - 2022 DORA)	3.78 cumulative		
	2: Number of work opportunities created during the financial year [Type=Qtr 4 Only]	2: 0.0%	0.0%		
		29 (296 for the whole organisation)	4 cumulative		
pd-14-0003: Asset safeguarding	2: All moveable assets that became unusable or that were lost or stolen reported immediately in the prescribed manner to the Head: Asset Management [Type=Avg All]	2: 100.0%	0.0%		
		Yes			
pd-14-0017: Communication Strategy implementation	6: Number of reports on all communication activities undertaken by the department submitted to the Director Corporate Services [Type=Avg All]	2: 100.0%	0.0%		
		1 per quarter			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-16-0004: Effective monitoring of informal settlements	1: Report to Portfolio Committee on any new informal dwellings / structures erected [Type=Avg All]	2: 100.0% Yes - monthly	0.0%		
		Monthly Result	Notes	Evidence	
		O: Yes	Monthly report	Documents\2022	
		N:			
		D:			
pd-17-0005: Issuing of safety clothing	1: All safety clothing issued [Type=Qtr 3 Only]	2: 0.0% Yes (by end of March)	0.0%		
		Monthly Result	Notes	Evidence	
		O: N/a		N/a	
		N:			
		D:			
pd-17-0010: Spending of grants	1: % spending of grants [Type=Qtr 4 Only]	2: 0.0% 100% by end of June	0.0%		
		Monthly Result	Notes	Evidence	
		O: 58.9%	Establishment of a K9 Unit grant (operating): Budget = R2 390 000, YTD = R1 908 883 (79.9%) Establishment of a K9 Unit grant (capital): Budget = R30 000 , YTD = R0 (0%) Establishment of a Law Enforcement Reaction Unit: Budget = R4 000 000, YTD = R1 875 448 (46.9%) Total Budget: R6 420 000, YTD R3 784 331 (58.9%)	Documents\2022	
		N:			
		D:			
pd-17-0081: Ensure that accurate revenue estimates are prepared in relation to operating requirements	1: Projected tariff increases determined for the budget of the new financial year [Type=Qtr 3 Only]	2: 0.0% Yes (annually by end of February)	0.0%		
		Monthly Result	Notes	Evidence	
		O: N/a		N/a	
		N:			
		D:			

Performance Objective	Key Performance Indicator	Quarterly Target	Achieved	Rating	Reasons / Interventions / Notes
pd-19-0011: Training needs of staff	1: Training needs of staff identified and provided to HR at meetings held with all departments during November annually [Type=Qtr 2 Only]	2: 100.0% Yes (annually by November)	0.0%		
		Monthly Result	Notes	Evidence	
		O: N/a		N/a	
		N:			
		D:			



Verslag Φ Ingxelo Φ Report

Kantoor van die Direkteur: Beskermingsdienste
Afdeling: Verkeer & Wetstoepassingsdiens

23 November 2022

7/1/2/2-3

ITEM 6.7.1 VAN DIE AGENDA VAN 'N UBK VERGADERING WAT GEHOUSAL WORD OP
14 DECEMBER 2022.

ONDERWERP:	VERSLAG: VERKEER & WETSTOEPASSINGSDIENS: DESEMBER 2022
SUBJECT:	REPORT: TRAFFIC & LAW ENFORCEMENT SERVICES: DECEMBER 2022

1. **BACKGROUND / AGTERGROND**

Attached find the report of the Traffic & Law Enforcement Services for October 2022.

2. **AANBEVELING**

Vir bespreking deur die Raad.
For discussion by Council.

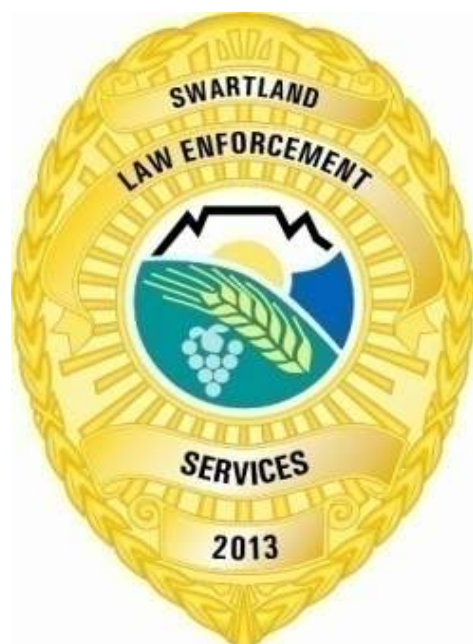
(get) P A C Humphreys

MUNISIPALE BESTUURDER
MUNICIPAL MANAGER

TRAFFIC AND LAW ENFORCEMENT

October 2022

Monthly report to
Portfolio Committee



EXECUTIVE SUMMARY

1. INTRODUCTION

The Traffic and Law Enforcement Service of Swartland Municipality sought to address a range of considered and complex issues that our society face on a daily basis, which includes road safety, crime and other societal problems.

We executing our mandate and assist SAPS to prevent and combatting crime during the month of **October 2022** to enhance service delivery and better the quality life of communities within the Swartland Municipal area.

2. LAW ENFORCEMENT

This division ensure bylaw compliance and education to all communities within the Swartland municipal area.

2.1. MONITORING OF INFORMAL SETTLEMENTS

The Traffic and Law Enforcement Division are mandated through the IDP to monitor all informal settlements within the Swartland municipal area and to prevent and manage land invasion. The key performance indicator is to report on any developments thereof to the Portfolio committee. Monitoring of Silvertown informal settlement, Chatsworth, Riverlands and Sibanye (Moorreesburg) is ongoing. Special efforts is in place to safeguard municipal land and to prevent land grabs in Darling.

2.2. DOG UNIT (K9-UNIT)

The Dog-Unit works 8-hour shifts. Their shifts are adaptable to cover enforcement over weekends.

The Unit can report the following for the month:

- Total searches done (vehicles and houses) = **376**
- 17 x Crime Prevention operations
- 8 x assist at VCP point / K78 roadblock
- 7 x Cross Boundary operations
- 0 x Liquor Control Operation

(133) Searches conducted in the form of VCPs, K78-Roadblocks and search and seizure in collaboration with SAPS executed for the month of **October 2022**. Details are available in the report.

(7) **Seven** cross boundary assistance to SAPS or municipalities within West Coast area.

The K9 unit had **54 arrests** for the month of **October 2022**.

3. REGISTRATION AND LICENSING

3.1. DRIVING AND LEARNERS LICENSES

Driving and learners' licenses create job opportunities and allow people to better their standard of living. The following can be report for Malmesbury, Moorreesburg and Darling Driving License Testing Centres (DLTC's):

Malmesbury:

Driving licence Pass rate for the month = **46%**

Learners Licence Pass rate for the month =**65%**

Applicants absent for the month = **75** (Driving licenses =**44**, Learners = **31**)

Moorreesburg:

Driving licence Pass rate for the month = **46%**

Learners Licence Pass rate for the month =**75 %**

Applicants absent =**19** (Driving licenses =**13**, Learners =**6**)

Darling

Learners Licence Pass rate for the month = **48%**

Applicants absent = **1**

3.2 VEHICLE TESTING STATIONS (VTS)

Malmesbury VTS had a total of **209** roadworthy tests and Moorreesburg VTS done **50** roadworthy tests for the month of **October 2022**.

4. TRAFFIC DIVISION

The traffic operational division can report the following for the month of **October 2022**.

- Road blocks (K78) = **1**
- Vehicle Check Points (VCP's) = **47**
- Foot Patrols = **25**

Total offences recorded = 1184 for October 2022 (This includes the cases recorded by Law Enforcement and Traffic).

4.1 WARRANT SECTION

The warrant and speed section execute warrants on a daily basis. Special efforts to enhance the executing of warrants and to increase the payment rate are of the essence. **Two hundred and two (202) warrants finalized to the value of R187 500.00**

4.2. SPEEDING ENFORCEMENT

The **four** mobile cameras recorded **3877** cases and the fixed sites recorded **1253** speeding cases. **1427** cases were recorded by the ASOD on the R27 (West Coast Road).

The total **speeding offences** for the month of **October 2022** were **6557**. We enhanced our speeding enforcement efforts to reduce accidents.

4.3. AUTOMATED NUMBER PLATE RECOGNITION OPERATIONS (ANPR OPERATIONS)

Seven (7) ANPR operations were executed for the month of **October 2022** and **R 188 250.00** of outstanding traffic fines were collected via this effort.

4.4 SAFETY AWARENESS

Fifteen (15) Educational programmes executed for the month of **October 2022**

5. HIGHLIGHTS

- Working with SAPS and other stakeholders brought successes and good integrated collaboration with crime prevention initiatives.
- Successful two day West Coast Rural Safety Summit at Saldanha Bay.
- Workshop with the Western Cape Liquor authority.
- Project with SAPS and Safer Schools visiting homes and parents of school dropouts.
- Increased visibility in and around the Driehoek road.
- Successful "Rock in the Daisies" festival.

- Our K9 unit through hard work find successes in various operations and the confiscation of drugs and illegal alcohol is ongoing. Removing these drugs from our streets and communities are paramount.
- Presentation of K9 success on SALGA platform for Western Cape Municipalities.
- The finalizing of our Festive Season Plan and Yzerfontein operational plan for December 2022- January 2023
- Monitoring council's land at De Hoop, Illinge Lethu and Darling for possible invasion.
- Successful operations with SAPS and the Western Cape Liquor Authority (WCLA) over the Swartland Municipal Area is ongoing.
- Our efforts with revenue collection of traffic fines and warrants are successful.

6. CHALLENGES

- Speeding and dicing of motor vehicles on the Swartland roads.
- The establishment of the K9 and Reaction unit is causing that office space is becoming a challenge. We busy investigating for possible new office space.
- The Reaction Unit have no vehicles. Discussions took place with DOCS to find possible solution with no success.
- The illicit use of drugs and transporting thereof on our main routes (R27 and N7)
- Complaints regarding stray animals.
- Illegal dumping in all areas of the Swartland Municipal area.
- Possible land invasion/grabs.
- Lack of visibility of Provincial traffic on the N7 and other roads around Swartland.

7. CONCLUSION

The department are committed to serve the Swartland community, reduce fatal crashes and be pro- active in our approach to road safety and by-law compliance.

.....
MANAGER: TRAFFIC & LAW ENFORCEMENT SERVICES

LAW ENFORCEMENT



Law Enforcement Officers per area											
Town/Area											
	Abbotsdale	Chatsworth Riverlands	Darling	Kalbaskraal	Koringberg	Malmesbury	Moorreesburg	Riebeek Kasteel	Riebeek West	Yzerfontein	TOTAL
Head Law Enforcement	0	0	0	0	0	1	0	0	0	0	1
Regional Inspectors	0	0	1	0	0	1	1	0	0	1	4
Permanent Officers	0	0	2	0	0	5	3	0	0	0	10
Reservists	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	3	0	0	7	4	0	0	1	15

LAW ENFORCEMENT STATISTICS – OCTOBER 2022

Complaints received		
Area	Type of complaint	Total
Abbotsdale	Cows/Horses/ Dogs on public road- Keeping dogs	3
	Illegal Dumping	1
	Bylaw relating to land use	5
	Illegal Structures	3
	Bylaw relating to electricity	1
Chatsworth/ Riverlands	Cows/Horses/ Dogs on public road- Keeping dogs	6
	Nuisance-Swearing, Drinking & Urinating in public	1
	Illegal Dumping	4
	Illegal Structures	2
	Bylaw relating to land use / Roads & Streets	6
Darling / Yzerfontein	Cows/Goats/ Ostriches on public road-Keeping Dogs	4
	Nuisance-Swearing, Drinking & Urinating in public	5
	Illegal Trading	1
	Bylaw relating to roads & streets/ council property	5
	Illegal Dumping	1
	Prevention of fires	2
	Occupational Health & Safety	3
	Building Regulations	2
	Fireworks	3

Kalbaskraal	Nuisance-Swearing, Drinking & Urinating in public	2
	Cows/Horses/ Dogs on public road- Keeping dogs	2
	Bylaw relating to roads & streets	1
	Illegal Dumping	2
Malmesbury	Cows/Horses/ Dogs on public road- Keeping dogs	20
	Illegal Dumping	3
	Vagrants - Been a nuisance	11
	Nuisance- Noise/ Swearing, Drinking & Urinating	17
	Illegal Structures	7
	Public Amenities/ Roads & Streets	3
	Illegal Trading	2
	Bylaw relating to electricity	3
	Building Regulations	9
	Bylaw relating to council property/ land use	7
	Fire Safety	1
Moorreesburg/Koringberg	Dogs on public road/ place-Keeping Dogs/Cattle	2
	Bylaw relating to land use- spaza shops	1
	Bylaw relating to council property	1
	Illegal Structures	2
	Nuisance- Noise/ Swearing, Drinking & Urinating	2
	Illegal Dumping	4
	Vagrants/ Street Kids - Been a nuisance	2
Riebeek Kasteel	Pigs / dogs on public road/place- Keeping Dogs	2
	Illegal Dumping & Littering	2
	Nuisance- Noise/ Swearing, Drinking & Urinating	2
Riebeek West	Pigs / dogs on public road/place- Keeping Dogs	1
	Illegal Dumping	1
	Bylaw relating to council property	3
	Total complaints attended	173

Law Enforcement: Foot patrols			
Date	Area	Description	Successes
04 October 2022	Darling CBD	Foot patrols targeting all by-laws and parking offences	No Successes
05 October 2022	Malmesbury Job Street	Foot patrols targeting all by-laws and parking offences	No Successes
07 October 2022	Riebeeck-Kasteel CBD	Foot patrols targeting all by-laws and parking offences	2x Unlicensed Motor Vehicles 2x Parking Offences
08 October 2022	Riebeeck West CBD	Foot patrols targeting all by-laws and parking offences	1x Drinking in public place/ street
08 October 2022	Yzerfontein Main Beach	Foot patrols targeting all by-laws and parking offences	No Successes
09 October 2022	Yzerfontein Main Beach	Foot patrols targeting all by-laws and parking offences	No Successes
10 October 2022	Moorreesburg CBD	Foot patrols targeting all by-laws and parking offences	2x Unlicensed Motor Vehicles
10 October 2022	Yzerfontein Outer Road	Foot patrols targeting all by-laws and parking offences	1x Unlicensed Motor Vehicle
11 October 2022	Riebeeck-Kasteel CBD	Foot patrols targeting all by-laws and parking offences	6x Unlicensed Motor Vehicles
11 October 2022	Darling Clarendon Street	Foot patrols targeting all by-laws and parking offences	1x Illegal Dumping
12 October 2022	Job Street Malmesbury	Foot patrols targeting all by-laws and parking offences	No Successes
12 October 2022	Darling East	Foot patrols targeting all by-laws and parking offences	1x Illegal Dumping
14 October 2022	Moorreesburg CBD	Foot patrols targeting all by-laws and parking offences	No Successes
17 October 2022	Darling CBD	Foot patrols targeting all by-laws and parking offences	1x Illegal Trading
18 October 2022	Moorreesburg CBD	Foot patrols targeting all by-laws and parking offences	1x Unlicensed Motor Vehicle
19 October 2022	Job Street Malmesbury	Foot patrols targeting all by-laws and parking offences	1x Parking Offence
19 October 2022	Darling CBD	Foot patrols targeting all by-laws and parking offences	1x Urinate in public place/ street
21 October 2022	Moorreesburg CBD	Foot patrols targeting all by-laws and parking offences	No Successes
21 October 2022	Riebeeck-Kasteel CBD	Foot patrols targeting all by-laws and parking offences	2x Unlicensed Motor Vehicles 3x Parking Offences

22 October 2022	Yzerfontein Main Beach	Foot patrols targeting all by-laws and parking offences	No Successes
22 October 2022	Riebeek West CBD	Foot patrols targeting all by-laws and parking offences	No Successes
23 October 2022	Darling CBD	Foot patrols targeting all by-laws and parking offences	1x Illegal Trading
23 October 2022	Yzerfontein Main Beach	Foot patrols targeting all by-laws and parking offences	8x Children removed from dunes
24 October 2022	Moorreesburg CBD	Foot patrols targeting all by-laws and parking offences	2x Drink in public place/ street
25 October 2022	Moorreesburg CBD	Foot patrols targeting all by-laws and parking offences	2x Drink in public place/ street 2x Washing of vehicles on public road
26 October 2022	Riebeek West CBD	Foot patrols targeting all by-laws and parking offences	1x Unlicensed Motor Vehicle
26 October 2022	Darling Evita Bezuidenhout	Foot patrols targeting all by-laws and parking offences	1x Stray dog impounded
27 October 2022	Riebeek-Kasteel CBD	Foot patrols targeting all by-laws and parking offences	No Successes
28 October 2022	Darling CBD	Foot patrols targeting all by-laws and parking offences	3x Drink in public place/ street
28 October 2022	Moorreesburg CBD	Foot patrols targeting all by-laws and parking offences	2x Unlicensed Motor Vehicle
31 October 2022	Darling Evita Bezuidenhout	Foot patrols targeting all by-laws and parking offences	4x Drink in public place/ street

Impounding of animals		
Type of animal	Area Impounded	Total
Dogs	Darling	2x (Surrendered)
Dogs	Darling	1x (Stray)
Dogs	Malmesbury	2x (Stray)
Dogs	Chatsworth	1x (Surrendered)
Dogs	Moorreesburg	0
TOTAL		6

Educational programs /Projects			
Date	Area	Description	Detail of educational program
05 October 2022 10:00 – 12:00	Riebeek Kasteel Riebeek West	Awareness Campaign Pedestrian Safety	As part of Transport Month plan STLE conducted awareness with focus on pedestrian safety. 60 Awareness pamphlets entails safety tips for pedestrians was disseminate throughout the Swartland. This awareness ended off with a Vehicle Check Point (VCP) in Riebeek Kasteel. A total of 15 Traffic fines were issued with a value of R11 800-00 R/Insp. M. Cloete
11 October 2022 10:00-11:00	Darling North Clarendon Street	Awareness Campaign Illegal Dumping	12 Illegal Dumping Awareness pamphlets distributed in Darling East regarding awareness w.r.t illegal dumping and contact information about illegal dumping activities. 1 Illegal dumping fine issued during the awareness campaign. R/Insp. M. Humphreys
19 October 2022 12h00-13h00	St. Thomas Primary school Malmesbury	Awareness Campaign Scholar patrol training	Scholar patrol is a very crucial component of road safety and it promotes safety of scholar pedestrians--- 45 scholars trained. STO C.S Prince
20 October 2022 10:30-11:30	Riebeek Kasteel Esterhof	Awareness Campaign Illegal selling of fireworks	17 Spaza Shops visited in Wesbank making shop owners and managers aware of the illegal selling of fireworks without the necessary license and permission of the Fire Chief. 10 awareness pamphlets distributed. No fireworks found on premises of Spaza shops. R/Insp. M. Cloete
21 October 2022 09:00-11:00	Malmesbury Wesbank	Awareness Campaign Illegal selling of fireworks	9 Spaza Shops were visited in Wesbank making shop owners aware of the illegal selling and discharging of fireworks without the necessary license and permission from the Fire Chief. R/Insp. C. Lakey
24 October 2022 08h30-09h30	St. Thomas Primary school Malmesbury	Awareness Campaign Scholar patrol training	Scholar patrol performs a very important and responsible public service by controlling traffic and by safeguarding scholar pedestrians

			45 scholars trained. STO C.S Prince
24 October 2022 10h00-11h00	St. Thomas Primary school Malmesbury	Awareness Campaign Road safety	Road safety education is important to all adults and children. 12 scholars were educated in road safety. STO C.S Prince
25 October 2022 10h00-11h00	St. Thomas Primary school Malmesbury	Awareness Campaign Scholar patrol training	Scholar patrol performs a very important and responsible public service by controlling traffic and by safeguarding scholar pedestrians A total 45 scholars trained. STO C.S Prince
25 October 2022 11h30-12h30	St. Thomas Primary school Malmesbury	Awareness Campaign Road safety	Children have a high involvement in road crashes so they must learn how to use the road safely. 12 scholars were educated in road safety STO C.S Prince
25 October 2022 06:00 – 08:00	Darling R315 Main Road	Awareness Campaign Road Safety Awareness	Transport Month plan STLE conducted road safety awareness in the form of a VCP with the focus on public transport. Motorists cautioned to wear their seat belts and drivers to maintain a safe following distance when travelling on our roads and keeping their vehicles in a roadworthy condition. A total of 26 Traffic Fines were issued with a value of R38 200-00 R/Insp. M. Humphreys
26 October 2022 12:30-13:45	Darling East	Awareness Campaign Illegal selling of fireworks	28 Spaza Shops visited in Darling East making shop owners aware of the illegal selling of fireworks without the necessary license and permission. Designated areas where fireworks can be discharged were also placed on noticed boards at different shops No fireworks found on premises of Spaza shops. R/Insp. M. Humphreys
28 October 2022 09:00-09:45	Moorreesburg Rosenhof	Awareness Campaign Illegal selling of fireworks	14 Spaza Shops visited in Wesbank making shop owners aware of the illegal selling of fireworks without the necessary license and permission. 80 Awareness pamphlets were distributed and designated areas were- fireworks can be

			<p>discharge at designated areas displayed on noticed boards. No fireworks found on premises of Spaza shops.</p> <p>R/Insp. M. Cloete</p>
<p>28 October 2022 10h00-14h00</p>	<p>Klipheuwel Road Malmesbury</p>	<p>Awareness Campaign Fatigue operation</p>	<p>Fatigue is a result of physical or mental exertion that impairs performance. Driver fatigue may be a lack of adequate sleep, extended work hours, strenuous work or non-work activities or a combination of other factors.</p> <p>An energy pack with a 500ml water, jungle bar and biltong distributed to the truck drivers.</p> <p>STO C.S Prince</p>
<p>30 October 2022 16:00-17:00</p>	<p>Yzerfontein CBD</p>	<p>Awareness Campaign Illegal selling of fireworks</p>	<p>3 Shops visited in Yzerfontein to make shop owners and managers aware of the illegal selling of fireworks without the necessary license and permission of the Fire Chief.</p> <p>R/Insp. N. Africa</p>
<p>31 October 2022 12:00-12:20</p>	<p>Darling East</p>	<p>Awareness Campaign Stray Animals</p>	<p>Angelier Street, Darling East residents urge to take responsibility and ownership of their animals by keeping the animals on their property. Stray animals will be impounded by Law Enforcement.</p> <p>R/Insp. M. Humphreys</p>

AWARENESS IMAGES



Operations			
Date	Area	Operation detail	Successes
07 October 2022 11:00 – 11:30	Yzerfontein Area	Operation- By laws Enforcing- Building Regulations Members- STLES- x1	By – Law enforcement regarding Municipal Building Regulations. – x1 Building contractor was issued a written notice for not complying with the SANS10400-F:2010 F6 2a i-ii regulations
07 October 2022 12:00 – 12:30	Yzerfontein Villa Fontana	Operation- By laws Enforcing- Building Regulations Members- STLES- x1	By – Law enforcement regarding Municipal Building Regulations. – Building site stopped at 20 Villa Fontana after no permission given from building inspector to erect building.
08 October 2022 17:15 - 18:00	Darling CBD	Operation- Bylaws Enforcing- All Bylaws and parking offences Members- STLES- x2 R/Unit - x4	x3 Drink in public place/ street x2 Urinate in public place/ street x5 Cases
10 October 2022 13:30 – 14:30	Yzerfontein Area	Operation- By laws Enforcing- Building Regulations Members- STLES- x1	By – Law enforcement regarding Municipal Building Regulations. – Area AIO
11 October 2022 10:00 – 11:00	Malmesbury Barocca Street	Operation- By laws Enforcing- All Bylaws and Parking Offences Members- STLES- x2	x2 Illegal Structures removed
11 October 2022 11:00 – 12:00	Malmesbury Glen Lilly	Operation- By laws Enforcing- Vagrants & Illegal Structures Members- STLES- x4	x2 Illegal Structures removed
12 October 2022	Moorreesburg Rosenhof	Operation- Bylaws (Illegal Dumping) Enforcing- All Bylaws	x2 Illegal Dumping

11:00 - 11:20		Members- STLES- x1 R/Unit - x2	x2 Cases
12 October 2022 10:00 - 10:30	Moorreesburg CBD	Operation- Bylaws (Illegal Trading) Enforcing- All Bylaws Members- STLES- x2 R/Unit - x3	x2 Illegal Trading x1 Obstruct traffic on sidewalk x3 Cases
12 October 2022 12:30 – 13:00	Darling CBD	Operation- Crime Prevention Enforcing- Crime Members- STLES- x2	<u>Arrest</u> 1x Arrest Darling SAPS Cas- 55/10/2022 Theft of Copper Fittings at Swartland Municipality- Dept of Water/ Sanitation Arresting Officer- M. Humphreys <u>Confiscated</u> – 2x Copper fittings SAP13 357/2022 <u>Comments-</u> Suspect arrested after he presumably took copper fittings while on duty without any permission. Copper fittings found in his possession. Suspect was detained at Darling SAPS.
13 October 2022 10:00 – 11:00	Abbotsdale N7	Operation- By laws Enforcing- All Bylaws Members- STLES- x4	x2 Illegal Structures removed
21 October 2022 11:10 - 11:45	Riebeeck-Kasteel Esterhof	Operation- By laws Enforcing- All Bylaws and Parking Offences Members- STLES- x3	x1 unsightly premises x1 Obstruct pedestrian traffic on sidewalk x2 Cases
21 October 2022 11:00 - 11:40	Darling CBD	Operation- By laws Enforcing- All Bylaws and Parking Offences Members- STLES- x2	x1 Drink in public place/ street x1 Drunk & Disorderly Arrest x1 Case x1 Arrest

21 October 2022 10:00 – 11:00	Malmesbury Wesbank	Operation -By laws Enforcing - All Bylaws Members - STLES- x3 Reaction Unit- x5	X2 Illegal Foreigners arrested.
22 October 2022 09:00 – 09:30	Yzerfontein Area	Operation -By laws Enforcing - Building Regulations Members - STLES- x2	By – Law enforcement done regarding Municipal Building Regulations. – 2 Building contractors cautioned to remove their cement mixers from the public road and to clean the road surface.
22 October 2022 13:00 - 14:00	Yzerfontein Area	Operation -By laws Enforcing - All Bylaws and Parking Offences Members - STLES – x2	x4 Drinking in public place/ street x4 Cases
22 October 2022 12:45 - 13:20	Moorreesburg CBD	Operation -By laws Enforcing - All Bylaws and Parking Offences Members - STLES - x1 R/Unit - x2	x4 Drinking in public place/ street x4 Cases
24 October 2022 08:00 – 13:00	Darling North/ East	Operation - Crime Prevention Enforcing - Crime Members - STLES- x3 Darling SAPS- x7	<u>Arrest</u> 2x Arrests Darling SAPS Cas- 116 & 117 /10/2022 Possession of Tik & Mandrax <u>Confiscated</u> – 6x Mandrax Tablets – 6x Dagga Joints – 8x Small bankies Tik – Money Confiscated- R5610-00 <u>Comments</u> - 7 Search warrants executed. 2 Adult male persons apprehended. Swartland Traffic & Law Enforcement assisted Darling SAPS and arrested the accused. x2 Cases

Operations			
Date	Area	Operation detail	Successes
25 October 2022 10:00 - 12:00	Darling CBD	Operation- By laws Enforcing- All Bylaws and Parking Offences Members- STLES - x2 R/Unit - x3	x2 Drinking in public place/ street x1 Abusive Language used x2 Illegal Trading x5 Cases
31 October 2022 13:00 - 14:00	Darling East	Operation- By laws Enforcing- All Bylaws and Parking Offences Members- STLES- x2	x2 Keeping of animals- Caution Notices x2 Caution Notices Issued
31 October 2022 08:00 – 16:00	Malmesbury Wesbank	Operation- By laws Enforcing- Drop out School Project Members- STLES- x3	23 home visits done regarding the school dropout project with SAPS, safer schools and STLE.

Offence description	Cases	Warnings	Total	Comments
Advertisement signs	0	0	0	
Building regulations	1	0	1	
By-laws relating to council property	0	1	1	
By-law relating to fire brigade	0	0	0	
By-laws relating to libraries	0	0	0	
By-laws relating to streets	6	1	7	
By-laws relating to the supply of electricity	0	0	0	
Camping sites	0	0	0	
Control over boundary walls and fences	0	0	0	
Control over Yzerfontein harbour	0	0	0	
Damage to road surface	0	0	0	
Distribution of flyers	0	0	0	
Drinking in public	70	0	70	
Drunk in public - Arrests	0	0	0	
Dumping sites	0	1	1	
Fireworks	0	10	10	
Graveyards	0	0	0	
Illegal Dumping	4	0	4	
Keeping of animals (goats; cows, donkeys, horses, etc.)	0	3	3	
Keeping of bees	0	0	0	
Keeping of dogs	2	0	2	
Keeping of poultry	0	0	0	
Littering	0	0	0	
Nuisance	0	1	1	
Occupational health and safety	0	1	1	
Other by-laws not mentioned elsewhere	1	1	2	
Prevention of fires	0	0	0	
Public Amenities	0	0	0	
Repair/maintenance of vehicles on public/public place	0	0	0	
Sanitation	0	0	0	
Street and door to door collections	0	0	0	
Street vendors and hawkers	4	0	4	
Swimming pool by-laws	0	0	0	
Pedestrians: Hitch hike at prohibit area (N7)	0	8	8	
Traffic by-laws	0	0	0	
Unused vehicles, boats and machines	0	0	0	
Urinate in public	13	0	13	
Washing of vehicles on public road/public place	1	0	1	
Water by-law	0	0	0	
TOTAL	102	27	129	



K9 Unit Monthly Report

October 2022

Staff	Malmesbury	Moorreesburg	Darling	Total
Principal Inspectors	1	1	1	3
Dog handlers	2	2	2	6
TOTAL	3	3	3	9

Activities in Areas		
Area	Type of activity	Total
Abbotsdale	Houses searched	3
	Vehicles searched	8
	Open area searched	0
Chatsworth/ Riverlands	Houses searched	5
	Vehicles searched	17
	Open area searched	0
Darling / Yzerfontein	Houses searched	13
	Vehicles searched	46
	Open area searched	0
Kalbaskraal	Houses searched	2
	Vehicles searched	9
	Open area searched	0
Malmesbury	Houses searched	16
	Vehicles searched	33
	Open area searched	0
Moorreesburg/Koringberg	Houses searched	24
	Vehicles searched	13
	Open area searched	0
Riebeek Kasteel	Houses searched	11
	Vehicles searched	15
	Open area searched	0

Riebeek West	Houses searched	16
	Vehicles searched	24
	Open area searched	0
West Coast Road (R27)	Vehicles searched	54
N7 Road	Vehicles searched	67
	Total Searches	376

Date	Area	Successes
11 October 2022	Piketberg	<ul style="list-style-type: none"> - Four (4) Residential Premises searched (Search Warrants). - Two (2) Arrests Made Possession of drugs. <p><u>Exhibits:</u></p> <ul style="list-style-type: none"> - Thirty (30) Full Mandrax Tablets. - Thirteen (13) Stoppe Dagga. - Three (3) small plastic zipper transparent bags containing Methamphetamine (Tik-Tik). - One (1) container filled with loose dagga. - Four hundred rand (R400) in cash. - Estimated street value of drug confiscated R 1 410.00
13 October 2022	Piketberg	<ul style="list-style-type: none"> - Four (4) Residential Premises searched (Search Warrants). - No Success
27 October 2022	Nuwerus	<ul style="list-style-type: none"> - Five (5) Arrests Made - 1 x Possession of Tik-Tik - 1 x Possession of Mandrax - 3 x Possession of Conophytum "Flora" Plants without documentation <p><u>Exhibits:</u></p> <ul style="list-style-type: none"> - One (1) x Medium Bag containing Methamphetamine (Tik-Tik) with a weight of 204 gram. - Nine (9) x Full Mandrax Tablets. - Six (6) x Large Bags filled with Conophytum "Flora" Plants.
27 October 2022	Van Ryhnsdorp	<ul style="list-style-type: none"> - Two (2) arrests made - 1 x Possession of Mandrax and Tik-Tik - 2 x Illegal Immigrants
28 October 2022	Piketberg	<ul style="list-style-type: none"> - Eleven (11) arrests made - 7 x Illegal Immigrants - 2 x Possession of Mandrax - 1 x Possession of Tik-Tik - 1 x Possession of Khat <p><u>Exhibits:</u></p> <ul style="list-style-type: none"> - 1 x Full Mandrax Tablet - 1 x Half Mandrax Tablet - 1 x Bankie Tik-Tik - 52 x Bundles Khat
29 October 2022	Vredendal	No Arrest No Success
29 October 2022	Lutzville	No Arrest No Success

Date	Area	Operation detail	Successes
03 October 2022	Malmesbury	VCP	<ul style="list-style-type: none"> - 3 Notices Issued - 2 x Unlicensed Drivers - 1 x Unlicensed Vehicle - 1 x Defective Service Brake - 1 x No U-Turn <p>Fines = R4000</p>
04 October 2022	Malmesbury	VCP	<ul style="list-style-type: none"> - 2 Notices Issued - 1 x Unlicensed Vehicle - 1 x Red Robot <p>Fines = R3000</p>
05 October 2022	Kalbaskraal	Crime Prevention	<ul style="list-style-type: none"> - No Success - No Arrest
06 October 2022	Abbotsdale	Crime Prevention	<ul style="list-style-type: none"> - One (1) Premises Searched - One (1) Arrest Made possession of Crushed Mandrax Powder
06 October 2022	Malmesbury	Crime Prevention	<ul style="list-style-type: none"> - 7X Premises searched Sec 22 of CPA - 27x People search - 1x Arrest possession of Mandrax - 1x Crushed Mandrax - 2x Suspects arrested for possession of Mandrax - 1x Half Mandrax <p>- Estimated street value of drug confiscated R120</p>
07 October 2022	Darling	K78 Roadblock	<ul style="list-style-type: none"> - Assist STLE - 27 Vehicles searched negative.
07 October 2022	Darling	Crime Prevention	<ul style="list-style-type: none"> - Assisted SAPS at RTD 2022 Festival

08 October 2022	Darling	Crime Prevention	<ul style="list-style-type: none"> - Assisted SAPS at RTD2022 Festival
10 October 2022	Malmesbury	VCP	<ul style="list-style-type: none"> - No Arrest - No Success
12 October 2022	Moorreesburg	Crime Prevention	<ul style="list-style-type: none"> - Two (2) Residential Premises searched (Search Warrants). - No Success - No Arrest -
13 October 2022	Moorreesburg	VCP	<ul style="list-style-type: none"> - 1 x Expired Document R500 - 2 x Unlicensed Vehicle R1000 - 1 x Expired Roadworthy Certificate R2500 - 2 x Smooth Tyres R600 - - Five (5) Vehicles Searched - No Arrest
14 October 2022	Moorreesburg	Crime Prevention - Narcotic Operation	<ul style="list-style-type: none"> - Three (3) Residential Premises searched (Search Warrants). - No Success - No Arrest
15 October 2022	Moorreesburg	Crime Prevention	<ul style="list-style-type: none"> - Seven (7) Residential Premises searched (Search Warrants). - Three (3) Arrests Made. <p><u>Exhibits:</u></p> <ul style="list-style-type: none"> - One (1) Half Mandrax Tablet - Two (2) small plastic zipper transparent bags containing Methamphetamine (Tik-Tik). - One (1) crushed Mandrax powder. - One (1) Possession of Dangerous Weapon. - - Public Violence - Gang Related - Twenty-Two (22) suspects arrested on Public Violence CAS – Gang Related. <p><u>Exhibits:</u></p> <ul style="list-style-type: none"> - Two (2) Flare Guns. - One (1) Knife.

19 October 2022	R27 – Yzerfontein Crossing	VCP (Assist)	<ul style="list-style-type: none"> - 2 x No PRDP R6000 - 2 x Unlicensed Drivers R2000 - 1 x No Number plate R500 - 1 x Contrary to Permit R2500 - Seven (7) Searches - No Arrest
21 October 2022	Moorreesburg Weighbridge	K78 Roadblock (Assist)	<ul style="list-style-type: none"> - Assist STLE - 1 x Unlicensed Motor Vehicle R500 - 1 x Unlicensed Driver - Nine (9) Searches - No Arrest
22 October 2022	Moorreesburg	Crime Prevention - Crime Intelligence Operation	<ul style="list-style-type: none"> - Two (2) Residential Premises searched (Search Warrants). - Two (2) Half Mandrax Tablets - One (1) Quarter Mandrax Tablet - One (1) Dangerous Weapon - Three (3) Suspects Arrested
24 October 2022	Darling	Crime Prevention - Crime Intelligence Operation	<ul style="list-style-type: none"> - Seven(7) Search Warrants executed - Two(2) Suspects arrested for possession of drugs - 6x Half Mandrax - 8x Bankies containing Tik - 6x Readymade dagga cigarettes - R5610 in Cash confiscated - Darling Cass 116/10/2022 - Darling Cass 117/10/2022
25 October 2022	Moorreesburg	VCP	<ul style="list-style-type: none"> - 1x Operators Card R500 - 1x Expired Drivers licence R500 - 16x vehicles searched Neg.
25 October 2022	Darling	Public Transport Operation	<ul style="list-style-type: none"> - 1 x No OLB Permit R2500 - 1 x Discontinue Notices

OPERATIONAL IMAGES





Law Enforcement Reaction Unit Monthly Report October 2022

October 2022

Staff	Shift A	Shift B	Total
Senior Inspectors	1	1	2
Reaction Unit Officers	9	9	18
TOTAL	10	10	20

The Unit works on a 8 hour shift system (Shift A and Shift B) with 10 Officers per shift.

ROLL OUT SCHEDULE FOR LAW ENFORCEMENT REACTION UNIT.

FEBRUARY-APRIL 2022	<ul style="list-style-type: none"> Advertising of Law Enforcement Reaction Unit posts. Recruitment process---physical assessment, medical assessment, interviews and appointment. Procure training service provider
MAY- JULY 2022	<ul style="list-style-type: none"> Recruitment process---physical assessment, medical assessment, interviews and appointment. Appointment of officers from 1 May 2022. Procurement of uniform and equipment. Reaction Unit training started at Chrysalis Academy on 20 June until 29 July 2022.
AUGUST- SEPTEMBER 2022	<ul style="list-style-type: none"> Appointed and trained Law Enforcement Reaction Unit – operational. Await peace officer certificates from SAPS
OCTOBER - 2022	<ul style="list-style-type: none"> Peace Officer status received. Members appointed as Peace Officers and Appointment Certificates issued. Firearm Training outstanding. Members operational.
<p><u>OTHER INFORMATION:</u></p> <ul style="list-style-type: none"> The reference checks, fingerprints and drug testing of shortlisted applicants are of paramount importance and finalized. Applicants to undergo training at an external service provider. (Law enforcement and Peace officer training) 10 modules. Procure the necessary equipment.(ongoing) Uniform procured and disseminated. Quarterly report to DOCS. <p><u>OUTSTANDING:</u></p> <ul style="list-style-type: none"> Firearm unit standards outstanding. 	

Date	Area	Operation detail	Successes
01 October 2022	Malmesbury	By-Law Operation	One (1) Notice issued for Cutting of Trees without permission of the municipality.
	Chatsworth	By-Law Operation	Four (4) notices issued for Urinating in Public.
	Malmesbury	VCP	Piet Retief Street. 1 x Overload Passengers 4 x Unlicensed Driver 2 x Unlicensed Vehicle 1 x Expired License Card 1 x No PrDP 1 x Disregard No Entry Sign 42 Vehicles Stopped.
	Malmesbury	Crime Prevention	Attended gang violence complaint at the Wesbank flats. 4 x Arrests made for Unruly Behaviour.
4 October 2022	Malmesbury	Awareness	Reaction Unit assisted STLE with pedestrian safety awareness during Transport Month.
	Kalbaskraal	Crime Prevention	Attended complaint of gang violence activities in the Kalbaskraal area. Maintained high visibility in area.
5 October 2022	Malmesbury	ANPR - Roadblock	Assisted STLE at ANPR roadblock.
	Kalbaskraal	By-Law Operation-Awareness	Visited 10 Spaza shops and raised awareness around illegal dumping. 10 x Warning notices issued to the shop owner to refrain from illegal dumping.
	Kalbaskraal	Crime Prevention	Attended complaint of gang violence activities and increase visibility in the Kalbaskraal area. Maintained high visibility in area.

06 October 2022	Kalbaskraal	By-Law Operation	Monitored Illegal dumping zones and with special focus on spaza shops.
07 October 2022	Malmesbury	Foot Patrol	No Cases
	Darling	Moving Violations – R315	1 x Disregard Barrier Line 1 x Fail to wear seatbelt
08 October 2022	Darling	Moving Violation	1 x Disregard Barrier Line 1 x Cell phone
		VCP – Main Road	1 x Unlicensed Driver 1 x Unlicensed Vehicle 1 x Smooth Tyre
		By-Law Operation	2 x Drinking in Public 1 x Urinating in Public
10 October 2022	Riebeeck West	By-Law Operation/ Foot Patrol	No Cases.
11 October 2022	Malmesbury	Bylaw operation/Foot Patrol- Drie-hoek pad	11 x unlicensed vehicle 2 x Drink in public 1 x Urinate in public
		Monitor Land Grabbing	Visit A block where 4 structures were erected-assisted law Enforcement
12 October 2022	Malmesbury	Bylaw Operation	Attend complaint of people staying next to Piketberg way. Arrange cleansing department to remove stuff of illegal squatters.
13 October 2022	Klipheuwel Road Malmesbury	ANPR- Roadblock	Assist STLE with ANPR roadblock.
19 October 2022	Malmesbury	VCP – Klipheuwel Road	1 x Expired License Card 2 x Unlicensed Vehicles 4 x Unlicensed Drivers

			1 x Learner Driver not accompanied.
	Moorreesburg	Crime Prevention	Assist STLE K9-Unit
	Malmesbury	Foot Patrol - CBD	4 x minors- caught stealing – minors handed over to parents.
21 October 2022	Moorreesburg	K78 Roadblock	Assist Provincial & K9 unit with K9 roadblock
		By-Law Operation	Attend complaint in long street-issued warnings to trucks
22 October 2022	Malmesbury and Abbotsdale	VCP - Roaming	Issue warning to owner who build illegal structure. Instruct them to stop. DWI Cas227/10/2022
24 October 2022	Malmesbury	Bylaw Operation	Assisting SAPS with crowd control at scene of murder Bokomo way Taxi rank.
25 October 2022	Moorreesburg	Crime Prevention	Assisted K9 and Law Enforcement with crowd control at court appearance of Gang/Public unrest suspects.
26 October 2022	Riebeeck West	Bylaw Operation	Arrest suspect for possession of mandrax and cannabis CAS 207/10/2022
27 October 2022	Darling	Moving Violations	<ul style="list-style-type: none"> • Take 12yr old runaway scholar back to Morningstar Primary (farm school) on R315. • Gave problem learners a stern talk about respect, discipline and behaviour, on request of principal. • Confiscated a dangerous weapon in Main Road Darling

			Address noise complaint at 91 Palmboom Street, New Asla. Deliver suspension letter on behalf of HR
28 October 2022	Malmesbury	K78 Roadblock	Assist ANPR roadblock and setup.
	Chatsworth	Crime Prevention	Fireworks/Guy Fawkes awareness
	Kalbaskraal	VCP	10 X Unlicensed Vehicles 3 X Drinking in public
31 October 2022	Malmesbury	By- Law Operations	7 x Unlicensed m/v 2 x drinking in Public

BY-LAW CASES/WARNINGS: REACTION UNIT				
Offence description	Cases	Warnings	Total	Comments
Advertisement signs				
Building regulations	1	0	1	
By-laws relating to council property	0	1	1	
By-law relating to fire brigade	0	0	0	
By-laws relating to libraries	0	0	0	
By-laws relating to streets	0	1	1	
By-laws relating to the supply of electricity	0	0	0	
Camping sites	0	0	0	
Control over boundary walls and fences	0	0	0	
Control over Yzerfontein harbour	0	0	0	
Damage to road surface	0	0	0	
Distribution of flyers	0	0	0	
Drinking in public	7	0	7	
Drunk in public - Arrests	0	0	0	
Dumping sites	0	1	1	
Fireworks	0	10	10	
Graveyards	0	0	0	
Illegal Dumping	0	0	0	
Keeping of animals (goats; cows, donkeys, horses, etc.)	0	3	3	
Keeping of bees	0	0	0	
Keeping of dogs	0	0	0	
Keeping of poultry	0	0	0	
Littering	0	0	0	
Nuisance	0	1	1	
Occupational health and safety	0	1	1	
Other by-laws not mentioned elsewhere	0	1	1	
Prevention of fires	0	0	0	
Public Amenities	0	0	0	
Repair/maintenance of vehicles on public/public place	0	0	0	
Sanitation	0	0	0	
Street and door to door collections	0	0	0	
Street vendors and hawkers	0	0	0	
Swimming pool by-laws	0	0	0	
Pedestrians on N7	0	8	8	
Traffic by-laws	0	0	0	
Unused vehicles, boats and machines	0	0	0	
Urine in public	2	0	2	
Washing of vehicles on public road/public place	0	0	0	
Water by-law	0	0	0	
TOTAL	10	27	37	



CCTV ROOM

MONTHLY REPORT

October 2022

OCTOBER 2022

1. CCTV Room Staff

Staff	Shift A	Shift B	Shift C	Total
Supervisor	1	1	1	3
Control room officers	3	3	3	9
	4	4	4	12

2. Shifts

Shift Cycle 1						
MON	TUES	WED	THURS	FRI	SAT	SUN
06:00 –15:00	06:00 –15:00	06:00 –15:00	06:00 –15:00	06:00 –15:00	Day off	Day off
Shift Cycle 2						
13:00 –22:00	13:00 –22:00	Day off	Day off	13:00 –22:00	15:00 –00:00	13:00 –22:00
Shift Cycle 3						
Day off	Day off	13:00 –22:00	13:00 –22:00	09:00 -18:00	07:00 – 15:00	07:00 15:00

3. Activities

Type of activity	AREA	Total
Complaints/Incidents		
• General	Swartland Area	6
• Fire	Swartland Area	2
• Traffic	Swartland Area	16
• SAPS (Crime)	Swartland Area	5
• Law Enforcement	Swartland Area	31
CCTV incidents		
By Law Cases	Swartland Area	14
GRAND TOTAL		74

4. Challenges of CCTV –Unit

- Shortage of one shift to deliver a 24- hour service.
- The Wi-Fi connection of the CCTV-Room is not stable causing cameras to log out for long periods with no visuals
- No camera at entrance of CCTV-Room
- Need of cleaning services, because officers must clean Control room themselves, which result in less officers, monitoring the screens.
- Safety equipment of staff within the Control room.
- Due to load shedding certain cameras is inactive, all LPR's,
- Overviews, Finance building as well as Councillors chambers.

REGISTRATION &

LICENCING



REPORT OCTOBER 2022

INCOME: REGISTRATION AND LICENCING OCTOBER 2022

		MALMESBURY		MOORREESBURG		DARLING	
		TOTAL	AMOUNT	TOTAL	AMOUNT	TOTAL	AMOUNT
Driving license applications							
Motor cycles	@ R 135.00	10	R 1 350.00				
Light motor vehicles	@ R 135.00	35	R 4 725.00	29	R 3 915.00		
Heavy motor vehicles	@ R 200.00	201	R 40 200.00	145	R 29 000.00		
Total: Driving license applications		246	R 46 275.00	174	R 32 915.00		

Temporary driving licence appl.	@ R 45.00	184	R 8 280.00	35	R 1,575.00	27	R 1 215.00
Driving licenses issued							
Income to Municipality	@ R 61.00	495	R 30 195.00	154	R 9 394.00	60	R 3 660.00
Driving licenses issued							
Amount due to Prodiba	@ R 79.00	495	R 39 105.00	154	R 12 166.00	60	R 4 740.00
Learners licenses:							
Applications	@ R 68.00	263	R 17 884.00	80	R 5 440.00	40	R 2 720.00
Issued	@ R 33.00	166	R 5 478.00	72	R 2 376.00	21	R 693.00
Duplicate	@ R 33.00	11	R 363.00	7	R 231.00		
Instructors certificates:							
Applications	@ R 165.00						
Issued	@ R 33.00						
Motor vehicles:							
Duplicate Registrations	@ R 165.00	63	R 10 395.00	15	R 2475.00	12	R 1980.00
Duplicate Traffic Register certificates	@ R 33.00	6	R 198.00				
Temporal Permits	@ R 90.00	162	R 14 580.00	1	R 90.00		
Special Permits	@ R 65.00	87	R 5 655.00	4	R260.00	20	R 1300.00
Applications for roadworthy certificates							
Light motor vehicles	@ R165.00	81	R 13 365.00	23	R 3 795.00		
Heavy motor vehicles	@ R 195.00	65	R 12 675.00	14	R 2 730.00		
Motor cycles	@ R70.00	6	R 420.00	3	R 210 .00		
Total		152	R 26 460.00	40	R 6 735.00		
Roadworthy certificates	@ R 55.00	143	R 7 865.00	29	R 1 595.00		
Professional Driving permits	@ R 80.00	127	R 10 160.00	53	R 4 240.00	12	R 960.00
Issue of information	@ R 22.00						
Registration of motor vehicles	@ R 270.00	823	R 222 210.00				
Motor trade numbers	@ R 102.00						
Licence fees			R 4 684 808.75				
Total							R 4 684 808.75
Commission: Licence fees			R 562 177.05				
Total							

INCOME AS ON 02 NOVEMBER 2022

DRIVING LICENSE & ROAD WORTHY SECTION: OCTOBER 2022

WAITING PERIOD FOR DRIVING- AND LEARNERS LICENSE TESTS IN WEEKS

KEY INDICATORS	Malmesbury	Moorreesburg	Darling	Average
Waiting period: Driving Licenses Light motor vehicles	0.5	3.0	N/a	1.75

Waiting period: Driving Licenses Heavy motor vehicles	0.5	4.0	N/a	2.25
Waiting period: Learners Licenses	1.0	0.5	1.0	0.75

LEARNERS LICENSE STATISTICS

MALMESBURY

CODES	01	02	03	TOTAL
Absent	3	3	25	31
Postponed	0	0	0	0
Passed	14	45	102	161
Failed	3	18	61	82
Oral Test	0	3	1	4
TOTAL	20	69	189	278
	65%			

Codes: 01 – Motorcycle
 02 – Light motor vehicles
 03 – Heavy motor vehicles

MOORREESBURG

CODES	01	02	03	TOTAL
Absent	0	1	5	6
Postponed	0	0	1	1
Passed	3	19	49	71
Failed	0	3	20	23
Oral Test	0	0	0	0
TOTAL	3	23	75	101
	75%			

Codes: 01 – Motorcycle
 02 – Light motor vehicles
 03 – Heavy motor vehicles

LEARNERS LICENSE STATISTICS

DARLING

CODES	01	02	03	TOTAL
-------	----	----	----	-------

Absent	0	0	1	1
Postponed	0	0	0	0
Passed	2	6	13	21
Failed	2	6	14	22
Oral Test	0	0	0	0
TOTAL	4	12	28	44
	48%			

Codes:

- 01 – Motorcycle**
- 02 – Light motor vehicles**
- 03 – Heavy motor vehicles**

DRIVING LICENSE STATISTICS

MALMESBURY DRIVING LICENSE TEST CENTRE

CATEGORIES	Motorcycle		Light motor vehicle		Heavy motor vehicle				TOTALS
Codes	A	A1	B	EB	C	C1	EC1	EC	
Absent	0	0	3	0	0	29	0	12	44
Postponed	2	0	0	0	0	0	0	0	2
Passed	4	1	19	0	0	60	2	6	92
Failed	2	0	19	0	0	77	0	9	107
TOTAL	8	1	41	0	0	166	2	27	245
	46%								

MOORREESBURG DRIVING LICENSE TEST CENTRE

CATEGORIES	Motorcycle		Light motor vehicle		Heavy motor vehicle				TOTALS
Codes	A	A1	B	EB	C	C1	EC1	EC	
Absent	0	0	2	0	0	8	0	3	13
Postponed	0	0	1	0	0	1	0	0	2
Passed	1	0	8	0	0	35	0	14	58
Failed	1	0	14	0	0	40	0	13	68
TOTAL	2	0	25	0	0	84	0	30	141
	46%								

ROADWORTHY STATISTICS

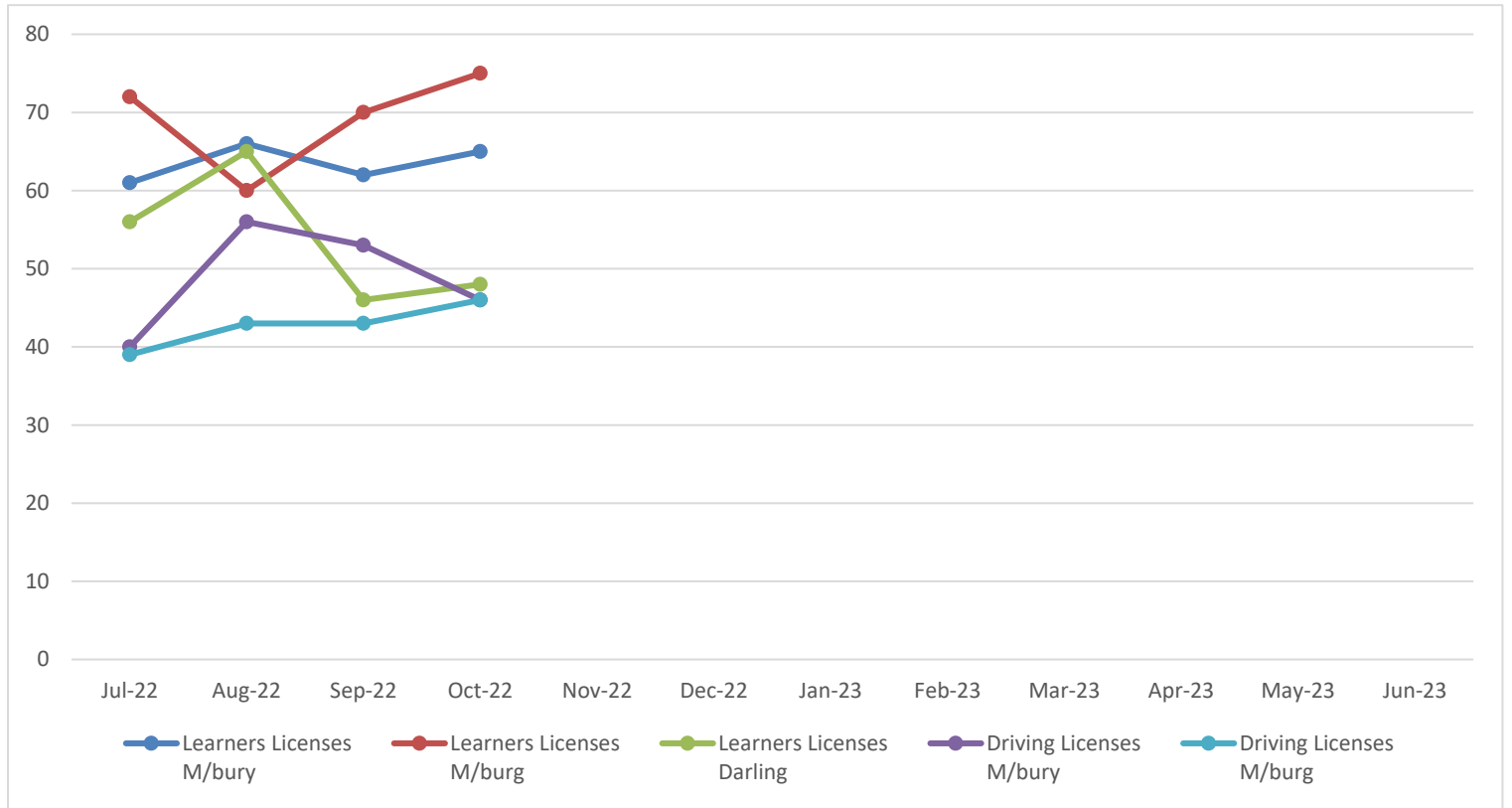
MOORREESBURG VEHICLE TESTING STATION

TYPE OF TEST AND RESULT	Motor cycle	Bus	Heavy motor vehicle	Trailer	Other	TOTAL
First test: Passed	2	0	4	4	12	22
Failed	0	0	0	0	0	0
Retest	2	2	3	4	8	19
Retest: Passed	2	0	2	2	3	9
Failed	0	0	0	0	0	0
TOTAL	6	2	9	10	23	50

MALMESBURY VEHICLE TESTING STATION

TYPE OF TEST AND RESULT	Motor cycle	Bus	Heavy motor vehicle	Trailer	Other	TOTAL
First test: Passed	4	4	22	4	44	78
Failed	0	0	0	0	0	0
Retest	2	10	23	5	31	71
Retest: Passed	1	11	20	6	21	59
Failed	0	0	0	0	1	1
TOTAL	7	25	65	15	97	209

PASS RATE SWARTLAND



TRAFFIC OPERATIONS



TRAFFIC STATISTICS – OCTOBER 2022

Total Traffic Officers	
Designation	Swartland Area
Head: Traffic Services	1 officer
Shift A	5 officers
Shift B	5 officers
Speed enforcement	2 officers
Warrant section	4 officers
Educational programs	1 officer
Admin & Logistics	2 officers
Traffic Wardens	2 officers
Control Room officers	12 officers
TOTAL	34

DETAIL OF TRAFFIC CASES – OCTOBER 2022		
Offence description	Total	Comments
Licensing of drivers		
Unlicensed Driver	285	Include drivers not having their driving licences on them.
Unlicensed Driver- Permit Vehicles	1	
Learner Driver offences	9	
Other offences regarding driving licenses	17	
Operator Offences	3	
PRDP Offences	21	
Roadworthy Certificate Offences	3	
Other Offences Regarding RTQS	3	
Discontinue Notice	18	
Unlicensed/Unregistered Motor Vehicles	336	
Failure to notify change	0	
Number Plate Offences	15	
Other offences regarding registration / licensing	4	
Moving violations		
Inconsiderate driving	0	
Traffic Signal Disobey	8	
Disobey Stop Sign	41	
Disobey No U-Turn	30	

Disobey No U-Hitch hiking	0	
Disobey Other Road Signs	8	
Offences Regarding The Duties of Drivers	0	
Seat Belt or Crash Helmet	30	
Turning in the Face of Oncoming Traffic	17	
Turning Without Signalling	1	
Illegal Overtaking	1	
Changing Lanes	0	
Enter When Unsafe	1	
Cell Phone	6	
Excessive Noise by wilful act	0	
Other Offences Regarding Rules of The Road	0	
Stopping and parking		
Stopping where Prohibited	11	
Stopping Causing Danger or Obstruction	11	
Parking Where Prohibited	75	
Loads and projections		
Overload - Goods	0	
Exceeding projection limits	0	
Insecure Load – Spillage	0	
Dangerous Goods	0	
Vehicle defects		
Defective Brakes	12	
Defective Steering	0	
Defective Tyres	10	
Defective Silencer	0	
Deposit Oil or Fuel	0	
Defective Lamps	24	Focus area especially during night times and winter.
Other Defects	4	
Public Motor Vehicle/Taxi Offences		
Overload – Passengers	18	
No operating license	12	
Operating contrary to operating license	9	
Speeding offences		
Refer camera feedback page.		
Sundry		
Caution Notice / Confiscation	8	
Arrests - Driving whilst under the influence	3	
Arrests – Reckless and Negligent driving	0	
Arrests - False or Forged documents	0	
Arrests – Other	0	

Arrests – Warrants	0	
Other offences not mentioned elsewhere	0	
TOTAL	1055	

TRAFFIC FINES: PAID CASES – OCTOBER 2022		
Summonses, 341 Notices & Speeding Offences		
Service Provider	Total cases paid	Monetary value of paid cases
TMT	1447	R 714 000.00

Total Warrants Served	Total Warrants withdrawn by Court	Monetary value of paid Warrants
202	0	R 187 500.00
Expired warrants for Oct ^r 22		Monetary value
	0	R 0

Warrants of arrests															
	Total warrants finalized (Paid; withdrawn; older than 2 years)														
	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
TMT	45	71	107	117	59	83	62	130	89	129	205	206	437	112	202

MONTHLY CAMERA SUMMARY – OCTOBER 2022

MOBILES

1.	2117-	HOURS: 96	CASES LOGGED: 842
2.	2020-	HOURS: 96	CASES LOGGED: 926
3.	2018-	HOURS: 132	CASES LOGGED: 1189
4.	2094-	HOURS: 107	CASES LOGGED: 920

TOTAL CAPTURE: 3877

TOTAL HOURS: 431

TOTAL PAID TICKETS: 1447

MONETARY VALUE: R 714 000.00

FIXED SITE:

1. **MB076-** DARLING: **864**
2. **MB075-** MOORREESBURG: **304**
3. **MB062-** RIEBEEK WES: **85**

TOTAL CAPTURED: 1253

AVERAGE SPEED OVER DISTANCE (ASOD'S)

LOCATION CODE	CAM SERIAL NUMBER	DESCRIPTION	TOTAL LOGGED
400	YF01	R27 NORTHBOUND BETWEEN GANZEKRAAL KM 51 AND YZERFONTEIN KM 73	265
401	GK02	R27 SOUTHBOUND BETWEEN YZERFONTEIN KM 73 AND GANZEKRAAL KM 51	62
402	BF01	R27 NORTHBOUND BETWEEN YZERFONTEIN KM 73 AND BUFFELSFONTEIN KM 88	610
403	YF02	R27 SOUTHBOUND BETWEEN BUFFELSFONTEIN KM 88 AND YZERFONTEIN KM 73	490
TOTALS			1427

WARRANTS PAID	= * 202 (R187 500.00)
EXPIRED WARRANTS FOR OCTOBER	= * 0
INFRINGEMENT AUDIT	= * 857

- **320 ADMIN MARKS ALLOCATED FOR OCTOBER 2022**

WEIGH BRIDGE

	Dec 2021	Jan 2022	Feb 2022	March 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022
Vehicles weighed	2712	3652	3623	3538	3634	3717	3896	4147	4682	4317	3563
Vehicles Overload/ Charged	20	43	49	42	34	28	40	31	46	40	34
Monetary Value	R36 500	R65950	R64100	R 69 040	R 40 865	R 37 900	R 46 600	R 45 650	R 63 250	R 69 050	R 54 950

VEHICLE CHECK POINTS (VCP's)				
Date	Area	Description	Vehicles Stopped/ Count	Traffic Cases issued
01 October 2022	N7 Weighbridge, Moorreesburg	VCP	49	3 x Cases
02 October 2022	Groenrivier, Chatsworth	VCP	40	9 x Cases
04 October 2022	N7// Km 50,2 S & 50,0 N Malmesbury	VCP	60	17 x Cases
04 October 2022	Voortrekker Rd (Sheraton place), Malmesbury	VCP	14	7 x Case
05 October 2022	R315 cross, Yzerfontein	VCP	18	3 x Cases
05 October 2022	C/o Peter Cruyton & van Riebeek street, Riebeek Kasteel	VCP	47	15 x Cases
05 October 2022	Darling road, Abbotsdale	VCP	10	4 x cases
05 October 2022	Voortrekker Rd (Spar), Malmesbury	U-turn Enforcement	2	2 x Cases
06 October 2022	Darling Road & Abbatoir street, Malmesbury	U-turn Enforcement	2	2 x Cases
06 October 2022	Groenrivier, Chatsworth	VCP	13	3 x Cases
06 October 2022	Railway crossing, Darling Cellars	Stop Sign Enforcement	6	7 x Cases
06 October 2022	Voortrekker Rd (Spar), Malmesbury	U-turn Enforcement	2	2 x Cases
07 October 2022	Old kalbaskraal road, Km reading 30,20	VCP	11	2 x Cases
07 October 2022	Voortrekker Rd (Spar), Malmesbury	U-turn Enforcement	1	2 x Cases
08 October 2022	C/o Peter Cruyton & van Riebeek street, Riebeek Kasteel	VCP	27	6 x Cases
08 October 2022	R315, Yzerfontein	VCP	25	0x Cases
08 October 2022	Malmesbury CBD, Area	Moving Violations	12	8 x Cases
08 October 2022	Darling, Area	Moving Violations	11	6 x Cases
10 October 2022	Schoonspruit road, Malmesbury	Stop Sign Enforcement	3	3 x Cases

10 October 2022	Groenrivier, Chatsworth	VCP	17	20 x Cases
11 October 2022	Groenrivier Scholar transport enforcement, Chatsworth	VCP	47	16 x Cases
11 October 2022	St.Thomas & Dr Euvrad Street,Malmesbury	Stop sign Enforcement	2	2 x Cases
11 October 2022	Klip[heuwel road,Malmesbury	VCP	10	3 x cases
12 October 2022	Schoonspruit road & Industrial road,Malmesbury	Stop sign Enforcement	3	3 x Cases
12 October 2022	Klip[heuwel road,Malmesbury	VCP	14	7x Cases
12 October 2022	Old kalbaskraal road,Km reading 30,20	VCP	36	13 x Cases
13 October 2022	Main street,Moorreesburg	VCP	14	1 x Case
13 October 2022	Voortrekker road,Riebeek-West	VCP	27	6 x Cases
13 October 2022	Malmesbury CBD	VCP	5	5 x Cases
14 October 2022	Piet Retief Road,Malmesbury	VCP	41	14 x Cases
15 October 2022	Main & Long street,Moorreesburg Area	VCP	30	11 x Cases
15 October 2022	Groenrivier, Chatsworth	VCP	82	10 x Cases
15 October 2022	Main Road, Moorreesburg	VCP	30	11 x Cases
15 October 2022	Main & Long street,Moorreesburg Area	VCP	42	11x Cases
17 October 2022	R315 Railway, crossing,Malmesbury	Stop sign Enforcement	0	0 x Cases
17 October 2022	Voortrekker Road (Spar), Malmesbury	U-turn Enforcement	2	3 x Cases
18 October 2022	Moorreesburg weighbridge N7	VCP	98	9 x Cases
18 October 2022	R302 Klipheuwel road,Malmesbury	VCP	553	6 x Cases
18 October 2022	Yzerfontein – Buitekant street	VCP	20	0 x Cases
18 October 2022	C/o Loedolf & church street Malmesbury	Stop Sign Enforcement	6	7 x Cases
18 October 2022	Piet retief street,Malmesbury	VCP	11	4 x Cases

18 October 2022	Voortrekker Road (Spar), Malmesbury	U-turn Enforcement	1	1 x Cases
19 October 2022	C/o R27 & R315 Yzerfontein Intersection	VCP	115	21 x Cases
19 October 2022	Klipheuwel Road,Malmesbury	VCP	25	4 x Cases
20 October 2022	Yzerfontein – Dassen Island drive	VCP	15	1 x Cases
20 October 2022	C/o Peter Cruyton & van Riebeek street, Riebeek Kasteel	VCP	29	6 x Cases
20 October 2022	Schoonspruit Road,Malmesbury	Stop sign Enforcement	5	5 x Cases
20 October 2022	Schoonspruit Road,Malmesbury	VCP	15	4 x Cases
21 October 2022	Evita Bezuidenhoudt Blvd,Darling	U-Turn Enforcement	21	4 x Cases
21 October 2022	Schoonspruit Road,Malmesbury	Stop sign Enforcement	3	3 x Cases
21 October 2022	Voortrekker Road (Spar), Malmesbury	U-Turn Enforcement	5	5 x Cases
21 October 2022	Voortrekker Road (Spar), Malmesbury	U-Turn Enforcement	1	1 x Case
21 October 2022	C/o Peter Cruyton & van Riebeek street, Riebeek Kasteel	VCP	53	14 x Cases
21 October 2022	Yzerfontein – Dassen Island drive	VCP	6	2 x Cases
23 October 2022	Yzerfontein – R 315	VCP	20	0 x Cases
23 October 2022	Evita Bezuidenhoudt Blvd,Darling	VCP	12	5 x Cases
23 October 2022	Groenrivier Farm,Chatsworth	VCP	39	21 x Cases
25 October 2022	R315 Main Road entrance Darling	VCP-Public transport	148	26 x Cases
25 October 2022	C/o Van Riebeeck Rd & Hermon Rd,riebeek-Kasteel	Stop sign Enforcement	4	6 x Cases
25 October 2022	Voortrekker Rd,Riebeek-West	VCP	15	5 x Cases
26 October 2022	Dirkie Uys Street,Malmesbury	VCP	21	16 x Cases

26 October 2022	Voortrekker Road,Malmesbury	VCP	34	4 x Cases
27 October 2022	C/o Vrede & Dirkie Uys Street,Malmesbury	Stop sign Enforcement	4	4 x Cases
27 October 2022	R315-Yzerfontein	VCP	22	2 x Cases
28 October 2022	C/o Nywerheids Close & Schoonspruit Rd,Malmesbury	Stop sign Enforcement	4	4 x Cases
28 October 2022	Main Road,Moorreesburg	VCP	31	4 x Cases
29 October 2022	Voortrekker Road,Riebeek-West	VCP	44	4 x Cases
29 October 2022	C/o Peter Cruyton & van Riebeek street, Riebeek Kasteel	VCP	19	4 x Cases
29 October 2022	R 302 (Klipheuwel) Rd,Malmesbury	VCP	44	4 x Cases
31 October 2022	Schoonspruit Road,Malmesbury	VCP	25	10 x Cases
31 October 2022	C/o Loedolf & Church Street,Malmesbury	Stop sign Enforcement	2	3 x Cases
			2225 Vehicles Stopped	456 x Cases

Foot Patrols			
Date	Area	Description	Successes
01 October 2022	Darling CBD	Check for all Traffic related offences and Bylaws	5 x Cases
01 October 2022	Malmesbury CBD	Check for all Traffic related offences and Bylaws	14 x Cases
03 October 2022	Malmesbury CBD	Check for all Traffic related offences and Bylaws	5 x Cases
04 October 2022	Malmesbury Upper-CBD	Check for all Traffic related offences and Bylaws	4 x Cases
04 October 2022	CBD Malmesbury	Check for all Traffic related offences and Bylaws	9 x Cases
06 October 2022	Malmesbury CBD	Check for all Traffic related offences and Bylaws	4 x Cases
07 October 2022	Malmesbury CBD	Check for all Traffic related offences and Bylaws	7 x Cases
07 October 2022	Malmesbury Lower-CBD	Check for all Traffic related offences and Bylaws	3 x Cases
10 October 2022	Malmesbury CBD	Check for all Traffic related offences and Bylaws	2 x Cases
10 October 2022	Malmesbury Upper-CBD	Check for all Traffic related offences and Bylaws	3 x Cases
11 October 2022	Malmesbury Upper-CBD	Check for all Traffic related offences and Bylaws	2 x Cases
11 October 2022	Malmesbury Upper-CBD	Check for all Traffic related offences and Bylaws	3 x Cases
11 October 2022	Malmesbury CBD	Check for all Traffic related offences and Bylaws	3 x Cases
12 October 2022	Malmesbury Upper-CBD	Check for all Traffic related offences and Bylaws	6 x Cases
12 October 2022	Malmesbury Upper-CBD	Check for all Traffic related offences and Bylaws	4 x Cases
13 October 2022	Malmesbury CBD	Check for all Traffic related offences and Bylaws	6 x Cases
13 October 2022	Malmesbury CBD	Check for all Traffic related offences and Bylaws	5 x Cases
18 October 2022	Malmesbury Upper-CBD	Check for all Traffic related offences and Bylaws	1 x Case
19 October 2022	Malmesbury Upper-CBD	Check for all Traffic related offences and Bylaws	2 x Cases

Foot Patrols			
Date	Area	Description	Successes
20 October 2022	CBD Malmesbury	Check for all Traffic related offences and Bylaws	9 x Cases
20 October 2022	Upper-CBD Malmesbury	Check for all Traffic related offences and Bylaws	4 x Cases
21 October 2022	CBD Malmesbury	Check for all Traffic related offences and Bylaws	7x Cases
24 October 2022	Upper-CBD Malmesbury	Check for all Traffic related offences and Bylaws	4 x Cases
26 October 2022	CBD Darling	Check for all Traffic related offences and Bylaws	4 x Cases
29 October 2022	Malmesbury Lower-CBD	Check for all Traffic related offences and Bylaws	14 x Cases
			130 x Cases

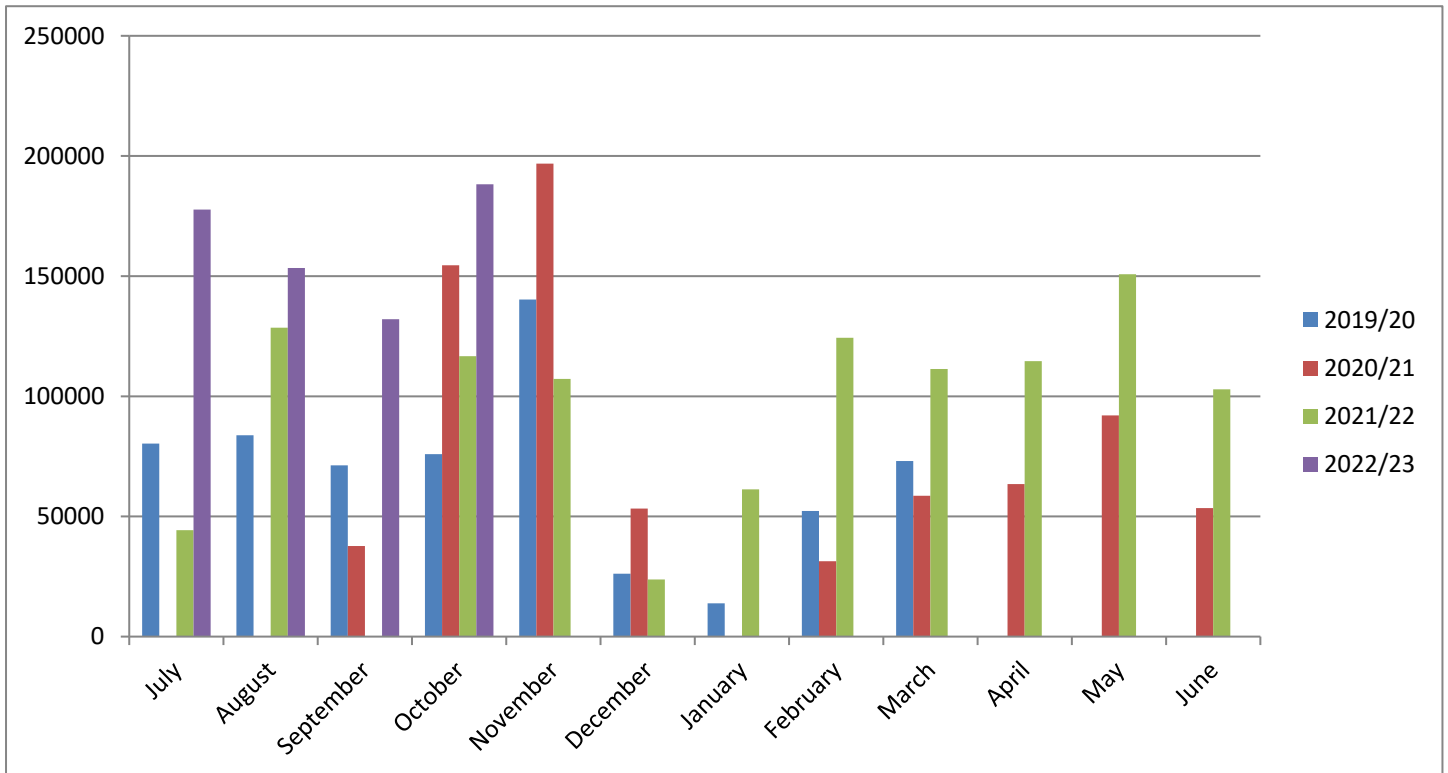
K78 ROADBLOCKS

Date	Area	Description	Vehicles Stopped/ Counted	Traffic Cases issued/Other
07 October 2022	Darling Cellars (Rockin the Daisies)	K78	289	25 x Cases

ANPR - BUS OPERATIONS

Date	Location	Total Payments	Amount
05 October 2022	Piet Retief Road, Malmesbury	40	R 19 100.00
07 October 2022	Traffic court-Malmesbury	47	R 27 950.00
13 October 2022	Acasia Road, Wesbank	46	R 27 850.00
15 October 2022	Bokomo.Road (Kia)	109	R 45 950.00
16 October 2022	Bokomo Road (Taxi rank)	65	R 30 550.00
21 October 2022	Traffic court-Malmesbury	29	R 20 400.00
28 October 2022	Klipheuwel Road,Malmesbury	31	R 16 450.00
Total Payment Value		367	R 188,250.00

ANPR BUS REVENUE



VEHICLE IMPOUNDMENTS: OCTOBER 2022

Date	Vehicle description	Reason for impoundment
NONE		



Verslag Φ Ingxelo Φ Report

Kantoor van die Direkteur: Beskermingsdienste
Afdeling: Brandweerdienste

23 November 2022

7/1/2/2-3

ITEM 6.7.2 VAN DIE AGENDA VAN 'N UBK VERGADERING WAT GEHOUSAL WORD OP
14 DESEMBER 2022.

ONDERWERP:	VERSLAG: BRANDWEER DIENSTE: OKTOBER 2022
SUBJECT:	REPORT: FIRE BRIGADE SERVICES: OCTOBER 2022

1. **BACKGROUND / AGTERGROND**

Attached find the report of the Fire Brigade Services for October 2022.

2. **AANBEVELING**

Vir bespreking deur die Raad.
For discussion by Council.

(get) P A C Humphreys

MUNISIPALE BESTUURDER
MUNICIPAL MANAGER



- MEMORANDUM -

Kantoor van die Direkteur Beskermingsdienste
Afdeling: Brandweer
17 November 2022

7/1/2-3

BRANDWEER – MAANDVERSLAG: OKTOBER 2022
FIRE BRIGADE – MONTHLY REPORT: OCTOBER 2022

FIRE DEPARTMENT: PERSONNEL PER AREA										
Town/Area										
	Abbotsdale	Chatsworth/ Riverlands	Darling	Kalbaskraal	Koringberg	Malmesbury	Moorreesburg	Riebeeck Vallei	Yzerfontein	TOTAL
Chief Fire Officer	0	0	0	0	0	1	0	0	0	1
Platoon Commander	0	0	0	0	0	1	0	0	0	1
Fire Fighter	0	0	2	0	0	0	2	0	0	4
*Temporary Fire Reservists	0	0	3 per standby week	1	0	5 per standby week	2 per standby week	2	0	13 per week
Minimum Required Trained personnel per shift			8	4		8	8	4	4	36

*13 Temporary Fire Reservists on standby weekly.

*Temporary Fire Reservists on standby from 17:00 – 08:00 daily and from 08:00 – 08:00 on weekends.

*Please note that the temporary Fire Reservists have limited capacity due to no formal firefighting training.

DATE	TIME	OCTOBER MONTHLY REPORT MALMESBURY TEAM	WCDM Assisted SM	Swartland Assisted WCDM
01.10.2022	11:13 11:27	Motor Vehicle Accident – N7, near Abbotsdale turn-off Informal Structure on fire – 6276 Buyelekaye Street, Illinge Lethu		
02.10.2022	20:13	Motor Vehicle Accident – outside Malmesbury, Paarl Road		
04.10.2022	13:50	Motor Vehicle Accident – Vyevelei Farm, Hopefield Road		
07.10.2022	00:38	House on fire – 37 Jasmyn Street, Abbotsdale		
11.10.2022	17:16	Motor Vehicle Accident – Britos, Bokomo Road		
12.10.2022	08:45	Refuse bin on fire – Phase 4, Illinge Lethu		
14.10.2022	15:40 19:11	Veld fire in the river, .Abbotsdale Motor Vehicle Accident – N7, Rheeboek Quarry		
15.10.2022	17:05	Informal Structure on fire – 9820 Ekuthuleni Street, Illinge Lethu		

16.10.2022	10:05	Motor Vehicle Accident – Dassenberg Road, Kalbaskraal turn-off		
21.10.2022	15:00 15:45 21:06	House on fire – 2 Petunia Street, Malmesbury Veld fire – behind railway, near Small holdings Malmesbury Veld fire – Hill rest Farm, Tierfontein (WCDM activated)		
22.10.2022	04:16 11:23 16:06 16:50 20:40	Motor Vehicle Accident – N7, opposite pasta fabric, direction Abbotsdale Motor Vehicle alight – N7 turn-off, direction Hopefield Veld fire – School Street, Kalbaskraal Veld fire – Mountain View Road & First Avenue, Chatsworth Veld fire – Kalbaskraal		
23.10.2022	04:50 10:45 11:55 17:50	Rubbish on fire – N7, direction Abbotsdale Veld fire – near Tortelduif Street, Kalbaskraal Motor Vehicle Accident – 10km before Wolwedans Farm, Klipheuwel Road Cleaning of road (truck lost load) – Reinier Street, Malmesbury		
27.10.2022	02:24	Building on fire – Tierfontein Farm		
28.10.2022	06:50	Flat on fire (empty) – Protea Flats, Malmesbury		
29.10.2022	16:55	Veld fire – Roelcor		
30.10.2022	01:40 15:15 18:42	Veld fire – railway, Main Road, Kalbaskraal Rubbish on fire , Darling Road, Illinge Lethu turn-off Motor Vehicle Accident – 20km outside Malmesbury, Klipheuwel Road		
31.10.2022	18:22	Veld fire – near OJ Erasmus Primary School, Kalbaskraal		

DATE	TIME	OCTOBER MONTHLY REPORT MOORREESBURG TEAM	WCDM Assisted SM	Swartland Assisted WCDM
01.10.2022	16:15	Cleaning of road (truck lost load) – cnr of Lang & Main Road, Moorreesburg		
06.10.2022	20:40	Refuse bin on fire – 116 Kotze Street, Moorreesburg		
10.10.2022	10:11 14:35	Veld fire – Protea Street, Moorreesburg Motor Vehicle Accident – Gouda Road		
11.10.2022	15:54	Motor Vehicle alight – Koringberg Farm		
13.10.2022	08:14	Refuse bin on fire – Sibanye Square & Olyfboon Street		
14.10.2022	14:29	Veld fire – near railway, Gene Louw Sports Ground		
16.10.2022	03:00 15:33	Motor Vehicle Accident – behind Old Apostolic Church, Moorreesburg Veld fire – railway, Moorreesburg		
17.10.2022	08:41 23:21	Refuse bin on fire – Sibanye Square Motor Vehicle Accident – Moorreesburg Clinic, Main Road		
22.10.2022	21:45	Veld fire – Crèche, Hooikraal		
24.10.2022	10:40 12:56 16:30	Veld fire – Protea Street, Moorreesburg Veld fire – Hooikraal Farm Motor Vehicle Accident – N7, Bossiesvlei Farm		
25.10.2022	08:50	Refuse bin on fire – Sibanye Square		
26.10.2022	09:33 16:30	Veld fire – Gene Louw Sports Ground Veld fire – railway – Piketberg Road		
27.10.2022	08:57	Motor Vehicle Accident – R311, outside Moorreesburg, direction Hopefield		
28.10.2022	16:23	Veld fire – behind Sibanye Square		
29.10.2022	09:50	Veld fire – (1) behind High School, Landbou Street Veld fire – (2) railway, behind Gene Louw Sports Ground		
30.10.2022	15:20	Veld fire – behind Gene Louw Sports Ground		

31.10.2022	22:40	Refuse bin on fire – Rosenhof Cemetery		
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DATE	TIME	OCTOBER MONTHLY REPORT RIEBEEK KASTEEL TEAM	WCDM Assisted SM	Swartland Assisted WCDM
08.10.2022	10:39	Refuse bin on fire – cnr of Watsonia Street		
15.10.2022	12:23	Refuse bin on fire – cnr of Watsonia Street		
22.10.2022	12:14	Veld fire – railway, R44 & R46 crossing		
25.10.2022	14:30	Veld fire – Watsonia Street		
29.10.2022	15:08 18:28	Veld fire – Delico Road Veld fire – Lelie Street		
31.10.2022	11:45 23:12	Veld fire – Watsonia Street Veld fire – behind Aandblom Street		

DATE	TIME	OCTOBER MONTHLY REPORT RIEBEEK WEST TEAM	WCDM Assisted SM	Swartland Assisted WCDM
24.10.2022	18:24	Veld fire – near nursery, Church Street		
29.10.2022	14:15 21:04	Veld fire – behind Primary School House fire – 2221 Thomas & Beukes Street		

DATE	TIME	OCTOBER MONTHLY REPORT DARLING / YZERFONTEIN TEAM	WCDM Assisted SM	Swartland Assisted WCDM
04.10.2022	18:19	Motor Vehicle Accident – R27, direction Langebaan		
06.10.2022	01:23 19:00	House fire – 46 Upper Road, Yzerfontein Motor Vehicle Accident – R27 & R315 crossing		
08.10.2022	11:53 22:24	Motor Vehicle Accident –, R27 & R315 crossing Tree on fire – Evita Bezuidenhout Boulevard, Darling		
09.10.2022	15:06	Storage Structure – 71 Denneboom Avenue, Darling		
10.10.2022	15:39	Motor Vehicle Accident – 4km outside Darling direction Malmesbury		
11.10.2022	14:05	Humanitarian assistance (medical) – Darling College		
13.10.2022	14:24	Humanitarian assistance (snake rescue) –Municipal Sewage Farm		
14.10.2022	19:00	Motor Vehicle Accident – gravel road between Darling & Malmesbury		
15.10.2022	20:02	Motor Vehicle Accident – Darling Cellars		
22.10.2022	10:43 12:55 14:40 19:30	Veld fire – cemetery, Evita Bezuidenhout Boulevard, Darling Veld fire – near 50 Gousblom Street, Darling Structure fire (empty make shift structure) – Caledon Street, Darling Veld fire – near Raiel & railway, Darling		
25.10.2022	11:32	Veld fire – Raiel, Darling		
26.10.2022	18:30 20:56	Veld fire – behind R&J Bricks, Darling Veld fire – opposite Darling Brew		
27.10.2022	14:53	Refuse bin on fire – behind Moravian Church, Port Jackson Street, Darling		

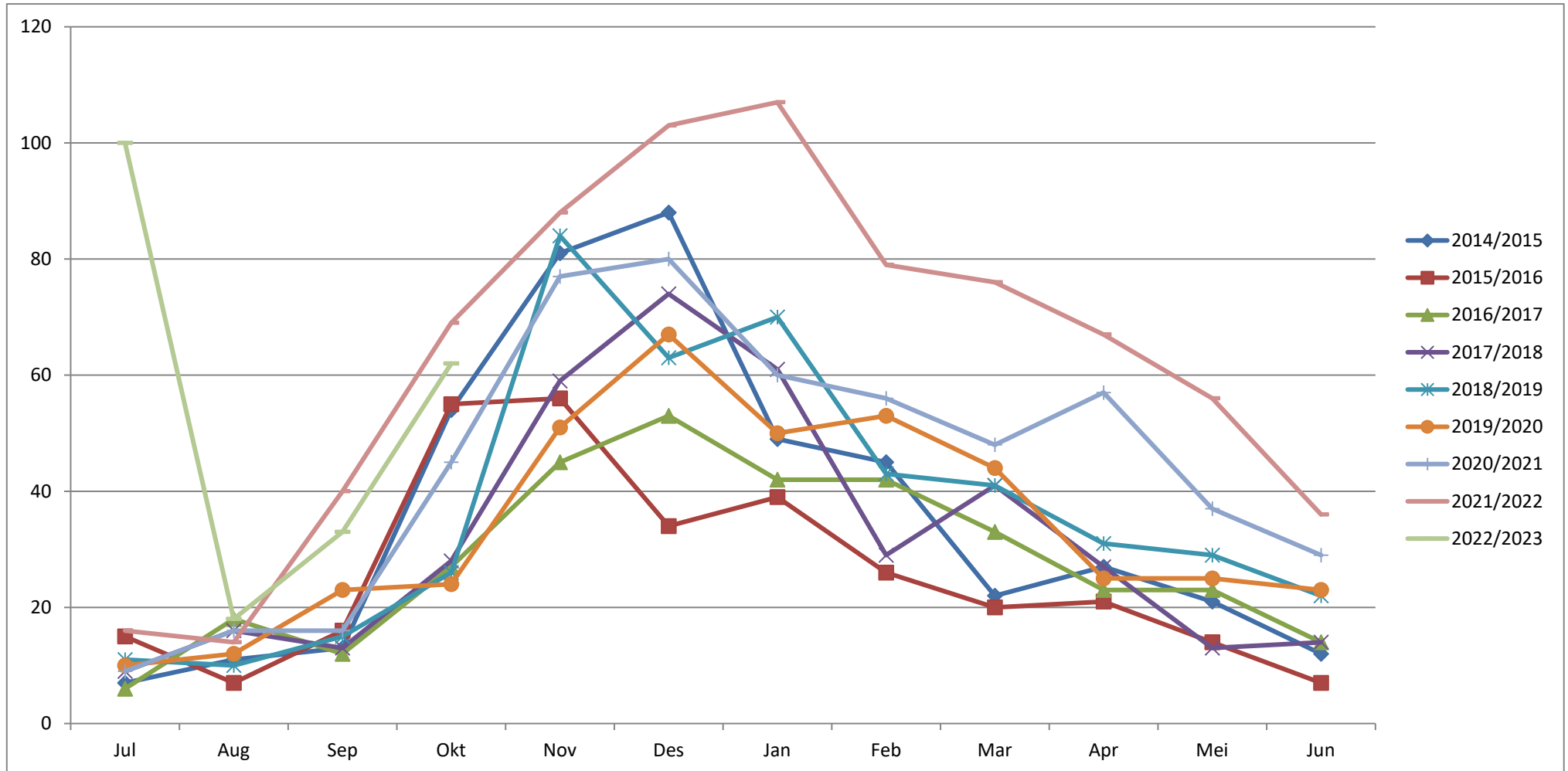
29.10.2022	11:00	Veld fire – behind Asla, Darling		
30.10.2022	12:16	Veld fire – behind Asla, Darling		
31.10.2022	02:45	Motor Vehicle Accident – R27, direction Grotto Bay		

GENERAL

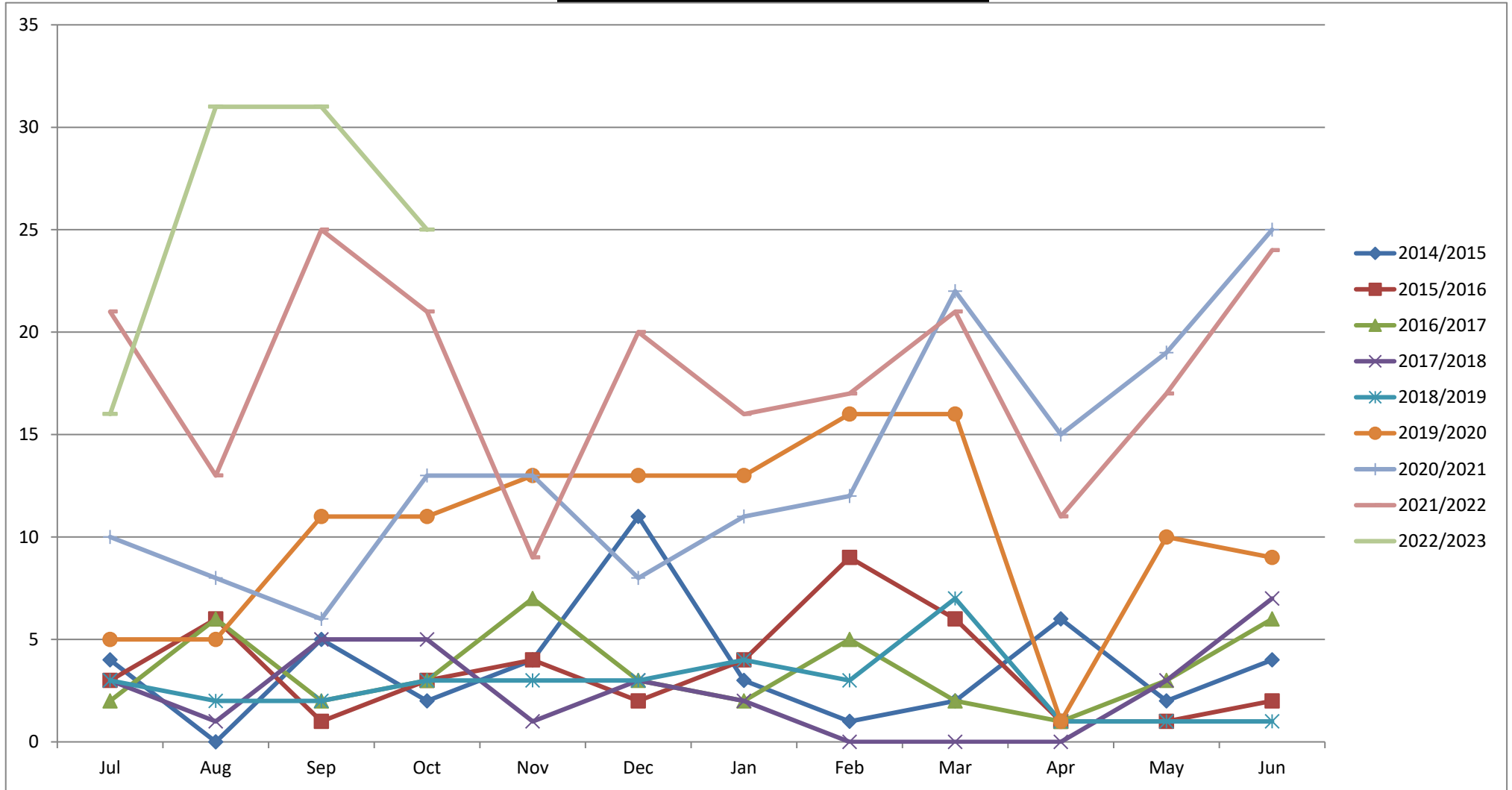
1. Building Plans evaluated:
 - Erf 2105, Riebeek West
2. Hydrants cleaned /maintained in Moorreesburg & Riebeek West = 32
3. All operational firefighting vehicles and equipment inspected on a weekly basis.

CHIEF FIRE OFFICER: R HARRIS

AMOUNT OF FIRES



AMOUNT OF OTHER INCIDENTS



	Fire Brigade Service: SWARTLAND MUNICIPAL Fire & Rescue Services								Contact Person: ROYSTEN HARRIS				
	(Municipality/Location) MALMESBURY								Contact Details: 022 487 9400				
	October 2022												
OCCUPANCY OR PROPERTY		Probable causes / moontlike oorsake											Number of fires
		1 smoking	2 elec. faults	3 open flames	4 cooking	5 heating	6 welding & cutting	7 lightning	8 arson	9 undetermined	10 other (specify)		
											False Alarm good intent	False Alarm malicious	
RESIDENTIAL	FORMAL									5			5
	INFORMAL									3			3
	FLATS									1			1
	HOTELS AND BOARDING HOUSES												
INSTITUTIONAL	HOSPITALS & NURSING HOMES												
	EDUCATIONAL ESTABLISHMENTS												
PUBLIC ASSEMBLY	CHURCHES AND HALLS												
	CINEMAS AND THEATRES												
	MUSEUMS, LIBRARIES, ART GALLERIES												
	NIGHT CLUBS AND DANCE HALLS												
COMMERCIAL	RESTAURANTS AND CAFES												
	OFFICES												
	SHOPS												
	DEPARTMENT STORES												
	GARAGES AND WORKSHOPS												
STORAGE	WAREHOUSES												
	OUTSIDE STORAGE									1			1

INDUSTRY	FURNITURE												
	PLASTIC AND RUBBER												
	TEXTILE												
	PRINTING												
	MILLING												
	PETROLEUM												
	FOOD AND DRINK												
	PAPER AND PACKAGING												
	CHEMICAL												
	METAL												
	ELECTRONICS												
	MINES (SURFACE)												
	UTILITIES												
TRANSPORT	CARS, MOTORCYCLES									2			2
	BUSES												
	HEAVY VEHICLES												
	SHIPS												
	TRAINS												
	AIRCRAFT												
OTHER	RUBBISH, GRASS AND BUSH									50			50
	PLANTATIONS AND FOREST												
	AGRICULTURAL												
	MISCELANEOUS FIRES												
	RIOTS												
	TOTALS									62			62

AMOUNT OF OTHER INCIDENTS (SPECIAL SERVICES RENDERED FOR THE MONTH)	
(This exclude where fires are involved)	
TYPE INCIDENT	Number of incidents
Aircraft Accidents	
Trench Rescue	
High Angle Rescue	
Motor vehicle accidents	21
Diving	
Boats and Sailing craft	
Water Supplies	
Fast Water Flow Rescue	
Mountain Search and Rescue	
Humanitarian Services	4
Hazardous Materials:- Radiation; Nuclear; Chlorine; Acid	
TOTALS	25



Verslag ǃ Ingxelo ǃ Report

Office of the Municipal Manager:
Internal Audit Division

08 December 2022
5/15/1/3

ITEM 7.1 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 14 DECEMBER 2022

**SUBJECT: MINUTES OF THE MUNICIPAL PERFORMANCE AND RISK AUDIT
COMMITTEE MEETINGS HELD ON 23 AND 29 AUGUST 2022 AS WELL AS
THEIR ANNUAL REPORT FOR THE PERIOD 1 JULY 2021 TO 30 JUNE 2022**

1. BACKGROUND

The minutes of the Municipality's Performance and Risk Audit Committee held on 23 and 29 August 2022 as well as the annual report for the period 1 July 2021 to 30 June 2022 are hereby tabled. In accordance with the approved Performance and Risk Audit Committee mandate the said minutes, or a summary thereof, and the annual report must be submitted to the Council to be dealt with at its next ensuing meeting.

The Audit Committee serves as an independent advisory body appointed by Council and fulfills its function in terms of the provisions of section 166 of the Municipal Finance Management Act of 2003.

In terms of the above mandate, the Committee mainly makes recommendations to the Council for consideration and decision making. There are no recommendations by the Performance and Risk Audit Committee, arising from their meetings held on 23 and 29 August 2022 or from the annual report for the period 1 July 2021 to 30 June 2022, for which a Council decision is required. The Committee is pleased with the continuing progress made by the Municipality in improving the control environment.

2. RECOMMENDATION

Dat kennis geneem word van die notules van die Munisipale Prestasie en Risiko Ouditkomitee se vergaderings van 23 en 29 Augustus 2022 asook die jaarlikse verslag van die Ouditkomitee vir die tydperk 1 Julie 2021 to 30 Junie 2022.

That cognizance be taken of the minutes of the meetings of the Municipality's Performance and Risk Audit Committee of 23 and 29 August 2022 as well as the Audit Committee's annual report for the period 1 July 2021 to 30 June 2022.

(get) J J Scholtz

MUNICIPAL MANAGER
JE/KS



MINUTES OF THE MEETING OF THE PERFORMANCE AND RISK AUDIT COMMITTEE OF SWARTLAND MUNICIPALITY HELD ON TUESDAY, 23 AUGUST 2022 AT 09:30

PRESENT

AUDIT COMMITTEE

Chairperson : Mr C De Jager (CDJ)
Members : Ms R Gani (RG)
Mr B Gouws (BG)

OFFICIALS : Director, Protection Services: Mr P Humphreys (PH)
Director, Civil Engineering Services: Mr L Zikmann (LZ)
Director, Development Services: Ms J Krieger (JK)
Manager, Budget Office & Costing: Ms H T Papier (HP)
Senior Manager, Strategic Services: Ms O Fransman (OF)
IDP/LED-officer: Mr L Fourie (LF)
Senior Manager, Human Resource Services: S de Jongh (SDJ)
Senior Manager, Internal Audit: Ms J Erasmus (JE)
Internal Auditor: Msizi Mseleni (MM)
Intern Risk Management: Ms T Howburg (TH)
Committee Officer: Ms S Willemse (SW)

1. OPENING

1.1 Welcome

The Chairperson of the Audit Committee, CDJ welcomed everyone.

Apologies

Municipal Manager: Mr J Scholtz (JS)
Director, Financial Services: Mr M Bolton (MB)
Director, Corporate Services: Ms M Terblanche (MT)
Director, Electrical Engineering Services: Mr Thys Moller (TM)

2. DECLARATION OF INTEREST BY MEMBERS OF THE AUDIT COMMITTEE

The Chairperson declared that he is also a member of the Disciplinary Committee of the municipality and a member of the MPAC.

No interests declared by other members.

3. DECLARATION OF INDEPENDENCE OF THE INTERNAL AUDIT COMPONENT

The independence of the Internal Audit Component was confirmed.

4. ADDITIONS TO THE AGENDA

None

5. COMMUNICATIONS BY THE CHAIRPERSON

The Chairperson informed the members that Mr Le Roux's farewell has taken place and wished him all the best for his retirement.

6. COMMUNICATIONS BY THE MUNICIPAL MANAGER

None

**7. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 24 MAY 2022
RESOLUTION**

That the minutes of the previous meeting held on Thursday 24 May 2022 be approved.

8. MATTERS ARISING FROM MINUTES

8.1 Implementation of the Performance and Risk Audit Committee resolutions taken on 24 May 2022

JE explained that a feedback report was submitted regarding resolutions taken by the Performance and Risk Audit Committee at the previous meeting held on 24 May 2024.

The Human Resource Manager gave feedback on the Staffing Regulations Implementation Action Plan that has been drafted on key matters as stipulated by Regulation 890 and 891. She explained that the Implementation Action Plan should always be read in conjunction to the Regulations.

Various questions were raised by the PRAC members that were answered satisfactorily by the Human Resource Manager.

RESOLUTION

That the Performance and Risk Audit Committee take note of the resolutions that were implemented.

9. PERFORMANCE MANAGEMENT

9.1 Draft Annual Performance Report for the 2021/2022 financial year

OF presented the draft Annual Performance Report for the period ending 30 June 2022. She mentioned that the financial information are not yet finalised in terms of the draft annual financial statements.

Updated Internal Audit Charter which include risk management facilitation role

RG asked why the target is June 2023 when it's already done in September 2021. OF stated that the IDP indicator remains on the performance management system until the IDP term is over.

Compile a Handover procedure to newly appointed Manager, Internal Audit

OF explained why the appointment was delayed.

Equal employment opportunity management

RG is concerned why no intervention is required. OF stated that she will take up the indicator with the Human Resource department.

Appoint credible social housing institution to build and manage social housing

OF explained why the KPI and target was deleted during May 2022 with the review of the IDP.

CDJ asked if the draft Annual Performance Report will be finalised in order to submit it to the AG. OF stated that in terms of legislation the report have to be submitted by 31 August 2022.

OF gave a detailed background regarding the Ignite system. The Strategic Services Department have an action plan with Ignite where training is currently taking place.

The committee expressed their concern regarding the lack of evidence attached on the performance management system.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Draft Annual Performance report for the period ending 30 June 2022. and expressed to management their concern regarding the lack of evidence attached on the performance management system.

10. MSCOA – MUNICIPAL STANDARD CHART OF ACCOUNTS

None

11. FINANCIALS – IN – YEAR REPORTING

11.1 Quarterly Section 52 report for the period ending 30 June 2022

The quarterly budget statement for the period ended 30 June 2022 has been prepared to meet the legislative requirements of the Municipal Budget and Reporting Regulations and the MFMA.

The members went through the report in detail and discussed the Quarterly Section 52 report.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Quarterly Section 52 report for the period ending 30 June 2022.

12. RISK MANAGEMENT

12.1 Risk Management Feedback for the quarter

JE informed the members that the Internal Audit department visited Drakenstein Municipality for assistance with the implementation of a combined assurance plan.

CDJ suggested that JE give a report on training needs for the IO department for the next PRAC meeting.

JE stated that training is being managed by the HR department as part of the Workplace Skills Plan annually.

RESOLUTION

- (a) That the Performance and Risk Audit Committee take note of the Risk Management feedback report as at 30 July 2022;
- (b) That a report be presented regarding training needs for the Internal Audit department, and
- (c) That a report regarding the SMME database be presented at the next meeting.

12.2 Final Internal Audit Report – Risk Management (performed by the WCDM)

The Internal Audit Department of Swartland Municipality is responsible for coordinating Risk Management activities within the Municipality. Due to their involvement in the Risk Management function, the West Coast District Municipality agreed to review Swartland Municipality's Risk Management processes for the 2021/22 financial year. This action eliminates the risk of the Internal Audit Activity's independence and objectivity being or perceived to be impaired.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Risk Management Internal Audit report as received from the West Coast District Municipality.

12.3 Operational Risk Registers (reported every 2nd quarter)

None

12.4 Strategic Risk Register (reported every 2nd quarter)

None

12.5 Risk Management Strategic Plan 2022-23 – progress (reported every 2nd quarter)

None

13. AUDITOR GENERAL / EXTERNAL AUDIT

None

14. COMBINED ASSURANCE / OTHER EXTERNAL AUDITS

14.1 Eunomia report on compliance

Members made no comments.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Eunomia report on compliance for the period ending 30 June 2022

14.2 Litigation

CDJ suggested that the Litigation report be tabled at the next meeting on Monday 29 August 2022.

RESOLUTION

That the item be discussed at the next PRAC meeting (29 August 2022).

15. INTERNAL AUDIT

15.1 Quarterly Internal Audit Activities Report for the period May'22 to Jul'22

The purpose of the reports are to inform the Performance and Risk Audit Committee regarding the activities of the Internal Audit department for the period 01 May 2022 to 31 Jul 2022.

JE explained the purpose of the BarnOwl system on request from the Chairperson.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Quarterly Internal Audit Activities Report for the period May'22 to Jul'22.

15.2 Approval of the 2022-2023 Risk Based Internal Audit plan

The purpose of this report is to table the 2022-2023 Risk Based Internal Audit plan to the Performance and Risk Audit Committee for approval.

RESOLUTION

That the Performance and Risk Audit Committee approves the 2022-2023 Risk Based Internal Audit plan.

15.3 Approval of the three year rolling Risk Based Internal Audit plan

The purpose of this report is to table the Three year rolling Risk Based Internal Audit plan (2022-2025) to the Performance and Risk Audit Committee for approval.

The internal audit plan as well as the internal audit fieldwork will be focused on the risks to which the Municipality is exposed. Best practice internal audit also dictates that a specific strategy is developed, which best directs internal audit efforts to where the Municipality needs it most, at any given time.

RESOLUTION

That the Performance and Risk Audit Committee approves the Three year rolling Risk Based Internal Audit plan (2022-2025).

16. PERFORMANCE AND RISK AUDIT COMMITTEE MANDATE

16.1 PRAC Annual Work Programme 2022-23 – progress

The action plan is based on the Performance and Risk Audit Committee (AC) Charter that sets out the specific responsibilities delegated by Council to the AC and spells out the manner in which the Committee will operate as the Performance and Risk Audit Committee.

RESOLUTION

- (a) That the Performance and Risk Audit Committee approved the Annual Work Programme for the 2022-2023 financial year; and
- (b) That the progress on the annual work programme of the Performance and Risk Audit Committee be noted.

16.2 PRAC Bi-annual Report for the period 1 Dec'21 to 30 Jun'22

None

16.3 PRAC Annual Report for the period 1 July'21 to 30 June'22

None

16.4 Evaluation of the Internal Audit Activity

In the quest towards continuous improvement, and to assist the Internal Audit Activity (IAA) to add more value to the Municipality, the evaluation questionnaire must be completed by the PRAC members.

The questionnaire is based on best practice guides and it appropriately considers the requirements and expectations of the IAA as per the Municipal Finance Management Act (MFMA), Treasury Regulations, the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing, and other relevant best practice guides.

RESOLUTION

To be completed by the PRAC members and discussed at the next Pre-meeting.

16.5 Self-assessment of the Performance and Risk Audit Committee

The questionnaire is based on best practice guides and it appropriately considers the requirements and expectations of the PRAC as per the Municipal Finance Management Act (MFMA), Treasury Regulations, and the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.

RESOLUTION

To be completed by the PRAC members and discussed at the next Pre-meeting.

17 NEXT MEETING

COGNISANCE TAKEN that the next formal AC meeting will be on:

- Tuesday, 29 November 2022 at 09:30



MINUTES OF THE MEETING OF THE PERFORMANCE AND RISK AUDIT COMMITTEE OF SWARTLAND MUNICIPALITY HELD ON THURSDAY, 29 AUGUST 2022 AT 10:15

PRESENT

AUDIT COMMITTEE

Chairperson : Mr C De Jager (CDJ)
Members : Ms R Gani (RG)
Mr B Gouws (BG)

OFFICIALS : Municipal Manager: Mr J Scholtz (JS)
Director, Corporate Services: Ms M Terblanche (MT)
Director, Financial Services: Mr M Bolton (MB)
Manager, Financial Statement and Cash Flow: Mr R Alberts (RA)
Senior Manager, Internal Audit: Ms J Erasmus (JE)
Internal Auditor: Mr M Mseleni (MM)
Committee Officer, Ms S Willemse (SW)

1. OPENING

The Chairperson of the Audit Committee (AC), CDJ, bade everyone welcome.

Meeting in accordance with the request from the Chairperson

2. Apologies

Executive Mayor, Ald H Cleophas (HC)

3. ADDITIONS TO THE AGENDA

None

4. COMMUNICATIONS BY THE CHAIRPERSON

5. COMMUNICATIONS BY THE MUNICIPAL MANAGER

6. FINANCIAL STATEMENTS – OVERVIEW

6.1 2021/2022 Draft Annual Financial Statements

The annual financial statements have been prepared in accordance with the Standards of Generally Recognised Accounting Practice (GRAP), issued by the Accounting Standards Board in accordance with Section 122(3) of the Municipal Finance Management Act (Act 56 of 2003).

These annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention as the basis of measurement, unless specified otherwise. They are presented in South African Rand.

The following questions were raised and forwarded electronically by the members to be answered by the Director, Financial Services and the Manager, Financial Statement and Cash Flow.

Ms R Gani (RG)	<p>I would like to thank the CFO and his team for a well-prepared set of AFS and accompanying narrative. The Municipality appears to be in sound financial position.</p> <p>Further to the narrative comments on the AFS. I would like a bit more discussion and assurance on the following:</p>
Q1 Ms R Gani (RG)	Inventory note 8
ANSWER	The Narrative of the AFS adequately resolved the comment.
Q2 Ms R Gani (RG)	Operating lease assets 9
ANSWER	There was a new Building lease entered into for the year.
Q3 Ms R Gani (RG)	Current provision note 20 (2021 no value)
ANSWER	The matter arose from the prior year audit findings and was also discussed under agenda point 7.
Q4 Ms R Gani (RG)	No current provision note 20 (is there a policy of SOP on the process that can be shared with the Committee)
ANSWER	Refer above – this arose from the prior year audit rather than a standard operational activity.
Q5 Ms R Gani (RG)	Reserves are up (due to increased revenue)
ANSWER	Yes, refer notes 21-23
Q6 Ms R Gani (RG)	Note 4 Bad debts written off 31 to 25 declined
ANSWER	The Narrative of the AFS adequately resolved the comment.
Q7 Ms R Gani (RG)	Water losses in comparison to norms and other municipalities
ANSWER	The norm is 15%-30%. We are slightly above the mean.
Q8 Ms R Gani (RG)	Unauthorised expenditure
ANSWER	The CFO clarified how the unauthorised expenditure arose in addition to the narrative provided in the note.
Q9 Ms R Gani (RG)	Note 43 Impairment loss on assets and receivables.
ANSWER	The Narrative of the AFS adequately resolved the comment. Additional comments were given for clarity. The resolution was to also look at specific qualitative features of debtors in the future.

Q10 Ms R Gani (RG)	Note 5 Debt written off and provision same query like in Question 4 above
ANSWER	Refer above.
Mr B Gouws (BG)	Most of my questions/comments are more for clarity/understanding purposes than of a financial technical nature.
Q1 Mr B Gouws (BG)	Page 25: Loans to shareholders? Who qualifies as a Shareholder of the Municipality?
ANSWER	Policies were updated prior to the issuance of this comment.
Q2 Mr B Gouws (BG)	Page 47: In the Section 52 report page 237 it mentioned the Investment Portfolio of the Municipality and that the 'During the month of June 2022, investments to the amount of R600 000 000 matured and were taken up in the Current Account. In the Financial Statements it indicate the current accounts and specifically that the balance on 30 June 2022 was R661 935 050. Is this a different account than what is mentioned on page 237 of the section 52 report and or was the R600 000 000 transfer to this current account?
ANSWER	All investments are paid over into the current account.
Q3 Mr B Gouws (BG)	Page 61: There was a substantial increase in Building Leases commitment. Reason for this?
ANSWER	Refer answer above (R Gani Q3).
Q4 Mr B Gouws (BG)	Page 65: As per Note 43, Impairment losses on Property, Plant and Equipment to the amount of R 6 274 999 (2021: R 3 287 577) have been recognised in the operating surplus and are included in Impairment Losses in the Statement of Financial Performance. Nearly a 100% increase- Reason?
ANSWER	The Narrative of the AFS adequately resolved the comment.
Q5 Mr B Gouws (BG)	Page 70: Employee benefit obligations: What is the municipality's % contribution to retired employee medical aid contributions?
ANSWER	70%/30%
Q6 Mr B Gouws (BG)	Page 86: Reconciliation of grant allocation expenditure per vote (MFMA s123(c)): In this paragraph it grant mentions allocation and then it mentioned in the next heading: The above revenue were recognised as follows: To which revenue is it referring to?
ANSWER	Narrative was updated to add additional clarity as per the question posed.
Q7 Mr B Gouws (BG)	Pages: 88 & 89: No provision for performance of Directors: Do they not qualify for performance bonuses?
ANSWER	No, only the MM. MM commented that the new Director for Electrical Services was also appointed on this basis, but such appointment was only made after 30 June 2022.
Q8 Mr B Gouws (BG)	Page 99: Municipal services rendered to related parties. "During the year the municipality rendered services to the following parties that are related to the municipality as indicated" Where are these parties indicated/defined?
ANSWER	Paragraph was removed from the AFS as it was no longer applicable. The related parties were defined under the relationship section of the note.
Q9 Mr B Gouws (BG)	Page 101: Financial risk management: What role is MPAC fulfilling in this regard?
ANSWER	MPAC provides oversight. Management resolve to include the role of MPAC in next year's AFS as the members needs to listed under general information, resulting in a change in the number of pages.
Q10 Mr B Gouws (BG)	Page 103: In which one of these 3 groups is Sasko (Pty) Ltd fitting in?

ANSWER	Group 1.								
Q11 Mr B Gouws (BG)	Page 109: West Coast District Municipality Agreement- “The Local Municipalities are thus in control of the Bulk Water assets, and as a result these assets are, measured and disclosed in our financial records”. Is the WCDM contributing to the repairs, maintenance and replacement cost of the Municipality’s water infrastructure?								
ANSWER	Yes.								
Q12 Mr B Gouws (BG)	Page 118: Electricity distribution losses. Just check for correctness <table border="1"> <tr> <td>Units purchased</td><td>204 687 293</td></tr> <tr> <td>Units sold</td><td>193 923 498</td></tr> <tr> <td>Units lost during distribution</td><td>398 610 791 (Should it not be 10 763,795</td></tr> <tr> <td>% Loss</td><td>5.26%</td></tr> </table>	Units purchased	204 687 293	Units sold	193 923 498	Units lost during distribution	398 610 791 (Should it not be 10 763,795	% Loss	5.26%
Units purchased	204 687 293								
Units sold	193 923 498								
Units lost during distribution	398 610 791 (Should it not be 10 763,795								
% Loss	5.26%								
ANSWER	Corrected.								
Q1 Mr C De Jager (CDJ)	On page 2 the initials of De Beer do not correspond with the initials on page 3.								
ANSWER	Corrected – answer JM de Beer.								
Q2 Mr C De Jager (CDJ)	On page 5 the heading “Index” appears to be inappropriate, and should be something like “Abbreviations”.								
ANSWER	AFS updated for this comment.								
Q3 Mr C De Jager (CDJ)	On page 5 COID is duplicated.								
ANSWER	AFS updated for this comment.								
Q4 Mr C De Jager (CDJ)	On page 5 SA GAAP and GAMAP should be removed, as it is not in exitance any more.								
ANSWER	AFS updated for this comment.								
Q5 Mr C De Jager (CDJ)	On page 6 in the third paragraph from the bottom, the section 13G should contain a reference to an act.								
ANSWER	AFS updated for this comment.								
Q6 Mr C De Jager (CDJ)	<p>On page 8:</p> <p>Why was there a lesser increase in Revenue from Service Charges than in Bulk Purchases?</p> <p>Explain the significant increase in Revenue from Construction Contracts.</p> <p>The increase in Employee Related Costs was 7,9%, but only an increase in salaries of between 6% and 7% was approved. Please explain.</p>								
ANSWER	The Narrative of the AFS adequately resolved the comment.								
Q7 Mr C De Jager (CDJ)	On page 13, why is there such a big difference in Inventory between budget and actual?								
ANSWER	The Narrative of the AFS adequately resolved the comment.								
Q8 Mr C De Jager (CDJ)	On page 22 the terminology under the heading “Class” seems to be inappropriate to a municipality.								
ANSWER	Policies were updated prior to the issuance of this comment.								

Q9 Mr C De Jager (CDJ)	On page 44 the amount of Deposits does not agree with the amount in the Capital Replacement Reserve.
ANSWER	AFS updated for this comment.
Q10 Mr C De Jager (CDJ)	On page 45 the Collective Allowance for Impairment increased from 4,7% in 2021 to 8,77% in 2022. Why? What is the method of computing the impairment allowance? Consider to incorporate the method in the municipal policy.
ANSWER	The accounting policies explained how such provision is calculated.
Q11 Mr C De Jager (CDJ)	On page 47 at the top the amount of the Net Balance after Impairment (R28 329 889) differs from the amount above that (R28 565 935).
ANSWER	AFS updated for this comment.
Q12 Mr C De Jager (CDJ)	Also on page 47, why is the Collective Allowance for Impairment so high (51% in 2021 and 60% in 2022)?
ANSWER	The Narrative of the AFS adequately resolved the comment.
Q13 Mr C De Jager (CDJ)	On page 64, what is the “life-long servitude”?
ANSWER	This is a road-reserve situated in Riebeeck Kasteel.
Q14 Mr C De Jager (CDJ)	On page 65, is the “13th cheque accrual” the normal bonuses of the staff?
ANSWER	Yes.
Q15 Mr C De Jager (CDJ)	On pages 68 and 69 the “Expected increase in salaries” (4.90% and 7,38%) differs materially between the two assumptions, and may be unrealistic.
ANSWER	The long service award takes into account the notch increase (2.5%) in addition to the % used for the Medical Aid. Such treatment is consistent with other municipalities in the province.
Q16 Mr C De Jager (CDJ)	Incidentally, on page 71, under the heading “Legal Proceedings”, third line from the bottom, the word “has” must be “have”.
ANSWER	AFS updated for this comment.
Q17 Mr C De Jager (CDJ)	On page 74, why is there no comparative figure for “Discounts and Early Settlements”?
ANSWER	AFS updated for this comment.
Q18 Mr C De Jager (CDJ)	On page 74, why is there such a significant increase in Incidental Cash Surpluses?
ANSWER	AFS updated for this comment.
Q19 Mr C De Jager (CDJ)	On page 76 (bottom), and several other pages, there is an abbreviation “PAWC” which is not contained in the “Index”.
ANSWER	Abbreviations updated to explain what PAWC is.
Q20 Mr C De Jager (CDJ)	On page 84, what is the process of “vesting” in note 33?
ANSWER	Discussed during the meeting. It pertains to transfers to the municipality without compensation (road remainders, public open spaces etc., meters installed by private individuals/developers).
	On page 86, why is there no bulk purchases of water?

Q21 Mr C De Jager (CDJ)	
ANSWER	Amount included under inventory consumed aligned to MSCOA circulars and guidance.
Q22 Mr C De Jager (CDJ)	On page 87, why is the cost of “Connection/Disconnection – Electricity” so High? Can the municipal technical staff not perform this function?
ANSWER	Amounts paid to developers to connect new meters.
Q23 Mr C De Jager (CDJ)	On page 88, what does “Maintenance of Assets” entail, as there are lines for maintenance of buildings and of equipment?
ANSWER	Infrastructure assets.
Q24 Mr C De Jager (CDJ)	On page 89 at the bottom (and pages 97 and 98) there is an asterisk, but no explanation therefore.
ANSWER	The asterisk refers to items that are explained as a group.
Q25 Mr C De Jager (CDJ)	On page 106 I am not sure how “Borrowings – Long term Loans” can be part of a Service Concession Agreement? See also following on page 107.
ANSWER	WCDM bought infrastructure using loans. When the assets transferred, the loans were also transferred.
Q26 Mr C De Jager (CDJ)	On page 112 at the bottom, I want to make sure that although the disclosure in the note is inclusive of VAT, the accounting entries will be exclusive of VAT.
ANSWER	Yes.
Q27 Mr C De Jager (CDJ)	On page 113 under “Guideline: Accounting for Landfill Sites” there is an abbreviation “Nemwa” which is not included in the “Index”.
ANSWER	Abbreviations updated to explain what NEMWA is.
Q28 Mr C De Jager (CDJ)	On page 114 under “PAYE and UIF” the word “subscription does not fit.
ANSWER	AFS updated for this comment.
Q29 Mr C De Jager (CDJ)	On page 115 there is an arithmetic error with the amount “R398 610 791”.
ANSWER	AFS updated for this comment.
Q30 Mr C De Jager (CDJ)	On page 120 the first line under “Current Year Unauthorised Expenditure”, there seems to be a word missing, as the sentence does not read well.
ANSWER	AFS updated for this comment.

COGNISANCE TAKEN of the report as circulated with the agenda

6.2 Narrative of the AFS

Item discussed under item 6.1

COGNISANCE TAKEN of the report as circulated with the agenda

6.3 Audit Committee input / questions

Item discussed under item 6.1

COGNISANCE TAKEN of the report as circulated with the agenda

6.4 Further input / questions

None

7. GENERAL

7.1 Litigation Report

The cases listed on the litigation report was discussed and Management answered the questions from the PRAC members satisfactorily.

COGNISANCE TAKEN that the Performance and Risk Audit Committee take note of the quarterly litigation report as at 08 August 2022.

8. CLOSURE OF MEETING

CDJ thanked everyone for joining the meeting.

FINAL REPORT OF THE INDEPENDENT PERFORMANCE AND RISK AUDIT COMMITTEE FOR THE YEAR ENDED 30 JUNE 2022 TO THE COUNCIL OF THE SWARTLAND MUNICIPALITY

The Performance and Risk Audit Committee is pleased to present its report for the financial year ended 30 June 2022 as required by Section 166 of the Municipal Finance Management Act, 56 of 2003 (MFMA). This report is provided by the Performance and Risk Audit Committee in respect of the 2021/2022 financial year of the Swartland Municipality.

AUDIT COMMITTEE RESPONSIBILITY

Section 166 of the Municipal Finance Management Act (MFMA), Act No. 56 of 2003, as amended obliges every municipality to establish an independent Audit Committee, which must advise the Municipal Council, political office-bearers, accounting officer and management staff of the municipality on matters relating to internal financial controls and internal audits, risk management, accounting policies, adequacy, reliability and accuracy of financial reporting and information, performance management, effective governance, compliance with the MFMA and any other applicable legislation and any other issues referred to it by the municipality.

Municipal Planning and Performance Management Regulations, section 14(2)(c) makes provision for the establishment of a Performance Audit Committee (the role of which can be fulfilled by the audit committee) that must include at least one person who has expertise in performance management. The performance audit committee is required to review the quarterly reports submitted by internal audit on performance management, review the municipality's performance management system and make recommendations in this regard to council. The Performance and Risk Audit Committee submit audit reports to Council at least twice during a financial year.

The Committee is governed by a formal terms of reference as documented in their Charter, which is regularly reviewed and approved by the Executive Mayoral Committee (last updated 18 October 2021). The document was reviewed by the Committee and the changes accepted at their meeting of 24 August 2021.

AUDIT COMMITTEE MEMBERS AND ATTENDANCE

The Committee currently comprises of three independent members, who have sufficient qualifications and experience, appointed by the Council of Swartland Municipality. During the year under review, six Performance and Risk Audit Committee meetings were held.

The Auditor-General (AG) has a standing invitation to all Audit Committee meetings. Committee members participate in meetings with our commitment as is evidenced from the summary below:

Name of Member	Number of meetings attended
Mr CB de Jager (Chairperson)	6
Ms R Gani	6
Mr BJ Gouws	6

The Performance and Risk Audit Committee met on the following dates during the financial year 2021/2022:

- 24 August 2021;
- 30 August 2020;
- 13 September 2021;
- 23 November 2021;
- 22 February 2022; and
- 24 May 2022.

The tenure and qualifications of the members are as follows:

NAME	QUALIFICATIONS	TENURE PERIOD
Mr. CB de Jager	B.Comm. and B.Comm. (Hons), CA(SA) Practicing as CA (SA) and Registered Auditor	1 November 2021 to 31 October 2024 (2 nd term)
Ms. R Gani	Baccalaureus Commericii Honores with specialization Accounting Sciences CA (SA)	1 August 2020 to 31 July 2023 -1 st term
Mr. BJ Gouws	Baccalaureus Commericii Honores with specialization in Industrial and Personnel Psychology Master Degree in Industrial Administration (Intro to Business Administration and System Engineering Practice)	1 May 2021 to 30 April 2024-1 st term

DISCHARGE OF AUDIT COMMITTEE RESPONSIBILITY

The Committee is pleased to report that it has complied with its responsibilities arising from its terms of reference, including relevant legislative requirements.

The detailed minutes of each meeting following the approval of the minutes at Committee meetings are presented to Council.

Internal Control

During the year under review the Committee executed the following functions in respect of internal control:

- Considered reports of internal audit and external audit on Council's system of internal control including internal financial controls and maintenance of effective internal control systems.
- Reviewed significant issues raised by internal and external audit on internal control systems and adequacy of corrective actions in response to the findings.

The Performance and Risk Audit Committee will continue to monitor implementation of corrective action and the enhancement of the control environment in the 2022/2023 financial year.

Internal Audit Effectiveness

During the year under review the Committee executed the following functions in respect of Internal Audit:

- Reviewed and approved the Internal Audit Risk-based Annual Internal Audit Plan.
- Reviewed and approved the Internal Audit Three-year rolling Plan.
- Evaluated the independence and effectiveness and performance of the Internal Audit Function.
- Reviewed the work performed by Internal Audit on a quarterly basis and the implementation of internal audit recommendations.
- Review and monitor the implementation of the recommendations in respect of the 5-yearly External Quality Review of the Internal Audit Activity.

The Internal Audit activities are completed by a two-person in-house department operating in terms of an Internal Audit Charter. There appears to have been no compromise of the independence or objectivity of the function during the year of review. Internal Audit was not able to complete the Risk-based Internal Audit Plan for the year under review, due to the retirement of the Chief Internal Audit Executive in March 2022 and additional administrative responsibilities related to the recruitment and selection process. A new Chief Internal Audit Executive has been appointed in his

stead and a member of the PRAC was part of the interview panel. A Revised Internal Audit Plan was approved by the Performance and Risk Audit Committee on 24 May 2022.

The following audits could not be performed and were carried over to the 2022/23 audit plan:

1. HR - Payroll/ Leave/ Time & Attendance
2. HR- Payroll/ Overtime / Authorisation/ Approval
3. Debtors- Incomplete/ Inaccurate billing

Risk Management

Internal audit is responsible for facilitating risk management, as part of its consulting services, and assisted management during the performance of risk assessments. The Enterprise Risk Management Policy was reviewed and approved by the Executive Mayoral Committee on 08 December 2021 and the Risk Management Strategic Plan approved on 24 May 2022 by the Performance and Risk Audit Committee. During the year under review detail risk assessments were conducted at the different directorates. Management also presented Strategic and Operational Risk registers to the Performance and Risk Audit Committee for their consideration and input.

The Audit Committee will continue to exercise its advisory and oversight function in respect of risk management. There was a substantial improvement in the quality of the Operational Risk Registers submitted to the Performance and Risk Audit Committee.

External audit

In respect of external audit, the Performance and Risk Audit Committee performed the following:

Financial year 2021/2022

- Reviewed and discussed the Auditor-General's Engagement Letter and Audit Strategy on 04 October 2022
- Reviewed and discussed the Draft Management Report on 24 November 2022
- Reviewed and discussed the Final Management Report on 29 November 2022
- Received the Final Audit Report on 01 December 2022

The Committee will endeavour together with the municipality to ensure that all recommendations made by Auditor-General in its Management Report will be implemented.

The audit committee is satisfied with the independence of the external auditors.

Combined assurance

A combined assurance framework has been developed and approved by Council. The Performance and Risk Audit Committee will continue to monitor the implementation of the combined assurance framework and make recommendations in this regard.

Review and Evaluation of the Annual Financial Statements

The Performance and Risk Audit Committee had the opportunity to review the annual financial statements and made recommendations to management as part of its advisory role. The committee reviewed the 2021/2022 draft annual financial statements on 29 August 2022.

Performance Management

The Performance and Risk Audit Committee has reviewed the municipality's performance on a quarterly basis and have specifically focused on the indicators showing negative variances. Senior Management of the municipality is required to provide explanations and corrective actions for variances between planned and actual performance. The Audit Committee emphasises the need to maintain appropriate evidence to substantiate performance information.

The Audit Committee will continue to monitor management's actions to ensure an effective

Municipality Performance Management System.

Financial Management and Performance: Quarterly Section 52 Reports:

The Performance and Risk Audit Committee reviewed and commented on the Quarterly Section 52 Reports. The purpose of this report is to comply with the requirements of Section 52 (d) of the Municipal Finance Management Act, No. 56 of 2003, which prescribes the general responsibilities of the Mayor to table to council the financial position as well as the financial progress of the municipality, measured against the approved budget for the 1st quarter and at the end of each quarter.

CONCLUSION

The Committee wishes to express its appreciation to management, the Auditor-General and Internal Audit who assist the Committee in performing its functions effectively. The Committee would also like to congratulate the municipality for achieving once again a clean audit report for the 2022 financial year, and the Committee is proud to be part of such an institution.

CB de Jager

Chairperson of the Performance and Risk Audit Committee

Date: 08 December 2022



Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager:
Internal Audit Division

21 November 2022
5/15/1/6

ITEM 7.2 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 14 DECEMBER 2022

SUBJECT: REVIEW OF THE ENTERPRISE RISK MANAGEMENT POLICY

1. BACKGROUND / DELIBERATION

The purpose of this policy is to establish a process for the Municipality to identify and mitigate the risks that threaten the attainment of service delivery and other objectives, and optimise opportunities that enhance institutional performance. It serves as a source of reference and intended to ensure that Swartland Municipality is committed to the optimal management of risk in order to protect its values, achieve its vision, objectives and deliver on its core business.

An enterprise-wide integrated approach has been adopted whereby the risk management process is applied throughout the municipality rather than only in selected business areas or disciplines and managed in a comprehensive and integrated way. Risk Management is a systematic and formalised process to identify, assess, manage, monitor and report risks to ensure the achievement of objectives. Management assesses events from two perspectives, namely impact and likelihood to determine the risk exposure. The risk exposure score is calculated by multiplying the points allocated for Impact with that of Likelihood.

- **Impact** means a result or effect that a risk will have if it should materialise
- **Likelihood/ Probability** means the probability of the event occurring. How regular can or will it occur according to past events.

It could be poor or irresponsible business practice to accept risks higher than a certain level therefore Council needs to approve the tolerance and appetite levels of the municipality. Risk levels look at acceptable/ unacceptable deviations from what is expected.

- Risk Appetite means the amount (level) of risk the municipality is willing to accept. The aim is to manage risks by taking action to keep exposure at an acceptable level in a cost-effective way. Every control has an associated cost and therefore the control action must offer value for money in relation to the risk that it is controlling.
- Risk Tolerance means the acceptable level of risk that the municipality has the ability to tolerate or readiness to bear the risk after treatment. There may be no cost effective

actions available to deal with a risk, in which case the risk must be avoided or transferred or the justification for the project/ activity revisited (to review whether the project is too risky), possibly resulting in the termination of the project/ activity.

2. LEGISLATION

In terms of section 62(1)(c)(i) of the Local Government: Municipal Finance Management Act (Act No 56 of 2003) "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 that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control."

3. RECOMMENDATION/ AANBEVELING

3.1 It is recommended that the current Enterprise Risk Management Policy be approved as it will deliver a range of benefits to the municipality such as the following:

- More efficient, reliable and cost effective delivery of services;
- More reliable decisions;
- Fewer surprises and crises by placing management in a position to effectively deal with potential new and emerging risks that may create uncertainty; and
- Better outputs and outcomes through improved project and programme management.

3.2 The acceptance of the Risk Appetite Level at 15 - Impact x Likelihood = 15 (5x3) & (3x5)

3.3 Risk Tolerance Levels of 16 (4x4) and above are not acceptable and should be managed.

3.4 That the policy be submitted to Council for approval.

AANBEVELING

3.1 Aanbeveling dat die huidige Ondernemingsrisikobestuursbeleid goedgekeur word vir implementering omrede dit 'n verskeidenheid van voordele vir die munisipaliteit inhou, byvoorbeeld:

- meer doeltreffende, betroubare en koste effektiewe dienslewering;
- meer betroubare besluitneming;
- minder verrassings en krisisse deur bestuur in staat te stel om effektief te handel met potensiële opkomende risiko's wat onsekerheid kan skep; en
- beter uitsette en uitkomste deur die verbetering in die bestuur van projekte en programme;

3.2 Aanvaarding van die "Risk Appetite"-vlak van 15 – "Impact x Likelihood" = 15 (5x3) & (3x5).

3.3 "Risk Tolerance"-vlakke van 16 (4x4) en hoër is nie aanvaarbaar en moet bestuur word.

(get) J J Scholtz

MUNISIPALE BESTUURDER

ENTERPRISE RISK MANAGEMENT POLICY



November 2022

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RISK MANAGEMENT PHILOSOPHY

Swartland Municipality is committed to the optimal management of risk in order to protect our core public service values, achieve our vision, objectives assets/resources and deliver on our core business/ mandated services.

In the course of conducting our day-to-day business operations, we are exposed to a variety of risks. These risks include strategic, operational and other risks that are material and require comprehensive controls and on-going oversight.

To ensure business success we have adopted an enterprise-wide integrated approach to the management of risks. By embedding the risk management process into key business processes such as planning, operations, current and new projects, we will be better equipped to identify, pro-actively and re-actively risks affecting our objectives and to manage risks in ways that are consistent with the Municipality's approved risk appetite.

To further implement the risk management approach, all role players involved in the risk management process were identified and their responsibilities clearly defined and documented to enforce a culture of disciplined risk-taking and the management of identified risks.

Council is responsible for the overall governance of risk within the municipality. Council has however delegated this responsibility to the Municipal Manager (MM) and the Performance and Risk Audit Committee (PRAC). The MM, who is ultimately the risk owner of the municipality's risks, will in collaboration with the Chief Risk Officer (CRO) (currently the Manager, Internal Audit) and Management identify and manage the risks. The CRO will ensure that the policy is implemented and that Council, the PRAC and the MM receive appropriate reporting on the municipality's risk profile and risk management process. Management will execute their responsibilities outlined in the Risk Management Strategy and Implementation Plan. All other officials are responsible for incorporating risk management into their day-to-day operations.

As the MM of the municipality, Council and I are responsible for enhancing corporate governance. Entrenching Enterprise Risk Management (ERM) into the municipality is only but one component of governance, but together we will ensure that appropriate focus is placed on important tasks and key risks.

JJ Scholtz
Municipal Manager

1. OVERVIEW

1.1. Policy Objective

The objective of this policy is to safeguard Swartland Municipality's property, interests and people.

1.2. Policy Statement

Through this policy, the MM puts into practice his commitment to implement and maintain an effective, efficient and transparent system of risk management. This policy forms the basis for the accompanying Risk Management Strategy and Implementation Plan, which is designed to help achieve the objective of implementing an effective ERM process and embedding a culture of risk management within the municipality.

1.3. Policy Scope

This is an enterprise-wide policy. It applies throughout Swartland Municipality in as far as risk management is concerned as all personnel within the municipality have a role to play in the identification and management of risk.

1.4. Background

1.4.1. Legislative Mandate

Section 62(1)(c)(i) and 95(c)(i) of the MFMA states that: "... The accounting officer of the municipality and municipal entity is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control."

1.4.2. Legislative Compliance

This policy is aligned to the Committee of Sponsoring Organizations (COSO) ERM Framework of 2017 and the principles set out in the National Treasury Public Sector Risk Management Framework, published in July 2010. This policy is also supported by the MFMA, Act no 56 of 2003.

1.4.3. Benefits of Enterprise Risk Management

The risk management process can make major contributions towards helping the municipality achieve its objectives. The benefits include:

- more sustainable and reliable delivery of services;
- enhance decision making underpinned by appropriate rigour and analysis;
- reduced waste;
- prevention of fraud and corruption;

- fewer surprises and crises by placing management in a position to effectively deal with potential new and emerging risks that may create uncertainty;
- help avoid damage to the municipality's reputation and image;
- helps ensure effective reporting and compliance with laws and regulations;
- better value for money through more effective, efficient and economical use of scarce resources;
- better outputs and outcomes through improved project and programme management; and
- creation and sustainment of a more risk focused culture within the municipality.

1.5. Key Concepts

1.5.1. Risk is an uncertain future event that could influence the achievement of the municipality's strategic and business objectives.

1.5.2. Risk Management is a systematic and formalised process instituted by the municipality to identify, assess, manage, monitor and report risks to ensure the achievement of objectives.

1.5.3. Enterprise Risk Management (ERM) is the application of risk management throughout the municipality rather than only in selected business areas or disciplines and needs to be managed in a comprehensive and integrated way. ERM recognises that risks (including opportunities) are dynamic, often highly interdependent and ought not to be considered and managed in isolation.

ERM Integrating with Strategy and Performance clarifies the importance of enterprise risk management in strategic planning and embedding it throughout an organization, because risk influences and aligns strategy and performance across all departments and functions.

2. OBJECTIVES OF ENTERPRISE RISK MANAGEMENT

2.1 Informed decisions

The objectives of risk management are to assist management in making more informed decisions which:

- provide a level of assurance that current significant risks are effectively managed;
- improve operational performance by assisting and improving decision making and planning;
- promote a more innovative, less risk averse culture in which the taking of calculated risks in pursuit of opportunities, to benefit the municipality is encouraged; and
- provide a sound basis for integrated risk management and internal control as components of good corporate governance.

2.2 Response to change

Regardless of the type and size of an entity, strategies need to stay true/relevant to their vision, mission and strategic objectives. All entities need to exhibit traits that drive an effective response to change, including agile decision-making, the ability to respond in a cohesive manner, and the adaptive capacity to pivot and reposition while maintaining high levels of trust among stakeholders.

As we look into the future, there are several trends that will have an effect on enterprise risk management. Just four of these are:

- **Dealing with the proliferation of data:** As more and more data becomes available and the speed at which new data can be analysed increases, enterprise risk management will need to adapt. The data will come from both inside and outside the entity, and it will be structured in new ways. Advanced analytics and data visualization tools will evolve and be very helpful in understanding risk and its impact—both positive and negative.
- **Leveraging artificial intelligence and automation:** Many people feel that we have entered the era of automated processes and artificial intelligence. Regardless of individual beliefs, it is important for enterprise risk management practices to consider the impact of these and future technologies, and leverage their capabilities. Previously unrecognizable relationships, trends and patterns can be uncovered, providing a rich source of information critical to managing risk.
- **Managing the cost of risk management:** A frequent concern expressed by many business executives is the cost of risk management, compliance processes, and control activities in comparison to the value gained. As enterprise risk management practices evolve, it will become important that activities spanning risk, compliance, control, and even governance be efficiently coordinated to provide maximum benefit to the organization. This may represent one of the best opportunities for enterprise risk management to redefine its importance to the organization.
- **Building stronger organizations:** As organizations become better at integrating enterprise risk management with strategy and performance, an opportunity to strengthen resilience will present itself. By knowing the risks that will have the greatest impact on the entity, organizations can use enterprise risk management to help put in place capabilities that allow them to act early. This will open up new opportunities.

3. COMPONENTS AND PRINCIPALS OF ERM

3.1. Components

Figure 1: Components of ERM Framework



The Framework of the Committee of Sponsoring Organizations (COSO) of 2017, depicted in the above diagram itself is a set of principles organized into five interrelated components:

- i) **Governance and Culture:** Governance sets the organisation's tone, reinforcing the importance of, and establishing oversight responsibilities for, enterprise risk management. Culture pertains to ethical values, desired behaviors, and understanding of risk in the entity.
- ii) **Strategy and Objective-Setting:** Enterprise risk management, strategy, and objective-setting work together in the strategic-planning process. A risk appetite is established and aligned with strategy; business objectives put strategy into practice while serving as a basis for identifying, assessing, and responding to risk.
- iii) **Performance:** Risks that may impact the achievement of strategy and business objectives need to be identified and assessed. Risks are prioritized by severity in the context of risk appetite. The organization then selects risk responses and takes a portfolio view of the amount of risk it has assumed. The results of this process are reported to key risk stakeholders.
- iv) **Review and Revision:** By reviewing entity performance, an organisation can consider how well the enterprise risk management components are functioning over time and in light of substantial changes, and what revisions are needed.
- v) **Information, Communication, and Reporting:** Enterprise risk management requires a continual process of obtaining and sharing necessary information, from both internal and external sources, which flows up, down, and across the organization.

3.2. Supporting Principals

The five components as indicated in 3.1 (Figure 1) above are supported by a set of principles. These principles cover everything from governance to monitoring. Adhering to these principles can provide management and Council with a reasonable expectation and assurance that the organisation understands and strives to manage the risks associated with its strategy and business objectives. These supporting principles are:



Governance & Culture

1. Exercises Council Risk Oversight
2. Establishes Operating Structures
3. Defines Desired Culture
4. Demonstrates Commitment to Core Values
5. Attracts, Develops, and Retains Capable Individuals



Strategy & Objective-Setting

6. Analyzes Business Context
7. Defines Risk Appetite
8. Evaluates Alternative Strategies
9. Formulates Business Objectives



Performance

10. Identifies Risk
11. Assesses Severity of Risk
12. Prioritizes Risks
13. Implements Risk Responses
14. Develops Portfolio View



Review & Revision

15. Assesses Substantial Change
16. Reviews Risk and Performance
17. Pursues Improvement in Enterprise Risk Management



Information, Communication, & Reporting

18. Leverages Information and Technology
19. Communicates Risk Information
20. Reports on Risk, Culture, and Performance

4. ROLES AND RESPONSIBILITIES (COSO the three lines of defense)

The Three Lines of Defense (3 LOD) addresses how specific duties related to risk and control are assigned and coordinated within the municipality, regardless of its size or complexity. Directors and Management should understand the critical differences in roles and responsibilities of these duties and how they should be optimally assigned for the municipality to have increases likelihood of achieving its objectives.

The following figure shows the relationship among the municipality's objectives, the COSO ERM framework and the 3 Lines of Defense model:

Figure 2: 3 LOD module



The objectives refers to objectives set by Council/ Senior Management.

The COSO ERM framework are used to manage risk and control to accomplish objectives.

The 3 lines of defense model is the Organisational Structure to execute risk and control duties.

4.1. Risk Management Oversight

Every person within Swartland Municipality has a role to play in the risk management process. The primary responsibility for identifying and managing risks lies with Management. The following are the key role-players with regards to risk management oversight/governance and risk management implementers:

Senior Management, Council and the Performance and Risk Audit Committee (PRAC) have integral roles in three Lines of Defense (3 LOD).

4.1.1. Council and Senior Management

Senior Management is accountable for the selection, development and evaluation of the system of internal control with oversight by the Council and Performance and Risk Audit Committee. Although neither Senior Management nor the Council is considered

to be part of one of the three lines, these parties collectively have responsibility for establishing an Organisation's objectives, defining high – level strategies to achieve those objectives, and establishing governance structures to best manage risk.

ERM, as it has typically been practiced, has helped many organizations identify, assess, and manage risks to the strategy. But the most significant causes of value destruction are embedded in the possibility of the strategy not supporting the entity's mission and vision, and the implications from the strategy.

ERM enhances strategy selection. Choosing a strategy calls for structured decision-making that analyses risk and aligns resources with the mission and vision of the organisation.

4.1.1.1. Council

Council takes an interest in risk management to the extent necessary to obtain comfort that properly established and functioning systems of risk management are in place to protect Swartland Municipality against significant risks.

Council has to report to the community, on the municipality's system of internal control. This provides comfort that the municipality is protected against significant risks to ensure the achievement of objectives as detailed in the Service Delivery and Budget Implementation Plan (SDBIP).

4.1.1.2. Executive Mayor

The role of the Mayor is to oversee the risk management process and administration of the Municipality and convey any concerns or suggestions to the Municipal Manager

4.1.2 Performance and Risk Audit Committee (PRAC)

The PRAC is an independent committee, responsible for oversight of the municipality's control, governance and risk management. This committee is vital to, among other things, ensure that financial, IT and fraud risk related to financial reporting are identified and managed.

The PRAC's primary responsibility is providing an independent and objective view of the effectiveness of the municipality's risk management process to Council and to provide recommendations to the MM for continuous improvement and management of risks. The responsibilities of the PRAC with regards to risk management are formally defined in its charter.

4.2. Risk Management Implementers

4.2.1. Senior Management

4.2.1.1. Municipal Manager (Accounting Officer)

The Accounting Officer is ultimately responsible for risk management within the Municipality. By setting the tone at the top, the Accounting Officer promotes

accountability, integrity and other factors that will create a positive control environment and support ERM.

4.2.1.2. Directors/Senior Management (Risk Owners)

Senior Managers support the Municipality's risk management philosophy, integrating it into operational routines of their directorates. They are the risk owners and ultimately accountable for the risk management of the risks in their directorates and must therefore monitor the risk management activities within their areas of responsibility and intervene where necessary.

Senior Management takes ownership for managing the municipality's risks within their areas of responsibility and is accountable to the MM for designing, implementing, monitoring and integrating ERM into their day-to-day activities of the municipality.

Senior Management has overall responsibility for all first line activities. For certain high risk areas, senior management may also provide direct oversight of the front – line and mid – line management, even to the extent of performing some of the first line responsibilities

4.2.2. Operational Management – First line of defense

The first line of defense is primarily handled by front – line and mid – line managers who have day to day ownership and management of risk and control. Operational Management develop and implement the Organisation`s control and risk management processes. These include internal control processes designed to identify and assess significant risks, execute activities as intended, highlight inadequate processes, address control breakdowns, and communicate to key stakeholders of the activity.

This should be done in a manner that ensures that risk management becomes a valuable strategic management tool by ensuring that risks are identified upfront and adequate controls are implemented to mitigate these risks.

4.2.3. Risk Management – Second line of defense

The second line of defense includes various risk management and compliance functions put in place by management to help ensure controls and risk management processes implemented by the first line of defence are designed appropriately and operating as intended.

These are management function; separate from first – line operating management, but still under the control and direction of senior management. Functions in the second line of defence are typically responsible for ongoing monitoring of control and risk. They often work closely with operating management to help define implementation strategy, provide expertise in risk, implement policies and procedures, and collect information to create an enterprise-wide view of risk and control.

The responsibilities of individuals within the second line of defense vary widely but typically include:

- Assisting management in design and development of processes and controls to manage risks.
- Defining activities to monitor and how to measure success as compared to management expectations.
- Monitoring the adequacy and effectiveness of internal control activities.
- Escalating critical issues, emerging risks and outliers
- Providing risk management frameworks.
- Identifying and monitoring known and emerging issues affecting the organization's risks and controls.
- Identifying shifts in the organization's implicit risk appetite and risk tolerance.
- Providing guidance and training related to risk management

Typical second-line functions include specialty expertise groups such as:

- Information Security
- Health and Safety
- Legal
- Environmental
- Supply chain

4.2.4. Internal Audit – Third line of defense

Internal Auditors serve as an Organisation`s third line of defence. Currently IA performs the function of the risk officer assisting management with the risk management process as part of their consulting services. Internal Auditors do not design or implement controls as part of their normal responsibilities and are not responsible for the Organisation`s operations.

4.3. Risk Management Support

4.3.1. Chief Risk Officer (CRO)

The CRO (Manager, Internal audit) is the custodian of the Risk Management Strategy and Implementation Plan and the coordinator of ERM activities throughout Swartland Municipality. The primary responsibility of the CRO is to use his/her specialist expertise to assist the municipality to embed ERM and leverage its benefits to enhance performance. The CRO plays a vital communication link between operational level management, senior management, AC and other relevant committees.

4.3.2. Risk Champions

A Risk Champion would generally hold a senior position within the municipality and possess the skills, knowledge and leadership qualities required to champion a particular aspect of risk management.

The Risk Champion assists the CRO to facilitate the risk assessment process and manage risks within their area of responsibility to be within the risk appetite. Their primary responsibilities are advising on, formulating, overseeing and managing all

aspects of a municipality's entire risk profile, ensuring that major risks are identified and reported upwards.

4.4. Risk Management Assurance Providers

4.4.1. Internal Audit

The core role of Internal Audit in risk management is to provide an independent, objective assurance to Council and the PRAC on the effectiveness of risk management. Internal Audit also assists in bringing about a systematic, disciplined approach to evaluate and improve the effectiveness of the entire system of risk management and provide recommendations for improvement where necessary.

Currently the IA function assists management in respect of identifying and evaluating the risk management process. The effectiveness of the risk management process will annually be audited by an independent third party.

4.4.2. External Audit

The external auditor (Auditor-General) provides an independent opinion on the effectiveness of risk management.

5. ENTERPRISE RISK MANAGEMENT PROCESS

To fulfil its philosophy and implement an enterprise-wide integrated approach, Swartland Municipality will ensure that the five (5) components of the ERM process are implemented and operating effectively, efficiently and economically (*Refer to figure 3*).



Figure 3: Enterprise Risk Management Components



Figure 4: Principles of the ERM Components

5.1. GOVERNANCE AND CULTURE

1. Exercises Board Risk Oversight

The board of directors provides oversight of the strategy and carries out governance responsibilities to support management in achieving strategy and business objectives.

2. Establishes Operating Structures

The organization establishes operating structures in the pursuit of strategy and business objectives.

3. Defines Desired Culture

The organization defines the desired behaviours that characterize the entity's desired culture.

Internal Environment:

The municipality's internal environment is the foundation of all other components of risk management. The internal environment encompasses the tone of Swartland Municipality, influencing the risk consciousness of its people. It is the foundation for all other components of risk management, providing discipline and structure.

4. Demonstrates Commitment to Core Values

The organization demonstrates a commitment to the entity's core values.

5. Attracts, Develops, and Retains Capable Individuals

The organization is committed to building human capital in alignment with the strategy and business objectives.

5.2. STRATEGY AND OBJECTIVE SETTING

6. Analyses Business Context

The organization considers potential effects of business context on risk profile.

7. Defines Risk Appetite

The organization defines risk appetite in the context of creating, preserving, and realizing value.

Risk Appetite:

Risk appetite looks at how much risk a municipality is willing to accept. The aim is to manage risks by taking action to keep exposure to an acceptable level in a cost-effective way. There can still be deviations that are within a risk appetite as every control has an associated cost. The control action must offer value for money in relation to the risk that it is controlling. Although the risk level is within the risk appetite, management can still implement more controls to bring the level down (to the left of the blue line) if it is cost effective.

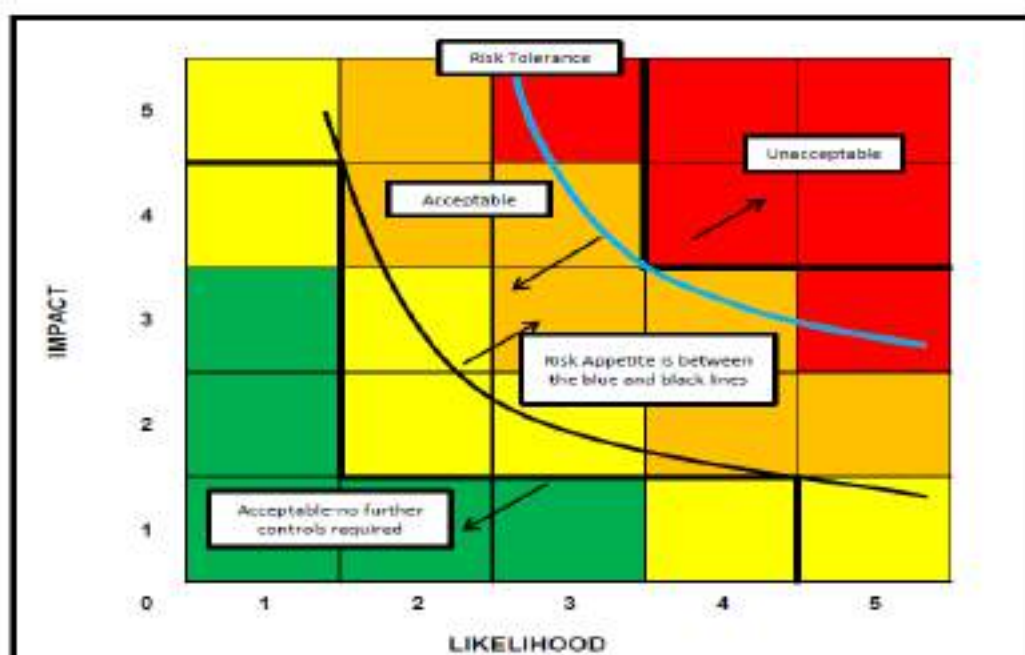
Swartland Municipality has set its risk appetite level at Impact x Likelihood = 15 (5x3) & (3x5) (Refer to Annexure A.1 – A.2). The municipality has committed itself to aggressively pursue managing risks to be within its risk appetite to avoid exposures to losses and to manage actions that could have a negative impact on the reputation of the municipality.

Risk levels looks at acceptable/unacceptable deviations from what is expected.

The CRO/ Management should update the risk assessment in line with the risk evaluation on a bi-annually basis. However, management must inform the CRO if there are any changes in processes or emerging risks facing the municipality. Any risk shown below (figure 5: Heat map) and right of the 'risk tolerance line' (the thick blue line below) the municipality is not willing to accept and will thus implement controls to reduce the risk or it will be avoided or outsourced.

HEATMAP: Figure 5

The heatmap is an illustration of the various risk levels and to indicate the set risk tolerance and risk appetite lines.





Risk Appetite Level
5 x 3 = 15 & 3 x 5 = 15

Risk Tolerance: The tolerance line is set and approved by Council. As risks are reviewed, any changes to their impact or likelihood which may cause them to move above and to the right of the 'risk tolerance line' need to be considered carefully and referred upwards for a management decision on the action to be taken.

There may be no cost-effective actions available to deal with a risk, in which case the risk must be avoided or transferred or the justification for the project / activity revisited (to review whether the project is too risky), possibly resulting in the termination of the project/ activity. Risk Levels of 16 (4x4) and above will not be tolerated.

This process is driven through the SDBIP in risk terms; risk is managed by the risk appetite as determined by Council as public representatives.

Swartland Municipality has a zero tolerance towards fraud and corruption. In addition, all fraud and corruption will be investigated and followed up by the application of all remedies available within the full extent of the law and the implementation of appropriate prevention and detection controls.

8. Evaluates Alternative Strategies

The organization evaluates alternative strategies and potential impact on risk profile.

9. Formulates Business Objectives

The organization considers risk while establishing the business objectives at various levels that align and support strategy. Objective setting is a precondition to event identification, risk assessment, and risk response. There must first be objectives before management can identify risks to their achievement and take necessary actions to manage the risks.

5.3. PERFORMANCE

10. Identifies Risk

The organization identifies risk that impacts the performance of strategy and business objectives.

Event Identification:

An event is an incident or occurrence emanating from internal or external sources that could affect implementation of strategy or achievement of objectives. Events may have positive or negative impacts, or both. As part of event identification, management recognises that uncertainties exist, but does not know when an event may occur, or its outcome should it occur. To avoid overlooking relevant events, identification is best made apart from the assessment of the likelihood of the event occurring, which is the topic of risk assessment.

11. Assesses Severity of Risk

The organization assesses the severity of risk. (Refer Annexure A.4 and A.5)

Risk Assessment:

Risk assessments allow the municipality to consider the extent to which potential events might have an impact on the achievement of objectives. Management assess events from two perspectives impact and likelihood to determine their risk score or severity rating and normally uses the quantitative method.

Risk Assessments are performed through a three stage process:

- Firstly, inherent risk should be assessed;
- Secondly, residual risk should be assessed based on the controls in place;
- Thirdly, the residual risk should be benchmarked against the risk appetite to determine the need for further intervention

12. Prioritizes Risks

The organization prioritizes risks as a basis for selecting responses to risks.

13. Implements Risk Responses

The organization identifies and selects risk responses. After assessing the risk scores an appropriate mitigation strategy is selected. These responses may fall within the categories of avoidance, reduce, share and accept.

Risk avoidance: Action is taken to remove the risk. Avoidance typically suggests no response would reduce the risk to an acceptable level. For example, the risk of pipeline sabotage can be avoided by selling the pipeline.

Risk reduction: Measures to reduce the frequency or severity of losses, also known as loss control.

Risk share: The actions of transferring risks to third parties, like insurance agencies

Risk acceptance: No action is taken to affect likelihood or impact. Acceptance is appropriate if the risk is within the risk appetite.

It is important that the control action put in place is proportional to the risk. Every control has an associated cost. The control action must offer value for money in relation to the risk that it is controlling.

Control Activities

Control activities are the policies and procedures that help ensure that management's risk responses are carried out. Control activities occur throughout the municipality, at all levels and in all functions. They include a range of activities as diverse as approvals, authorisations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

Type of Controls

- Preventative controls to prevent errors or irregularities from occurring e.g. physical security of assets to prevent theft;
- Detective controls to find errors or irregularities after they have occurred e.g. performance of reconciliation procedures to identify errors
- Corrective controls that operate together with detective controls to correct errors or irregularities

Control Effectiveness measurement

Controls are put in place to mitigate risks to reduce its impact. Controls can be measured in terms of as Excellent, Good, Average and None/Ineffective. (Refer to Annexure A.3)

Control Effectiveness Rating

The effectiveness of controls assigned to a specific risk is represented by the control effectiveness rating. Controls are put in place to mitigate risks to reduce its impact. Controls can be rated as Excellent (0.20), Good (0.40), Average (0.75) and None/Ineffective (1.00). (Refer to Annexure A.3)

14. Develops Portfolio View

The organization develops and evaluates a portfolio view of risk.

5.4. REVIEW AND REVISION

15. Assesses Substantial Change

The organization identifies and assesses changes that may substantially affect strategy and business objectives.

16. Reviews Risk and Performance

The organization reviews entity performance and considers risk.

17. Pursues Improvement in Enterprise Risk Management

The organization pursues improvement of enterprise risk management.

5.5. INFORMATION, COMMUNICATION AND REPORTING

18. Leverages Information Systems

The organization leverages the entity's information and technology systems to support enterprise risk management.

19. Communicates Risk Information

The organization uses communication channels to support enterprise risk management. Pertinent information is identified, captured and communicated in a form and timeframe that enable people to carry out their responsibilities. Effective communication also occurs, flowing down, across and up in the municipality. All

personnel receive a clear message from top management that risk management responsibilities must be taken seriously. They understand their own role in risk management, as well as how individual activities relate to the work of others. They must have a means of communicating significant information upstream. There is also effective communication with external parties.

20. Reports on Risk, Culture, and Performance

The organization reports on risk, culture, and performance at multiple levels and across the entity. Monitoring risk management is a process that assesses the presence and functioning of its components over time. This is accomplished through on-going monitoring activities, separate evaluations or a combination of the two. On-going monitoring occurs in the normal course of management activities.

The scope and frequency of separate evaluations will depend primarily on an assessment of risks and the effectiveness of on-going monitoring procedures.

6. RISK MANAGEMENT STRATEGY AND IMPLEMENTATION PLAN

SM has formalised a risk management strategy and implementation plan for the implementation of this Policy.

7. POLICY REVIEW

The risk appetite and the ERM policy shall be reviewed annually if changes occur to reflect the current stance on risk management within the Swartland Municipality.

8. GLOSSARY OF TERMS

Control Effectiveness - Controls are put in place to mitigate risks and the effectiveness of the controls will reduce the likelihood/ probability of the risk to materialise.

COSO - The Committee of Sponsoring Organizations of the Treadway Commission is a joint initiative of the five private sector organizations and is dedicated to providing thought leadership through the development of frameworks and guidance on enterprise risk management, internal control and fraud deterrence.

Event *means* an incident or occurrence from internal or external sources that affects the achievement of Swartland Municipality's objectives.

Framework *refers* to the National Treasury Public Sector Risk Management Framework, 1 April 2010.

Impact *means* a result or effect of and event. The impact of an event can be positive or negative. A negative event is termed a "risk".

Inherent *refers* to the impact that the risk will have on the achievement of objectives if the current controls in place are **not** considered.

Key Risks - Risks that are rated high on an inherent level. Risks that need to be acted upon. Risks that possess a serious threat to the municipality.

Likelihood / Probability *means* the probability of the event occurring.

Management refer to all levels of management, other than the MM and the CRO.

Mitigation / Treatment - After comparing the risk score (severity rating = impact X likelihood) with the risk tolerance, risks with unacceptable levels of risk will require treatment plans (additional action to be taken by management)

Municipal Manager also referred to as the Accounting Officer.

Operations are a term used with “objectives”, having to do with the effectiveness and efficiency of the municipality’s activities, including performance and safeguarding resources against loss.

Residual *means* the remaining exposure after the controls/treatments has been taken into consideration. (The remaining risk after management has put in place measures to control the inherent risk).

Risk Appetite *means* the amount (level) of risk the municipality is willing to accept.

Risk Owner *means* the person responsible for managing a particular risk.

Risk Profile / Register - Also known as the risk register. The risk profile will outline the number of risks, type of risk and potential effects of the risk. This outline will allow the municipality to anticipate additional costs or disruptions to operations. Also describes the willingness to take risks and how those risks will affect the operational strategy of the municipality.

Risk Tolerance *means* the acceptable level of risk that the municipality has the ability to tolerate.

Strategic is a term used with “objectives”, it has to do with high-level goals that are aligned with and support the municipality’s mission or vision.

9. APPROVAL

ENTERPRISE RISK MANAGEMENT POLICY

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, No 56 of 2003

In terms of section 62(1)(c)(i) of the Local Government: Municipal Finance Management Act (Act No 56 of 2003) “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 that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control.”

Date of adoption: 16 September 2009

Reviewed (no changes):	15 November 2011
Amended and approved:	13 March 2013
Reviewed (no changes):	24 November 2015
Amended and approved:	13 December 2016 with effect from 1 January 2017
Reviewed (no changes):	11 May 2018
Amended and approved:	19 June 2019
Amended and approved:	19 August 2020
Amended and approved:	8 December 2021

RISK IS MEASURED ACCORDING TO IMPACT & LIKELIHOOD

ANNEXURE A.1

The following is an example of a rating table that can be utilised to assess the potential impact of risks. Institutions are encouraged to customise the rating table to their specific requirements.

IMPACT

Score	Grading & Descriptions	Financial Impacts of a financial nature and directly affects the municipality's budget.	Service Delivery Impacts on the ability to provide maximum services to the stakeholders with existing resources.	Reputation & Image Impact is of a reputational nature stemming from bad publicity of the municipality.	Employee Wellness Impact stems from employees not being in the best mental, emotional and physical state to perform duties.	Legal/ Regularity/ Compliance Impact is on the ability to comply with Acts, laws, regulations or contracts as well as with municipal policies and procedures.
5	Critical	Loss of assets, major adverse impact on annual revenues. Financial loss of 31 - 100% of budget.	Threatens ongoing existence of the component/sub directorate. Total disruption of service rendered by component/ sub directorate. 51-100% of KPA's not achieved.	Critical breakdown to total loss of confidence within stakeholders. Sustained negative publicity or damage to reputation from a national, perspective - long term.	Serious permanent injury or death of more than 20% unit capacity. Temporary to complete destruction of the municipality facility.	Total shut down of the component or external intervention required. Serious failure to comply with legal requirements that results in legal action against municipality.
4	Major	Loss of assets with some adverse impact on annual revenues. Financial loss of 16 - 30% of budget.	Permanent loss of critical information, substantial disruption to component extending over 3 months. 16- 50% of KPA's not achieved.	Limited breakdown in key relationship with stakeholders. Media coverage at city/ provincial level.	Serious permanent injury or death of one or two employees. Entrenched morale problems. Inability to recruit employees with necessary skills.	Failure to comply with laws or contracts conditions that may result in legal action against municipality.
3	Moderate	Loss of assets with minor adverse impact on annual revenues. Financial loss of 8 - 15 % of budget.	Considerable remedial effort required with limited disruption to the component for period of 1 week or less. Less than 15% of KPA's will not be achieved	Temporary negative impact on reputation. Once off media coverage in community circulation only.	Injury but able to return to work within 5 days. Some morale issues. Medium employee turnover. Minor skill mix issues	Non-compliance with policy and procedures results in ineffective procedures that impact on the KPA's.
2	Minor	Loss of low value assets, little to no adverse impact on annual revenues. Financial loss of 3 - 7% of budget.	No impact on service delivery. Easily remedied, some impact on external stakeholders and minor KPA's delayed.	Customer complaint received.	Lost time iro temporary injury (normal sick leave) Temporary poor morale within the component.	Some deviations from prescripts. Can be remedied internally.
1	Insignificant	Insignificant loss of assets or insignificant adverse impact on budget. Financial loss of 0 - 2% of budget.	Small delay, internal inconvenience only. Can be remedied internally immediately.	Unlikely to cause complaint or warrant coverage in media. Little effect on public confidence.	Minor injury. Individual poor morale within the component. No effect on staff moral.	Slight deviation from prescripts. Can be remedied internally immediately.

LIKELIHOOD

ANNEXURE A.2

The following is an example of a rating table that can be utilised to assess the likelihood of risks. Institutions are encouraged to customise the rating table to their specific requirements.

Rating	Assessment	Definition
1	Rare	The risk is conceivable but is only likely to occur in extreme circumstances
2	Unlikely	The risk occurs infrequently and is unlikely to occur within the next 5 years
3	Moderate	There is an above average chance that the risk will occur at least once in the next 3 years
4	Likely	The risk could easily occur, and is likely to occur at least once within the next 12 months
5	Common	The risk is already occurring, or is likely to occur more than once within the next 12 months

CONTROL EFFECTIVENESS RATINGS

ANNEXURE A.3

The effectiveness of controls assigned to a specific risk is represented by the control effectiveness rating. Controls are put in place to mitigate risks to reduce its impact. Controls can be rated as Excellent (0.20), Good (0.40), Average (0.75) and None/Ineffective (1.00). The control effectiveness rating has an impact on the residual risk rating (RR). The residual risk rating is therefore an indication of the effectiveness of the controls in place. If a risk has a residual rating between 15-25 an action plan will be assigned to the specific risk. In order to prioritise the risks when the residual ratings of several risks are the same, the control effectiveness rating is adjusted accordingly for excellent between (0.20-0.30), good (0.40-0.50), average (0.60-0.90) and none/effective (1.00).

Control Effectiveness	Qualification Criteria	Rating
Excellent	Control eliminates the root causes of the risks, is officially documented and in operation.	0.20 to 0.30
Good	Control addresses risk, but documentation and/ or operation of control could be improved. These control measures are for prevention and are intended to remove certain causes of incidents, reduce their likelihood or prevent the occurrence of the risk.	0.40 to 0.50
Average	Control addresses risk, at least partly, but documentation and / or operation could be improved. These control measures are for reduction and mitigation. They are intended to reduce the severity (consequences) of incidents.	0.60 to 0.90
None/Ineffective	Controls do not exist or fails to address the risk and is not documented or fully in operation.	1.00

INHERENT RISK EXPOSURE (IMPACT X LIKELIHOOD)

ANNEXURE A.4

The following is an example of a rating table that can be utilised to categorise the various levels of inherent risk. Institutions are encouraged to customise the rating table to their specific requirements.

Risk rating	Inherent risk magnitude	Response
15 - 25	High	Unacceptable level of inherent risk – High level of control intervention required to achieve an acceptable level of residual risk
8 - 14	Medium	Acceptable level of inherent risk, except under unique circumstances or conditions – Moderate level of control intervention required to achieve a more acceptable level of residual risk
4 – 7	Low	Mostly acceptable level of inherent risk – Medium level of control intervention required
1 - 3	Minimum	Acceptable level of inherent risk – Low level of control intervention required, if any

RESIDUAL RISK EXPOSURE (INHERENT RISK X CONTROL EFFECTIVENESS)

Risk rating	Residual risk magnitude	Response
15 - 25	High	Unacceptable level of residual risk – Implies that the controls are either fundamentally inadequate (poor design) or ineffective (poor implementation). Controls require substantial redesign, or a greater emphasis on proper implementation. Acceptable when sufficient controls (cost effective) have been implemented which are regularly monitored (5x3=15)
8 - 14	Medium	Acceptable level of residual risk, within risk appetite – However, can imply that the controls can improve (poor design) or ineffective (poor implementation or non-adherence). Controls require some redesign, or a more emphasis on proper implementation and adherence.
4 – 7	Low	Mostly acceptable level of residual risk – Requires minimal control improvements.
1 - 3	Minimum	Acceptable level of residual risk – Adequate controls implemented and adhered to.

ANNEXURE A.5

Risks manifest as negative impacts on goals and objectives or as missed opportunities to enhance institutional performance. Stakeholders expect the Municipality to anticipate and manage risks in order to eliminate waste and inefficiency, reduce shocks and crises and to continuously improve capacity for delivering on their institutionalised mandates. A risk is therefore an event, potential or real, that could have an impact on the institution achieving its objectives. It is also apparent that risk is measured in terms of the impact that it would have on the achievement of objectives and the likelihood of the risk materialising. The risk rating = impact score X likelihood score. Inherent risks are those risks that exist prior to any controls being implemented and residual risks are those risks that still exist after controls have been implemented.

IMPACT	5 Critical	5	10	15	20	25
	4 Major	4	8	12	16	20
	3 Moderate	3	6	9	12	15
	2 Minor	2	4	6	8	10
	1 Insignificant	1	2	3	4	5
		Rare	Unlikely	Moderate	Likely	Common
		1	2	3	4	5
		LIKELIHOOD				

Inherent		
Risk rating	Risk magnitude	Response
15 - 25	High	Unacceptable level of inherent risk – High level of control intervention required to achieve an acceptable level of residual risk
8 - 14	Medium	Acceptable level of inherent risk, except under unique circumstances or conditions – Moderate level of control intervention required to achieve an acceptable level of residual risk
4 - 7	Low	Mostly acceptable level of inherent risk – Medium level of control intervention required
1 - 3	Minimum	Acceptable level of inherent risk – Low level of control intervention required, if any
Residual (Inherent Risk X Control Effectiveness)		
Risk rating	Risk magnitude	Response
15 - 25	High	Unacceptable level of residual risk – Implies that the controls are either fundamentally inadequate (poor design) or ineffective (poor implementation). Controls require substantial redesign, or a greater emphasis on proper implementation. Acceptable if sufficient controls are implemented which are regularly monitored. (5x3=15)
8 - 14	Medium	Acceptable level of residual risk, within risk appetite – However can imply that the controls can be improved (poor design) or ineffective (poor implementation or non-adherence). Controls require some redesign, or a more emphasis on proper implementation and adherence.
4 - 7	Low	Mostly acceptable level of residual risk – Requires minimal control improvements.
1 - 3	Minimum	Acceptable level of residual risk – Adequate controls implemented and adhered to.



Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager:
Internal Audit Division

21 November 2022
5/15/1/6

ITEM 7.3 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 14 DECEMBER 2022

SUBJECT: REVIEW OF THE ANTI-FRAUD AND CORRUPTION STRATEGY
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1. BACKGROUND / DELIBERATION

Swartland Municipality subscribes to the principles of good corporate governance, which requires the conducting of business in a honest and transparent fashion. Consequently Swartland Municipality is committed to fighting fraudulent behaviour at all levels within the organisation.

The Strategy is premised on the organisations core ethical values driving the business of Swartland, the development of its systems, policies and procedures, interactions with ratepayers, the public and other stakeholders, and even decision-making by individual managers representing the organisation. This means that in practice all municipalities, departments and other business units of Swartland and even external stakeholders must be guided by the Strategy as the point of reference for their conduct in relation to Swartland.

In addition to promoting ethical conduct within Swartland Municipality, the Strategy is also intended to assist in preventing, detecting, investigating and sanctioning fraud and corruption. This dynamic document details the steps, which have been, and will continually be taken by Swartland to promote ethical conduct and address fraud and corruption

2. DISCUSSION

In terms of paragraph 4.2.7 the Anti-Fraud and Corruption Strategy must be reviewed and updated annually.

3. RECOMMENDATION/ AANBEVELING

- 3.1 A few cosmetic changes are recommended for the current Anti-Fraud and Corruption Strategy. See the changes in track changes.
- 3.2 That the Anti-Fraud and Corruption strategy be approved.

(get) J J Scholtz

MUNISIPALE BESTUURDER

Fraud Prevention and Anti-Corruption Strategy



~~**JUNE 2021**~~
November 2022

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TERMS AND ABBREVIATIONS

Throughout this document, unless otherwise stated, the words in the first column below have the meanings stated opposite them in the second column (and cognate expressions shall bear corresponding meanings):

Constitution	Constitution of the Republic of South Africa, Act 106 of 1996, As adopted on 08 May 1996 and amended on 11 October 1996 by the Constitutional Assembly
Demarcation Act	Local Government Municipal Demarcation Act, No 27 of 1998
DPLG	Department of Provincial and Local Government
LGAS	Local Government Anti-Corruption Strategy
MFMA	Municipal Finance Management Act, No.56 of 2003
Municipal Manager	A person appointed in terms of section 82 (1) of the Structures Act
R.S.A	Republic of South Africa
SALGA	South African Local Government Association
SARS	South African Revenue Services
Strategy	Fraud Prevention and Anti-Corruption Strategy for Swartland Local Municipality ("Swartland")
Structures Act	Municipal Structures Act, No 17 of 1998
Swartland	Swartland Local Municipality
Systems Act	Municipal Systems Act 32, No of 2000

"Accounting Officer" means the Municipal Manager referred to in Section 60 of the MFMA;

"Councillor" means a member of the Swartland Municipality council;

"Chief Financial Officer" means a Chief Financial Officer designated in terms of Section 80 (2) (a) of the MFMA;

"Designated official" means the individuals identified in a Municipality to receive reports of allegations of financial offences against councillors, currently the Municipal Manager, Speaker and Executive Mayor in terms of the terms of reference of the disciplinary board on financial misconduct;

"Disciplinary board" means a disciplinary board established in terms of paragraph 4 of Regulations on financial misconduct, 2014;

"Internal Audit" The Institute of Internal Auditors defines internal audit as an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The Internal Audit unit will evaluate and contribute to the improvement of risk management, control and governance systems through the annual internal audit programme and surprise audits;

“Investigator” means the disciplinary board, treasury, person or team conducting a full investigation in terms of paragraph 5 of Regulations on financial misconduct, 2014;

“Management” includes the Senior Management in terms of section 56 of the MSA and include Managers on the first three levels of the organisational structure;

“Municipal employee; Staff” any employee not considered as Management, which is a full-time employee, an individual seconded or contracted to the Municipality in his / her personal capacity;

“Whistle-blower” any employee, ratepayer, member of the public or provider of goods and / or services or any other person reporting corruption in terms of this policy;

DEFINITIONS

The following definitions summarise the act of corruption and fraud to be dealt with in terms of this policy:

“Abuse of power / discretion” this involves for example a Municipal official using his or her vested authority to improperly benefit another Municipal official, person or entity (or using vested authority to improperly discriminate against another Municipal official, person or entity).

“Abuse of privileged information misconduct” this inter alia involves the use of privileged information and knowledge that a Municipal official or councillor possesses as a result of his or her office to provide unfair advantage to another person or entity to obtain a benefit, or to accrue a benefit to him or herself.

“Act of failure” omitting to report or refusing to report or act upon reports of any such irregular or dishonest conduct.

“Billing fraud” occurs when suppliers of goods and services to a Municipality overcharge or otherwise produce false invoices, and payment is secured on those with the help of an employee.

“Bribery” is the bestowing of a benefit in order to unduly influence a decision or action. It can be initiated by a person who seeks or solicits bribes or by a person who offers and then pays bribes.

“Cheating” this type of corruption is usually perpetrated by an individual or a group of individuals who are out to influence or distort the truth for their selfish gains, e.g. taking leave without completing an application therefor.

“Fraud” is the unlawful and intentional making of a misrepresentation / deceit resulting in actual or potential prejudice to the Municipality and include; Financial Statement fraud, cheque fraud, conflict of interest, gifts and Electronic Fund Transfer fraud.

“Collusion” means conspiring with others by staff/councillors/bidders/suppliers especially in planning fraud or conniving and entering into secret agreement for wrongful and improper purposes.

“Conspiracy” any person who unlawfully and intentionally conspires with any other person to aid or procure a commission from or to commit any offence, whether at common

law or against statute or a statutory regulation, shall be guilty of an offence and liable on conviction to the punishment to which the person convicted of actually committing offence would be liable.

“Corporate corruption / theft” this occurs in relationships between officials and the suppliers or clients, when officials use the Municipal resources / contracts for private gain, at the expense of the Municipality.

“Corruption” could be summarised as giving or offering; receiving or agreeing to receive; obtaining or attempting to obtain any benefit which is not legally due to, or by a person who has been charged with a duty or power by virtue of any employment, to do any act or omit to any act in relation to that power or duty.

“Cronyism” it is the practice of appointing friends to high-level, especially political posts regardless of their suitability.

“Embezzlement” this is a form of theft. It is the appropriation of someone else’s property that is already in your possession or control. It is something referred to as theft by conversion in that someone else’s property is converted into your own private use e.g. False accounting entries, Unauthorized withdrawals, Unauthorized disbursements, Paying personal expenses from bank funds, Unrecorded cash payments, Theft of physical property, and Moving money from dormant accounts.

“Equipment or resources misconduct” where the Municipality’s equipment is used for personal benefit.

“Ethical” being in accordance with the accepted principles of right and wrong that govern the conduct of a profession e.g. good, just, fitting, fair, responsible, principled, correct, decent, proper, upright, honourable, honest, righteous and virtuous. ~~The Municipalities policy on Ethical behaviour must be red with the policy.~~

“Extortion” is committed when a person unlawfully and intentionally obtains some advantage which is not due to him from another by subjecting the latter to pressure which induces him to hand over the advantage. It could also be used to coerce individuals into ‘cooperating’ in a particular manner or towards a specific cause.

“Favouritism / discrimination” it is the practice of giving special treatment to a person or a group of people. This involves the provision of services or resources according to personal affiliation (for example; ethics, religious, gender, geographical factors, political or other affiliations).

“Forgery” is the unlawful and intentional making of a false document with intent to defraud which can include cheques and handwritten receipts.

“Financial misconduct” to be read with sections 170 to 173 of the MFMA and the description of financial misconduct and financial offences as defined in the MFMA and the regulations on financial misconduct, 2014, and where individuals or companies have fraudulently obtained money from the Municipality.

“Friendship” is a form of interpersonal relationship generally considered to be closer than association / colleagues. For this purpose it would mean people

connecting/communicating/spending time with one another after office hours as friends.

“Malpractice” improper / refusal or unethical conduct or unreasonable lack of skill by a holder of a professional or official position; such as engineers, lawyers, and professional public / Municipal officers/ staff to stand for negligent or unskillful performance of duties when professional skills are obligatory / compulsory. Malpractice is a cause of action or no action, by an official or councillor for which damages/claims to the Municipality are occurred / allowed / claimed.

“Misconduct” includes all the definitions mentioned in this policy and also means to act badly or dishonestly or improperly and / or to manage the activities of the Municipality poorly.

“Nepotism” When a Municipal official or councillor uses his influence to ensure that family members or friends or partners are appointed into any Municipal vacancies or that family members or friends or partners receive contracts from the Municipality, is it regarded as nepotism.

“Other misconduct” activities undertaken by the staff or councillors of the Municipality which may be unlawful and against the Municipality’s regulations or policies, or drop below established standard or practices and result in improper conduct can also be dealt with in terms of this policy and include receiving gifts and favours for rendering services;

“Patronage” systems consist of the granting favors, contracts, or appointments to positions by a local public office holder or candidate for a political office in return for political support. Many times patronage is used to gain support and votes in elections or in passing legislation. Patronage systems disregard the formal rules of a local government and use personal instead of formalized channels to gain an advantage.

“Political corruption” involves councillors seeking bribes or other rewards for their own political or personal benefit in return for political favours to their supporters at the expense of the public interest.

“Systemic Corruption” is when corruption becomes accepted as the ‘norm’ and as part and parcel of the procedures of running public affairs of a Municipality or a society at large. A common manifestation of systemic corruption in our country is the frequent bribes by offenders to traffic police officers either to ignore the lack of roadworthiness, or over-loading, or over-speeding.

“Theft” is the unlawful and intentional misappropriation / misuse / stealing / fiddling / embezzlement of another's property or property which is in his/her lawful possession, with the intention to deprive the owner of its rights permanently.

“Unethical” not conforming to approved standards of social or professional behaviour e.g. immoral, wrong, improper, illegal, dirty, unfair, shady (informal), dishonest, unscrupulous, under-the-table, unprofessional, disreputable, underhand, unprincipled, dishonourable.

SECTION I: INTRODUCTION

Background

- 1.1 Swartland Municipality subscribes to the principles of good corporate governance, which requires the conducting of business in a honest and transparent fashion.
- 1.2 Consequently Swartland Municipality is committed to fighting fraudulent behaviour at all levels within the organisation.
- 1.3 The Strategy is premised on the organisations core ethical values driving the business of Swartland, the development of its systems, policies and procedures, interactions with ratepayers, the public and other stakeholders, and even decision-making by individual managers representing the organisation. This means that in practice all **municipalities,** departments and other business units of Swartland and even external stakeholders must be guided by the Strategy as the point of reference for their conduct in relation to Swartland.
- 1.4 In addition to promoting ethical conduct within Swartland Municipality, the Strategy is also intended to assist in preventing, detecting, investigating and sanctioning fraud and corruption.
- 1.5 This dynamic document details the steps, which have been, and will continually be taken by Swartland to promote ethical conduct and address fraud and corruption.

Policy Stance

- 1.6 ***The policy of Swartland is zero tolerance to fraud and corruption.*** In addition, all fraud and corruption will be investigated and followed up by the application of all remedies available within the full extent of the law and the implementation of appropriate prevention and detection controls. These prevention controls include the existing financial and other controls and checking mechanisms as prescribed in the systems, policies and procedures of Swartland.
- 1.7 The efficient application of instructions contained in the policies and procedures of Swartland, is one of the most important duties to be applied by every employee in the execution of their daily tasks.

Explanation of Fraud and Corruption Terms

- 1.8 Includes, but is not limited to, the following:
 - 1.8.1 The following legal definitions:
 - ***Corrupt activities/ offences*** as defined in the Prevention and Combating of Corrupt Activities Act, 2004, i.e.:
 - Bribery is the most common form of corruption. The 'benefit' of bribery can be virtually any inducement: money and valuables, company shares, inside information, sexual or other favour. Once bribery has occurred, it can lead to other forms of corruption. Public sector bribery can target any individual who

has the power to make decisions or to take an action affecting others and is willing to resort to bribery to influence the outcome of that decision. The general offence of corruption which could be summarised as directly or indirectly accepting or agreeing to accept any gratification from another person; giving or agreeing to give any other person any gratification in order to influence that person directly or indirectly to exercise his powers, duties or legal obligations in a manner which is/amounts to:

- Illegal, dishonest, unauthorised, incomplete, or biased;
 - Misuse or selling of information or material acquired;
 - Abuse of position of authority;
 - Breach of trust;
 - Violation of a legal duty or set of rules;
 - Designed to achieve an unjustified result; and
 - Any other unauthorised or improper inducement to do or not to do anything.
- Corrupt activities in relation to:
 - Public officials;
 - Agents;
 - Judicial officers;
 - Members of the prosecuting authority;
 - Unauthorised gratification received or offered by or to a party with an employment relationship;
 - Witnesses and evidential material during certain proceedings;
 - Contracts;
 - Procuring and withdrawal of tenders;
 - Auctions; and
 - Gambling games or games of chance.
 - Conflicts of interests and other unacceptable conduct, e.g.:
 - Acquisition of private interests in contract, agreement in or investment in public body;
 - Unacceptable conduct relating to witnesses; and
 - Intentional interference with, hindering or obstruction of investigation of offence.
 - Other offences relating to corrupt activities, viz:
 - Accessory to or after an offence;
 - Attempt, conspiracy and inducing another person to commit offence; and
 - Failure to report corrupt transactions.

1.8.2 Irregularities relating to the following:

- *Systems issues*: where a process/system exists which is prone to abuse by employees, the public or other stakeholders includes the following but are not limited to, e.g.:
 - HR – Employment Practices:
 - Inadequate vetting of employees;
 - Allowances – not entitled to

- Procurement:
 - Non-compliance to tender procedures;
 - Irregular conspiracy in awarding contracts or orders for goods and / or services
 - Procurement fraud, e.g. collusion between employees and suppliers, e.g. supplies goods of substandard quality at inflated cost;
 - Fraudulent information submitted by suppliers when tendering for work;
 - Accepting or seeking anything of material value from contractors, vendors, or persons providing services / materials to the Municipality;
 - Deviation of SCM regulations and policy.
- Housing:
 - Manipulation of the beneficiary waiting list;
 - Irregular allocation of a housing subsidy;
 - Disaster Management – misuse of funds.
- Financial Systems and Control:
 - Misadministration or financial misconduct in handling or reporting of money, financial transactions or assets
 - Theft of blank cheques;
 - Deliberate non-compliance to policies and procedures;
 - Abuse of the system of overtime;
 - Abuse of the system of travel claims;
 - Fraudulent payment certificates submitted for payment;
 - Suppliers submitting invalid invoices or invoicing for work not done;
 - Non-compliance to delegated authority limits;
 - Disclosing confidential or proprietary information to outside parties;
 - Irregular approval in the writing off of bad debt;
 - Destruction, removal, or inappropriate use of records, furniture, vehicles, fixtures, and equipment.
- *Financial issues:* i.e. where individuals or entities have fraudulently obtained money from Swartland, e.g.:
 - HR – Employment Practices:
 - Ghost employees;
 - Invalid qualifications;
 - Irregular appointment of staff for undue benefits;
 - Invalid overtime claims
 - Irregular claims against Group Insurance.
 - Procurement:
 - Suppliers invoicing for work not done and/ or goods not supplied;
 - Service providers double invoicing;
 - Contractors “fronting”.
 - Housing:
 - Diversion of rental payments on rental stock;
 - Irregularities in respect of disaster relief/ assistance

- Financial Systems and Control:
 - Theft, e.g. petty cash, etc;
 - Fraudulent cashing of cheques and postal orders;
 - Fraudulent travel and subsistence claims by employees;
- *Equipment and resource issues:* i.e. where Swartland's equipment is utilised for personal benefit or stolen, e.g.:
 - Financial Systems and Control:
 - Theft of assets;
 - Abuse of assets (Use of Council vehicles for private business);
 - Misuse of telephones and internet;
 - Deliberate destruction of property; and
 - Use of Swartland resources, equipment and material for private gain.
- *Conflict of interest* involves a Municipal official failing to disclose within a reasonable time in writing to the Municipal manager:
 - full particulars of any benefit / purchase by an official that he / she might have received from a supplier of goods and services, and / or any interest that his / her spouse, partner or close family member stands to acquire from any contract / friendship concluded with a supplier of goods and services of the Municipality;
 - all relationships / friendships with any supplier of goods and services to Swartland Municipality;- and
 - any private business / venture that any employee is involved in.
- *Misappropriation* is
 - Taking / using what belongs to someone else like municipal quotes and tenders and using it unfairly for one's own gain; for example, or using your position with suppliers for own gain.
 - To use wrongly or improperly. In terms of copyright, it is the act of theft or improper use of intellectual property for financial or personal gain.
 - Often called unfair competition. A common law form of unfair competition in which an individual or firm copies or appropriates some creation of another that is not protected by patent, copyright, or trademark law, or any other traditional theory of exclusive rights.
- *Petty corruption* is common in very normal day-to-day interactions and relations in society. It usually involves small gifts, favour or bribes. However, small as petty corruption may sound, its destructive power is as bad as grand corruption due to its pervasiveness in society and due to its apparent appearance as 'harmless'. It is therefore possible for many people to dismiss it and think its consequences are not destructive to a society e.g. fast-track the delivery of essential services e.g. issuing of a certificate, payment, building plan approval, receipt, or driving license
- *Other issues:* i.e. activities undertaken by employees of Swartland, which may be against policies or fall below established ethical standards, e.g.:
 - Favouritism; and
 - Non-disclosure of private work.

Allegations of Fraud and Corruption

What should an employee or councillor do if he/she suspects fraud and corruption?

- 1.9 It is the responsibility of all employees to immediately report all allegations or incidents of fraud and corruption to their immediate manager. Should an employee be concerned that the manager is involved, the report can be made to any other member of management, the Municipal Manager, the Internal Audit Department.
- 1.10 All managers are responsible for the detection, prevention and investigation of fraud and corruption and must report all incidents and allegations of fraud and corruption to the Municipal Manager. The Municipal Manager will initiate an investigation into the matter.
- 1.11 A councillor must report all incidents of fraud or corruption involving staff to the Municipal Manager and incidents of fraud or corruption involving Councillors or the Municipal Manager to the Speaker. In the event where a Councillor, the Municipal Manager, Senior Managers (Directors) or the Chief Financial Officer (CFO) are implicated, the Speaker must report the incident to Provincial Treasury.

What should a member of the public or providers of goods and/or services do if they suspect fraud and corruption?

- 1.12 Swartland encourages members of the public or providers of goods and/or services who suspect fraud and corruption to contact any member of management, the Municipal Manager and/or the Executive Mayor.

Anonymous Reporting

- 1.13 Should a councillor, staff member or member of the public wish to report allegations of fraud or corruption anonymously, they can contact or write to the Municipal Manager, Executive Mayor, the Speaker or Internal Audit or make use of the National Fraud Hotline on 0800 701 701 directly. Also refer to the below-mentioned clauses 1.20, 1.21 and 1.22.

How will allegations of fraud and corruption be dealt with?

- 1.14 For issues raised by employees, ratepayers, members of the public or providers of goods and/or services, the action taken by the Municipal Manager will depend on the nature of the concern. The matters raised will be screened and evaluated and subsequently delegate such responsibility, whether generally or in specific cases, as he may consider appropriate as follows:
 - Managers of the municipality;
 - External and internal audit service;
 - Reported to the Disciplinary Committee;
 - Be investigated internally; or
 - In the event where a councillor or the Municipal Manager is implicated, the Speaker must report the incident to Provincial Treasury for investigation:
 - Be referred to another law enforcement agency;
 - External state investigating agencies, e.g. SAPS, within their mandate;
 - External consultants, e.g. forensic accounting consultants;
 - Office of the National Director of Public Prosecutions;
 - Special Investigating Units established under any law;

- The Public Protector;
- Any other authority as determined by Council: and
- Outcome reported to Council;

Council and management of the municipality must, within the bounds of their authority, render appropriate support and assistance to any investigation undertaken by an authorised investigator and must arrange/take the necessary steps to facilitate free access to the Municipality's buildings, equipment, staff, councillors and information sources required by the investigator.

- 1.15 Any fraud and corruption committed by an employee or any other person will be pursued by thorough investigation and to the full extent of the law, including (where appropriate) consideration of:
- a) In case of employees, taking disciplinary action within a reasonable period of time after the incident;
 - b) Instituting civil action to recover losses;
 - c) Initiating criminal prosecution by reporting the matter to the SAPS or any other relevant law enforcement agency; and
 - d) Any other appropriate and legal remedy available.

Recovery of Losses

- 1.16 Managers are required to ensure that losses or damages suffered by Swartland as a result of all reported acts committed or omitted by an employee, ratepayer or any other person are recovered from such an employee, ratepayer or other person if he or she is found to be liable for such losses.

Feedback to reporters of fraud

- 1.17 The Municipal Manager will, upon receiving a report of fraud from an external person, write to the person making the report:
- Acknowledging that the concern has been received;
 - Indicating how he proposes to deal with the matter and whether any initial enquiries have been made;
 - Giving an estimate of how long it will take to provide a final response; and
 - Informing them whether any further investigations will take place, and if not, why not.

Confidentiality

- 1.18 All information relating to fraud and corruption that is received and investigated will be treated confidentially. The progression of investigations will be handled in a confidential manner and will not be disclosed or discussed with any person(s) other than those who have a legitimate right to such information. This is important in order to avoid harming the reputations of suspected persons who are subsequently found innocent of wrongful conduct.

Media

- 1.19 No person is authorised to supply any information with regard to allegations or incidents of fraud and corruption to the media without the express permission of the Municipal Manager.

Protection of Whistle Blowers

- 1.20 An employee who reports suspected fraud and/or corruption may remain anonymous should he/she so desire. Concerns expressed anonymously are difficult to investigate, nevertheless they will be followed up at the discretion of Swartland. This discretion will be applied by taking into account the following:
- the seriousness of the issue raised;
 - the credibility of the concern; and
 - the likelihood of confirming the allegation.
- 1.21 No person will suffer any penalty or retribution for good faith reporting of any suspected or actual incident of fraud and corruption which occurred within Swartland. This may include:
- **Harassment or victimisation:** Swartland acknowledges the fact that the decision to report a concern can be a difficult one to make, not least because of fear of reprisal from those responsible for the irregularity. Swartland will not tolerate harassment or victimisation and will take action to protect employees when they raise a concern in good faith. This does not mean that if an employee is already the subject of disciplinary or other action, that action will be halted as a result of their whistle blowing.
 - **Confidentiality:** Swartland will do its best to protect an individual's identity when he/she raises a concern and does not want their identity to be disclosed. It must be appreciated, however, that the investigation process may reveal the source of the information and a statement by the employee may be required as part of the evidence.
- 1.22 All managers should discourage employees or other persons from making allegations, which are false and made with malicious intentions. Where such allegations are discovered, the person who made the allegations must be subjected to firm disciplinary, or other appropriate action.

SECTION II: COMPONENTS OF THE STRATEGY

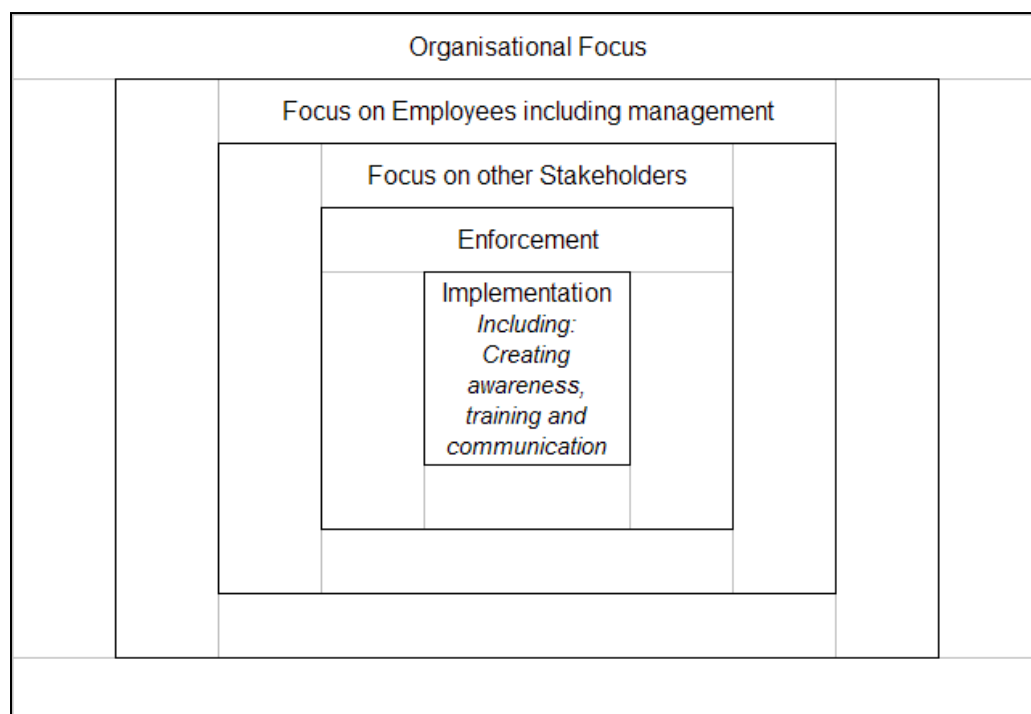
2.1 The **main principles** upon which this Strategy of Swartland is based on and aligned to the LGAS includes the following:

- Creating a culture which is ethical and intolerant to fraud and corruption;
- Deterrence of fraud and corruption;
- Preventing fraud and corruption which cannot be deterred;
- Detection of fraud and corruption;
- Investigating detected fraud and corruption;
- Taking appropriate action in the event of such irregularities, e.g. disciplinary action, recovery of losses, prosecution, etcetera; and
- Applying sanctions, that includes blacklisting and prohibition from further employment.

2.2 The above is not intended to detract from the premise that all the components are equally essential for the successful implementation of the Strategy. The **components of the Strategy** for Swartland are the following:

- Focus on the Organisation
- Focus on Employees
- Focus on other stakeholders
- Enforcement
- Implementation

2.3 The approach to fraud prevention and anti-corruption in Swartland can be summarised as follows:



SECTION III: APPROACH TO FRAUD PREVENTION

FOCUS ON EMPLOYEES

Codes of Conduct for Municipal Employees and Councillors

- 3.1.1 Key ambassadors for the successful implementation of the Strategy for Swartland are its employees. In essence, this means that their conduct often forms the base upon which Swartland as an organisation is judged. Swartland employees have to therefore demonstrate behaviour beyond reproach in the execution of their duties.
- 3.1.2 Anti-fraud and anti-corruption measures to address employees as referred to in paragraphs 3.1.3, 3.2.5, 3.2.6 and 3.2.7 above have been implemented and will continually be reviewed/ improved by Swartland.
- 3.1.3 In terms of Chapter 7, section 4(69) of the Systems Act, the Code of Conduct for Municipal employees contains specific conduct standards categorised as follows:
- General Conduct;
 - Commitment to serving the public interest;
 - Personal gain;
 - Disclosure of benefits;
 - Unauthorised disclosure of information;
 - Undue influence;
 - Rewards, gifts and favours;
 - Council property;
 - Payment of arrears;
 - Participation in elections;
 - Sexual harassment;
 - Reporting duty of staff members; and
 - Breaches of Code.
- 3.1.4 In terms of Chapter 7, section 2(54) of the Systems Act, the Code of Conduct for Councillors contains the following categories:
- General conduct of councillors (Cross reference to section of Act);
 - Attendance at meetings;
 - Disclosure of interests;
 - Personal gain;
 - Declaration of interests;
 - Full-time councillors;
 - Rewards, gifts and favours;
 - Unauthorised disclosure of information;
 - Intervention in administration;
 - Council property;
 - Duty of chairpersons of municipal councils;
 - Breaches of Code; and
 - Application of Code to traditional leaders.

- 3.1.5 A gifts policy has been implemented in order to ensure that both the acceptance and offering of business courtesies, including gifts, by all employees of Swartland occurs only within the ethical standards as prescribed by Swartland. A gift register exists whereby employees must declare any gifts received.
- 3.1.6 The system for the declaration of private business interests and actual or potential conflicts of interest by all employees exists and a centralised record thereof is kept and regularly updated.

Ethics

- 3.1.7 All corruption and fraud risks arise due to a lack of ethics. Many of the controls implemented to prevent corruption and fraud requires human involvement and can be circumvented by two or more persons colluding. People without a strong ethical character will not report corrupt and/or fraudulent acts they are aware of.
- 3.1.8 Anti-corruption and fraud prevention measures can thus only succeed in an environment of ethical behaviour, not only due to the need to prevent corrupt and fraudulent acts, but also to detect corruption and fraud when it does occur.

The role of Managers

- 3.1.9 Managers at all levels are responsible for the communication and implementation of this strategy in their work areas or sections or departments. They are also responsible for ensuring that their employees are aware of the municipality's rules, regulations and procedures and what is required of them on a daily basis. Municipal staff should be made aware of the requirements of the Code of Conduct for employees as prescribed in the Municipal Systems Act and the Municipal Structures Act.
- 3.1.10 Managers are expected to strive to create an environment in which their staff members feel able to approach them with any concerns they may have about suspected irregularities. Where they are unsure of the procedures they should ensure advice is sought from the appropriate authority. Managers should enforce special provisions made where employees are responsible for cash handling or are in charge of financial systems and systems that generate payments.

Responsibilities of Employees

- 3.1.11 Employees' work is governed by the municipality's rules, regulations and procedures and the Code of Conduct for employees to which all municipal staff are expected to abide by, which includes guidelines on gifts, professional and personal behaviour and conflicts of interest. The Code of Conduct should be covered not only as part of the municipality's induction process but also as part of its communication strategy to its employees.
- 3.1.12 Employees are responsible for ensuring that they follow the instructions given to them by management particularly in relation to the safekeeping of the assets/funds of the municipality. These are included in induction training and procedure manuals. Employees are expected to always be aware of the possibility that fraud, corruption and theft may exist in the workplace and that they should share such concern with management.
- 3.1.13 Employees that become aware of fraud or corruption must immediately report it for investigation. If not, they can be accused of being involved.

FOCUS ON THE ORGANISATION

Systems, policies and procedures

- 3.2.1 Swartland has a number of systems, policies and procedures designed to ensure compliance with specific laws and regulations and basic internal control.
- 3.2.2 All employees and other stakeholders are expected to comply with the applicable policies and procedures. A fundamental risk in this area is the lack of knowledge, awareness, effective communication and training relating to prevailing systems, policies and procedures.
- 3.2.3 Non-compliance with policies and procedures is a risk with the potential to seriously impact the success of the Strategy of Swartland. This will be addressed by developing clearly defined communication and training strategies to create awareness of all policies and procedures in order to ensure that all employees are made aware of, and adequately trained in the implementation of policies and procedures relevant to their duties and responsibilities, e.g. provisions for all employees to acknowledge, in writing, that they have read the policies and procedures applicable to their duties, have undergone relevant training and/or are aware of these policies and procedures, etc. Management is responsible for ensuring that their employees are aware of the municipality's rules, regulations, policies and procedures and what is required of them on a daily basis. Staff should be aware of the content in the Code of Conduct for employees.
- 3.2.4 A structured monitoring mechanism at a central base will be developed for the keeping of proper records of all policies and procedures, the updating thereof, and of new policies and procedures that are being developed in order to set clear targets and to monitor progress.

Human Resources – Employment Practices

- 3.2.5 Swartland is committed to developing human resources systems, policies and procedures, which incorporate fraud and corruption prevention practices. There is a risk of poor implementation of its human resource systems, policies and procedures and Swartland undertakes testing thereof during internal audits in which control shortcomings are subsequently addressed.
- 3.2.6 Employee focussed anti-fraud and anti-corruption measures should be visible from the point of advertising a vacant post, recruitment, specific employment conditions, maintaining high employee morale, performance management and even exit procedures upon resignation or retirement. The approaches indicated below are key to Swartland's efforts in this regard.
 - **Advertising posts:** The inclusion of specific provisions when advertising posts to provide an indication to applicants that only people with the highest levels of personal integrity will be considered and that submission to appropriate pre-employment screening processes are obligatory for consideration in any post.
 - **Pre-employment screening and probity:** Swartland intends ensuring that pre-employment screening procedures are applicable to all employees, regardless of level, including employees acting in specific positions, seconded employees and temporary

and contract workers. Relevant probity will be included in all employee screening processes.

- **Ongoing financial disclosure and lifestyle audits:** Senior managers are obliged to declare specific personal assets and private business interests on an annual basis.
- **Employee induction programmes:** Employee induction is an opportunity to introduce employees to the culture and ethos of the organisation. Organisational strategy, business ethics, conduct standards, disciplinary procedures and safety in the workplace are included in employee induction. Specific steps will also be developed to include seconded employees, interns and temporary/contract workers in relevant aspects of induction programmes.
- **Obligatory leave periods:** In order to limit the risk of over-worked employees who could become lackadaisical leading to non-compliance to internal control and to further limit the risk of fraud and corruption Swartland compels all employees to take annual leave. This control also limits the risk of unethical individuals monopolising specific tasks. Managers are encouraged to ensure that appropriate controls, e.g. appropriate scrutiny and supervision, are put in place in instances where employees do not take leave for extended periods of time due to work commitments.
- **Exit procedures for employees and control over assets:** The exit procedures for employees leaving Swartland usually require the return of assets and an exit interview. Steps will be taken to ensure that specific follow-up time frames are set to encourage managers to apply the requirement related to the return of assets more promptly. Swartland will ensure that an exit interview process is in place which includes the assessment of the perceptions of the business ethics and conduct standards within the organisation. This will assist in identifying areas for improvement.

Discipline

- 3.2.7 Swartland will be consistent and efficient in its application of the disciplinary measures. Additional measures, which will be considered include:
- Communication of specific disciplinary standards and forbidden conduct;
 - Introducing a system where the application of disciplinary measures is applied consistently;
 - Steps for ongoing training of managers in the application of disciplinary measures;
 - Where managers are found to be inconsistent and/or inefficient in the application of discipline, Swartland will consider firm action; and
 - Publication (within the permissible legal framework) of the outcomes and sanctions of disciplinary actions, including lessons learned. The successful achievement of these initiatives, together with their communication is expected to have a deterrent effect.

Financial Systems and Control

- 3.2.8 Appropriate finance policies and procedures are also necessary to ensure appropriate internal control over finance management and to limit fraud and corruption risks. The effectiveness of the existing finance policies and procedures will also be tested during the course of internal audits and shortcomings are addressed.

- 3.2.9 The Council of Swartland must approve an annual budget for Swartland before the start of the financial year. Swartland may only incur expenditure in terms of an approved budget and within limits of the amounts appropriated for the different votes in an approved budget.
- 3.2.10 The Municipal Manager of Swartland is regarded as the accounting officer for Swartland. Therefore the Municipal Manager should ensure that the financial systems and controls that are in place in Swartland address the following:
- Effective, efficient and economic use of resources;
 - Proper record keeping of the financial affairs of Swartland;
 - Effective, efficient and transparent systems of financial and risk management and internal control;
 - Effective, efficient and transparent systems of internal audit;
 - Prevention of irregular or fruitless and wasteful expenditure; and
 - Institution of disciplinary or, when appropriate, criminal proceedings against employees who have committed an act of financial misconduct or other offence, including fraud and corruption.
- 3.2.11 Further, the Municipal Manager must ensure that an effective system of expenditure control is in place. According to the MFMA, the accounting officer of Swartland must report to the South African Police Service all cases of alleged theft and fraud that occurred in Swartland.
- 3.2.12 Top management, senior management and other officials of Swartland must assist the Municipal Manager in coordinating the financial systems and controls within Swartland.
- 3.2.13 The finance policies, procedures and other prescripts of Swartland prescribe various controls, which, if effectively implemented, would limit fraud and corruption within Swartland. These controls may be categorised as follows, it being recognised that the categories contain overlapping elements:
- (a) Prevention controls, which is further subdivided into:
- i. Authorisation Controls which require that all transactions must be authorised or approved by an appropriate responsible person and that the limits for these authorisations are specified in the delegations of authority of Swartland.
 - ii. Physical Controls which are concerned mainly with the custody of assets and involve procedures and security measures designed to ensure that access to assets is limited to authorised personnel.
- (b) Detection controls, which is further subdivided into:
- i. Arithmetic and accounting controls, which are basic controls within the recording function which ensure that transactions to be recorded and processed have been authorised, are complete, are correctly recorded, and accurately processed. Such controls include checking arithmetical accuracy of records, the maintenance and checking of totals, reconciliation, control accounts, and accounting for documents.
 - ii. Physical controls, which relate to the security of records and IT systems and are similar to preventive controls in that they are also designed to limit access.
 - iii. Supervision, which relates to supervision by responsible officials of day-to-day transactions and the recording thereof.
 - iv. Management Information which relates to the review of management accounts and budgetary controls. These controls are normally exercised by management outside the day-to-day routine of the system.

(c) Segregation of duties

- i. One of the primary means of control is the separation of those responsibilities or duties that would, if combined, enable one individual to record and process a complete transaction, thereby providing him/her with the opportunity to manipulate the transaction irregularly and commit fraud and corruption.
- ii. Segregation of duties reduces the risk of intentional manipulation or error and increases the element of checking.
- iii. Functions that should be separated include those of authorisation, execution, custody, recording, and in the case of computer-based accounting systems, systems development and daily operations.
- iv. Placed in context with fraud and corruption prevention, segregation of duties lies in separating either the authorisation or the custodial function from the checking function.

3.2.14 Despite the existence of policies and procedures to address internal control, deficiencies such as ineffective application of policies and procedures resulting from lack of training, expertise, knowledge and capacity has the potential to lead to increased incidence of fraud and corruption.

3.2.15 Swartland will continue to initiate steps to address the problem of lack of training, expertise and knowledge in systems, policies and procedures to improve internal control. Areas of weakness will be identified during audits and risk assessments.

3.2.16 Furthermore, Swartland will also continue to re-emphasise to all supervisors that consistent compliance by all employees with internal control is one of the fundamental controls in place to prevent fraud and corruption. Managers will be encouraged to recognise that internal control shortcomings identified during the course of audits are, in many instances, purely symptoms and that they should strive to identify and address the causes of these internal control weaknesses, in addition to addressing the control weaknesses.

3.2.17 Where managers do not comply with basic internal controls, e.g. non-adherence to the delegation of authority limits, firm action(s) will be considered.

3.2.18 A policy has been implemented to define and regulate unauthorised, irregular or fruitless and wasteful expenditure. The aim is to prevent unauthorised, irregular or fruitless and wasteful expenditure; to identify and investigate it and to respond appropriately in accordance with the law and to address instances of unauthorised, irregular or fruitless and wasteful expenditure conclusively.

3.2.19 A Disciplinary Committee has been established to investigate unauthorised, irregular or fruitless and wasteful expenditure and to report to Council in this regard.

Procurement

3.2.20 The MFMA requires every municipality to have a procurement policy that is fair, equitable, transparent, competitive and cost effective.

3.2.21 Further, the MFMA stipulates that the procurement policy must at least address the following aspects:

- The barring of persons from participating in tendering or other bidding processes that have:

- Been convicted of fraud or corruption during the past five years;
- Wilfully neglected, reneged on or failed to comply with government contract during the past five years; and
- Whose tax matters are not cleared by SARS

3.2.22 The Municipal Manager of Swartland has implemented a procurement policy and has taken steps to ensure that proper mechanism and separation of duties in the procurement system are in place to minimise the risk of fraud, corruption, favouritism and unfair and irregular practices.

3.2.23 The procurement policy of Swartland contains the following anti-fraud and anti-corruption provisions:

- The range of supply chain management processes that Swartland use is tenders and quotations;
- Policy exists when a particular process must be used;
- Procedures for each type of process;
- Open and transparent pre-qualification processes for tenders and other bids;
- Competitive bidding processes;
- Bid documentation, advertising of and invitations for contracts;
- Procedures for:
 - the opening, registering and recording of bids in the presence of interested parties;
 - the evaluation of bids;
 - negotiating the final terms of the contracts; and
 - the approval of bids;
- Screening processes and security clearances for prospective contractors on tenders or other bids above a prescribed value;
- Compulsory disclosure of conflicts of interests;
- The barring of persons from participating in tendering or other bidding processes who have:
 - been convicted of fraud or corruption during the past five years;
 - wilfully neglected, reneged on or failed to comply with a government contract during the past five years; and
 - tax matters that are not cleared with SARS;
- Any additional measures for:
 - combating fraud, corruption, favouritism and unfair and irregular practices in Swartland's supply chain management; and
 - promoting ethics of officials and other role players involved in Swartland's supply chain management.

Risk Management and Assessment

3.2.24 In order to identify and address risks facing Swartland, a risk assessment has been performed and will be revisited on an annual basis. This process will be complimented by the specific identification of existing controls to mitigate risks identified. Additional actions to further mitigate these risks will culminate in a risk management plan.

3.2.25 Presentations to employees of Swartland will be conducted in order to ensure that they have a more detailed understanding of the fraud and corruption risks facing Swartland and the areas wherein these risks exist, thus enhancing the prospect of detecting irregularities earlier.

Fraud Detection Reviews

3.2.26 Swartland will perform specific detection reviews in areas, which are at high risk of unethical conduct, fraud and corruption on a regular basis. This will include the conducting of presentations to employees, including managers, to ensure that they have a more detailed understanding of the risks associated with these areas, thus also enhancing the prospect of detecting irregularities earlier. These include:

- Recruitment of staff;
- Procurement, e.g. emergency procurement, sole suppliers, etc;
- Housing, e.g. allocation, administration of housing waiting lists, etc; and
- Financial Systems and Control, e.g. payment of suppliers, receipt and banking of revenue received.

Internal and External Audit

3.2.27 The MFMA stipulates that a Municipality must maintain a system of internal audit under the control and direction of an audit committee. Furthermore, the internal audit function of Swartland report on matters relating to:

- Internal Control;
- Accounting procedures and practices;
- Risk and risk management;
- Loss control; and
- Compliance with applicable legislation.

3.2.28 An Internal Audit Unit exists within Swartland, however some functions may be outsourced which can include anti-corruption capacity under the guidance of an Audit Committee. In terms of its Charter, the primary role of the Audit Committee is to:

- Evaluate the performance of internal audit;
- Review the internal audit function's compliance with its mandate as approved by the Audit Committee;
- Review and approve the internal audit charter, internal audit plans and internal audit's conclusions with regard to internal control;
- Review significant differences of opinion between management and internal audit function;
- Evaluate the independence and effectiveness of internal auditors; and
- Review the co-operation and co-ordination between the internal and external audit function and co-coordinating the formal internal audit work plans with external auditors to avoid duplication of work.

3.2.29 The anti-corruption capacity within Swartland is responsible for the investigation of allegations of fraud and corruption that is brought to its attention. Additionally, it will support the risk management procedures from a fraud risk identification perspective.

3.2.30 Swartland recognises the fact that the positive support by all its managers for Internal Audit and its functions, speedy response to, and the addressing of queries raised by Internal Audit is vital to the success of the Strategy. Where managers are found to be slow in addressing internal control and shortcomings raised by Internal Audit, firm action will be considered. This forms part of the Performance Management system and has been identified as a Key Performance Indicator.

- 3.2.31 Awareness strategies will also be developed to enhance managers' understanding of the role of Internal Audit.
- 3.2.32 Swartland is also the subject of annual external audits. These audits include the following tasks:
- Examining evidence supporting the amounts and disclosures in the financial statements;
 - Assessing the accounting principles used and significant estimates made by management; and
 - Evaluating the overall financial statement presentation.

Physical and Information Security

Physical Security

- 3.2.33 Swartland's main physical security threat arises in the area of control over its physical assets, facilities and employees. Security personnel and access systems are deployed to mitigate this threat. However, control over security personnel and access systems will continuously be reviewed for adequacy.
- 3.2.34 Swartland will also consider conducting a regular detailed review of the physical security arrangements at its offices and other sites and improve weaknesses identified. Specific focus areas will be physical security over infrastructure, assets and staff.
- 3.2.35 Furthermore, Swartland will continue to pursue steps to ensure adequate security over its people, confidential information and information systems.

Information Security

- 3.2.36 Swartland will ensure that all employees are sensitised on a regular basis to the fraud and corruption risks associated with information security and the utilisation of computer resources, in particular – access control, and ensure that systems are developed to limit the risk of manipulation of computerised data.
- 3.2.37 Communiqués training will be provided to all employees on the management of intellectual property and confidential information to limit the risk of manipulation of information.
- 3.2.38 Regular communiqués are forwarded to employees pointing out security policies, with a particular emphasis on e-mail and Internet usage and the implications (e.g. disciplinary action) of abusing these and other computer related facilities. Where employees are found to have infringed on prevailing policy in this regard, disciplinary action is taken.
- 3.2.39 Regular reviews of information and computer security will also be considered. Weaknesses identified during these reviews will be addressed.

FOCUS ON OTHER STAKEHOLDERS

3.3.1 Swartland has several other stakeholders with whom it interacts. These are indicated below:

- Trading partners, e.g. suppliers, contractors, consultants;
- Employee representative organisations;
- DPLG;
- SALGA; and
- The general public.

3.3.2 All stakeholders with whom Swartland interacts are expected to abide by the principles contained in the Strategy. Although Swartland has limited legal rights to enforce these principles on external stakeholders, it can exercise moral persuasion to gain compliance to the principles contained in the Strategy or choose not to enter into relationships with stakeholders who do not comply.

Trading Partners

3.3.3 It is a common perception that employees face the greatest challenge to their integrity in the form of enticement to accept bribes from unethical suppliers, contractors, consultants and public. Furthermore, these trading partners are also often viewed as untrustworthy in delivery of goods and/or services.

3.3.4 Approaches to address the risk of fraud and corruption relating to trading partners are the following:

- Appropriate terms and conditions in invitations to propose for services relating to the standards of business ethics expected by Swartland;
- Appropriate pre-award screening of credentials supplied by contractors;
- Provisions for the compulsory declaration of actual and/or potential conflicts of interest both by suppliers and employees of Swartland dealing with these suppliers;
- Appropriate contract terms and conditions indicating the conduct expected by Swartland;
- Ongoing communication of these standards;
- Sound project management;
- Monitoring and evaluation of breaches;
- Taking sound action in the event of breaches such as:
 - Prosecution;
 - Loss recovery; and
 - Placing of appropriate prohibitions on future contracts and cancellation of exiting contracts.

Employee Representative Organisations

3.3.5 Swartland is committed to complying with the resolutions of recognition agreements with trade unions. Nonetheless, it is also expected of trade union representatives to comply with the principles of the Strategy of Swartland. Trade unions will also be consulted prior to the finalisation of the Strategy.

Department of Provincial and Local Government

- 3.3.6 DPLG is a national department and its primary function is to develop policies and legislation with regard to provinces and local government, and to monitor the implementation of the Municipal Structures Act, Municipal Demarcation Act, Systems Act as well as the MFMA. Efforts will be made to ensure that this stakeholder is also made aware of the principles contained in the Strategy and the conduct encouraged by Swartland.

SALGA

- 3.3.7 SALGA is an organisation mandated by the South African constitution to assist in the transformation of Local Government in South Africa. SALGA plays a core role in areas related to local government transformation and as a national representative of the local government sector and its employees. Swartland will also ensure that SALGA is made aware of the Strategy and appropriately compliment it when dealing with Swartland.

The General Public

- 3.3.8 Members of the general public will also be made aware of Swartland's commitment to fraud prevention and encouraged, through awareness programmes, to report irregularities affecting Swartland. Members of the public may report incidents of corruption and fraud involving the Municipality to any member of management, a Director, the Municipal Manager, Internal Audit, a Councillor or direct to the National Hotline on 0800 701 701.

SECTION IV: MONITOR AND IMPLEMENTATION

ENFORCEMENT

4.1.1 No Fraud Prevention Plan would be complete without enforcement forming an integral component for instances where fraud and corruption occur.

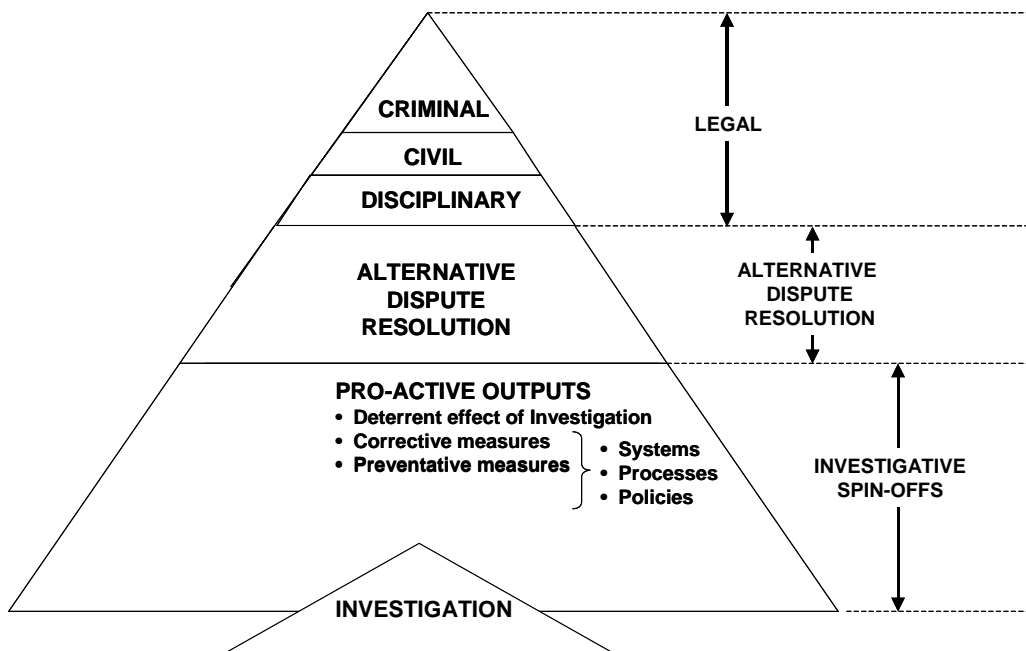
Reporting of fraud and corruption

Reporting Channels

4.1.2 The reporting channels for unethical conduct, fraud and corruption impacting Swartland are the following:

- All allegations of fraud and corruption should be reported by employees to their immediate managers;
- If there is a concern that the immediate manager is involved, the report must be made to any other member of management, the Municipal Manager and/ or the Internal Audit Department;
- All managers should report all allegations to the Municipal Manager who will initiate an investigation; and
- Should an employee wish to make a report anonymously, such a report may be made to the Municipal Manager and / or the Internal Audit Department directly and/or the National Hotline on 0800 701 701.

4.1.3 Parallel to the above enforcement approaches, is the task of fixing of controls to limit future recurrence of fraud and corruption in the event of breaches. The resolution mechanisms, which can be pursued in enforcement, are illustrated below.



IMPLEMENTATION AND AWARENESS

4.2.1 The Strategy will be reviewed on an annual basis and amended if required.

Monitoring

4.2.2 Swartland has implemented a fraud and corruption information system for the following purposes:

- (a) Recording all allegations;
- (b) Tracking progress with the management of allegations;
- (c) To facilitate the early identification of systemic weaknesses and recurring risks, and inform managers and employees of systemic weaknesses/risks; and
- (d) Provide feedback to employees and other whistle blowers on the management of allegations.

Creating Awareness

4.2.3 This component of the Strategy comprises two areas, namely education and communication.

Education

4.2.4 Formal awareness presentations will be conducted for employees of Swartland in planned workshops. The ongoing creating of awareness amongst all employees is, however, the responsibility of all managers. Approaches to create awareness amongst employees will address the following issues:

- Employee awareness and the application of professional ethics in their work environment;
- Employee awareness of the current systems, policies and procedures relating fraud and corruption and their rights should they blow the whistle;
- Encouraging employees to blow the whistle on fraud and corruption within their work environments; and
- Encouraging employees to understand specific fraud and corruption related risks to which Swartland may be exposed, thus enhancing the prospect of detecting irregularities earlier.

Communication

4.2.5 The objective of communication is to further create awareness amongst employees, the public and other stakeholders, of the Strategy in order to facilitate a culture where all stakeholders strive to contribute towards making it a success. This will increase the prospect of fraud and corruption being reported and improve Swartland's prevention and detection ability.

4.2.6 Communication approaches that will be considered by Swartland are the following:

- Posters, newsletters and pamphlets to advertise the Codes of Conduct for staff members and Councillors, aimed at employees, the public and other stakeholders;
- A suggestion box for employees and other stakeholders to make submissions which could enhance the further development of the Strategy;

- Ensuring that ethics promotion is a fixed agenda item in meetings;
- Acceptance and commitment by all employees to the Strategy;
- Endorsements of other correspondence directed at providers of goods and/or services with pro-ethics and anti-fraud and anti-corruption messages;
- Publishing the Strategy and successes in its implementation in the Annual Report of Swartland.

Implementation of Strategy

4.2.7 The strategy has been implemented according to the following plan:

What	By who	When
Implementation	Municipal Manager	1 February 2009
Input and changes to the strategy document	All Directors	Ongoing
Review and update changes	Internal Audit	Annually
Register to record all allegation of fraud, theft and corruption	Internal Audit	Ongoing
Awareness	Directors, Invocom Leaders and Internal Audit	During introduction, Invocoms, newsletters, posters and presentation by expert.

Date of adoption: 1 February 2009

Amended and approved: 10 February 2016

Reviewed, no changes required still relevant: 18 April 2017

Reviewed, no changes required still relevant: 24 April 2018

Reviewed, no changes required still relevant: 28 June 2019

Reviewed, no changes required still relevant: 22 June 2020

Amended and to be approved: 24 August 2021

The Council of the Swartland Municipality resolves in terms of section 32 and 171 of the Local Government: Municipal Finance Management Act (Act No 56 of 2003) to adopt the ~~the~~ Fraud Prevention & Anti-Corruption Strategy of the municipality.

ITEM 7.4 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 14 DECEMBER 2022

SUBJECT: ADOPTION OF NEW PREFERENTIAL PROCUREMENT POLICY AND AMENDMENTS TO SUPPLY CHAIN MANAGEMENT POLICY

1. BACKGROUND/DISCUSSION

On 4 November 2022 new *Preferential Procurement Regulations, 2022* (Attached as Appendix A) has been promulgated in the Government Gazette which take effect on 16 January 2023. This regulations replace the *Preferential Procurement Regulations, 2017*.

The municipality's Preferential Procurement Policy has been withdrawn and cancelled with effect from 16 February 2022 as a result of a court case where the Procurement Regulations, 2017 were declared invalid but after further clarity, the municipality complied with the formentiod and will to continue to comply until 15 January 2023.

A new Preferential Procurement Policy was compiled in order to give effect to the Preferential Procurement Regulations, 2022. The municipality's Supply Chain Management Policy was revised via track changes to give effect to the said new Preferential Procurement Regulations with the effective date of 16 January 2023.

2. LEGISLATION

Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations.
Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. ALIGNMENT TO THE IDP

Strategic Outcome 1: A Financially Sustainable Municipality With Well Maintained Assets. The execution of the SCM Policy is linked to various outputs.

4. FINANCIAL IMPLICATION

None

5. PROPOSED AMENDMENTS

Attached as Appendix B, find the proposed new Preferential Procurement Policy. Attached as Appendix C, find the proposed amendments to the municipality's Supply Chain Management Policy.

6. RECOMMENDATION

- (a) That the proposed Preferential Procurement Policy, as presented in Appendix B, be approved and adopted by Council to take effect on 16 January 2023;
- (b) That the proposed amendments to Council's Supply Chain Management Policy, as presented in Appendix C, be approved, effective 16 January 2023;
- (c) That the advisory as received from the Provincial Treasury in the above regard, be noted.

(get) M Bolton

.....
DIRECTOR: Financial Services



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NATIONAL TREASURY

NO. 2721

4 November 2022

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000:
PREFERENTIAL PROCUREMENT REGULATIONS

The Minister Finance has, in terms of section 5, read with section 2(1)(b)(i) and (ii) and 2(1)(c), of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), and with effect from 16 January 2023, made the regulations set out in the Schedule.

SCHEDULE

PREFERENTIAL PROCUREMENT REGULATIONS, 2022

Contents

1. Definitions
2. Application
3. Identification of preference point system
4. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million
5. 90/10 preference point system for acquisition of goods or services with Rand value above R50 million
6. 80/20 preference points system for tenders to generate income or to dispose of or lease assets with Rand value equal to or below R50 million
7. 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value above R50 million
8. Criteria for breaking deadlock in scoring
9. Remedies
10. Repeal of regulations
11. Short title and commencement

Definitions

1. In these Regulations, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Act must bear the meaning so assigned—

“highest acceptable tender” means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;

“lowest acceptable tender” means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;

“price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

“Rand value” means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

“specific goals” means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994;

“tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

“tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

“the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

Application

2. These Regulations apply to organs of state as defined in section 1¹ of the Act.

Identification of preference point system

3.(1) An organ of state must, in the tender documents, stipulate—

- (a) the applicable preference point system as envisaged in regulations 4, 5, 6 or 7;
- (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

(2) If it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

4.(1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

¹ Paragraph (f) of the definition of organ of state in section 1 of the Act includes any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the Minister by notice in the *Government Gazette* as an institution or category of institutions to which the Act applies. Government Notices—

(a) R. 501 of 8 June 2011 recognises, with effect from 7 December 2011, all public entities listed in Schedules 2 and 3 to the Public Finance Management Act, 1999; and

(b) R. 571 of 15 June 2017 recognises, with effect from 17 June 2017, national and provincial government components listed in Schedule 3 to the Public Service Act, 1994 and municipal entity as defined in section 1 of the Local Government: Municipal Systems Act, 2000, as institutions to which the Act applies.

Note should be taken of notices issued from time to time in terms of paragraph (f) of this definition. The application of these Regulations is also subject to applicable exemptions approved in terms of section 3 of the Act.

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

(2) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

(3) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

(4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

90/10 preference point system for acquisition of goods or services with Rand value above R50 million

5.(1) The following formula must be used to calculate the points out 90 for price in respect of an invitation for tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

(2) A maximum of 10 points may be awarded to a tenderer for the specific goal specified for the tender.

(3) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

(4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

80/20 preference points system for tenders for income-generating contracts with Rand value equal to or below R50 million

6.(1) The following formula must be used to calculate the points for price in respect of an invitation for tender for income-generating contracts, with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{max} = Price of highest acceptable tender.

(2) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

(3) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

(4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

90/10 preference point system for tenders for income-generating contracts with Rand value above R50 million

7.(1) The following formula must be used to calculate the points for price in respect of a tender for income-generating contracts, with a Rand value above R50 million, inclusive of all applicable taxes:

$$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{max} = Price of highest acceptable tender.

(2) A maximum of 10 points may be awarded to a tenderer for the specific goal specified for the tender.

(3) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

(4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Criteria for breaking deadlock in scoring

8.(1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

(2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

Remedies

9.(1) If an organ of state is of the view that a tenderer submitted false information regarding a specific goal, it must—

- (a) inform the tenderer accordingly; and
- (b) give the tenderer an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part.

(2) After considering the representations referred to in subregulation (1)(b), the organ of state may, if it concludes that such information is false—

- (a) disqualify the tenderer or terminate the contract in whole or in part; and
- (b) if applicable, claim damages from the tenderer.

Repeal of regulations

10.(1) Subject to this regulation, the Preferential Procurement Regulations, 2017 published in Government No. 40553 of 20 January 2017, are hereby repealed with effect from the date referred to in regulation 11.

(2) Any tender advertised before the date referred to in regulation 11 must be dealt with in terms of the Preferential Procurement Regulations, 2017.

Short title and commencement

11. These Regulations are called the Preferential Procurement Regulations, 2022 and take effect on 16 January 2023.

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For attention:

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The Chief Financial Officer: Mr M Bolton
The Head of SCM: Mr P Swart

PROVINCIAL TREASURY'S VIEW ON THE APPLICABLE RAND VALUE RELATING TO THE 80/20 POINT SYSTEM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. PURPOSE

- 1.1 To provide an opinion to Swartland Municipality in respect of the applicable rand value for the application of the 80/20-point system.

2. BACKGROUND

- 2.1 On the 24th of November 2022, the Swartland Municipality requested the Provincial Treasury's view on the applicable rand value for the application of the 80/20-point system in light of the withdrawal of the PT Circular 21/2022, also citing that the Municipality need to table a report with the proposed Preferential Procurement Policy through the respective committees to the Municipal Council.

3. DISCUSSION OF COMPLIANCE

3.1 Regulation 4 (1) provides that:

"A formula that must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes."

- 3.2 As per the SCM prescripts any other method in this context must be viewed as a method prescribed in legislation where written offers for goods and services are prescribed. In terms of the SCM Regulations it sets out the following methods to receive a written offer in response to an invitation to provide goods and services:

SCM Regulation 12 – Range of procurement processes

- (1) "A supply chain management policy must, subject to regulation 11(2), provide for the procurement of goods and services by way of—
- (a) petty cash purchases, up to a transaction value of R2 000 (VAT included);
 - (b) **written or verbal quotations** for procurements of a transaction value over R2 000 up to R10 000 (VAT included);
 - (c) **formal written price quotations** for procurements of a transaction value over R10 000 up to R200 000 (VAT included); and

(d) **a competitive bidding process** for—

- (i) procurements above a transaction value of R200 000 (VAT included); and
- (ii) the procurement of long-term contracts."

3.3 It should be noted that **Price quotations** has not be defined in the Regulations.

Tender has been defined as:

*" a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or **any other method envisaged in legislation.**"*

4. PROVINCIAL TREASURY STANCE

4.1 In view of the above mentioned the SCM legislation envisages that written price offers must be received from above R10,000. Therefore, it **may** imply that a Municipality should apply the point system from R10,001 to ensure compliance to SCM Regulation 12 (1) (c).

4.2 The Accounting Officer needs to be satisfied that all due processes and procedures stipulated in the Municipality's supply chain management policy and other prescripts have been adhered to.

Yours Sincerely,

MR. I SMITH
CHIEF DIRECTOR: ASSET MANAGEMENT
PROVINCIAL TREASURY

SWARTLAND MUNICIPALITY

PREFERENTIAL PROCUREMENT POLICY

Effective date: 16 January 2023

PREFERENTIAL PROCUREMENT POLICY adopted in terms of section 2 of the Preferential Procurement Policy Framework Act, No. 5 of 2000 and the Preferential Procurement Regulations, 2022.

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1. Definitions

In this Policy, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Act must bear the meaning so assigned—

"Acceptable Tender" mean any tender which, in all respects, complies with the specification and conditions of tender as set out in the tender document.

"Black designated groups" has the meaning assigned to it in the codes of good practice issued in terms of section 9 (1) of the BBEEA.

"Black people" has the meaning assigned to it in section 1 of the BBEEA.

"Designated group" means black designated groups, black people, women, people with disabilities; or small enterprises which are enterprises, owned, managed, and controlled by previously disadvantaged persons and which is overcoming business impediments arising from the legacy of apartheid.

"Disability" means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

"EME" means

(1) exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the BBEEA.

(2) an entity with an annual turnover of R10 000 00.000 (ten million Rand) or less

"Large Enterprises" is a company with an annual turnover in excess of R50 million.

"highest acceptable tender" means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;

"Locality" means the local suppliers and/or service providers that reside within the Municipal area

"lowest acceptable tender" means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;

"National Treasury" has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

"price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

"Proof of B-BBEE status level of contributor" means the B-BBEE status level certificate issued by an authorised body or person

1) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or

2) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.

"Proof of locality" means a –

1) municipal account in the name of the tenderer not older than 90 days;

2) lease agreement where the tenderer is the lessee; or

3) an official letter from the bank confirming the registered business address of the tenderer;

"Qualifying Small Enterprise (QSE)" is a company with a turnover between R10 million and R50 million

"Rand value" means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

"SMME" means small, medium and micro enterprises namely Exempted Micro Enterprises and Qualifying Small Enterprises

"specific goals" means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994;

"tender" means a written offer in the form determined by the municipality in response to an invitation to provide goods or services through price quotations (transactions with a value above R10,000.00 up to R200,000.00, VAT inclusive), competitive tendering process or any other method envisaged in legislation;

“tender for income-generating contracts” means a written offer in the form determined by the municipality in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the municipality and a third party that produces revenue for the municipality, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

“the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

“the municipality” refer to Swartland Municipality

2. Introduction

- 2.1 The Constitution of the Republic of South Africa, 1996, provides in sections 152(1)(c) and 152(2) that local government must promote social and economic development and that the municipality must strive within its financial and administrative capacity, to achieve the objects set out in subsection 152(1).
- 2.2 The Constitution provides in Section 217 that an organ of state must contract for goods or services in accordance with a procurement system which is fair, equitable, transparent, competitive, and cost effective and to implement a policy to grant preferences within a framework prescribed by National Legislation.
- 2.3 The Broad-Based Black Economic Empowerment Act, 2003 provides in section 10 (b) that every organ of state and public entity must apply any relevant code of good practice issued in terms of the Act in developing and implementing a preferential procurement policy.
- 2.4 The Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)-[PPPFA] was promulgated by the Minister in response to the Constitutional provision and allow for a Municipality to develop a preferential procurement policy and to implement such policy within the PPPFA framework.
- 2.4.1 Section 2 (1) (d) (i) and (ii) of the Preferential Procurement Policy Framework Act, 2000 refers to specific goals which may include:
 - (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
 - (ii) implementing the programmes of the Reconstruction and Development Programme (RDP) as published in *Government Gazette* 16085 dated 23 November 1994.
- 2.4.2 The RDP (1994), as basis for development in South Africa, was meant to provide a holistic, integrated, coherent socio-economic policy that is aimed at mobilising people and resources to work towards the upliftment of the material and social conditions of local communities to build sustainable livelihoods for these communities.
- 2.4.3 In terms of Section 2 (1)(d)(ii), the following activities may be regarded as a contribution towards achieving the goals of the RDP, in addition to the awarding of preference points in favour of HDIs (published in *Government Gazette* No. 16085 dated 23 November 1994):
 - (i) The promotion of South African owned enterprises;
 - (ii) The promotion of export orientated production to create jobs;
 - (iii) The promotion of SMMEs;
 - (iv) The creation of new jobs or the intensification of labour absorption;
 - (v) The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province;
 - (vi) The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region;
 - (vii) The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area;
 - (viii) The promotion of enterprises located in rural areas;
 - (ix) The empowerment of the work force by standardising the level of skill and knowledge of workers;

- (x) The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; and
- (xi) The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations.

2.5 The Minister of Finance gazetted the new Preferential Procurement Regulations, 2022 dated 4 November 2022 in terms of section 5 of the Preferential Procurement Policy Framework Act, 2000 (PPPFA).

3. Purpose and Objectives

3.1 (a) The purpose of this policy is to:

- (i) Provide for categories of preference in awarding of bids;
- (ii) Provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination; and
- (iii) Clarify the mechanisms how the above items in paragraph 3.1 (a) (i) and (ii) will be implemented.

3.2 (b) The objectives to be achieved through this policy is to:

- (i) Promote Black-Based Black Economic Empowerment (B-BBEE) - enterprises providing services and goods.
- (ii) Promote local labour and/ or promotion of enterprises located in the municipal area.
- (iii) Promote Small Medium and Micro Enterprises (SMME's), Joint Ventures, Consortiums, and partnerships.
- (iv) Implement recognised best procurement practises through effective planning, strategic purchasing, and contract management.

The policy rests upon certain core principles of behaviour as set out in the Constitution and ratified by the Constitutional Certification Judgements. In this context, the policy will be applied in accordance with a system, which is fair, equitable, transparent, competitive, and cost-effective in terms of Section 217 of the Constitution.

This policy strives to ensure that the objectives for uniformity in the supply chain management systems between Municipalities/Municipal entities, is not undermined and consistency with the SCM policies in line with sections 152(1)(c) and 152(2) of the Constitution.

4. Application of Preference Point System

4.1 The Municipality will, in the tender documents, stipulate —

- (a) the preference point system applicable; and
- (b) any specific goal as envisaged in section 2(1)(d) and (e) of the Preferential Procurement Act.

4.2 If it is unclear whether the 80/20 or 90/10 preference point system applies—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

5. 80/20 preference point system for acquisition of goods or services with a Rand value above R10,000.00 up to a Rand value equal to R50 million

5.1 The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value above R10,000.00 up to a Rand value equal to R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

- 5.2 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- 5.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 5.4 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 5.5 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- 5.6 A tenderer must submit proof of locality in order to claim point(s) for locality.
- 5.7 A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.
- 5.8 A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price in addition to points for B-BBEE or locality, as the case may be.
- 5.9 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

6. 90/10 preference point system for acquisition of goods or services with Rand value above R50 million

- 6.1 The following formula must be used to calculate the points out 90 for price in respect of an invitation for tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

- 6.2 A maximum of 10 points may be awarded to a tenderer for the specific goal specified for the tender.
- 6.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 6.4 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 6.5 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- 6.6 A tenderer must submit proof of locality in order to claiming point(s) for locality.
- 6.7 A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.
- 6.8 A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price in addition to points for B-BBEE or locality, as the case may be.
- 6.9 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

7. 80/20 preference points system for tenders for income-generating contracts with a Rand value above R10,000.00 up to a Rand value equal to R50 million

- 7.1 The following formula must be used to calculate the points for price in respect of an invitation for tender for income-generating contracts, with a Rand value above R10,000.00 up to a Rand value equal to ~~or below~~ R50 million, inclusive of all applicable taxes:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where-

- Ps = Points scored for price of tender under consideration;
Pt = Price of tender under consideration; and
Pmax = Price of highest acceptable tender.

- 7.2 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- 7.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 7.4 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 7.5 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- 7.6 A tenderer must submit proof of locality in order to claiming point(s) for locality.
- 7.7 A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.
- 7.8 A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price in addition to points for B-BBEE or locality, as the case may be.
- 7.9 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

8. 90/10 preference point system for tenders for income-generating contracts with Rand value above R50 million

- 8.1 The following formula must be used to calculate the points for price in respect of a tender for income-generating contracts, with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where-

- Ps = Points scored for price of tender under consideration;
Pt = Price of tender under consideration; and
Pmax = Price of highest acceptable tender.

- 8.2 A maximum of 10 points may be awarded to a tenderer for the specific goal specified for the tender.
- 8.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 8.4 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

- 8.5 A tenderer failing to submit proof of B-BBEE status level of contributor with his quotation/tender or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- 8.6 A tenderer must submit proof of locality in order to claim point(s) for locality.
- 8.7 A tenderer failing to submit proof of locality with his quotation/tender, may not be disqualified, but will only score 0 points for locality.
- 8.8 A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price in addition to points for B-BBEE or locality, as the case may be.
- 8.9 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

9. Specified Contract Participation Goals

- 9.1 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, to be attained.
- 9.2 Tenders for income-generating contracts points will be allocated in terms of the BBBEE scorecard as follows:

Locality of supplier	Number of Points for Locality (80/20)	Number of Points for Locality (90/10)
Within the boundaries of South Africa	20	10

- 9.3 For any other tenders a maximum of 20 points (80/20 preference points system) or 10 (90/10 preference points system), will be allocated for specific goals. These goals are:
- (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
 - (b) local labour and/ or promotion of enterprises located in the municipal area.
- 9.4 Regarding paragraph 9.3 (a) 50% of the 20/10 points will be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	9	4.5
3	8	4
4	5	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-compliant contributor	0	0

- 9.5 A tenderer must submit proof of its BBBEE status level contributor [scorecard].
- 9.6 A tenderer failing to submit proof of BBBEE status level of contributor –
- 9.6.1 may only score in terms of the 80/90-point formula for price; and
 - 9.6.2 scores 0 points for BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.
- 9.7 Regarding paragraph 9.3 (b) 50% of the 20/10 points will be allocated to promote this goal. Points will be allocated as follows.

Locality of supplier	Number of Points for Locality (80/20)	Number of Points for Locality (90/10)
Within the boundaries of the Western Cape	6	3
Within the boundaries of Swartland Municipality	4	2

- 9.8 The policy should not include Pre-qualification goals.
- 9.9 Any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender.
- 9.10 A tenderer failing to submit proof of required evidence to claim preferences for other specified goals, which is in line with section 2 (1) (d) (ii) of the Act.
- (i) may only score in terms of the 80/90-point formula for price; and
 - (ii) scores 0 points for the relevant specific goals where the supplier or service provider did not stipulate locality.
- 9.11 The preference points scored by a tenderer must be added to the points scored for price.
- 9.12 The points scored must be rounded off to the nearest two decimal places.
- 9.13 The contract must be awarded to the tenderer scoring the highest preference points.

10. Criteria for breaking deadlock in scoring

- 10.1 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- 10.2 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

11. Remedies

- 11.1 If the municipality is of the view that a tenderer submitted false information regarding a specific goal, it must—
- (a) inform the tenderer accordingly; and
 - (b) give the tenderer an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part.
- 11.2 After considering the representations referred to in subregulation (1)(b), the municipality may, if it concludes that such information is false—
- (a) disqualify the tenderer or terminate the contract in whole or in part; and
 - (b) if applicable, claim damages from the tenderer.

12. Short title

This policy is called the Preferential Procurement Policy of the Swartland Municipality.

SWARTLAND MUNICIPALITY

SUPPLY CHAIN MANAGEMENT POLICY

Amendments effective 16 January 2023

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MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY
LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, No 56 of 2003
Date of adoption: 1 January 2006

Amended: 11 May 2011
Amended: 16 May 2012
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Amended: 30 May 2018
Amended: 31 January 2019
Amended: 30 January 2020
Amended: 30 March 2021
Amended: 29 July 2021
Amended: 30 March 2022
Amended: December 2022

The Council of the Swartland Municipality resolves in terms of section 111 of the Local Government: Municipal Finance Management Act (Act No 56 of 2003) to adopt the following as the Supply Chain Management Policy of the municipality:

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Definitions

1. In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and –

“competitive bidding process” means a competitive bidding process referred to in paragraph 12(1)(d) of this Policy;

“competitive bid” means a bid in terms of a competitive bidding process;

"contracts of a long term nature" means a contract with a duration exceeding three years;

“final award”, in relation to bids or quotations submitted for a contract, means the final decision on which bid or quote to accept;

“formal written price quotation” means quotations referred to in paragraph 12(1)(c) of this Policy;

“in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (e) an executive member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature;

“long term contract” means a contract with a duration period exceeding one year;

“list of accredited prospective providers” means the list of accredited prospective providers which the municipality must keep in terms of paragraph 14 of this Policy;

“other applicable legislation” means any other legislation applicable to municipal supply chain management, including –

- (a) the Constitution of the Republic of South Africa Act, 1996 (Act No 108 of 1996);
- (b) the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000);
- (c) the Broad-Based Black Economic Empowerment Act, 2003 (Act No 53 of 2003);
- (d) the Construction Industry Development Board Act, 2000 (Act No 38 of 2000); and

- (e) the Prevention and Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004);
- (f) [the Preferential Procurement Regulations, 2022](#) ;
- (fg) the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000);
- (h) the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
- (i) National Treasury, MFMA Circular No. 34, Municipal Finance Management Act No. 56 of 2003, Reporting of awards above R 100 000
- (j) National Treasury, MFMA Circular No. 46, Municipal Finance Management Act No. 56 of 2003, Checking the prohibition status of recommended bidders
- (k) National Treasury, MFMA Circular No. 50, Municipal Finance Management Act No. 56 of 2003, Preparation of the municipal audit file (Stores & Consumables)
- (l) National Treasury, MFMA Circular No. 52, Municipal Finance Management Act No. 56 of 2003, Prohibition of restricted practices
- (m) National Treasury, MFMA Circular No. 53, Municipal Finance Management Act No. 56 of 2003, Amended guidelines in respect of bids that include functionality as a criterion for evaluation
- (n) National Treasury, MFMA Circular No. 56, Municipal Finance Management Act No. 56 of 2003, Database of restricted suppliers
- (o) National Treasury, MFMA Circular No. 62, Municipal Finance Management Act No. 56 of 2003, Enhancing compliance and accountability
- (p) National Treasury, MFMA Circular No. 68, Municipal Finance Management Act No. 56 of 2003, Unauthorised, irregular, fruitless and wasteful expenditure
- (q) ~~(f)~~ National Treasury, MFMA Circular No. 82, Municipal Finance Management Act No. 56 of 2003, Cost Containment Measures (as qualified under section 35.5)
- (sr) National Treasury, MFMA Circular No. 81, Municipal Finance Management Act No. 56 of 2003, Web Based Central Supplier Database (CSD)

(ts) National Treasury, MFMA Circular No. 83, Municipal Finance Management Act No. 56 of 2003, Advertisement of bids and the publication of notices in respect of awarded bids, cancelled bids, variations and extensions of existing contracts on the eTender publication portal

(ut) National Treasury, MFMA Circular No. 90, Municipal Finance Management Act No. 56 of 2003, Tax Compliance Status

[“Regulations” means the Local Government: Municipal Finance Management Act, 2003. Municipal Supply Chain Management Regulations;](#)

“Treasury guidelines” means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act;

“the Act” means the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003); and

“written” quotations means quotations referred to in paragraph 12 (1)(b) of this policy.

CHAPTER 1
ESTABLISHMENT AND IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT
POLICY

Supply chain management policy

2. (1) The principles of this policy are that it -
- (a) gives effect to –
 - (i) section 217 of the Constitution; and
 - (ii) Part 1 of Chapter 11 and other applicable provisions of the Act;
 - (b) is fair, equitable, transparent, competitive and cost effective;
 - (c) complies with –
 - (i) the regulations; and
 - (ii) any minimum norms and standards that may be prescribed in terms of section 168 of the Act;
 - (d) is consistent with other applicable legislation;
 - (e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and
 - (f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector;
- (2) The municipality pledges effective and efficient service delivery by acquiring goods and services of optimum value through best purchasing practices. [The acquisition of goods, works and / or services are further dealt with in accordance with the municipality's Preferential Procurement Policy and the PPPFA Regulations.](#)
- (3) The municipality further supports the creation and maintenance of a good, sound business relationship with the bidding public in general, as well as with its valued supplier base, without which it cannot survive in a competitive market.

- (4) The municipality also seeks to develop and maintain positive, long term relationships based on mutual trust and respect with those suppliers who demonstrate their commitment to the municipality's shared goals. The municipality also commits itself to clarity in its communication of requirements, and to be professional, courteous, fair, factual and responsive in its business dealings.
- (5) The municipality may not act otherwise than in accordance with this policy when –
- (a) procuring goods or services;
 - (b) disposing of goods no longer needed;
 - (c) selecting contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; or
 - (d) selecting external mechanisms referred to in section 80(1)(b) of the Municipal Systems Act for the provision of municipal services in circumstances contemplated in section 83 of that Act.
- (6) This Policy, except where provided otherwise, does not apply in respect of:
- (a) the procurement of goods and services contemplated in section 110(2) of the Act, including –
 - (i) water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
 - (ii) electricity from ESKOM or another public entity, another municipality or a municipal entity;
 - (b) ~~the acquisition of services of attorneys, advocates and labour relations practitioners subject that the acquisition of such services be dealt with in terms of the delegated powers as provided for in the Municipality's delegation register, as amended from time to time and any Bargaining Council Agreements on Disciplinary Procedures;~~

- (eb) the acquisition of services of management consultants in respect of the , relating to information and communication technology as well as financial systems ~~will subject thereto that the acquisition of such services~~ be dealt with in terms of the delegated powers as provided for in the Municipality's delegation register, as amended from time to time;
- (ec) insurance claims;
- (ed) repairs and servicing of vehicles, where the vehicles must be repaired and or serviced by the relevant agency/authorized dealer or manufacturer.
- (fe) training, courses, seminars, conferences and/or workshops presented by the municipality's systems providers or a single provider.
- (gf) provision of material for structural damage in a disaster situation in terms of the Municipality's Disaster Management Plan
- (hg) machinery or other equipment serviced and repaired by the agent of that machinery or equipment
- (ih) Pauper burials and cremations.
- (ji) The acquisition of services of medical specialists as may be required from time to time and in terms of the Pension Funds Amendment Act, Act 65 of 2001 and related regulations and amendments.
- (kj) refresher training courses where initial training has already been provided by the same supplier
- (lk) machinery and equipment that has to be stripped before a quote can be obtained provided that abuse of the system will not be allowed and guarded against.

Adoption and amendment of the Supply Chain Management Policy

3. (1) The Accounting Officer must –
- (a) at least annually review the execution of provisions contained in this policy; and
 - (b) when the Accounting Officer considers it necessary, submit proposals for the amendment of this policy to the Council.
- (2) If the Accounting Officer submits a draft policy to the Council that differs from the model policy issued by the National Treasury, the Accounting Officer must –
- (a) ensure that such draft policy complies with the regulations; and
 - (b) report any deviation from the model policy to the National Treasury and the relevant provincial treasury.
- (3) When amending this policy the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.
- (4) The Accounting Officer must, in terms of section 62(1)(f)(iv) of the Act, take all reasonable steps to ensure that the municipality has and implements this Supply Chain Management Policy.

Delegation of supply chain management powers and duties

4. (1) The Council hereby delegates all powers and duties to the Accounting Officer which are necessary to enable the Accounting Officer –
- (a) to discharge the supply chain management responsibilities conferred on accounting officers in terms of –
 - (i) Chapter 8 of the Act; and
 - (ii) this policy;
 - (b) to maximise administrative and operational efficiency in the implementation of this policy;

- (c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this policy; and
 - (d) to comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Act.
- (2) Section 79 and 106 of the Act applies to the sub delegation of powers and duties delegated to the Accounting Officer in terms of paragraph 4(1) of this policy.
 - (3) The Council or Accounting Officer may not delegate or sub delegate any supply chain management powers or duties to a person who is not an official of the municipality or to a committee which is not exclusively composed of officials of the municipality.
 - (4) This paragraph may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this policy.

Sub delegations

- 5. (1) The Accounting Officer may in terms of section 79 of the Act sub delegate any supply chain management powers and duties, including those delegated to the Accounting Officer in terms of this policy, but any such sub delegation must be consistent with paragraph 4 and paragraph 5(2) of this policy.
- (2) The power to make a final award –
 - (a) above R10 million (VAT included) may not be sub delegated by the Accounting Officer;
 - (b) above R2 million (VAT included), but not exceeding R10 million (VAT included), may be sub delegated, but only to –
 - (i) the Chief Financial Officer;
 - (ii) a Director of a department; or

- (iii) a bid adjudication committee of which the Chief Financial Officer ~~and/or~~ Director of a department is a member.
- (c) not exceeding R2 million (VAT included) may be sub delegated, but only to–
 - (i) the Chief Financial Officer;
 - (ii) a Director of a department;
 - (iii) an official directly accountable to the Chief Financial Officer or a Director; or
 - (iv) a bid adjudication committee.
- (3) An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with paragraph 5(2) of this policy must within five (5) working days of the end of each month submit to the official referred to in paragraph 5(4) of this Policy a written report containing particulars of each final award made by such official or committee during that month, including –
 - (a) the amount of the award;
 - (b) the name of the supplier or person to whom the award was made; and
 - (c) the reason why the award was made to that supplier or person.
- (4) A written report referred to in paragraph 5(3) of this Policy must be submitted –
 - (a) to the Accounting Officer, in the case of an award by –
 - (i) the Chief Financial Officer;
 - (ii) a Director of a department; or
 - (iii) a bid adjudication committee of which the Chief Financial Officer or a Director is a member; or
 - (b) to the Chief Financial Officer or the Director responsible for the relevant bid, in the case of an award by –
 - (i) an official referred to in paragraph 5(2)(c)(iii) of this policy; or
 - (ii) a bid adjudication committee of which the Chief Financial Officer or a Director is not a member.

- (5) Paragraphs 5(3) and 5(4) do not apply to procurements by way of direct purchases described in paragraph 15 of this policy.
- (6) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this policy.
- (7) No supply chain management decision-making powers may be delegated to an advisor or consultant.
- (8) The power to cancel bids on recommendation by the relevant department.

Oversight role of Council

- 6.
- (1) The Council must maintain oversight over the implementation of this policy.
 - (2) For the purposes of such oversight the Accounting Officer must –
 - (a) within 30 days of the end of each financial year, submit a report on the implementation of the Supply Chain Management Policy of the municipality to the council of the municipality; and
 - (b) whenever there are serious and material problems in the implementation of such Supply Chain Management Policy, immediately submit a report to the Council.
 - (3) The Accounting Officer must, within ten (10) working days of the end of each quarter, submit a report on the implementation of the Supply Chain Management Policy to the Mayor.
 - (4) The reports must be made public in accordance with section 21A of the Municipal Systems Act.

Supply chain management unit

- 7.
- (1) One supply chain management unit is hereby established to implement this policy.

- (2) The supply chain management unit operates under the direct supervision of the Chief Financial Officer or an official to whom this duty has been delegated in terms of section 82 of the Act.

Training of supply chain management officials

- 8. The training of officials involved in implementing this policy should be in accordance with any Treasury guidelines on supply chain management training.
 - (a) The accounting officer and all other officials of the municipality involved in the implementation of the supply chain management policy of the municipality or municipal entity must meet the prescribed competency levels.
 - (b) The municipality must for the purposes of subsection (a) provide resources or opportunities for the training of officials referred to in that subsection to meet the prescribed competency levels.
 - (c) The National Treasury or a provincial treasury may assist municipalities and municipal entities in the training of officials referred to in subsection (a).

CHAPTER 2

FRAMEWORK FOR SUPPLY CHAIN MANAGEMENT SYSTEM

Format of supply chain management system

- 9.** This policy provides systems for –
- (i) demand management;
 - (ii) acquisition management;
 - (iii) logistics management;
 - (iv) disposal management;
 - (v) risk management; and
 - (vi) performance management.

Part 1: Demand management

System of demand management

- 10.** (1) The Accounting Officer must establish and implement an appropriate demand management system in order to ensure that the resources required by the municipality support its operational commitments and its strategic goals outlined in the Integrated Development Plan.
- (2) The demand management system must -
- (a) include timely planning and management processes to ensure that all goods and services required by the municipality are quantified, budgeted for and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality and quantity at a fair cost;
 - (b) take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature;
 - (c) provide for the compilation of the required specifications to ensure that its needs are met.
 - (d) undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximised.

Part 2: Acquisition management

System of acquisition management

11. (1) The Accounting Officer must implement an effective system of acquisition management in order to ensure that –
- (a) goods and services are procured by the municipality in accordance with authorised processes only;
 - (b) expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Act;
 - (c) the threshold values for the different procurement processes are complied with;
 - (d) bid documentation, evaluation and adjudication criteria, and general conditions of a contract, are in accordance with any applicable legislation; and
 - (e) any Treasury guidelines on acquisition management are properly taken into account.
- (2) When procuring goods or services contemplated in section 110(2) of the Act, the Accounting Officer must make public the fact that such goods or services are procured otherwise than through the supply chain management system, including –
- (a) the kind of goods or services; and
 - (b) the name of the supplier.

Range of procurement processes

12. (1) Goods and services may only be provided by way of –
- (a) direct purchases, up to a transaction value of R2 000 (VAT included);
 - (b) written quotations for procurements of a transaction value over R2 000 up to R310 000 (VAT included);
 - (c) formal written price quotations for procurements of a transaction value over R130 000 up to R200 000 (VAT included), subject to paragraph 18(b); and
 - (d) a competitive bidding process for–

- (i) procurements above a transaction value of R200 000 (VAT included); and
 - (ii) the procurement of long term contracts.
- (2) The Accounting Officer may, in writing -
 - (a) lower, but not increase, the different threshold values specified in paragraph 12(1); or
 - (b) direct that –
 - (i) written quotations be obtained for any specific procurement of a transaction value lower than R2 000 (VAT included);
 - (ii) formal written price quotations be obtained for any specific procurement of a transaction value lower than R310 000 (VAT included); or
 - (iii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R200 000 (VAT included).
- (3) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of this policy. When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.

General preconditions for consideration of written quotations or bids

13.1 A written quotation or bid may not be considered unless the provider who submitted the quotation or bid –

- (a) has furnished that provider's –
 - (i) full name;
 - (ii) identification number or company or other registration number;
 - (iii) tax reference number and VAT registration number, if any; and
 - (iv) tax clearance from the South African Revenue Services that the provider's tax matters are in order; in those cases where the quotation or bid is more than R30 000,00 (VAT included)
- (b) has indicated –

- (i) whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;
- (ii) if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or
- (iii) whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in paragraph 13(b)(ii) is in the service of the state, or has been in the service of the state in the previous twelve months.

Lists of accredited prospective providers

14. The municipality utilises the Web based Central Supplier Database of National Treasury.

Direct purchases (value up to R2 000, VAT included)

15. (1) The conditions for the procurement of goods by means of direct purchases referred to in paragraph 12(1) (a) of this policy, are that –
- (a) minor items are purchased for up to a transaction value of R2 000 (VAT included) where it is impractical, impossible or not cost-effective to obtain written or formal quotations, subject to normal internal control procedures;
 - (b) orders must be placed with providers whose names appear on the list of accredited prospective providers of the municipality, if they are capable to deliver the required goods; or from providers who are not listed but who meet the listing criteria referred to in paragraph 14(1)(c), and
 - (c) the procurement is made by the supply chain management unit.
- (2) A monthly reconciliation report from the supply chain management unit must be provided to the Chief Financial Officer, including –
- (a) the total amount of direct purchases for that month; and
 - (b) goods receipt notes and appropriate documents for each purchase.

Written quotations (transaction value more than R2 000 up to R310 000 Vat included)

16. ~~Refer to paragraph 17 of this policy~~

(1) The conditions for the procurement of goods or services through written price quotations are as follows:-

(a) quotations must be obtained in writing from at least three different providers whose names appear on National Treasury's Central Supplier Database (CSD; provided that if quotations are obtained from providers who are not listed, such providers must meet the listing criteria set out in paragraph 13.1 of this Policy;

(b) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer; and

(c) the Accounting Officer must record the names of the potential providers requested to provide such quotations and their formal written price quotations.

(2) The designated official referred to in paragraph 16(1)(b) must within three (3) working days of the end of each month report to the Chief Financial Officer on any approvals given during that month by that official in terms of that paragraph.

Formal written price quotations (transaction value more than R210 000 up to R200 000 VAT included)

17. (1) The conditions for the procurement of goods or services through formal written price quotations are as follows:-

(a) quotations must be obtained in writing from at least three different providers whose names appear on National Treasury's Central Supplier Database (CSD; provided that if quotations are obtained from providers who are not listed, such providers must meet the listing criteria set out in paragraph 13.1 of this Policy;

- (b) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer; and
 - (c) the Accounting Officer must record the names of the potential providers requested to provide such quotations and their formal written price quotations.
- (2) The designated official referred to in paragraph 17(1)(b) must within three (3) working days of the end of each month report to the Chief Financial Officer on any approvals given during that month by that official in terms of that paragraph.

Procedures for procuring goods or services through written quotations and formal written price quotations

18. The procedure for the procurement of goods or services through written quotations and formal written price quotations, is as follows:–

- (a) when using the list of accredited prospective providers the Accounting Officer must promote ongoing competition amongst providers by inviting providers to submit quotations on a rotation basis;
- (b) all requirements in excess of R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 17, be advertised for at least seven days on the website and the official notice boards of the municipality;
- (c) offers received must be evaluated on a comparative basis taking into account unconditional discounts;
- (d) the Accounting Officer must take all reasonable steps to ensure that the procurement of goods and services through formal written price quotations is not abused;
- (e) the Accounting Officer or Chief Financial Officer must on a monthly basis be notified in writing of all written quotations and formal written price quotations accepted by an official acting in terms of a sub delegation;
- (f) offers equal to or below R310 000 (VAT included) must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price;

- (g) offers with a value ~~more than of R310 000~~ (VAT included) ~~and above~~ are subject to the preference points system (PPPFA) and associated regulations and must be dealt with according to the Council's Preferential Procurement Policy; and
- (h) the Chief Financial Officer must set requirements for proper record keeping of all informal written and formal written price quotations accepted on behalf of the municipality.

Competitive bidding process

19. (1) Goods or services above a transaction value of R200 000 (VAT included) and long term contracts may only be procured through a competitive bidding process, subject to paragraphs 11(2) and 36 of this Policy.
- (2) No requirement for goods or services above an estimated transaction value of R200 000 (VAT included), may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.

Process for competitive bidding

20. (1) The procedures for the following stages of a competitive bidding process are as follows:-
- (a) Compilation of bidding documentation, detailed in paragraph 21.
 - (b) Public invitation of bids, detailed in paragraph 22.
 - (c) Site meetings or briefing sessions, detailed in paragraph 22.
 - (d) Handling of bids submitted in response to public invitation, detailed in paragraph 23.
 - (e) Evaluation of bids, detailed in paragraph 28.
 - (f) Awarding of contracts, detailed in paragraph 29.
 - (g) Administration of contracts –
 - (i) After approval of a bid, the Accounting Officer and the bidder must enter into a written agreement.
 - (h) Proper record keeping –

- (i) Original / legal copies of written contracts and agreements must be kept in a secure place for reference purposes.
- (2) The procedures for bids in excess of R10 million (all applicable taxes included):
 - (a) **Verification by the Chief Financial Officer prior to advertisement of bids above R10 million**

The following information must be submitted by the senior manager responsible for the Vote to the CFO **prior** to the public advertisement of any bids in excess of R10 million (all applicable taxes included):

- (a) Proof that budgetary provision exists for procurement of the goods, services and/or infrastructure projects;
- (b) Any ancillary budgetary implications related to the bid, for example, if the project is for the acquisition of a municipal asset, does budgetary provision exist for the operation of the asset, maintenance costs relating to the asset, administration costs and rehabilitation/renewal costs;
- (c) Any multi-year budgetary implications, for example, if a project will take more than one financial year, the estimated expenditure per financial year.

Goods, services and/or infrastructure projects above the value of R10 million (all applicable taxes included) may only be advertised after the CFO has verified in writing that budgetary provision exists for the commencement of the particular project.

Requirements may not be deliberately split into parts or items of lesser value merely to avoid the information being submitted.

- (b) **Verification from the Chief Financial Officer prior to the award of contracts above the value of R10 million**

Contracts above the value of R10 million (all applicable taxes included) may only be awarded to the preferred bidder after the Chief Financial Officer has verified in writing that budgetary provision exists for the acquisition of the goods, infrastructure projects and/or services and that it is consistent with the Integrated Development Plan.

(c) Confirmation of bidding process for bids in excess of R10 million (all applicable taxes included)

Internal audit units must compile risk based audit plans, review internal control measures, and ensure that supply chain management is sufficiently and adequately covered in the annual coverage plan.

Internal auditors must be alert to fraud risks and design audit procedures and indicators that would reasonably assist in preventing and detecting potential or actual fraud and corruption.

During competitive bidding and adjudication processes or before the award of a contract, the accounting officer may, at his or her discretion, specifically request the internal audit function to carry out audit procedures and provide an opinion on compliance of the bidding process [with the Municipal Supply Chain Management Regulations](#).

Where bids involve internal audit service, the audit of the bidding process may be outsourced to an independent external service provider or internal audit function of another organ of state, subject to the oversight of the audit committee.

The accounting officer may, at his or her discretion, decide to have a specific contract audited by external service providers prior to the award of the contract.

Bid documentation for competitive bids

21. (1) The criteria to which bid documentation for a competitive bidding process must comply, must –

- (a) take into account –
 - (i) the general conditions of contract and any special conditions of contract, if specified;
 - (ii) any Treasury guidelines on bid documentation; and
 - (iii) the requirements of the Construction Industry Development Board, in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;
- (b) include the evaluation and adjudication criteria, including any criteria required by other applicable legislation;
- (c) compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;
- (d) if the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish –
 - (i) if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements –
 - (aa) for the past three years; or
 - (bb) since their establishment if established during the past three years;
 - (ii) a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
 - (iii) particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;
 - (iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality is expected to be transferred out of the Republic;

- (e) stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law;
 - (f) require a surety guarantee in appropriate cases;
 - (g) indicate the value or extent to which the execution of the contract should or should not be subcontracted; and
 - (h) submit a certificate from the Department of Labour indicating compliance with the Occupational Health and Safety Act, 1993 (Act No 85 of 1993).
 - (i) require bidders to furnish a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 3 months.
- (2) A non-refundable charge in terms of the Council's approved tariff structure shall be raised for bid forms, plans, specifications, samples and any other bid documentation, depending on the nature, magnitude and value of technical information or samples provided by the municipality.
- (3) Bid documents may allow for bidders to bid for one or more items or for a part of one or more items but the municipality reserves the right to accept part of a bid or a complete bid or quotation even if it is not the lowest, provided the interests of the municipality are best served thereby. Bid documents must be specific as certain contracts, e.g. the construction of a bridge, may require that the whole contract is to be completed by the same contractor.
- (4) Where bidders insert prices on price lists supplied by the municipality they shall delete items for which they do not bid or if the price has been included elsewhere in the price list. After bid/quotations have been opened bidders may not supplement their original offer if the original offer was incomplete.

Public invitation for competitive bids

22. (1) The procedure for the invitation of competitive bids is as follows:-

- (a) Any invitation to prospective providers to submit bids must be by means of National Treasury's eTender Publication Portal, a public advertisement in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Bid Bulletin); and
- (b) the information contained in a public advertisement, must include –
- (i) the closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT included), or which are of a long term nature, or not less than 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to paragraph 22(2) of this Policy;
 - (ii) a statement that bids may only be submitted on the bid documentation provided by the municipality; and
 - (iii) date, time and venue of any proposed site meetings or briefing sessions.
- (c) All bids advertised on the eTender Publication Administrator must at least contain the following information:
- Bid description;
 - Bid number;
 - Name of Municipality;
 - The physical location where the goods, services or works specified in the bid are required;
 - The closing date and time of the bid;
 - Municipality contact details (postal and physical address, telephone number, email address, etc.);
 - The physical location where hard copies of bids can be collected;
 - The physical location where bids should be delivered; and
 - The bid documents (MBDs, Terms of Reference, GCC and any other relevant documents)

- (2) The Accounting Officer may determine a closure date for the submission of bids which is less than the 30 or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.
- (3) Bids submitted must be sealed.
- (4) Where bids are requested in electronic format, such bids must be supplemented by sealed hard copies.

Procedure for handling, opening and recording of bids

- 23.** (1) The procedures for the handling, opening and recording of bids, are as follows:-
- (a) Bids –
 - (i) must be opened only in public;
 - (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired; and
 - (iii) received after the closing time should not be considered and returned unopened immediately.
 - (b) Any bidder or member of the public has the right to request that the names of the bidders who submitted bids in time must be read out and, if practical, also each bidder's total bidding price;
 - (c) No information, except the provisions in paragraph 23(1)(b), relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award; and
 - (d) The Accounting Officer must –
 - (i) record in a register all bids received in time;
 - (ii) make the register available for public inspection;
 - (iii) publish the entries in the register and the bid results on the website;
 - (iv) after the closure of any advertised competitive bid (above the threshold value of R200 000 - all applicable taxes included),

publish on the municipality's website the reference number of the bid, the description of the goods, services or infrastructure project, names of all bidders, the B-BBEE status level of contribution of all bidders, where applicable, the local content percentages of the goods offered and where practical, total price of the bids, by all bidders that submitted bids in relation to that particular advertisement. Copies should be made available at municipal offices and libraries. The municipality should endeavor to publish the aforementioned information within ten (10) working days after closure of the bid and it must remain on the website of the municipality for at least thirty (30) days;

- (v) in accordance with section 75 (1) (g) of the MFMA, place on the website all supply chain management contracts above the value of R200 000 (including all applicable taxes).

The following information on the successful bids must be made available on the municipal website:

- (a) Contract numbers and description of goods, services or infrastructure projects;
- (b) Names of the successful bidder(s) and the B-BBEE level of contribution claimed;
- (c) The contract price(s), and;
- (d) Brand names and dates for completion of contracts.

- (vi) publish the awards of all competitive bids on the eTender Publication Portal as mentioned below.

The municipality must publish the following information on successful bids within seven (7) working days of awarding the bids:

- Names of the successful bidder(s) and preference points claimed;

- Contract price(s) ;
- Contract period;
- Contact details;
- Names of Directors; and
- Date of completion/award.

In addition to the information required above, accounting officers of municipalities are required to publish information on unsuccessful bids on the eTender Publication Portal and publish the following data within the same time frame referred to above:

- Names of the unsuccessful bidder(s); and
- Contact details.

Notice of a cancelled bid must be published on the same day, or at the latest, the day after a municipality or municipal entity decided to cancel a bid.

Notice of all awards to suppliers through deviations from competitive bidding procedures must be published on the eTender Publication Portal within seven (7) working days after the award was made. Notice of all awards through variations and extensions of existing contracts must be published on the eTender Publication Portal within seven (7) working days after the award was made.

Records of such publication must be retained for audit purposes.

Negotiations with preferred bidders and communication with prospective providers and bidders

- 24.** (1) The Accounting Officer may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –
- (a) does not allow any preferred bidder a second or unfair opportunity;
 - (b) is not to the detriment of any other bidder; and

- (c) does not lead to a higher price than the bid as submitted.
- (2) Minutes of such negotiations must be kept for record purposes and as far as practical be made part of the final contract.

Two-stage bidding process

25. (1) A two-stage bidding process is allowed for –
- (a) large complex projects;
 - (b) projects where it may be undesirable to prepare complete detailed technical specifications; or
 - (c) long term projects with a duration period exceeding three years.
- (2) In the first stage technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments.
- (3) In the second stage final technical proposals and priced bids should be invited.

Committee system for competitive bids

26. (1) The following committees are hereby established -
- (a) bid specification committees;
 - (b) bid evaluation committees; and
 - (c) a bid adjudication committee.
- (2) The Accounting Officer is required to appoint the members of each committee, taking into account section 117 of the Act.
- (3) The Accounting Officer is required to appoint a neutral or independent observer to attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.
- (4) The committee system must be consistent with –
- (a) paragraphs 27, 28 and 29 of this Policy; and
 - (b) any other applicable legislation.

- (5) The Accounting Officer may apply the committee system to formal written price quotations.

Bid specification committees

27. (1) The appropriate bid specification committee must compile the specifications for the procurement of goods or services by the municipality, depending on the department involved.
- (2) Specifications –
- (a) must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;
 - (b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organisation, or an authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply;
 - (c) where possible, must be described in terms of performance required rather than in terms of descriptive characteristics for design;
 - (d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labelling of conformity certification;
 - (e) may not make reference to any particular trade mark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word “equivalent”;
 - (f) must indicate each specific goal for which points may be awarded in terms of the points system [set out in the Preferential Procurement Regulations 2022](#); and
 - (g) must be approved by the Accounting Officer prior to publication of the invitation for bids in terms of paragraph 22 of this Policy.

- (3) A bid specification committee must be composed of one or more officials of the municipality, preferably the manager responsible for the function involved, and may, when appropriate, include external specialist advisors.
- (4) No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.

Bid evaluation committees

- 28.** (1) The bid evaluation committee must –
- (a) evaluate bids in accordance with –
 - (i) the specifications for a specific procurement; and
 - (ii) the points system set out in terms of paragraph 27(2)(f).
 - (b) verify the following in respect of the recommended tenderer:
 - i. the capability and capacity of a tenderer to perform the contract;
 - ii. the tenderer's tax and municipal rates and taxes compliance status;
 - iii. confirm that the tenderer's municipal rates and taxes and municipal service charges are not in arrears;
 - iv. the Compulsory Declaration has been completed; and
 - v. the tenderer is not listed in the National Treasury's Register for Tender Defaulters or the List of Restricted Suppliers.
 - (c) submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.
- (2) The bid evaluation committee must as far as possible be composed of–
- (a) officials from departments requiring the goods or services; and
 - (b) at least one supply chain management practitioner of the municipality.

Bid adjudication committees

- 29.** (1) The bid adjudication committee must –

- (a) consider the report and recommendations of the bid evaluation committee and:
 - 1) verify that the procurement process which was followed complies with the provisions of this document;
 - 2) confirm that the report is complete and addresses all considerations necessary to make a recommendation;
 - 3) confirm the validity and reasonableness of reasons provided for the elimination of tenderers; and
 - 4) consider commercial risks and identify any risks that have been overlooked or fall outside of the scope of the report which warrant investigation prior to taking a final decision; and
 - b) refer the report back to the evaluation committee for their reconsideration or make a recommendation to the Accounting Officer on the award of a tender, with or without conditions, together with reasons for such recommendation.
- (2) The bid adjudication committee must consist of at least four senior managers of the municipality which must include –
- (a) the Chief Financial Officer or, if the Chief Financial Officer is not available, another manager in the budget and treasury office reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer; and
 - (b) at least one senior supply chain management practitioner who is an official of the municipality; and
 - (c) a technical expert in the relevant field who is an official, if such an expert exists.
- (3) The Accounting Officer must appoint the chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting.
- (4) No member of the evaluation committee may serve on the tender committee. A member of an evaluation committee may, however,

participate in the deliberations of a tender committee as a technical advisor or a subject matter expert.

- (5) (a) If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –
 - (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and
 - (ii) notify the Accounting Officer.
- (b) The Accounting Officer may –
 - (i) after due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in paragraph 29(5)(a); and
 - (ii) if the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.
- (6) The Accounting Officer may at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.
- (7) The Accounting Officer must comply with section 114 of the Act within 10 working days.

Procurement of banking services

- 30.** (1) Banking services –
- (a) must be procured through competitive bids;
 - (b) must be consistent with section 7 or 85 of the Act; and
 - (c) may not be for a period of more than five years at a time.

- (2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.
- (3) The closure date for the submission of bids may not be less than sixty (60) days from the date on which the advertisement is placed in a newspaper in terms of paragraph 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No 94 of 1990).

Procurement of IT related goods or services

- 31.** (1) The Accounting Officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT related goods or services through a competitive bidding process.
- (2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.
 - (3) The Accounting Officer must notify SITA together with a motivation of the IT needs if –
 - (a) the transaction value of IT related goods or services required in any financial year will exceed R50 million (VAT included); or
 - (b) the transaction value of a contract to be procured whether for one or more years exceeds R50 million (VAT included).
- (3) If SITA comments on the submission and the municipality disagree with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to the Council, the National Treasury, the relevant provincial treasury and the Auditor General.

Procurement of goods and services under contracts secured by other organs of state

- 32.** (1) The Accounting Officer may procure goods or services under a contract secured by another organ of state, but only if –

- (a) the contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;
 - (b) there is no reason to believe that such contract was not validly procured;
 - (c) there are demonstrable discounts or benefits to do so; and
 - (d) that other organ of state and the provider have consented to such procurement in writing.
- (2) Paragraphs 32(1)(c) and (d) do not apply if –
- (a) a municipal entity procures goods or services through a contract secured by its parent municipality; or
 - (b) a municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.

Procurement of goods necessitating special safety arrangements

33. (1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided where ever possible.
- (2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the Accounting Officer.

Proudly SA Campaign

34. (1) The municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring goods and services from:-
- (a) Firstly, suppliers and businesses within the municipality/municipal district;
 - (b) Secondly, suppliers and businesses within the province; and
 - (c) Thirdly, suppliers and businesses within the Republic of South Africa.

- (2) These principles are to be embodied in the points allocated in terms of the Preferential Procurement Policy of the municipality.

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Appointment of consultants

- 35.** Subject to the deviation allowed in paragraph 2 (6) (c) of this Policy
- (1) The Accounting Officer may procure consulting services provided that any Treasury guidelines and CIDB requirements in respect of consulting services are taken into account when such procurements are made.
 - (2) Consultancy services must be procured through competitive bids if-
 - (a) the value of the contract exceeds R200 000 (VAT included); or
 - (b) the duration period of the contract exceeds one year.
 - (3) In addition to any requirements prescribed by this Policy for competitive bids, bidders must furnish particulars of –
 - (a) all consultancy services provided to an organ of state in the last five years; and
 - (b) any similar consultancy services provided to an organ of state in the last five years.
 - (4) The Accounting Officer must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.
 - (5) The Accounting Officer shall as far as possible endeavour to realize the following cost containment measures when engaging with consultants:
- 5.1 The municipality may only appoint consultants if an assessment of the needs and requirements confirms that the municipality does not have the requisite skills or resources in its full-time employ to perform the function. For purposes of such assessment the template document as per **Annexure BA** to this policy must be completed.

- 5.2 The Accounting Officer adopts the below-mentioned reference to rates as the municipality's fair and reasonable remuneration framework for consultants, provided that where no prescribed rates are available, the municipality may from time to time adjust the rates as per prevailing market conditions, limited however to one thousand rand (R1 000) in respect of 2019/20: -
- (a) "Guideline on fees for audits undertaken on behalf of the Auditor-General of South Africa", issued by the South African Institute of Chartered Accountants;
 - (b) "Guide on Hourly Fee Rates for Consultants", issued by the Department of Public Service and Administration;
 - (c) rates as prescribed by the body regulating the profession of the consultant, including but not limited to
 - Engineering Council of South Africa (ECSA)
 - South African Council for the Quantity Surveying Profession (SACQSP)
 - South African Council for the Architectural Profession (SACAP)
 - South African Council for the Landscape Architectural Profession (SACLAP)
 - South African Council for Project and Construction Management Professions (SACPCMP)
 - 2018 Guideline Professional Fees in terms of section 29 of the Planning Professions Act (less 30%)
 - June 2009 fee scale as per Draft Guidelines issued by PLATO and SAGI (less 30%), or
 - (d) any other reasonable framework prescribed by Professional Bodies and/or spheres of Government.
- 5.3 The tender documentation for the appointment of consultants must include a clause that the remuneration rates will be subject to negotiation, not exceeding the applicable rates mentioned in 4.2.
- 5.4 Taking into account the above-mentioned rates, the Accounting Officer has delegated powers to consider and approve or reject applications to exceed these rates based on a fully motivated written and signed request by the relevant senior manager in exceptional circumstances.
- 5.5 When negotiating cost-effective consultancy rates for international consultants, the Accounting Officer may take into account the relevant international and

market-determined rates.

4.6 When consultants are appointed, the Accounting Officer or delegated official in terms of his/her System of Delegation must:

- (a) appoint consultants on a time and cost basis with specific start and end dates;
- (b) where practical, appoint consultants on an output-specified basis, subject to specific measurable objectives and associated remuneration;
- (c) ensure that contracts with consultants include overall cost ceilings by specifying whether the contract price is inclusive or exclusive of travel and subsistence disbursements where applicable and appropriate;
- (d) ensure the transfer of skills by consultants to the relevant officials of the municipality; and
- (e) undertake all engagements of consultants in accordance with the Municipal Supply Chain Management Regulations, 2005 and the municipality's Supply Chain Management Policy.

5.7 The accounting officer or delegated official in terms of his/her System of Delegation must review its consultancy reduction plan on an annual basis and develop consultancy reduction plans to reduce the reliance on consultants where applicable and appropriate.

5.7 All contracts with consultants must include a fee retention or penalty clause for poor performance.

5.8 The municipality must ensure that the specifications and performance are used as a monitoring tool for the work to be undertaken and are appropriately recorded and monitored. The senior manager concerned must ensure that contractual deliverables as specified are met by the Service Provider.

5.9 No subsistence costs shall be paid to consultants, whereas travel costs of consultants shall be limited to a maximum tariff of R3,61 per km or the amended tariff as may be determined by the South Africa Revenue Service from time to time. This provision shall not apply in respect of contracts entered into prior to the effective date of this policy, i.e. 1 July 2019.

Deviation from, and ratification of minor breaches of, procurement processes

36. (1) The Accounting Officer may –

- (a) Dispense with the official procurement processes established by this Policy and procure any required goods or services through any convenient process, which may include direct negotiations, but only –
 - (i) in an emergency;
 - (ii) if such goods or services are produced or available from a single provider only;
 - (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - (iv) acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or
 - (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
 - (b) Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.
 - (c) The Accounting Officer shall consider and only when merit for such exist, approve all deviations from procurement processes with a value of R30,000.00 (including VAT) and above.
 - (d) The relevant director shall after due consideration of the legal prescripts consider and approve deviations from procurement processes referred to in paragraph 36(1)(a)(i) with a value below R30,000.00 (including VAT).
 - (e) The Manager: Supply Chain Management shall after having considered the merits informing a motivation received from the relevant director for a deviation from procurement processes referred to in paragraphs 36(1)(a)(ii) to 36(1)(a)(v) with a value below R30,000.00 (including VAT) be mandated to approve same, but only where the services were not procured yet and the transaction has been considered and pre-approved by the relevant director.
- (2) The Accounting Officer must record the reasons for any deviations in terms of paragraphs 36(1)(a) and (b) of this Policy and report them to the next

meeting of the Council and include as a note to the annual financial statements.

- (3) Paragraph 36(2) does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this Policy.
- (4) In those cases where the terms of reference of a quotation or tender which had already been approved by either the supply chain manager or the bid adjudication committee in terms of delegated authority and which as a matter of sheer necessity has to be adjusted or expanded, the Accounting Officer may - in conjunction with the Chief Financial Officer – authorise the adjustment or expansion of such a contract, provided that –
 - (i) a written quotation be obtained from the contractor/service provider concerned for the proposed adjustment or expansion of the contract;
 - (ii) the adjustment or expansion of the contract does not result in an increase of more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original approved contract amount;
 - (iii) the increased contract amount does not exceed the amount that had been budgeted for the procurement of such goods or services;
 - (iv) this delegation shall not be construed to be an authorization to apply savings on an amount budgeted for a specific purpose to meet expenditure for another purpose, whether budgeted or not.

Unsolicited bids

- 37. (1) In accordance with section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.
- (2) The Accounting Officer may decide in terms of section 113(2) of the Act to consider an unsolicited bid, only if –
 - (a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;

- (b) the product or service will be exceptionally beneficial to, or have exceptional cost advantages;
 - (c) the person who made the bid is the sole provider of the product or service; and
 - (d) the reasons for not going through the normal bidding processes are found to be sound by the Accounting Officer.
- (3) If the Accounting Officer decides to consider an unsolicited bid that complies with paragraph 37(2) of this policy, the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with –
 - (a) reasons as to why the bid should not be open to other competitors;
 - (b) an explanation of the potential benefits if the unsolicited bid were accepted; and
 - (c) an invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.
- (4) The Accounting Officer must submit written comments received pursuant to paragraph 37(3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment.
- (5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the Accounting Officer, depending on its delegations.
- (6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.
- (7) When considering the matter, the adjudication committee must take into account –
 - (a) any comments submitted by the public; and
 - (b) any written comments and recommendations of the National Treasury or the relevant provincial treasury.

- (8) If any recommendations of the National Treasury or provincial treasury are rejected or not followed, the Accounting Officer must submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following those recommendations.
- (9) Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the municipality to the bid may be entered into or signed within 30 days of the submission.

Combating of abuse of supply chain management system

- 38.** (1) In order to combat the abuse of the supply chain management system the Accounting Officer must –
- (a) take all reasonable steps to prevent abuse of the supply chain management system;
 - (b) investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this Policy, and when justified –
 - (i) take appropriate steps against such official or other role player; or
 - (ii) report any alleged criminal conduct to the South African Police Service;
 - (c) check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;
 - (d) reject any bid from a bidder –
 - (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months; or
 - (ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or

- any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- (e) reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract;
 - (f) cancel a contract awarded to a person if –
 - (i) the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or
 - (ii) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and
 - (g) reject the bid of any bidder if that bidder or any of its directors –
 - (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;
 - (ii) has been convicted for fraud or corruption during the past five years;
 - (iii) has wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - (iv) has been listed in the Register for Bid Defaulters In terms section 29 of the Prevention and Combating of Corrupt Activities Act (Act No 12 of 2004).
 - (h) invalidate recommendations or decisions that were unlawfully or improperly made, taken or influenced, including recommendations or decisions that were made, taken or in any way influenced by—
 - (i) councillors in contravention of item 5 or 6 of the Code of Conduct for Councillors set out in Schedule 1 to the Municipal Systems Act; or
 - (ii) municipal officials in contravention of item 4 or 5 of the Code of Conduct for Municipal Staff Members set out in Schedule 2 to that Act;

- (2) The Accounting Officer must inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of paragraphs 38(1)(b)(ii), (e) or (f) of this policy.
- 3) Restrictive practices are prohibited
- a) In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder is or a contractor was involved in collusive bidding.
 - b) If a bidder or contractor, based on reasonable grounds or evidence obtained by the municipality, has engaged in the restrictive practice referred to above, the municipality may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No. 89 of 1998.
 - c) If a bidder or contractor has been found guilty by the Competition Commission of the restrictive practice referred to above, the municipality may, in addition and without prejudice to any other remedy provided for, invalidate the bid for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder or contractor from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder or contractor concerned.

Part 3: Logistics, Disposal, Risk and Performance Management

Logistics management

- 39.** The Accounting Officer must establish and implement an effective system of logistics management, which must include -
- (a) the monitoring of spending patterns on types or classes of goods and services which should, where practical, incorporate the coding of items to ensure that each item has a unique number for the purposes of monitoring;
 - (b) the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;
 - (c) the placing of manual or electronic orders for all acquisitions;
 - (d) before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted / in terms of a contract;
 - (e) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
 - (f) regular checking to ensure that all assets, including official vehicles, are properly managed, appropriately maintained and only used for official purposes; and
 - (g) monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

Disposal management

- 40.** (1) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to section 14 of the Act are as follows—
- (a) the asset is uneconomical to repair;
 - (b) the asset is irreparable;
 - (c) the useful life of the asset has expired;
 - (d) the relevant department has no further use for the asset;

- (e) no other department requires the asset; and
- (2) Assets must be disposed of by–
- (a) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
 - (b) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;
 - (c) selling the asset; or
 - (d) destroying the asset.
- (3) The Accounting Officer must ensure that –
- (a) immovable assets are sold or let in terms of the Municipality's Asset Transfer policy;
 - (b) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;
 - (c) in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment;
 - (d) in the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic;
 - (e) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;
 - (f) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed; and
 - (g) where assets are traded in for other assets, the highest possible trade-in price is negotiated.

Risk management

41. (1) The criteria for the identification, consideration and avoidance of potential risks in the supply chain management system, are as follows –
- (a) non-compliance by the supplier to deliver within the agreed timeframes;
 - (b) supply of inferior goods or services by the supplier;
 - (c) inability of the supplier to provide goods or services as ordered;
 - (d) non adherence to the municipality's Policy with regards to utilisation of preferred suppliers; and
 - (e) procurement of goods or services at prices or of a quality not in the best interest of the municipality.
- (2) Risk management must include –
- (a) the identification of risks on a case-by-case basis;
 - (b) the allocation of risks to the party best suited to manage such risks;
 - (c) acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;
 - (d) the management of risks in a pro-active manner and the provision of adequate cover for residual risks; and
 - (e) the assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.

Performance management

42. The Accounting Officer must ensure that an effective internal monitoring system is implemented in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the measurable performance objectives linked to and approved with the budget and the service delivery and budget implementation plan were achieved.

Part 4: Other matters

Prohibition on awards to persons whose tax matters are not in order

43. (1) The Accounting Officer must ensure that, irrespective of the procurement process followed, no award above R30 000 (VAT included) is given to a person whose tax matters have not been declared by the South African Revenue Service to be in order.
- (2) Before making an award to a provider or bidder, a tax clearance certificate from SARS must first be provided as contemplated in paragraph 13(a)(iv).
- (3) The bidder's tax compliance status must be verified prior to the finalisation of the award of the bid or price quotation.
- (4) Where the recommended bidder is not tax compliant, the bidder should be notified of their non-compliant status and the bidder must be requested to submit to the municipality, within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made an arrangement to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder to the municipality or municipal entity must be verified via the CSD or e-Filing.
- (5) The accounting officer should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above.
- (6) Where goods or services have been delivered satisfactorily without any dispute, the accounting officer should not delay processing payment of invoices due to outstanding tax matters.

Prohibition on awards to persons in the service of the state

44. The Accounting Officer must ensure that irrespective of the procurement process followed, no award may be made to a person –
- (a) who is in the service of the state; or

- (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- (c) who is an advisor or consultant contracted with the municipality in respect of a contract that would cause a conflict of interest.

Awards to close family members of persons in the service of the state

- 45.** The notes to the annual financial statements must disclose particulars of any award of more than R2 000 (VAT included) to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –
- (a) the name of that person;
 - (b) the capacity in which that person is in the service of the state; and
 - (c) the amount of the award.

Ethical standards

- 46.** (1) A code of ethical standards is hereby established, in accordance with paragraph 46(2), for officials and other role players in the supply chain management system of the municipality in order to promote –
- (a) mutual trust and respect; and
 - (b) an environment where business can be conducted with integrity and in a fair and reasonable manner.
- (2) An official or other role player involved in the implementation of this Supply Chain Management Policy –
- (a) must treat all providers and potential providers equitably;
 - (b) may not use his or her position for private gain or to improperly benefit another person;
 - (c) may not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;
 - (d) notwithstanding paragraph 46(2)(c), must declare to the Accounting Officer details of any reward, gift, favour, hospitality or other benefit

- promised, offered or granted to that person or to any close family member, partner or associate of that person;
- (e) must declare to the Accounting Officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process of, or in any award of a contract by, the municipality;
 - (f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;
 - (g) must be scrupulous in his or her use of property belonging to the municipality;
 - (h) must assist the Accounting Officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system; and
 - (i) must report to the Accounting Officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including –
 - (i) any alleged fraud, corruption, favouritism or unfair conduct;
 - (ii) any alleged contravention of paragraph 47(1) of this Policy; or
 - (iii) any alleged breach of this code of ethical standards.
- (3) Declarations in terms of paragraphs 46(2)(d) and (e) -
- (a) must be recorded in a register which the Accounting Officer must keep for this purpose;
 - (b) by the Accounting Officer must be made to the Mayor of the municipality who must ensure that such declarations are recorded in the register.
- (4) The National Treasury's code of conduct must also be taken into account by supply chain management practitioners and other role players involved in supply chain management.

- (5) A breach of the code of ethics must be dealt with as follows -
 - (a) in the case of an employee, in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of the Municipal Systems Act;
 - (b) in the case a role player who is not an employee, through other appropriate means in recognition of the severity of the breach.
 - (c) In all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act.

Inducements, rewards, gifts and favours to municipalities, officials and other role players

- 47.** (1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant –
- (a) any inducement or reward to the municipality for or in connection with the award of a contract; or
 - (b) any reward, gift, favour or hospitality to –
 - (i) any official; or
 - (ii) any other role player involved in the implementation of this Policy.
- (2) The Accounting Officer must promptly report any alleged contravention of paragraph 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.
- (3) Paragraph 47(1) does not apply to gifts less than R350 in value.

Sponsorships

48. The Accounting Officer must promptly disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary, by any person who is –
- (a) a provider or prospective provider of goods or services; or
 - (b) a recipient or prospective recipient of goods disposed or to be disposed.

Objections and complaints

49. Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

Resolution of disputes, objections, complaints and queries

50. (1) The Accounting Officer must appoint an independent and impartial person, not directly involved in the supply chain management processes –
- (a) to assist in the resolution of disputes between the municipality and other persons regarding -
 - (i) any decisions or actions taken in the implementation of the supply chain management system; or
 - (ii) any matter arising from a contract awarded in the course of the supply chain management system; or
 - (b) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.
- (2) The Accounting Officer, or another official designated by the Accounting Officer, is responsible for assisting the appointed person to perform his or her functions effectively.
- (3) The person appointed must –
- a) strive to resolve promptly all disputes, objections, complaints or queries received; and
 - (b) submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.

- (4) A dispute, objection, complaint or query may be referred to the relevant provincial treasury if –
 - (a) the dispute, objection, complaint or query is not resolved within 60 days; or
 - (b) no response is forthcoming within 60 days.
- (5) If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.
- (6) This paragraph must not be read as affecting a person's rights to approach a court at any time.

Contracts providing for compensation based on turnover

51. If a service provider acts on behalf of the municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the municipality must stipulate –
- (a) a cap on the compensation payable to the service provider; and
 - (b) that such compensation must be performance based.

Payment of contractors, sub-contractors or joint venture partners

52. (1) The Municipality shall settle all accounts within 30 days of invoice or statement as provided for in the contract.
- (2) The Chief Financial Officer or an official designated by the Chief Financial Officer may consent to the direct payment of sub-contractors or joint venture partners by way of -
- (a) an approved cession; or
 - (b) an agreement for direct payment.

Short title and commencement

54. ~~53.~~ This Policy is called the "*Supply Chain Management Policy of the Swartland Municipality*" and takes effect on 1 January 2006.

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ANNEXURE A

SWARTLAND MUNICIPALITY
REPORT TO THE MANAGER: SUPPLY CHAIN

SUBJECT: USE OF CONSULTANTS

DIRECTORATE:

PROJECT MANAGER:

DATE:

1. Project Description

Project name:
Vote no:
Financial year:

2. Assessment of the skills and resources required to implement the project.

2.1 Project scope of work
Provide a short description of the scope of work required.
.....
.....

2.2 Skills and resources
List/Discuss the skills and resources required to undertake the scope of work.
.....
.....

3. Internal capacity and/ or resources

Explain why internal capacity and / or resources required are not available to perform the scope of work.
.....
.....
.....

4. Remuneration framework

List the applicable remuneration framework and whether travel and subsistence cost is applicable.
.....

.....

5. Transfer of skills

Indicate if a transfer of skills is to be part of the appointment if applicable and if the specific service should be included in the consultant reduction plan.

.....

.....

6. Budget provision for the appointment of consultant/s

List the budget provision and vote no's.

.....

Contract Manager DATE

Director of Department DATE

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**ITEM 7.5 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON
14 DECEMBER 2022**

SUBJECT: APPROVAL OF THE DRAFT 4TH GENERATION INTEGRATED WASTE MANAGEMENT PLAN (IWMP)

1. BACKGROUND

An IWMP is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) (Nemwa) that has been promulgated and came into effect on 1 July 2009, with the main goal being the transformation of collection and disposal methodologies and sustainable practices on waste avoidance and environmental sustainability. The Nemwa requires the IWMP to be updated every five years.

The 3rd generation IWMP for Swartland Municipality was adopted by the Council in May 2017. It expires in 2022 and consequently a 4th generation IWMP was drafted.

The Nemwa further requires that during the process of drafting an IWMP it be availed to the public and the Department of Environmental Affairs and Development Planning (DEA&DP) to afford the opportunity to provide inputs and comments.

Accordingly, a report and the draft 4TH Generation IWMP was tabled at a meeting of the Executive Mayoral Committee held 13 July 2022 informing the Committee of the process of drafting the 4TH Generation IWMP and the availability of the document for comments and inputs. Upon consideration of the report the Committee resolved that the process to solicit comments from the public and the DEA&DP may be followed.

Comments and inputs were invited via a notice in the local media on 23 August 2022 and copies of the draft 4TH Generation IWMP were made available in electronic format and in hard copy at libraries. No comments were received from the public with closure on 23 September 2022. Comments were received from the DEA&DP in their letter dated 04 October 2022 of which a copy is attached to this report. The comments from the DEA&DP were incorporated in the draft 4TH Generation IWMP

2. SCOPE OF THE IWMP

The scope of an IWMP is an investigation into the status quo condition of the solid waste management service. This investigation aims to include various aspects such as legislation, waste types and generation, waste facilities and infrastructure and financing.

The status quo is evaluated to determine gaps and needs of the system and identifies goals and objectives for improvement. A monitoring and reviewing program is included to ensure that the IWMP is implemented and up to date.

The draft 4TH Generation IWMP comprises the following sections and annexures:

Sections

- **Executive Summary**
- **Section 1: Introduction:** Contains terms of reference, background, scope of the IWMP, methodology, aims and goals, geographic area of study and stakeholder participation.
- **Section 2: Status Quo:** Deals with legislation, demographics, waste classification, waste management structures and economics of waste management practices.
- **Section 3: Gaps and needs assessment:** Deals with legislation, waste quantities, collection needs, waste transportation and transfer, waste minimisation, recycling and re-use initiatives, airspace requirements, institutional needs, alternatives and funding mechanisms.

- **Section 4: Strategy and implementation:** Goals – see *Item 4* in this report.
- **Section 5: Monitoring and review:** Establishment of IWMP steering committee and monitoring schedule/programme
- **Section 6: Conclusions and recommendations**

Annexures

- **Annexure 1:** Swartland Organic Waste Diversion Plan (OWDP)
- **Annexure 2:** Waste Characterisation
- **Annexure 3:** Collection Schedules
- **Annexure 4:** Hazardous and Health Care Risk Waste Management
- **Annexure 5:** Public Comment Advertisement
- **Annexure 6:** D:EA&DP Comments

3. AIMS AND GOALS OF THE IWMP

The primary objective of the IWMP is to integrate and optimize waste management in order to maximize efficiency and minimise associated environmental impacts and financial costs. The plan takes particular notice of the importance of local authority waste management planning and it underlines the following principles of the National Waste Management Strategy:

- Prevention of waste generation;
- Recovery of waste where generation cannot be prevented, and
- Safe disposal of waste that cannot be recovered.

The main goals of the Swartland IWMP are aligned with the goals of the Western Cape Provincial IWMP, the National Waste Management Strategy, the Municipal Spatial Development Framework, the Municipal Integrated Development Plan, the National Development Plan and the Provincial Spatial Development Framework.

4. STRATEGY AND IMPLEMENTATION

Section 4 of the IWMP discuss the gaps and needs identified during the investigation into the status quo condition of the solid waste management service, the aligned goals and planned projects of Swartland Municipality. The following goals and objectives were identified:

Goal 1: Strengthened education, capacity and advocacy towards Integrated waste Management

- *Objective 1* – Facilitate consumer and industry responsibility in integrated waste management
- *Objective 2* – Promote and ensure awareness and education of integrated waste management
- *Objective 3* – Build and strengthen waste management capacity

Goal 2: Improved integrated waste management planning and implementation for efficient waste services and infrastructure

- *Objective 1* – Facilitate waste management planning
- *Objective 2* – Promote industry waste management planning
- *Objective 3* – Promote the establishment of integrated waste management infrastructure and services
- *Objective 4* – Ensure effective and efficient waste information management

Goal 3: Effective and efficient utilisation of resources

- *Objective 1* - Minimise the consumption of natural resources
- *Objective 2* - Stimulate job creation within the waste economy
- *Objective 3* - Increase waste diversion through reuse, recovery and recycling

Goal 4: Improved compliance with environmental regulatory framework

- *Objective 1* – Strengthen compliance monitoring and enforcement
- *Objective 2* – Remediate and rehabilitate contaminated land
- *Objective 3* – Facilitate the development of waste policy instruments
- *Objective 4* – Promote self/co-regulatory measures

5. WASTE MINIMISATION, RECYCLING AND RE-USE INITIATIVES

The key component of modern waste management is arguably waste minimisation as a whole. Waste minimisation must continually be promoted to all domains of society.

Although Swartland Municipality has a successful recycling operation at the Highlands landfill, the total diversion from landfill must be increased to achieve targets.

The recently adopted Organic Waste Diversion Plan has set targets of 50% organic diversion in 2022 and 100% by 2027. These targets were set by the Western Cape Provincial Government. In addition to this, crushing of building rubble for alternative uses must also be explored.

6. RECOMMENDATION

That the draft 4th Generation IWMP for Swartland Municipality be approved by the Executive Mayoral Committee and recommended to Council for adoption.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES

PSM/psm



Memo

To : William Meyers
From : August Hoon
cc : Dean Gilbert
Date : 4 October 2022
Re : Commenting on the draft Swartland 4th generation IWMP

The Swartland Municipality has drafted a very good IWMP report, however, the DEA& DP has the following comments and recommendations regarding the report –

1. The public participation process can also include the use of Homeowner's Associations, social media platforms such as Facebook and Instagram or Twitter to inform the Swartland residents.
2. The Extended Producer Responsibility (EPR) Regulations (Packaging and lighting and electric sectors currently being implemented as well as the new notice for the lubricants, batteries and pesticides sectors) and the Waste Tyre Management Plan need to be included under the "Legislation" section (section 2.1). Municipalities need to be aware of these changes in policy and legislation as they affect industry sectors within their municipal areas.
3. The economic and employment profile of the municipal area has not been included under the "Demographic profile". Also, can the Municipality include the 2021 population per sub-area in Table 2-1.
4. The Municipality must kindly clarify whether the costs for illegal dumping clean-ups are included under the "Clean-up Campaign" or "Cleaning Public Open Spaces" (page 125 under Street Cleaning, Table 2-38).
5. The Municipality must indicate where the waste generation rates per capita were sourced (Table 2-10).
6. The Municipality must kindly clarify what is going on from page 135 – 138, is it part of the implementation plan? What is it meant to be?
7. Swartland Municipality recovers recyclable material at a dirty MRF located at the landfill site. While studies conducted on waste recovery from clean and dirty MRFs indicate that dirty MRFs can be effective for small communities with low waste volumes, it still creates more

contaminated recyclables that are often not suitable for recycling. The waste characterisation study also reflects that separation at source with effective awareness raising is still more effective for when waste volumes are high in a Municipality, notwithstanding the role of a dirty MRF in the system of recovery. The Municipality is encouraged to explore cost-effective separation at source strategies that can contribute toward better recovery rates. The Municipality must also consider implementing projects that allow income opportunities from waste for local impoverished communities.

Private recyclers are available in the area, mostly scrap dealers, but there are missed opportunities for waste minimisation as these recyclers do not report diversion records to the Municipality. The buy-back centres, and existing waste pickers can form part of an integrated waste management system, which can further boost the Municipality's waste diversion rates and create opportunities for marginalised communities. Consulting the EPR schemes for assistance with this initiative will reduce costs to the Municipality.

8. The Municipality can also place more effort on awareness since the efforts mentioned in the report have been in place for several years and may need to be reviewed to assess their effectiveness in getting the message across to residents of Swartland Municipality. The idea of a person solely focussing on waste awareness is noted and commended.
9. The Municipality must also strongly focus on implementing their organic waste diversion plan as soon as possible.
10. With reference to section 2.4.5.1, Recyclers, on page 94, which reads as follows: "Apart from the Highlands Material Recovery Facility, the recycling statistics are not reported by the other recyclers as the information is seen as sensitive". The National Environmental Management: Waste Act (59/2008): National Waste Information Regulations (annexure 1) indicates a list of activities that are required to submit a registration on the Integrated Pollutant and Waste Information System (IPWIS). Private recyclers must comply with the relevant legislation. Furthermore, if the private recyclers do not meet the threshold, it will be beneficial for them to register and report as it will count towards the diversion rate of the municipality. The Municipality should encourage them to register on the IPWIS.
11. All facilities that are registered on the IPWIS must have their WIR number displayed within the Swartland IWMP report so that it is evident that the facilities are compliant with the National Waste Information Regulations. These registered activities that the Municipality manages must be shown within the report against their WIR numbers. Also, the Municipality must state the reporting frequency of each of the registered activities within the report to show how up to date and compliant the facilities are in terms of IPWIS and the regulations.

August Hoon

Control Environmental Officer (Grade: B): Head: Waste Management Planning



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
6 Desember 2022

16/5/6/1
WYK: 4

ITEM 7.6 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 14 DESEMBER 2022.

ONDERWERP: VOORGESTELDE STRAATNAME VIR DE HOOP ONTWIKKELING SUBJECT: PROPOSED STREET NAMES FOR THE DE HOOP DEVELOPMENT

1. BACKGROUND / AGTERGROND

Tydens die GOP en Veiligheidsvergaderings het rolspelers en gemeenskapslede hul bekommernis uitgespreek dat die polisie, ambulans en ander dienste sukkel om by die De Hoop huishoudings uit te kom omdat daar nie straatadresse is nie.

The officials from the section Human Settlements found it challenging to get the De Hoop housing committee together in this regard and confirmed that the proposal came from two sides of which members have confirmed individually as well as telephonically that they have no objection to the street names proposed and that it may be presented to Council for approval.

In terms of Swartland Municipality: street naming policy approved by the Swartland Executive Mayoral Committee on the 18th of September 2019 (Item 7.1 of 18 November 2019), any person, community or organization within the boundaries of the Swartland Municipality shall be entitled to propose the naming of a street in accordance with the said policy. Please refer to the attendance register attached as Annexure A to this report

According to Annexure A Paragraph 4 of the street naming policy, the following considerations need to be taken into account with the approval of street names in the Swartland Jurisdiction:

1 Categories of names that should be avoided

- (a) Offensive or insensitive names
- (b) Names that are cumbersome in the sense that the name may be construed as unintelligible in the spoken or written form and physically in the sense that the length of the name may be considered impractical on a street sign. The length of the name would preferably be limited to 20 characters including spaces.
- (c) Similar sounding names should be avoided
- (d) Names that could be constructed as commercial advertising

2 Guidelines and criteria for proposed names

- (a) Refer to fauna and flora
- (b) Honor and commemorate noteworthy, deceased persons associated with the Swartland Municipal Area.
- (c) Names, where appropriate should be in keeping with the theme of the surrounding street names when falling within an established suburb

- 3 In terms of Annexure A Paragraph 6 (a)(iv) of the Swartland street naming policy, in the event where nominations are being received of honour to commemorate noteworthy, deceased persons (since his / her legacy or honour can no longer be changed), the following shall apply;
- (a) A written motivation with a written permission from family members must be submitted.
 - (b) In a case where a person's name is proposed to be adopted it must be someone who no longer lives

- (c) It shall be required that the minutes and attendance list of the meeting where a street has been named, be submitted to the municipality.
- (d) Only those who are registered in that particular ward will participate in the process else, others can observe.
- (e) The Mayoral Committee shall reserve the right to send back the list to the engaged community in a case where the criteria have been flouted.

The following names were received from the De Hoop Housing Committee

	Proposed name	Recommendation	Reasons
1.	Jessie Duarte Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
2.	Ruth First Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
3.	Helen Joseph Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
4.	Albert Lithuli Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
5.	Harry Gwala Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
6.	Hope Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy. Already exist in Malmesbury
7.	Lillian Ngoyi Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
8.	Ashley Kriel Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
9.	Jerusalem Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
10.	Omega Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy. Already exist in Malmesbury
11.	N7 View Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
12.	Dove street	Recommended	Complies with policy
13	Christin Goliath Rylaan / Drive	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
14	Gert van Schalkwykstraat /Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
15	Andrew de Laurastraat / Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
16	Micheal Mafatwanastraat / Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
17	John Slingerslaan / Avenue	Not recommended	Does not comply with the Swartland Municipality: street naming policy.

18	Deon Sladestraat / Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
19	Coennie Bocksstraat / Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
20	Anton Franslaan / Avenue	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
21	Johannes Brinkstraat / Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
22	Colleen Speckman Cloetestraat / Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
23	Elisabeth de Weëstraat / Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
24	Tersia Greenstraat / Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.
25	Theodora Oosthuizenstraat / Street	Not recommended	Does not comply with the Swartland Municipality: street naming policy.

As can be seen above most of the names proposed by the committee cannot be recommended as it is not in keeping with the relevant Swartland Policy. This is mainly due to the committee not providing the written consent from the family members, due to the names being physically cumbersome due to the length being more than 20 characters, most names proposed are not of persons that were associated with the Swartland Municipal Area as well as that it is not in keeping with the theme of surrounding street names.

Due to the urgency of the matter in order to finalise the names of the streets for the first phase of the Saamstaan and De Hoop extension it is recommended that the following names be considered for approval:

The following names be considered for the section directly south of Saamstaan. It is recommended that the names continue in Afrikaans in order to continue the theme of that section of the Saamstaan neighbourhood. Please refer to the extracts of the town plan of Malmesbury attached as Annexures B and C.

- A Berghaan Street
- B Korhaan Street
- C Jakkalsvoël Street
- D Riethaan Street
- E Tarentaal Street
- F Lourie Street
- G Volstruis Street

Future names for extension of neighbourhood to support the theme be reserved as follows as it will continue the same theme;

- III Ibis Street
- JJJ Tobie Street
- KKK Reier Street
- LLL Diederikkie Street
- MMM Patrys Street
- NNN Fisant Street

OOO Kwartel Street
 PPP Wielewaal Street
 QQQ Pelikaan Street
 RRR Sterretjie Street

Alternative names that may be considered, include;

Parkiet Street	Ooievaar Street	Hadeda Street	Stormvoël Street	Meeu Street
Koekoek Street	Hamerkop Street	Eend Street	Pikkewyn Street	
Tiptol Street	Lepelaar Street	Kolgans Street	Malgas Street	

The second portion of the development to the west of the existing Saamstaan & Phola Park Phase 3 neighbourhoods, and continuing the Fauna and Flora theme, it is recommended that the following names be considered for approval. It is however recommended that these proposed names be in English for the convenience of the community in that specific area.

H Buffalo Street
 I Leopard Street
 J Lion Street
 K Caracal Slot
 L Cheetah Street
 M Jackal Street
 N Honey Badger Street
 O Rhino Street
 QQ Elephant Street

Other names to be considered may include

Civet Street	Genet Street	Suricate Street	Mongoose Street	Dassie Street
Porcupine Street	Zebra Street	Giraffe Street	Wildebessie Street	Blesbok Street
Otter Street	Duiker Street	Springbok Street	Klipspringer Street	Steenbok Street
Impala Street	Gemsbok Street	Kudu Street	Eland Street	Waterbuck Street

2. RECOMMENDATION

That Council approves the street names as proposed for registration at the Office of the Surveyor General.

AANBEVELING

Dat die Raad die voorgestelde straatname goedkeur vir registrasie by die Kantoor van die Landmeter-Generaal.

(get) J S Krieger

MUNISIPALE BESTUURDER

AMZ/ds

PROPOSED STREET NAMES AND NUMBERS FOR THE DE HOOP EXTENSION



PROPOSED STREET NAMES AND NUMBERS FOR THE DE HOOP EXTENSION





SWARTLAND MUNISIPALITEIT

P R E S E N S I E L Y S

KOMITEE: VERGADERING MET KOMITEE / Meeting with Committee

ONDERWERP: Street names for De Hoop Project

PLEK: Wesbank Gemeenskapsaal

DATE: Friday, 12 Augustus 2022

TIME: 14:00

NAME	ORGANISATION	CONTACT NUMBER	SIGNATURE
1 BULELANI PETXA	COUNCILLOR	0181964905	
2 G. Bonfile MBUYANA		0724847660	
3 T. J. J. J. J. J.		078-671 8014	
4 Johnathon Buleko	Swartland Mun	0731094092	
5 M. J. J. J. J.	"	0824029479	
6 M. J. J. J. J.	"	0639354843	
7 SABELA RASMEYI	Swartland Municipality	0739569481	
8			
9			
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11			
12			
13			
14			
15			
16			

VERSKONINGS AANGETEKEN

PERSOON AFWESIG	PERSOON GERAPPORTEER	HANDTEKENING
1		
2		
3		

GET VOORSITTER



SWARTLAND MUNISIPALITEIT

PRESENSIELYS

KOMITEE: VERGADERING MET KOMITEE / Meeting with Committee

ONDERWERP: STRATNAME

PLEK: Wesbank Gemeenskapsaal

DATE: Thursday 14 Julie 2022

TIME: 15:00

NAME	ORGANISATION	CONTACT NUMBER	SIGNATURE
1 DINNO White	WARD 11	0814028635	
2 Mkhulu Nkomo	Councillor Ward 9	0711817417	
3 Zulekha Jemxa	P.R. Councillor	0711764905	
4 Johnathan Benkes	Swartland Mun	0731074092	
5 MELVIN ARMSTRONG	M	0224029979	
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

VERSKONINGS AANGETEKEN

PERSOON AFWESIG	PERSOON GERAPPORTEER	HANDTEKENING
1		
2		
3		

GET VOORSITTER



SWARTLAND MUNISIPALITEIT

PRESENSIELYS

KOMITEE: VERGADERING MET KOMITEE / Meeting with Committee

ONDERWERP: ① Stand van Aansoek / Aansoek (2) - STRATNAME Voorstel.
③ Circulus C2 van 2021.

PLEK: Wesbank Gemeenskapsaal

DATUM: Dinsdag 5 Julie 2022

TYD: 13:00

NAAM	ADRES	KONTAK NOMMER	HANDTEKENING
1. Sajo Vermeulen	24 Pader Fels	0611 998 767	Vermeulen
2. Johnathan Benkes	Swartland vln	022 4 879 400	
3. Wm. Benkes	R.H.H.	083 285 517	
4. M. HANSEL	Swartland Rd.	022 402 9479	
5.			
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16.			

VERSKONINGS AANGETEKEN

PERSOON AFWESIG	PERSOON GERAPPORTEER	HANDTEKENING
1		
2		
3		

GET VOORSITTER



SWARTLAND MUNISIPALITEIT

PRESENSIELYS

KOMITEE: VERGADERING MET KOMITEE / Meeting with Committee

ONDERWERP:

PLEK: Wesbank Gemeenskapsaal

DATUM: Dinsdag 7 Julie 2022

TYD: 15:00

NAAM	ADRES	KONTAK NOMMER	HANDTEKENING
1 BULELANI PENXA	8968 NONKUBELA	078 196 4928	
2 BINHO WHITE	JAKARANDA	081 402 8435	
3 MOOS Jance	35 Flamingo St	198 671 2011	
4 Mthany PETERO	281 Juma Road	079 785 7593	
5 Mkhizini Ngweni	9042 Sebukhawe St	018 185 7417	
6 Sibongile Mbenyane	12284 PHASE 4	077 484 7660	
7 Sonja Venale	E4 Protea Flts	06119913109	
8 Niel de Boer	Mossburn	073 914 0271	
9			
10			
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12			
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14			
15			
16			

VERSKONINGS AANGETEKEN

PERSOON AFWESIG	PERSOON GERAPPORTEER	HANDTEKENING
1		
2		
3		

GET VOORSITTER



SWARTLAND MUNISIPALITEIT

PRESENSIELY8

KOMITEE: VERGADERING MET KOMITEE / Meeting with Committee

ONDERWERP : 1. NAAM VIR WOONBUURT / Neighbourhood Name 2. STRAATNAME / Street Names
(VOORTSELLE)

PLEK: Wesbank Blysaal

DATUM: 7 April 2022

TYD: 15:00

NAAM	ADRES	KONTAK NOMMER	HANDTEKENING
1 Dikane White	149 Kananis	081 602 3435	
2 Sajo Vemalen	13 Protea Flats	0611 995719	
3 Johnathan Banks	Swartland Municipality	022 7 879400	
4 RAYMOND MATIAS	181 ALLEN ST	074611842	
5 COLIN SANDERS	11 Brooklands	0823600719	
6 Andre de Beer	W/Burg	021940271	
7			
8			
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15			
16			

VERSKONINGS AANGETEKEN

PERSOON AFWESIG	PERSOON GERAPPORTEER	HANDTEKENING
1 Anthony Pieters	Sajo Vemalen	
2 Elizabeth Joubert	Dikane White	
3		

GET VOORSITTER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Koporatiewe Dienste
9 Desember 2022

12/1/3/1-9/1

ITEM 7.7 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 14 DESEMBER 2022

ONDERWERP: SUBJECT;	VERHUUR VAN RAADSEIENDOM TE MOORREESBURG LEASE OF COUNCIL PROPERTY AT MOORREESBURG
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1. AGTERGROND/BACKGROUND

- 1.1 Die Raad verhuur die buitegebou op erf 3432, Moorreesburg sedert 1 Desember 2014 aan me C Alberts, eienaar van 'n aangrensende eiendom.
- 1.2 *The outbuildings on erf 3432 are used by the lessee as a store room.*
- 1.3 *The term of lease of 12 months expired on 30 November 2022.
Ms Alberts sold her property to ms J Eden and consequently ms Eden now applies to lease the building for a term of 12 months.*
- 1.4 Die maandelikse huurgeld het R300,00 (BTW uitgesluit) per maand beloop.
- 1.5 Dit dien gemeld te word dat die eiendom nie as 'n afsonderlike entiteit verhuur kan word nie, weens die feit dat die eiendom nie toeganklik is anders as vanuit die eiendom van die huurder nie.

2. WETGEWING / LEGISLATION

Die Raad se Verordening insake die Oordrag van Munisipale Kapitale Bates, PK 7394 van 2015, asook die beleid daarkragtens, magtig die munisipaliteit om – in ooreenstemming met sy operasionele behoeftes en strategiese doelwitte – onder andere –

- kapitale bates te verhuur op lang- of korttermyn by wyse van onderhandeling of openbare mededinging;

3. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

Geen uitgawe vir die munisipaliteit. Die huurder betaal maandelikse huurgeld van R300.00 plus BTW, asook vir gebruik van elektrisiteit soos benodig.

4. RECOMMENDATION

- 4.1 *That the aforementioned lease property be leased to ms J Eden for a term of 12 months as from 1 December 2022 for storeroom purposes;*
- 4.2 *That the lease tariff be increased to R320.00, plus VAT, per month;*
- 4.3 *That the existing conditions of lease remain unchanged.*

4. AANBEVELING

- 4.1 Dat die voormelde huurperseel vir 'n termyn van 12 maande met ingang van 1 Desember 2022 aan me J Eden verhuur word vir doeleindes van 'n stoorkamer;
- 4.2 Dat die huurgeld na R320.00 plus BTW, per maand verhoog word;
- 4.3 Dat die bestaande huurvoorwaardes dieselfde bly.

(get) M S Terblanche

MUNISIPALE BESTUURDER

GS/



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Finansiële Dienste
6 Desember 2022
5/7/1/1/MY
WYK: NVT

ITEM 7.8 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 14 DECEMBER 2022.

ONDERWERP: UITSTAANDE DEBITEURE – DESEMBER 2022 SUBJECT: OUTSTANDING DEBT – DECEMBER 2022
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1. **AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION**

Die bylae hierby aangeheg reflekteer die besonderhede van Swartland Munisipaliteit se uitstaande debiteure vir die tydperk Desember 2022 en is saamgestel uit die volgende verslae:-

The schedule attached hereto reflects the particulars of Swartland Municipality's outstanding debt for the period December 2022 and is composed of the following reports.

- a) Outstanding debt (before levy) Residential / Business / Government / Personnel / Council Members
- b) Outstanding debt (before levy) 150 days and older
- c) Outstanding debt (before levy) 150 days and older - Legal Suite
- d) Outstanding debt (before levy) 150 days and older - Collab
- e) Statistics Cut-Off List

2. **WETGEWING / LEGISLATION**

- 2.1 Wet op Plaaslike Regering: Munisipale Stelsels Wet 32 van 2000
- 2.2 Local Government: Municipal Finance Management Act 56 of 2003

3. **KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP**

For purposes of Revenue Protection with reference to Strategic Outcome 1: A Financial Sustainable Municipality with well Maintained Assets in terms of Chapter 7 of the IDP, more specifically Output 1.1.2 – Maintain and Improve on Debt Collection.

4. **FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

- 4.1 Die uitstaande debiteure vir Oktober 2021 het R36 922,485.99 beloop terwyl die uitstaande debiteure vir November 2021 R31 989,643.15 beloop het en was 'n vermindering van R4 932,842.84.
- 4.2 Die uitstaande debiteure vir Oktober 2022 het R44 174,895.71 beloop terwyl die uitstaande debiteure vir November 2022 R37 064,945.86 beloop - 'n vermindering van R7 109.949.85.
- 4.3 Die uitstaande debiteure vir November 2021 het R31 989,643.15 beloop terwyl die uitstaande debiteure vir November 2022 R37 064,945.86 beloop - 'n vermeerdering van R5 075,302.71 in uitstaande debiteure.
- 4.4 Die uitstaande debiteure vir November 2022 is 5.20% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir November 2021 4.86% was van die inkomste uit dienste voor die nuwe maand se heffing.

5. **AANBEVELING / RECOMMENDATION**

Dat die Raad kennis neem van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Desember 2022.

That Council takes cognizance of the report with reference to the state of the outstanding debtors of Swartland Municipality for December 2022.

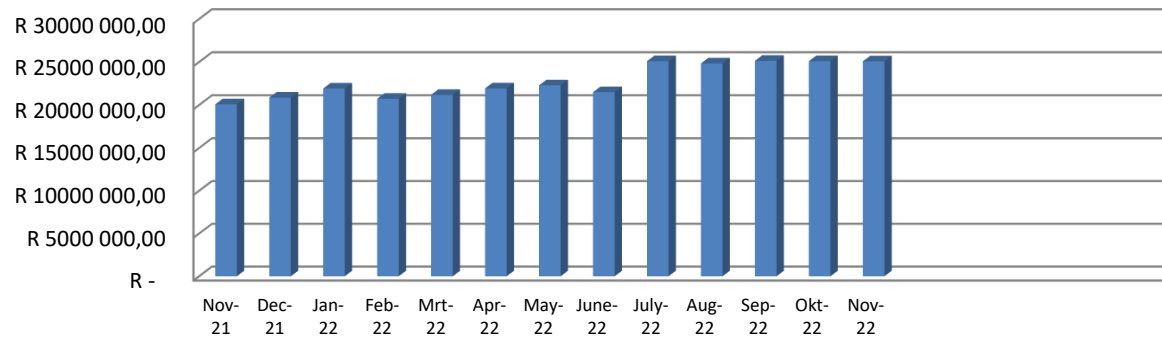
(get) M Bolton

M BOLTON
DIREKTEUR: Finansiële Dienste

OUTSTANDING DEBTORS (FUTURE EXCLUDED) MONTH END RESIDENTIAL - BUSINESS - GOVERNMENT STAFF - COUNCILLORS NOVEMBER 2022									2022/2023 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2021/2022 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2020/2021 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES
Months	Deviation same month of corresponding months of the previous year. (-) is a positive number	Total Debt	Residential	Business	Government	Staff	Councillors	Comments			
									R 713 057 993	R 658 069 842	R 573 330 277
June-22	R 5 488 094	R 35 198 806	R 30 088 519	R 2 411 046	R 2 697 612	R 1 629	R -	EFT payments day after month end received amounted to R2 336,797,15 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 411,045,65 Staff outstanding in the amount of R1 629,09 Three (3) Staff members have outstanding accounts (1 X Pre-paid electricity - 1X Conventional Electricity and 1x Eskom electricity) The Government outstanding amounted to R2 697,611,55 as a result of annual rates. The amount of R758 922,13 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5,35%	5,18%
July-22	R 3 975 409	R 33 346 638	R 30 797 319	R 1 193 799	R 1 354 961	R 559	R -	EFT payments day after month end received amounted to R2 712,574,75 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R1 193,799,27 Staff outstanding in the amount of R558,66 Three (3) Staff members have outstanding accounts (2 X Pre-paid electricity and 1X Conventional Electricity) The Government outstanding amounted to R1 354,961,06 as a result of annual rates. The amount of R0,00 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	4,68%	4,46%	5,05%
Aug-22	R -2 225 365	R 31 200 412	R 30 311 272	R 2 108 321	R -1 219 311	R 130	R -	EFT payments day after month end received amounted to R1 075,419,33 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 108,321,44 Staff outstanding in the amount of R129,82 - One(1) Staff member has an outstanding account - Pre-Paid electricity)) The Government outstanding amounted to -R1 219,310,98 as a result of annual rates. The amount of R5 977,547,40 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	4,38%	5,08%	5,84%
Sept-22	R 6 110 359	R 38 178 465	R 33 553 572	R 4 406 314	R 217 814	R 765	R -	EFT payments day after month end received amounted to R1 581,839,65 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R4 406,314,32 Staff outstanding in the amount of R764,71 - TWO(2) Staff members have outstanding accounts - 2 x Pre-Paid electricity) The Government outstanding amounted to R217 813,61 as a result of annual rates. The amount of R1 639,357,70 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,35%	4,87%	6,07%
Oct-22	R 7 252 410	R 44 174 896	R 34 268 074	R 8 445 514	R 1 456 494	R 4 815	R -	EFT payments day after month end received amounted to R2 845,709,51 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R8 445,513,81 Staff outstanding in the amount of R4814,55 - FIVE (5) Staff members have outstanding accounts - 4 x Pre-Paid electricity and 1x Conventional Electricity) The Government outstanding amounted to R1 456,493,54 as a result of annual rates. The amount of R24 696,72 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	6,20%	5,61%	6,69%
Nov-22	R 5 075 303	R 37 064 946	R 34 171 479	R 2 682 516	R 205 643	R 5 307	R -	EFT payments day after month end received amounted to R1 074,717,53 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 682,516,10 Staff outstanding in the amount of R5306,96 - Three (3) Staff members have outstanding accounts - 1 x Pre-Paid electricity and 2x Conventional Electricity) The Government outstanding amounted to R205 643,46 as a result of annual rates. The amount of R93 121,52 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,20%	4,86%	6,96%

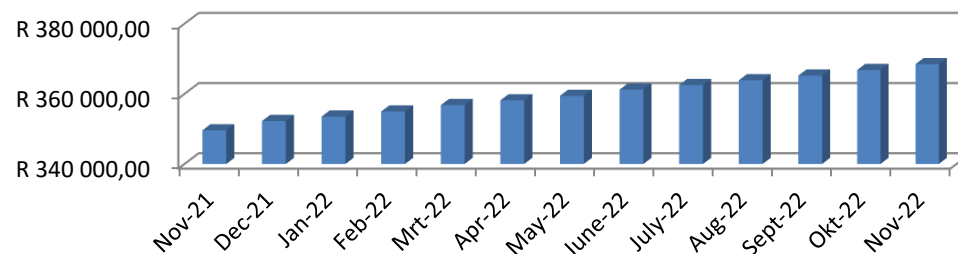
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) NOVEMBER 2022			Comparative Period 2021- 2022	
Month	Before Levy			
Nov-21	R	20 084 499,60	R	2 388 638,26
Dec-21	R	20 866 464,09	R	2 446 905,55
Jan-22	R	21 917 794,24	R	2 483 818,47
Feb-22	R	20 726 613,85	R	-1 438 747,40
Mrt-22	R	21 183 174,94	R	-1 731 362,35
Apr-22	R	21 937 941,09	R	-1 965 168,19
May-22	R	22 291 862,23	R	4 020 577,16
June-22	R	21 490 622,35	R	4 836 753,58
July-22	R	25 101 162,41	R	4 177 361,65
Aug-22	R	24 842 160,04	R	4 875 586,56
Sep-22	R	25 143 461,10	R	5 234 802,91
Okt-22	R	25 097 612,66	R	5 243 626,65
Nov-22	R	25 077 433,18	R	4 992 933,58

**OUTSTANDING DEBT
150 DAYS & OLDER
Before Levy(MONTH END)
NOVEMBER 2022**



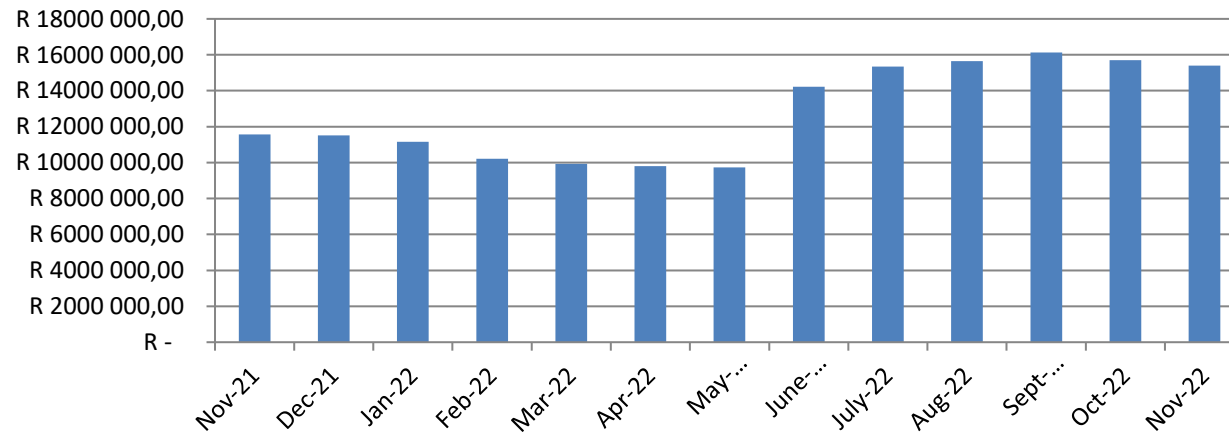
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) - Legal Suite NOVEMBER 2022		Comparative Period 2021-2022	
Month	Before Levy		
Nov-21	R 349 602,60	R	-183 531,80
Dec-21	R 352 261,84	R	-182 762,06
Jan-22	R 353 514,02	R	-183 820,41
Feb-22	R 354 951,12	R	-184 233,53
Mrt-22	R 356 799,06	R	-194 152,44
Apr-22	R 358 156,35	R	-200 465,69
May-22	R 359 422,48	R	22 188,26
June-22	R 361 211,91	R	19 082,67
July-22	R 362 518,56	R	19 187,97
Aug-22	R 363 868,39	R	19 294,29
Sept-22	R 365 218,42	R	18 111,90
Okt-22	R 366 793,17	R	18 443,23
Nov-22	R 368 452,84	R	18 850,24

**OUTSTANDING DEBT
150 DAYS & OLDER
Before Levy(MONTH END)
- Legal Suite
NOVEMBER 2022**

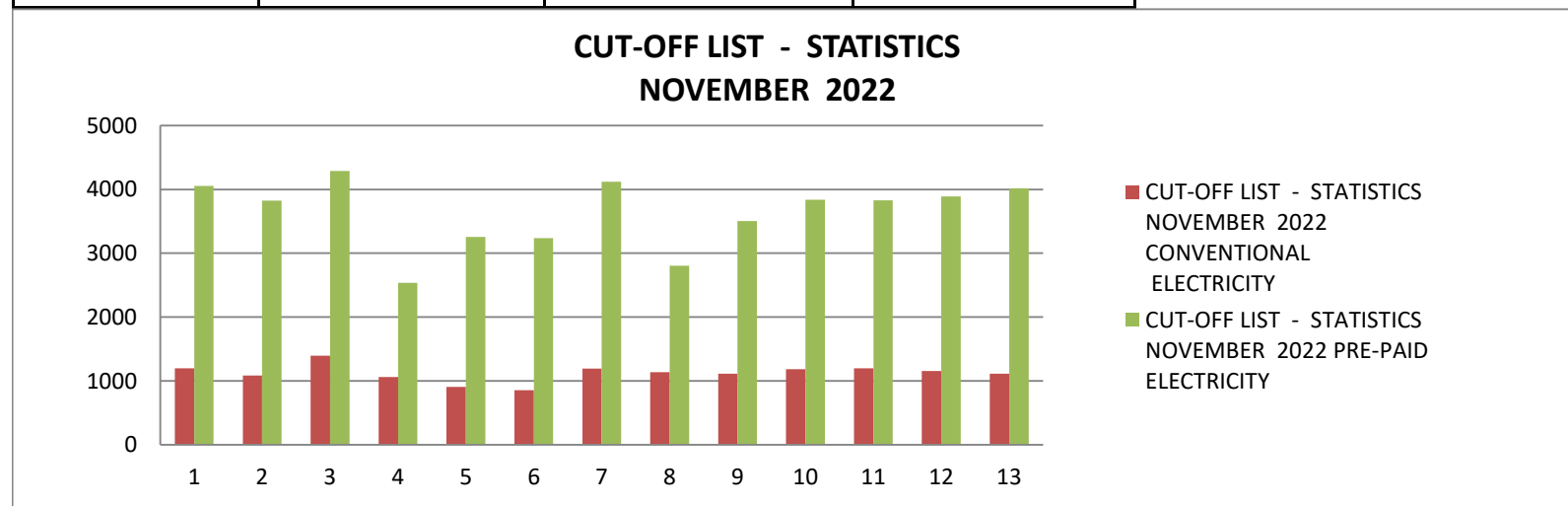


OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab NOVEMBER 2022		Comparative Period 2021 - 2022
Month	Before levy	
Nov-21	R 11 566 035,99	R 1 413 830,35
Dec-21	R 11 507 219,77	R 1 205 785,91
Jan-22	R 11 150 473,54	R 598 011,87
Feb-22	R 10 211 399,53	R -611 603,56
Mar-22	R 9 921 086,49	R -464 947,57
Apr-22	R 9 798 783,55	R -292 258,55
May-22	R 9 724 119,16	R 1 928 434,58
June-22	R 14 220 633,79	R 3 754 674,73
July-22	R 15 350 180,25	R 3 589 362,69
Aug-22	R 15 648 685,84	R 3 432 976,72
Sept-22	R 16 136 044,50	R 3 572 923,89
Oct-22	R 15 704 063,21	R 3 709 032,71
Nov-22	R 15 402 686,66	R 3 836 650,67

OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab November 2022



CUT-OFF LIST - STATISTICS NOVEMBER 2022			
MONTHS	CONVENTIONAL ELECTRICITY	PRE-PAID ELECTRICITY	COMMENCEMENT DATE PHYSICAL CUT-OFF
Nov-21	1196	4053	8 December 2021
Dec-21	1084	3823	11 January 2022
Jan-22	1397	4290	7 February 2022
Feb-22	1062	2539	9 Maart 2022
Mar-22	907	3257	11 April 2022
Apr-22	853	3237	9 May 2022
May-22	1195	4120	8 May 2022
June-22	1136	2804	11 July 2022
July-22	1115	3504	10 August 2022
Aug-22	1185	3837	12 September 2022
Sept-22	1198	3830	10 October 2022
Oct-22	1153	3888	8 November 2022
nov-22	1113	4017	7 December 2022



ITEM: 7.9 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 14 DECEMBER 2022.

ONDERWERP:	VORDERING MET UITSTAANDE VERSEKERINGSEISE
SUBJECT:	OUTSTANDING INSURANCE CLAIMS PROGRESS

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

Effective and sound asset management is critical to any business environment whether in the private or public sector. Asset safekeeping in the main, involves, whilst not limited to the latter, the protection and safeguarding of assets against potential damage, theft, and safety risks, whilst insurance cover provides selected and limited coverage for the accidental loss of the asset value.

2. WETGEWING / LEGISLATION

Section 63 of the Local Government: Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

Verwys na 1.4.1 van die GOP/ Refer to 1.4.1 of the IDP

"Maintain and utilise assets effectively and efficiently- Implement an asset register that complies with Generally recognised Accounting Practice (GRAP) standards. In an effort to establish an asset management programme, compile a maintenance plan linked to the asset register, calculate escalated replacement cost of assets, and establish operating costs of assets and compare to standard."

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

Excess	1 July 2022 – 30 November 2022	:R 181 921.30 (paid)
Excess	Outstanding claims	:R 67 790.04 (outstanding)

5. AANBEVELING / RECOMMENDATION

Voorgelê vir u kennisname/
Tabled for cognisance

(Get) M BOLTON

.....
DIREKTEUR: Finansiële Dienste

OUTSTANDING CLAIMS: COUNCIL

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2022/61	SWA2021-22/SW/52/C	Civil Services: Sewerage	08/02/2022	24/05/2022	Property Loss, Dissolved Oxygen Probes	388 654,00	25 000,00	The dissolved oxygen probes on the membrane bioreactor at the WWTW was damaged due to loadshedding, causing the temperature compensation sensor to fail. On the 13 July 2022 Guardrisk escalated the claim to management for their approval, due to the late submission of the claim. The insurer rejected the claim in November 2022, providing reasons for the rejection as normal wear and tear . A dispute was submitted to insurer requesting them to review the rejection.
2022/62	CLGRMUM-865648	Civil Services: Water	30/05/2022	01/06/2022	Property Loss: Burst Geyser, Multipurpose Centre	9 312,01	1 000,00	The plumber confirmed that the burst geyser was due to high water pressure. The geyser was replaced. Excess payment outstanding due to the fact that the supplier used by insurance is not registered on the CSD. Our Supply Chain Management unit is currently assisting the supplier to register on CSD. The Company's tax status is non-compliant and this matter was referred to the insurer for finalization.
2023/01	CLGRMUM-867252	Traffic Department	15/06/2022	04/07/2022	Motor Damaged, CK41293	10 500,00	-	SASRIA claim was submitted after the vehicle was damage during a protest. Feedback received from Opulentia (our insurance broker) during October and November that SASRIA was still busy processing the claim.
2023/06	SWA2021-22/SW/60/M	Traffic Department	16/06/2022	21/07/2022	Motor Damaged: CK44780	31 855,62	-	SASRIA claim was submitted after the vehicle was damage during a protest. On the 14 November 2022 we received confirmation from the insurer that the repair to CK44780 was approved.
2023/13	SWA2022-23/SW/08/T	Civil Services: Electric	23/08/2022	02/09/2022	Property Loss, Gene Louw Sports Ground	61 354,29	25 000,00	Theft of a control box and cables at Gene Louw Sports Grounds at the Broadcasting booth. Brokers received a rejection letter from Guardrisk which they challenged, outcome on this is still outstanding. On 28 September 2022 the responsible official discovered that there was a break-in at the Darling Stores.
2023/22	SWA2022-23/SW/20/AR	Civil: Parks & Recreation	28/09/2022	03/11/2022	Property Loss: Darling, Stolen Chainsaw	11 653,02	2 500,00	This claim was submitted late due to the outstanding Police report and quotation. Guardrisk have accepted the reasons for late notification. Approval for this claim is still pending.
2023/23	CLGRMUM-871450	Civil: Parks & Recreation	26/10/2022	07/11/2022	Motor glass: CK36823	18 079,48	4 519,87	A stone reflected from a third party vehicle and hit the windscreen of CK36823. Confirmation from the insurer to replace the windscreen was received on 16 November 2022.
2023/25	CLGRMUM-871683	Traffic Department	07/11/2022	10/11/2022	Motor glass: CK42193	2 937,18	734,29	A stone reflected from a third party vehicle and hit the windscreen of CK42193 .Confirmation from the insurer to replace the windscreen was received on 10 November 2022.
2023/26	SWA2022-23/SW/24/M	Civil Services: Sewerage	14/11/2022	17/11/2022	Motor Damaged, CK53982	3 588,81	5 000,00	During a after hours call out the official locked the keys inside the vehicle and damaged the door of the vehicle while trying to get it unlocked. Approval from insurer is still pending.
2023/27	CLGRMUM-872326	Civil Services: Electric	21/11/2022	25/11/2022	Motor glass: CK24542	7 054,23	3 500,00	A stone reflected from a third party vehicle and hit the windscreen of CK24542. Confirmation from the insurer to replace the windscreen was received on 25 November 2022.
2023/28	CLGRMUM-872330	Civil Services: Electric	23/11/2022	25/11/2022	Motor glass: CK13265	2 143,51	535,88	A stone reflected from a third party vehicle and hit the windscreen of CK13265. Confirmation from the insurer to replace the windscreen was received on 25 November 2022.
2023/29		Civil: Parks & Recreation	22/11/2022	25/11/2022	Property Loss: Wesbank Sports Ground	Outstanding		On 22 November 2022 the responsible official discovered that cables had been stolen at the Wesbank Sports Ground. Pending confirmation for the approval of the claim . Quotations are still outstanding.
547 132,15						67 790,04		

FINALISED CLAIMS

Number	Claim number	Directorate	Incident	Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2023/19	CLGRMUM-870233	Civil Services: Sewerage	06/10/2022	06/10/2022	Motor glass: CK50003	3 850,13	3 500,00	The excess amount was paid to the supplier on 1 November 2022.
2023/04	CLGRMUM-868352	Civil Services: Water	14/07/2022	15/07/2022	Motor Damaged: CK10564	30 317,63	5 000,00	The excess amount was paid to the supplier on 1 November 2022.
2023/20	CLGRMUM-871378	Traffic Department	29/10/2022	03/11/2022	Motor glass: CK54123	1 416,32	500,00	The excess amount was paid to the supplier on 14 November 2022.
2023/14	CLGRMUM-869367	Finance: Pool Vehicle	13/09/2022	13/09/2022	Motor Damaged, CK14838	53 995,22	5 729,68	The excess amount was paid to the supplier on 15 November 2022.
2023/24	CLGRMUM-871696	Civil: Parks & Recreation	17/10/2022	07/11/2022	Property Loss: Darling Cemetery	50 013,93	25 000,00	EFT Payment received on 29 November 2022. Receipt number 064848 . Amount received R25 013,93.
139 593,23						39 729,68		

REPUDIATE

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2023/21	CLGRMUM-871563	Civil: Parks & Recreation	24/10/2022	03/11/2022	Property Loss: Rosenhof Sports Ground	3 861,00	5 000,00	Claim closed because the damage/loss falls within the excess amount. Quotes were received after registration of claim.
3 861,00						5 000,00		



Verslag Φ Inxelo Φ Report

Office of Directorate: Financial Services
28 November 2022

8/1/B/2

ITEM 7.10 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 14 DECEMBER 2022

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES : MUNICIPAL FINANCIAL SUSTAINABILITY INDEX (MFSI)
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1. BACKGROUND.

This service is designed around the well-known Municipal Financial Sustainability Index (MFSI™) and is offered in response to calls from the municipal sector for assistance in using the MFSI as a benchmark, and to achieve measurable improvements in its components. The focus remains on improving financial sustainability, a crucial factor in ensuring the ability to deliver services as required in each municipal area.

Fundamentally, an improvement in the financial sustainability will also strengthen the municipality's ability to attract new businesses to its area. The MFSI™ is a scoring model introduced to the South African market in 2011. It evaluates a number of financial and related components of a municipality and scores these components out of 100. Annually, the index analyses cover the 100 largest local municipalities and the eight metros. Ratings Afrika is the **sole supplier** of this kind of financial analysis on municipalities. The Municipal Financial Sustainability Index (MFSI™) is a registered trade mark.

The Extended MFSI™ Service offered includes the following:

1. Swartland Municipality will receive the two page MFSI™ report based on our analysis of the Annual Financial Statements of the municipality. The report provides the MFSI™ scores of the municipality over five years in six separate components; although the analysis is based on the historical financial results, the trend over a five-year period gives an indication of the possible future sustainability.
2. An additional report of five to six pages with more in-depth analysis of the financial statements, and feedback and guidance is given on the key component levels achieved by the municipality. The objective is to identify constraining and supporting factors such as revenue enhancement that will improve long-term financial sustainability. A sound level of financial sustainability would enable the municipality to increase its spending on infrastructure development and to expand its service delivery, which might be attractive to prospective investors.
3. MFSI™ analyses of and feedback on the municipality's Medium-Term Budget (financial plan) of the municipality. This can include a sensitivity analysis (what-if scenarios) on key financial parameters such as a change in the collection rate or the level of borrowings, to enable the municipality to determine if its budget incorporates appropriate features to improve future financial sustainability.
4. A feedback session is scheduled with the Executive Management, Mayor and relevant councillors to discuss our findings, provide recommendations on possible strategies to improve the financial sustainability and to answer questions the municipality might have.

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

- 2.1 in an emergency;
- 2.2 if such goods or services are produced or available from a single provider only;

- 2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- 2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or
- 2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.”

3. FINANCIAL IMPLICATIONS

The expenditure will be allocated to vote number 9/209-496-888 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The delivery of the waste removal service aligns with Strategic Goal 4: (Caring, Competent and Responsive Institutions, Organisations and Business)

5. RECOMMENDATION

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2 That cognisance be taken of the action of the Municipal Manager to approve the Municipal Financial Sustainability Index (MFSI) service for the amount of R 40 000 excluding VAT.
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - Whilst there are many other rating agencies, Ratings Afrika is the only provider of this kind of sustainable financial analysis on municipalities allowing for extensive benchmarking and use of same by the CFO as a management information tool when preparing budgets. The Municipal Financial Sustainability Index (MFSI™) is a unique tool built around municipal financial sustainability. It is impractical to test the market.
- 5.4 That it be noted that the expenditure will be allocated to vote 9/209-496-888 and that there is sufficient funding available for the quoted amount of R 40 000 excluding VAT.
- 5.5 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements when compiled.

(get) M Bolton

Director: Financial Services



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
22 November 2022

8/1/B/2

ITEM 7.11 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 14 DECEMBER 2022

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF AIR SCOUR BLOWER, MALMESBURY WWTW

1. BACKGROUND

The Malmesbury waste water treatment works utilises membrane technology for the tertiary treatment process. The treatment process require coarse bubble aeration for the scouring of membranes to prevent fouling and for biological treatment. Aeration is achieved by four Aerzen air blowers units. The Aerzen blower units are German manufactured and serviced and repaired by the original manufacturer support in South Africa, Aerzen Airgas (Pty)Ltd.

One of the blower units were removed for service and repairs by Aerzen Airgas (Pty)Ltd and a quotation to the amount of R 76,756.88 (excluding VAT) was received.

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT), a formal tender process must be followed. However the Municipal Manager has approved that the service and repairs be performed by the original manufacturer support in South Africa, Aerzen Airgas (Pty)Ltd as the service is only available from this single service provider.

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

- 2.1 in an emergency;
- 2.2 if such goods or services are produced or available from a single provider only;
- 2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- 2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves;
or
- 2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.”

3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/239-57-1041 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The operation of wastewater treatment works aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

5. RECOMMENDATION

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2 That cognisance be taken of the action of the Municipal Manager to approve that the service and repairs of an Aerzen blower unit at the Malmesbury waste water treatment works be performed by the original manufacturer support in South Africa, Aerzen Airgas (Pty)Ltd.
- 5.2 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - Aerzen Airgas (Pty)Ltd is the original manufacturer support in South Africa for the German manufactured Aerzen blower units; and
 - The service is only available from the single service provider.
- 5.3 That cognisance be taken that the expenditure was allocated to mSCOA Code: 9/239-57-1041 and that there is sufficient funding available for the quoted amount of R76,756.88 (excluding VAT).
- 5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES

JB/ma



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
30 November 2022

8/1/B/2

ITEM 7.12 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 14 DECEMBER 2022

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES : REPAIRS OF IRRIGATION PUMP AT THE MALMESBURY WASTEWATER TREATMENT WORKS.

1. BACKGROUND

Treated effluent from the Malmesbury Waste Water Treatment Works is used for irrigation purposes at the various sports grounds and the Golf Club in Malmesbury. The treated effluent is pumped from the treatment works through an irrigation network supplying treated effluent to the various sports grounds. Three pump sets are in use to supply the treated effluent to the irrigation systems. One of the pump sets has suffered mechanical damages resulting in a interruption in the supply of irrigation water.

Tricom Africa was requested to assess the extent of the repair work required and to prepare a quotation.

The quotation amounts to R 70,945.28 (excluding VAT).

The Supply Chain Management Policy states that for any amount higher than R30 000 (including VAT), a formal tender process must be followed. However, damages would have been incurred while following due process to playing fields and golf course greens without operational irrigation systems. The Municipal Manager has therefore approved that the repairs be handled by Tricom Africa as an emergency.

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

- 2.1 in an emergency;
- 2.2 if such goods or services are produced or available from a single provider only;
- 2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- 2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves;
or
- 2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.”

3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/249-849-259 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The provision of functioning irrigation systems for public sport facilities aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

5. RECOMMENDATION

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2 That cognisance be taken of the action of the Municipal Manager to approve the repairs to the irrigation pump at the Malmesbury WWTW by Tricom Africa.
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - The irrigation pump would have been left out of service for an extended period of time following due process;
 - This would have resulted damages to playing fields and golf course greens without operational irrigation systems;
 - The repair work to the pump was therefore handled as an emergency.
- 5.3 That it be noted that the expenditure was allocated mSCOA Code: 9/249-849-259 and that there is sufficient funding available for the quoted amount of R 70,945.28 (excluding VAT).
- 5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
LDZ/ma



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
22 November 2022

8/1/B/2

ITEM 7.13 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 14 DECEMBER 2022

**SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT
REPAIR WORK TO THE DRUMSCREEN AT THE INLET WORKS OF THE
MALMESBURY WWTW**

1. BACKGROUND

The inlet works at the Malmesbury Waste Water Treatment Works is equipped with two drum screens. The drum screens are part of the primary treatment process where foreign objects such as rags, motorcar engines, stones etc. are removed. The purpose of primary treatment is to protect downstream mechanical and electrical equipment and to enable biological treatment processes. One of the drum screens has suffered mechanical failure that had to be repaired as an emergency in order to prevent damages to downstream equipment.

A quotation was requested from GW Trautmann who is a reputable service provider with the required skills and equipment to execute the repairs. The quotation amounted to R 59,436.04 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT), a formal tender process must be followed. However the Municipal Manager has approved that the repairs to the drum screen be handled as an emergency due to the inevitable damages to downstream mechanical equipment should the drum screen be out of service for an extended period.

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

- 2.1 in an emergency;
- 2.2 if such goods or services are produced or available from a single provider only;
- 2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- 2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or
- 2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements."

3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/239-851-689 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The operation of wastewater treatment works aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

5. RECOMMENDATION

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2 That cognisance be taken of the action of the Municipal Manager to approve repairs to the drum screen at the inlet works of the Malmesbury Wastewater Treatment Works.
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - The drum screen would have been left out of service for an extended period of time following due process;
 - This would have resulted in inevitable damages to downstream mechanical equipment; and
 - The repair work to the drum screen therefore had to be handled as an emergency.
- 5.4 That it be noted that the expenditure was allocated to mSCOA Code: 9/239-851-689 and that there is sufficient funding available for the quoted amount of R 59,436.04 excluding VAT.
- 5.5 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES

JB/jb



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
22 November 2022

8/1/B/2

ITEM 7.14 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 14 DECEMBER 2022

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO THE SUBMERCIBLE PUMPS AT THE SEWER PUMPSTATION IN ABBOTSDALE.

1. BACKGROUND

The Abbotsdale sewer pump station collects and transfers raw sewerage from Abbotsdale to the Malmesbury WWTW. The pump station is equipped with two pump sets configured in a one plus one arrangement. Both pumps suffered mechanical failure simultaneously due to foreign objects in the pump station. The failure resulted in the flooding of raw sewerage and failure of the sewer collection system.

CAW was requested to assess the extent of the repair work required and to prepare a quotation.

The quotation amounts to R 42,571.25 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT), a formal tender process must be followed. However the Municipal Manager has approved that the repairs to the pumps be handled as an emergency due to the failure in sewer collection system.

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

- 2.1 in an emergency;
- 2.2 if such goods or services are produced or available from a single provider only;
- 2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- 2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or
- 2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.”

3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/240-849-381 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The provision of sewer services aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

5. RECOMMENDATION

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2 That cognisance be taken of the action of the Municipal Manager to approve the repairs the submersible pumps at the sewer pump station in Abbotsdale by CAW.
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - The submersible pumps would have been left out of service for an extended period of time following due process;
 - This would have resulted in flooding of raw sewerage in the environment and failure of the sewerage collection system;
 - The repair work to the pumps had therefore to be handled as an emergency.
- 5.4 That cognisance be taken that the expenditure was allocated to mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R 42,571.25 (excluding VAT).
- 5.5 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES

JB/jb



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
9 Desember 2022

15/3/3-1/Erf 167

ITEM 7.15 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSVERGADERING WAT GEHOU SAL WORD OP 14 DESEMBER 2022

SUBJECT: ABBOTSDALE: BOTTERKLOOF(ERF 167) HOUSING PROJECT: WAIVING OF DEVELOPMENT CHARGES
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1. BACKGROUND

The Executive Mayoral Committee granted approval on 23 January 2019 for the exemption of the development charges (capital contributions at the time) per unit for a flats development (26 flats) as it is part of subsidized housing.

The exemption included only the development charges of Swarthland Municipality for water, sewerage and streets and stormwater, and not the West Coast District Municipality's regional water contribution.

Since 2019 the provision of regional bulk water has been taken over by Swarthland Municipality. This implies that the regional water contribution (regional water levy as known today) is levied by Swarthland Municipality.

The Botterkloof Boerdery (Pty) Ltd was under the impression at the time of the decision in 2019 that all development charges were exempted, which is not the case.

The Botterkloof Boerdery (Pty) Ltd now request that the development charges for the regional water levy of R136 131,25 also be exempted as Swarthland Municipality is the decision making authority.

The motivation of the Botterkloof Boerdery (Pty) Ltd remains the same as presented in 2019.

Please see attached the following annexures:

Annexure A – Locality plan

Annexure B – Botterkloof Boerdery Pty Ltd motivation of 2019

Annexure C – Botterkloof Boerdery Pty Ltd request dated 8 December 2022

2. RECOMMENDATION

- (a) Consent be granted that the development charges per unit with regards to the regional water levy for this project be waived as it is part of subsidized housing;
- (b) Alternatively, the owner/developer is responsible for a development charge of R136 131,25 at a discount of 35% towards the bulk supply of regional water, at clearance stage. The amount is payable to the Swarthland Municipality, valid for the financial year of 2022/2023 and may be revised thereafter. Payment be made to vote number (mSCOA 9/249-176-9210) before clearance be given in terms of the Land Use Planning By-Law.

(get) A M Zaayman

MUNICIPAL MANAGER

AMZ/ds



Rat Bus

Enquiries Dirk Mostert
Contact 084 250 2594
Email dirk@raucon.co.za

Botterberg Boerdery (Pty) Ltd
PO Box 7280
Paarl 7623

The Municipal Manager
Swartland Municipality Att: Johan Steenkamp
Private Bag X52
Malmesbury 7300
swartlandmun@swartland.org.za
alwyn@swartland.org.za

Re: Housing Project: Erf 167 Abbotsdale, Malmesbury

BACKGROUND

The farms Botterkloof and Klein Botrivier are situated against the Paardeberg Mountain, between the towns of Malmesbury and Wellington. The two farms were bought by its current owners in November 2016. Although the farms were used for production of mainly fruits for export, the intent is to change the focus to sheep farming. In total there were living 26 families on the farm when the title deed was transferred. It is the intent of the current owner to assist our workers, as well as the retired pensioners to acquire their own homes.

OUR JOURNEY THUS FAR

We want to stress that we understand that housing, especially where farm workers are involved, is a very emotional issue. Given the reality of a sluggish economy, the retrenchment and even eviction from farms of workers in the agricultural sector, is a reality.

During our initial research it was evident that there is a huge backlog when it comes to the supply of housing at municipal level – waiting lists in some instances are so long that people, especially the elderly, stands little chance of owning their own homes. It was therefore decided that the farm will buy land and build houses for our workers and the pensioners currently residing on the farm. Hence erf 167 was bought in Abbotsdale, Malmesbury during September 2017. The rezoning of the said erf was approved in June 2018 (Swartland Ref 15/3/3-1/Erf_167 refers).

We have acquired the help of a consultant who is already busy with an extensive education program with the beneficiaries in order to empower them as far as the process is concerned, educating them on the responsibilities of home ownership and attending to legalities, i.e. the importance of a will, etc.

The preliminary budget for the project is R 5 500 000.00. This includes the acquisition of the plot, building cost, professional and consultancy fees and transfer costs. With this budget the farm aims to build 26 duplex type houses – clustered in three blocks. The project will be NHSRF registered and will be of good quality and therefore meet and/or surpass all municipal conditions and requirements. It is further envisaged that the farm will receive approximately R 3 800 000.00 in the form of individual Capital Subsidy and HHSP Subsidy for this project from the Province (Dept of Human Settlement).

.../2

The shortfall of R 1 700 000,00 will be subsidised by the farm, as it is the intention to provide the houses at no cost to the beneficiaries. On 27 August 2018 representatives of Botterberg Boerdery had a meeting where Mr Brian Denton (Dept of Human Settlement : Western Cape), Mr Sylvester Arense and Mr Alwyn Zaayman (both from Swartland Municipality) were present. We are grateful for the spirit of the meeting as well as the huge amount of good will expressed by all towards the project.

Capital Contributions

The letter of approval refers to capital contributions of R 334 006,60 payable by Botterberg Boerdery Pty Ltd (after a 40% rebate on some contributions) at building plan stage. This was an expense that was not budgeted for initially. In the light of the fact that :

1. this is not a construction exercise with the aim of making profit
2. the farm is already contributing about R 1 700 000 out of own pocket
3. the social and financial benefits for individuals whom, in normal circumstances, would not have the opportunity to receive such benefits


the owners are hereby requesting the Council to waive the Capital Contributions payable.

While considering our request, please also take note that :

- The subsidies involved will come from the Provincial budget – hence no direct expense for Swartland Municipality
- We see this as an partnership between ourselves, local government and provincial government to provide for beneficiaries in the agricultural sector
- If done successfully, this project can be held as a "best practise" and rolled out to encourage other farms and municipalities to copy

In conclusion we want to express our gratitude for the opportunity to address Council in this matter and sincerely hope for a favourable response.

Kind regards


DV Mostert
f/ Botterberg Boerdery (Pty) Ltd
0842502594

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Botterberg Boerdery (Pty) Ltd
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8 December 2022

The Municipal Manager
Swartland Municipality Att : Alwyn Burger
Private Bag X52
Malmesbury 7300
alwynburger@swartland.org.za

Re : Housing Project : Erf 167 Abbotsdale, Malmesbury

Thank you for the opportunity to write to you once again regarding this project. To put this request into perspective, you must please refer to my written request to The Executive Mayoral Committee (copy attached). The same day the meeting was held (2019/01/23) and the day after, I received numerous calls from officials and councillors involved, informing and congratulating me on the fact that my request was successful. The farm was indeed grateful for the fact that The Committee lend us a favourable ear. In due course I also received a letter from Swartland (15/3/3-1/Erf_167) dated 2019/02/11. I noticed that this letter only referred to some of the Capital Contribution – excluding the contribution regarding Bulk Water Supply. However, in my initial request, I asked for the amount of R 334 006.60 to be waived by the Municipality. As I had received a letter at a later stage (15/3/3-1/Erf_167 dated 2020/11/03) from the Municipality that that exact amount was indeed waived, I did not interrogate the matter further.

Due to some administrative "hurdles" (believe me during this process there were plenty), we did not start with construction immediately. Once we were ready to commence with construction, I visited your offices to make payment. The contribution for Bulk Water Supply, did come up again. An official from Swartland (unfortunately I do not know who he was), told the lady at the counter that he had first-hand experience of the farm's request and The Committee's decision and that no Capital Contributions were payable. I paid an amount of R 14 662.25 and we proceeded with construction phase.

The construction was finalized, and the farm can finally start to transfer the properties to the beneficiaries. After the attorney handling the conveyances requested the Clearance Certificate, they were informed by Swartland that this Capital Contribution regarding Bulk Water Supply is still outstanding.

Please bear in mind that I'm not familiar with Council and the Municipality's internal processes and lingo, but to me the issue is very confusing. If the Committee, at the time of my first request, did not have the authority to take a decision on that item, I should have been informed likewise, in which instance I would have pleaded my case in that regard to the relevant authority. I do however have it that Council can indeed decide on this matter now.

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I am sure that I have motivated adequately in my initial request, that we never started this process to benefit financially (as a developer would). Our aim was to provide for our workers and give them not only a home, but also give them significant financial stability by providing a property, registered in their names, without any financial burden to themselves. The farm financed this whole project with own funds. The expenses during the construction were considerably more than budgeted for due to the prolonged administrative process that had to be followed. Therefore, I request that the Committee must please consider the amount of R 136 131,25 payable.

Kind regards

DV Mostert
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0842502594