



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services
21 August 2023

5/1/4
WYK: Alle

ITEM 4.1 VAN DIE AGENDA VAN 'N RAADSVERGADERING WAT GEHOU SAL WORD OP 24 AUGUSTUS 2023

ONDERWERP: GOEDKEURING VAN DIE 2023/2024 OORROL AANSUIWERINGSKAPITAAL EN BEDRYFSBEGROTING

SUBJECT: APPROVAL OF THE 2023/2024 ROLL-OVER ADJUSTMENTS CAPITAL AND OPERATING BUDGET

1. BACKGROUND

At year-end on 30 June 2023, certain projects appropriated for implementation and completion in the 2022/23 financial year could not be completed in time due to delays and the timing of new emergency grant funding only received during March of 2023.

Further to the above, the Western Cape Education Department (**see Annexure C attached**) made available R20 million towards the development costs associated with municipal services to enable the building of a new school by around January 2024, in Malmesbury (Erf 13011). The roll-over application for the Emergency Municipal Load-Shedding Relief grant was also approved by Provincial Treasury (**see Annexure D attached**). ***To enable the completion of these and other projects, it is necessary to urgently incorporate same in the already approved 2023/24 budget***, by means of the proposed adjustments to the capital and operational budget, occasioned by minor erroneous appropriations, during the main budget, apart from the effect on the gross surplus due to the additional funding.

SECTION 28 MUNICIPAL ADJUSTMENTS BUDGETS

In terms of Section 28 of the Municipal Finance Management Act, Council may revise an approved annual budget through an adjustments budget subject to provisions of section 28 of the MFMA:

(1) A municipality may revise an approved annual budget through an adjustments budget (in the context of the proposed adjustments, the following section under (2), applies;

(2) An adjustments budget-

- (b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
- (e) may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;
- (f) may correct any errors in the annual budget; and

2. HIGH-LEVEL DISCUSSION / MOTIVATION

The adjustments in respect of the Capital Budget for 2023/2024 will result in an increase of R 31 751 432, which will increase the 2023/24 capital budget from R 209 052 395 to R 240 803 827.

The adjustments in respect of the Operating Budget for 2023/2024 will result in the gross budgeted surplus of R 121 155 119 increasing to R 149 338 396 including capital grants and contributions. **The budgeted net surplus excluding capital grants and contributions was R 13 768 176 and will decrease to a budgeted net surplus of R 13 358 176. At this juncture it is appropriate to emphasize that the aforementioned net surplus of R 13 358 176 is the more appropriate measurement of budgeted surpluses/deficits from a budgeted cash flow perspective.**

The adjustments to the 2023/2024 balance sheet budget are mainly due to a combination of adjustments to the capital and operating budgets.

2.1 OPERATING EXPENDITURE

Operating expenditure must increase from R 1 071 330 062 to R 1 072 205 062. The R 875 000 increase in operating expenditure was influenced in the main by the following: (Self explanatory notes attached as **Annexure A**)

- **Employee related costs** increases by R 357 00 due to the Chemical Operations Learnership appointments of unemployed youth, funded by the unspent CHIETA funding;
- **Contracted Services** increases by R 418 000 relating to the expenses for Training funded by CHIETA and additional expenses for Environmental Legislation (previously erroneously appropriated);
- **Operational Cost** increases by R 100 000 relating to the additional expenses for Survey Costs.

2.2 OPERATING REVENUE

Operating revenue must increase from R 1 192 485 181 to R 1 221 543 458. The R 29 058 277 increase in operating revenue was influenced in the main by the following: (Self explanatory notes attached as **Annexure A**)

- **Transfers Recognised – Operational** increases by R 465 000 due to the unspent CHIETA funding that was received from The Chemical Industries Education and Training Authority;
- **Transfers Recognised – Capital** increases by R 8 593 277 due to the approved unspent roll-over of the Emergency Municipal Load-Shedding Relief grant;
- **Contributions and Donations** increases by R 20 000 000 due to the roads contribution from the WCED.

2.3 CAPITAL EXPENDITURE

An increase in capital expenditure by **R 31 751 432**. This was mainly due to the funding from the Western Cape Education Department and the unspent Emergency Municipal Load-Shedding Relief grant that was approved by Provincial Treasury. (Self explanatory notes attached as **Annexure A**)

RECOMMENDATION (as recommended by the by the Executive Mayoral Committee on 18 August 2023)

- (a) That it be noted that the Budget Steering Committee convened to consider the explanations and motivations provided by the financial and engineering staff in a bid to advise the Executive Mayor on way forward;
- (b) That approval be granted for the roll-over of the unspent Emergency Municipal Load-Shedding Relief funding as approved by Provincial Treasury in respect of the 2022/2023 financial year, to the amount of R 8 593 277 and the roll-over of own funding (CRR) to the amount of R 3 158 155;
- (c) That council also note the additional funding in the form of a real cost, financial contribution from the WCED to construct a new link road and associated municipal services to the tune of R20 million, excl VAT;
- (d) That approval be granted to amend the high-level capital and operating budget for 2023/2024 with no amendments to the outer years as follows:

	Original Budget 2023/24	Roll-Over Adj Budget 2023/24	Original Budget 2024/25	Original Budget 2025/26
Capital budget	209 052 395	240 803 827	218 968 545	208 303 329
Operating Expenditure	1 071 330 062	1 072 205 062	1 174 132 994	1 371 930 505
Operating Revenue	1 192 485 181	1 221 543 458	1 311 049 716	1 489 696 468
Budgeted (Surplus)/ Deficit	(121 155 119)	(149 338 396)	(136 916 722)	(117 765 963)
Less: Capital Grants and Donations	107 386 943	135 980 220	115 594 000	91 660 000
(Surplus)/ Deficit	(13 768 176)	(13 358 176)	(21 322 722)	(26 105 963)

- (e) That it be noted that the changes to the budget will have no impact on tariffs in respect of the 2023/2024 financial year or beyond, whilst the budgeted net surplus of R13 768 176 will change to R13 358 176;
- (f) That approval be granted to **decrease the Deposit fee** for the Key and Entrance tag to R100, that was erroneously increased to R120 for the current 2023/24 financial year;
- (g) That the adjusted budget schedules as required by the Budget and Reporting Regulations be approved as set out in **(Annexure B: Budget Report and B-Schedules 2023-24 – 2025/26)**;
- (h) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (i) That the Service Delivery Budget Implementation Plan (SDBIP) where appropriate be amended accordingly.

AANBEVELING (soos aanbeveel deur die Uitvoerende Burgemeesterskomitee op 18 Augustus 2023)

- (a) Dat kennis geneem word dat die Begrotingsbeheerkomitee vergader het om die verduidelikings en motiverings van die finansiële en ingenieurspersoneel te oorweeg in 'n poging om die Uitvoerende Burgemeester te adviseer insake die pad vorentoe;
- (b) Dat goedkeuring verleen word vir die oorrol van die ongespandeerde "Emergency Municipal Load-Shedding Relief" fondse soos goedgekeur deur Provinsiale Tesourie ten opsigte van die 2022/2023 finansiële jaar, vir die bedrag van R 8 593 277 en die oorrol van eie fondse (CRR) vir die bedrag van R 3 158 155;
- (c) Dat die Raad kennis neem van die addisionele fondse wat ontvang is in die vorm van 'n werklike koste finansiële bydrae deur die WKOD om 'n nuwe aansluitingspad en verwante munisipale dienste ten bedrae van R20 miljoen (BTW uitgesluit) te bou;
- (d) Dat goedkeuring verleen word om die hoë-vlak kapitaal- en bedryfsbegroting vir 2023/2024 as volg te wysig met geen veranderinge aan die buite jare nie;

	Oorspronklike Begroting 2023/24	Oorrol Aansuiwerings begroting 2023/24	Oorspronklike Begroting 2024/25	Oorspronklike Begroting 2025/26
Kapitaalbegroting	209 052 395	240 803 827	218 968 545	208 303 329
Bedryfsuitgawes	1 071 330 062	1 072 205 062	1 174 132 994	1 371 930 505
Bedryfsinkomste	1 192 485 181	1 221 543 458	1 311 049 716	1 489 696 468
Begrote (Surplus)/ Tekort	(121 155 119)	(149 338 396)	(136 916 722)	(117 765 963)
Minus: Kapitaal Toekenning en Donasies	107 386 943	135 980 220	115 594 000	91 660 000
(Surplus)/ Tekort	(13 768 176)	(13 358 176)	(21 322 722)	(26 105 963)

- (e) Dat kennis geneem word dat die veranderinge in die begroting geen impak op tariewe het ten opsigte van die 2023/2024 finansiële jaar of verder nie, terwyl die begrote netto surplus van R 13 768 176 verander na R 13 358 176;
- (f) Dat goedkeuring verleen word om die **Deposito-fooi te verlaag** na R100 vir die Sleutel- en Toegangskyfie (token) by die Yzerfontein Karavaanpark, wat foutiewelik verhoog was na R120 vir die huidige 2023/24 finansiële jaar;
- (g) Dat die aangepaste begrotingskodes soos vereis deur die Begroting- en Verslagdoeningregulasies goedgekeur word soos vervat in **(Annexure B: Budget Report and B-Schedules 2023/24 – 2025/26)**;
- (h) Dat die Direkteur: Finansiële Dienste voldoen aan die vereistes van die Begrotingsomsendbriewe en –formate in die konteks van die verslagdoeningsvereistes aan Provinsiale en Nasionale Tesourie;
- (i) Dat die Dienslewering- en Begrotingimplementeringsplan (SDBIP) toepaslik dienooreenkomstig gewysig word.

(Get) M Bolton

DIREKTEUR: Finansiële Dienste

2023/2024 ADJUSTMENTS TO THE CAPITAL BUDGET						"Annexure A"
	Project Description	Original Budget 2023/24	Roll-over Adj Budget 2023/24	Increase / (Decrease)	Sources of Finance	Motivations
	<u>SEWERAGE SERVICE</u>					
1	Generator Installation: Abbotsdale Sewer Pumpstation	-	1 207 596	1 207 596	DLG	Unspent amount for T41.22.23 funded by the approved roll-over Emergency Municipal Load-Shedding Relief Grant towards the purchase and installation of back-up energy supply.
2	Generator Installation: Moorreesburg WWTW	-	61 621	61 621	DLG	
3	Generator Installation: Darling WWTW & Pumpstation	-	2 204 138	2 204 138	DLG	
4	Sewer Reticulation and Connection: Illinge Lethu	-	517 214	517 214	WCED (PRIVATE FUNDING)	Part of the development costs associated with municipal bulk services to accommodate the building of a new school in Malmesbury (Erf 13011).
	<u>ROADS</u>					
5	Access road and Intersection Upgrading: Illinge Lethu	-	10 416 105	10 416 105	WCED (PRIVATE FUNDING)	Part of the development costs associated with municipal bulk services to accommodate the building of a new school in Malmesbury (Erf 13011).
	<u>STORMWATER</u>					
6	Access road and Intersection Storm water: Illinge Lethu	-	1 508 539	1 508 539	WCED (PRIVATE FUNDING)	Part of the development costs associated with municipal bulk services to accommodate the building of a new school in Malmesbury (Erf 13011).
	<u>WATER</u>					
7	Swartland System S3.3 & S3.4 Panorama to Wesbank I1/4	1 000 000	1 653 121	653 121	DLG	Unspent amount for T41.22.23 funded by the approved roll-over Emergency Municipal Load-Shedding Relief Grant towards the purchase and installation of back-up energy supply.
8	Generator Installation: Riverlands Water Pumpstation	-	1 338 488	1 338 488	DLG	
9	Generator Installation: Kalbaskraal Water Pumpstation	-	1 468 956	1 468 956	DLG	
10	Generator Installation: Wesbank Water Tower & Boosters	-	1 085 749	1 085 749	DLG	
11	Generator Installation: Rustfontein Water Pumpstation	-	1 226 729	1 226 729	DLG	

	Project Description	Original Budget 2023/24	Roll-over Adj Budget 2023/24	Increase / (Decrease)	Sources of Finance	Motivations
12	Generator for Wesbank Water Tower and Boosters	-	500 000	500 000	CRR	Unspent amount as at 30 June 2023, to be appropriated for purposes of project completion under T41.22.23.
13	Water Reticulation and Connection: Illinge Lethu	-	2 083 221	2 083 221	WCED (PRIVATE FUNDING)	Part of the development costs associated with municipal bulk services to accommodate the building of a new school in Malmesbury (Erf 13011).
14	Replace Existing Water pipe: Illinge Lethu	-	4 074 921	4 074 921	WCED (PRIVATE FUNDING)	Part of the development costs associated with municipal bulk services to accommodate the building of a new school in Malmesbury (Erf 13011).
	ELECTRICAL SERVICES					
15	Malmesbury Illinge Lethu. Formalisation of ~220 erven for Blocks A & B Informal areas. Electrical bulk supply, infrastructure and connections	500 000	1 991 662	1 491 662	CRR	Unspent amount as at 30 June 2023, to be appropriated for purposes of project completion under T07.22.23 (Electrification of the informal houses in Illinge Lethu in Malmesbury).
16	Malmesbury Security Operational Centre: Communication, Monitoring and Other infrastructure equipment	200 000	713 372	513 372	CRR	Unspent amount as at 30 June 2023, to be appropriated for purposes of project completion under T25.22.23 (Extension and Upgrading of the UHF Radio network).
17	Relocation of section of 11 kV Cable between Darlingweg S/S to Holomisa S/S	-	300 000	300 000	WCED (PRIVATE FUNDING)	Part of the development costs associated with municipal bulk services to accommodate the building of a new school in Malmesbury (Erf 13011).
18	Illinge Lethu School Electrical Service Connection	-	1 100 000	1 100 000	WCED (PRIVATE FUNDING)	
	GRAND TOTAL	R 209 052 395	R 240 803 827	R 31 751 432		

FINANCING SOURCES	Original Budget 2023/2024	Roll-over Adj Budget 2023/2024	Increase / (Decrease)
Capital Replacement Reserve (CRR)	R 101 665 452	R 104 823 607	R 3 158 155
Municipal Infrastructure Grant (MIG)	R 24 708 000	R 24 708 000	R -
Dept. Human Settlements (DHS)	R 55 314 000	R 55 314 000	R -
Integrated National Electrification Programme (INEP)	R 23 658 000	R 23 658 000	R -
Regional Socio-Economic Project (RSEP)	R 500 000	R 500 000	R -
Dept of Local Government	R -	R 8 593 277	R 8 593 277
Western Cape Education Department (PRIVATE FUNDING)	R -	R 20 000 000	R 20 000 000
Contributions / Donations	R 1 224 943	R 1 224 943	R -
Dept. Cultural Affairs and Sport	R 1 016 000	R 1 016 000	R -
Community Safety Grant	R 40 000	R 40 000	R -
Fire Service Capacity Building Grant	R 926 000	R 926 000	R -
GRAND TOTAL	R 209 052 395	R 240 803 827	R 31 751 432

<u>Swartland Construction of Roads Program 2023/2024</u>					
<u>Available Budget (Excluding VAT) R24 418 000</u>					
Town	Street	Begin	End	Length (m)	Estimate (R)
Darling	Mimosa	Jakaranda	Jakaranda	186	R1 162 500.00
	Cimbidium Cl 7	Port Jackson Cres	Daisy Joint	149.31	R933 173.08
Kalbaskraal	Calabash	Kalbaskraal 1	Essenhout	263	R1 052 000.00
	Essenhout	Calabash	Kalbaskraal 20	70	R280 000.00
Chatsworth	Queen	Hutchison	Radnor	230	R1 437 500.00
	Fourth Avenue	Hutchison	Radnor	239	R1 493 750.00
	Herton	Cemetery	Hutchison	245	R1 531 250.00
	First Avenue	Cemetery	Chamberlain	236	R1 475 000.00
	Second Avenue	Cemetery	Chamberlain	350	R2 187 500.00
	Third Avenue	Kerk	Chamberlain	376	R2 350 000.00
	Market	Fourth Avenue	Queen	73	R459 900.00
	Hutchison	Eerste	Fourth Avenue	596	R3 754 800.00
	Tamar	Vierde Laan	Herton	325	R2 043 726.92
Malmesbury	Mkhonto	Holomisa	Rolihlahla	124	R781 200.00
Abbotsdale	Abbotsdale 9	DR01146	Abbotsdale 10	145	R913 500.00
	Abbotsdale 10	Abbotsdale 10	Kerk	118	R743 400.00
Moorreesburg	Abbatoir	Samoa	Industria	225	R1 108 800.00
Yzerfontein	5th Avenue	Buitekaknt	Upper	100	R710 000.00
TOTAL				4050	R 24 418 000.00

SWARTLAND RESEALING OF ROADS PROGRAM 2023/24						
<u>Budget</u>		R	9 290 000.00			
Swartland Resealing of Roads Total		R	9 290 000.00			
			Excl VAT			
Street	Begin	End	Length	Width	Area	Estimate (R)
MOORREESBURG R 3 977 314.58						
Bloekom	Kameeldoring	Ranonkel	47	5.0	235	R 28 518.91
Kameeldoring	Sirkel	Mopanie	355	5.0	1775	R 213 000.00
Roos	Ranonkel	Protea	65	5.0	325	R 39 000.00
Olyf	Rooikrans	Eike	240	5.0	1200	R 144 000.00
Eike	Palmboom	Olyf	45	5.5	248	R 75 057.63
Steyl	Meul	Kotze	220	6.0	1320	R 290 400.00
Willem April	Steyl	Elevator	135	6.4	864	R 190 080.00
Laurie Hugo	Steyl	Elevator	165	6.4	1056	R 232 320.00
Meul	Corporation	Samoa	108	8.7	940	R 206 712.00
Stasie	Rivier	Kerk	340	7.2	2448	R 538 560.00
Kerk	Loop	Heuwel	145	6.8	986	R 216 920.00
Sentraal	CDS	Lang	345	7.6	2622	R 576 840.00
Loop	Vloks	Fort Reservior	105	5.6	588	R 129 360.00
Fort Reservior	Lang	Ebenezer	339	7.4	2509	R 695 286.33
Moorrees	Waterkant	Heuwel	250	7.2	1800	R 401 578.62
			2904		18915	R3 977 633.49
RIEBEEK WES R 169 551.45						
Smuts	CDS	Ark	92	7.0	644	R 169 551.45
			92		644	R 169 551.45
RIEBEEK KASTEEL R 178 537.23						
Aandblom	Nemesia	Leeubekkie	200	5.2	1040	R 124 800.00
Nemesia	Mimosa	Aandblom	66	5.2	343	R 53 737.23
			266		1383	R 178 537.23

Street	Begin	End	Length	Width	Area	Estimate (R)
DARLING R 736 539.74						
Jakaranda	Groenkloof	Mimosa	463	7	3241	R 736 539.74
			463		3241	R 736 539.74
MALMESBURY R 4 227 738.09						
Vink	Myrtle	Muisvoel	300	5	1500	R 180 000.00
Muisvoel	Myrtle	Alfa	403	5	2015	R 241 800.00
Koljander	Begonia	Begonia	269	5	1345	R 161 400.00
Koljander Close	Koljander	Koljander	30	5	150	R 18 000.00
Vinkel	Koljander	Gousblom	60	5	300	R 36 000.00
Bonekruid (Section 1)	Wynruit	Suring	197	5	985	R 118 200.00
Suring	Bonekruid	Tortelduif	60	5	300	R 36 000.00
Bonekruid (Section 2)	Wynruit	Suring	172	5	860	R 103 200.00
Plein	Rood	Hof	219	7.2	1577	R 346 896.00
Mark	Vrede	Hof	189	6.5	1229	R 270 270.00
Meul	Hill	Rood	269	6	546	R 120 120.00
Kloof	Victoria	Wagener	81	6	486	R 106 920.00
Hout	Auction	Wagener	170	6.4	1088	R 239 360.00
Auction	Suid	Hout	202	8	1616	R 571 065.10
Prospect	Auction	Wagner	168	8.8	1478	R 387 914.13
Du Toit	Voortrekker	Dagbreek	217	6	1302	R 286 440.00
Arcadia	St. Thomas	St. John's	206	6	1236	R 424 342.86
Pinard	St. Johns	St. Thomas	207	6.1	1262.7	R 277 794.00
Bloem	St. Johns	St. Thomas	208	6.6	1372.8	R 302 016.00
			3627		20648	R 4 227 738.09
Total Length and Area			7352		44831	

ROLL-OVER ADJUSTMENTS BUDGET 2023/2024				"Annexure A"
EXPENDITURE	Original	Roll-Over		
	Budget	Adj Budget	Increase /	
	2023/24	2023/24	(Decrease)	COMMENTS
<u>Employee Related Costs - Wages & Salaries</u>				
Contract Workers: Projects	2 778 286	3 135 286	357 000	Chemical Operations Learnership appointments of unemployed youth, funded by the unspent CHIETA funding that was received from The Chemical Industries Education and Training Authority.
SUB TOTALS	263 513 858	263 870 858	357 000	
<u>Contracted Services</u>				
Environmental Legislation	200 000	510 000	310 000	For enviromental impact assessments to establish the Malmesbury and Darling Solar Projects.
Training: CHIETA	-	108 000	108 000	Intuition fees paid to BAB Developers (Pty) Ltd, funded by the unspent CHIETA funding.
SUB TOTALS	71 944 696	72 362 696	418 000	
<u>Contracted Services</u>				
Survey Costs	413 687	513 687	100 000	For enviromental impact assessments to establish the Malmesbury and Darling Solar Projects.
SUB TOTALS	56 311 217	56 411 217	100 000	

EXPENDITURE	Original	Roll-Over		
	Budget	Adj Budget	Increase /	
	2023/24	2023/24	(Decrease)	COMMENTS
TOTAL EXPENDITURE	1 071 330 062	1 072 205 062	875 000	
TOTAL REVENUE	1 192 485 181	1 221 543 458	29 058 277	
(-SURPLUS) / DEFICIT	(121 155 119)	(149 338 396)	(28 183 277)	
EXCL. CAPITAL GRANTS AND DONATIONS	107 386 943	135 980 220	28 593 277	
(-SURPLUS) / DEFICIT	(13 768 176)	(13 358 176)	410 000	

ROLL-OVER ADJUSTMENTS BUDGET 2023/2024				"Annexure A"
REVENUE	Original	Roll-Over		
	Budget	Adj Budget	Increase /	
	2023/24	2023/24	(Decrease)	COMMENTS
<u>TRANSFERS AND SUBSIDIES: OPERATING</u>				
Transfer from Grants	24 800 872	25 265 872	465 000	Unspent CHIETA funding that was received from The Chemical Industries Education and Training Authority
SUB TOTALS	24 800 872	25 265 872	465 000	
<u>TRANSFERS AND SUBSIDIES: CAPITAL</u>				
Transfer from Grants	106 162 000	114 755 277	8 593 277	The approved roll-over Emergency Municipal Load-Shedding Relief Grant.
SUB TOTALS	106 162 000	114 755 277	8 593 277	
<u>TRANSFERS RECEIVED</u>				
Public contributions and Donations	1 224 943	21 224 943	20 000 000	Private funding from the Western Cape Education Department.
SUB TOTALS	1 224 943	21 224 943	20 000 000	
TOTAL REVENUE	1 192 485 181	1 221 543 458	29 058 277	

	Original Budget 2023/24	Roll-Over Adj Budget 2023/24	Original Budget 2024/25	Original Budget 2025/26
Capital budget	209 052 395	240 803 827	218 968 545	208 303 329
Operating Expenditure	1 071 330 062	1 072 205 062	1 174 132 994	1 371 930 505
Operating Revenue	1 192 485 181	1 221 543 458	1 311 049 716	1 489 696 468
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Less: Capital Grants and Donations	107 386 943	135 980 220	115 594 000	91 660 000
(Surplus)/ Deficit	(13 768 176)	(13 358 176)	(21 322 722)	(26 105 963)



**Western Cape
Government**

Western Cape Education Department

Wesley Vorsatz

Directorate: Physical Resource, Planning and Management

wesley.vorsatz@westerncape.gov.za | 021 833 8497

File No. 17/2/2/1
Reference: 20230704-6220

Mr Joggie Scholtz
The Municipal Manager
Swartland Municipality
Private Bag X52
Malmesbury
7299

Email: ScholtzJJ@swartland.org.za

Dear Mr Scholtz

APPROVAL OF SWARTLAND MUNICIPALITY REQUEST TO FUND THE CONSTRUCTION OF THE ACCESS ROAD TO NEW HIGH SCHOOL PLANNED ON ERF 13011, MALMESBURY

The Western Cape Education Department (WCED) acknowledges receipt of the request from the Swartland Municipality, dated 3 July 2023, to fund the construction of the municipal road to Erf 13011 Malmesbury, needed to provide access to a new high school targeted for development on the site as part of the Western Cape Education Department's Rapid School Build Programme.

Following further engagements between officials from the WCED and the Municipality as well as further discussions between yourself and the Head of Provincial Treasury, the WCED would like to confirm our commitment of R20 million (plus VAT) in the 2023/24 Financial Year for the construction and/or upgrade of the new road to the new school site in Malmesbury. As agreed telephonically on 14 August 2023 the WCED's only requirement is that the road will need to be completed and accessible prior to the first day of the new school year in January 2024.

We appreciate your partnership and direct involvement in these new school development projects and commitment to ensure every effort is made to deliver quality education for every child in the Swartland and in the Western Cape.

Yours Sincerely

SALIE ABRAHAMS

DDG: EDUCATION PLANNING

DATE: 16 August 2023



wcedonline.westerncape.gov.za

Employment and salary enquiries: 0861 819 919 | Safe Schools: 0800 45 46 47

Western Cape Education Department

Reference number: PTR 16/1/7/1

Private Bag X9165
CAPE TOWN
8000

Enquiries: Mrs Katlego Majali

The Municipal Manager
Swartland Municipality
Private Bag X52
MALMESBURY
7300

For attention: Mr J Scholtz

OUTCOME FOR ROLL-OVER OF UNSPENT PROVINCIAL CONDITIONAL GRANTS FOR THE 2022/23 FINANCIAL YEAR

Your letter dated 13 July 2023 refers.

The Western Cape Provincial Treasury has in principle granted approval, in terms of Section 10(2) of the Western Cape Appropriation Act, 2022 (Act No. 2 of 2022) and Western Cape Adjustments Appropriation Act, 2022 (Act No. 3 of 2022), to roll-over the unspent amount of R8 593 276.86 for Emergency Municipal Load-Shedding Relief Grant.

The approved roll-over amount **must** be fully spent by 30 June 2024 as no further roll-over will be allowed should there be unspent funds remaining at 30 June 2024.

The Municipality **must** provide the final unspent amount for the above-mentioned conditional grant when the 2022/23 Annual Financial Statements have been audited. The approvals granted to the Municipality will be reviewed again once the audited 2022/23 Annual Financial Statements have been received and may be withdrawn if anomalies are identified.

Provincial Treasury advises the Municipality to adjust grant income projections for these grants according to Section 28 of the Municipal Finance Management Act (Act No. 56 of 2003) by passing a municipal adjustment budget. Please note the requirements of regulation 23(1) of the Municipal Budget and Reporting Regulations (Government Gazette No. 32141 dated 17 April 2009) which provides for timeframes by which a municipal council should pass an adjustment budget.

The Provincial Treasury together with the relevant provincial department will continue to monitor the spending of provincial conditional grants allocated to the Municipality. The Municipality must ensure that all the funds that have been **approved** to be rolled over are reflected in Table SC7(2) of the C-Schedule and are fully spent during the 2023/24 financial year.

MR STEVEN KENYON

CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE

Cc: The Head of Department : Provincial Treasury
The Head of Department : Department of Local Government
The Chief Financial Officer : Swartland Municipality



Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager
2023-08-24

2/1/4/4/1
WARD: All wards

ITEM 4.2 OF THE AGENDA OF A COUNCIL MEETING TO BE HELD ON 24 AUGUST 2023

SUBJECT: APPROVAL OF THE IDP / BUDGET TIME SCHEDULE

1. BACKGROUND AND DISCUSSION

Section 21(1) (b) of the Municipal Finance Management Act, Act 56 of 2003 stipulates the following:

The mayor of a municipality must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-

- (i) the preparation, tabling and approval of the annual budget;*
- (ii) the annual review of-*
 - (aa) the IDP in terms of section 34 of the Municipal Systems Act; and*
 - (bb) the budget-related policies;*
- (iii) the tabling and adoption of any amendments to the IDP and the budget-related policies; and*
- (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

The dates in the time schedule are dictated to a large extent by the deadlines in terms of the Municipal Finance Management Act (MFMA) and the Municipal Systems Act.

2. INPUTS AND COMMENTS

The time schedule was compiled in collaboration with the Budget Office, Corporate Services Department, Development Services Department and the Municipal Manager.

3. LEGISLATION

The following acts are applicable:

- Municipal Systems Act 32 of 2000
- Municipal Finance Management Act 56 of 2003
- Municipal Property Rates Act 6 of 2004
- Municipal Planning and Performance Management Regulations, 2001
- Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
- Municipal Budget and Reporting Regulations, 2009

4. LINK TO THE IDP

The time schedule contains the IDP and budget process stipulations in terms of the Municipal Systems Act and the Municipal Finance Management Act.

5. FINANCIAL IMPLICATION

None

6. **AANBEVELING / RECOMMENDATION**

- (a) Dat die aangehegte GOP/Begrotingskedule vir die hersiening van die 2022-2027 GOP en die opstel van die jaarlikse Begroting kragtens artikel 21 (1) van die Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003, goedgekeur word.
- (b) *That the time schedule for the revision of the 2022-2027 IDP and the compilation of the annual budget be approved in terms of section 21(1) of the Municipal Finance Management Act, Act 56 of 2003*

(get) J J Scholtz

MUNICIPAL MANAGER



Swartland Municipality

IDP/Budget Time Schedule

September 2023 - August 2024

Approved by Council on 24 August 2023

1. ACRONYMS

MSA	Municipal Systems Act 32 of 2000
MPPMR	Municipal Planning and Performance Management Regulations, 2001
MFMA	Municipal Finance Management Act 56 of 2003
MPR	Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
MBRR	Municipal Budget and Reporting Regulations, 2009
SPLUMA	Spatial Planning and Land Use Planning Act 2013
WCLUPA	Western Cape Land Use Planning Act 2014
MSDF	Municipal Spatial Development Framework
BYLAW	Swartland Municipality : Land Use Planning Bylaw, 2017

2. GENERAL LEGAL REQUIREMENTS RELEVANT TO THE IDP / BUDGET PROCESS

2.1. Municipal Systems Act, Section 21A(1) - Documents to be made public

All documents that must be **made public** by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community -

- (a) by displaying the documents at the municipality's head and satellite offices and libraries;
- (b) by displaying the documents on the municipality's official website, **and**
- (c) by notifying the local community, in accordance with **section 21**, of the place, including the website address, where detailed particulars concerning the documents can be obtained.

2.2. Municipal Systems Act, Section 21(1) - Communications to local community

When anything must be notified by a municipality through the media to the local community in terms of this Act or any other applicable legislation, it must be done -

- (a) in the local newspaper or newspapers of its area;
- (b) in a newspaper or newspapers circulating in its area and determined by the council as a newspaper of record; **or**
- (c) by means of radio broadcasts covering the area of the municipality.

2.3. Municipal Systems Act, Section 25(1) - Adoption of IDP's

Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which -

- (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
- (b) aligns the resources and capacity of the municipality with the implementation of the plan;
- (c) forms the policy framework and general basis on which annual budgets must be based;
- (d) complies with the provisions of this Chapter; and
- (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

2.4. Municipal Systems Act, Section 28 - Adoption of process

- (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its IDP.
- (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- (3) A municipality must give notice to the local community of particulars of the process it intends to follow.

2.5. Municipal Systems Act, Section 34 - Annual review and amendment of IDP

A municipal council-

- (a) **must** review its integrated development plan-
 - (i) annually in accordance with an assessment of its performance measurements in terms of section 41; and
 - (ii) to the extent that changing circumstances so demand; and
- (b) **may** amend its integrated development plan in accordance with a prescribed process.

2.6. Municipal Planning and Performance Management Regulations, 2001, Regulation 3 - Process for amending IDP's

- (1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council.
- (2) Any proposal for amending a municipality's IDP must be-
 - (a) accompanied by a memorandum setting out the reasons for the proposal; and
 - (b) aligned with the framework adopted in terms of section 27 of the Act.
- (3) An amendment to a municipality's IDP is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.
- (4) No amendment to a municipality's IDP may be adopted by the municipal council unless-
 - (a) all the members of the council have been given reasonable notice;
 - (b) the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment;
 - (c) *[district municipality]*; and
 - (d) the municipality, if it is a local municipality, has complied with subregulation (6).
- (5) *[district municipality]*
- (6) A local municipality that considers an amendment to its IDP must -
 - (a) consult the district municipality in whose area it falls on the proposed amendment; and
 - (b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.

3. KEY DEADLINES PER MONTH

SEPTEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	13 Sept: Portfolio Committees
17	18	19	20	21	22	23	20 Sep: Mayoral Committee
24	25	26	27	28	29	30	24 Sep: Heritage Day, 25 Sep: Public Holiday

Task	Date	Legal Reference
Commence with the spreadsheets for multi-year capital and operating budgets (Budget Office)	1 Sep	
Determine revenue projections and proposed rate and service charges and drafts initial allocations for the next financial year after taking into account strategic objectives.	1 Sep	
Engage with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc)	1 Sep	
Annual panel evaluation of the 2023/2024 performance	Sep	MPR Regulation 27(4) Evaluation panel: (d) For purposes of evaluating the annual performance of the municipal manager: (i) Executive Mayor or Mayor; (ii) Chairperson of the audit committee; (iii) Member of the mayoral committee; (iv) Mayor and/or municipal manager from another municipality; and (v) Member of a ward committee as nominated by the Executive Mayor. (e) For purposes of evaluating the annual performance of managers directly accountable to the municipal manager: (i) Municipal Manager; (ii) Chairperson of the audit committee; (iii) Member of the mayoral; and (iv) Municipal manager from another municipality.
Submit the performance assessment results of the municipal manager to the MEC for local government	Sep	MPR Regulation 34(3): The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within 14 days after the conclusion of the assessment.
Distribute operating and capital budget spreadsheets to departments for purposes of multi-year request verification	29 Sept	

OCTOBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	11 Oct: Portfolio Committee
15	16	17	18	19	20	21	18 Oct: Mayoral Committee
22	23	24	25	26	27	28	26 Oct: Council Meeting
29	30	31					

Task	Date	Legal Reference
Commence with salary, vehicle and operating budget compilation	2 Oct	
Determine potential price increases of bulk resources	2 Oct	
Submit Section 52 Report to Council	26 Oct	MFMA Section 52(d): The mayor must, within 30 days of the end of each quarter , submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.
Ward 1 & 2 (IDP feedback)	30 Oct	
Ward 5 & 6 (IDP feedback)	31 Oct	
Deadline for operating budget inputs, including salary budget and vehicle budget	31 Oct	

NOVEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	8 Nov: Portfolio Committees
12	13	14	15	16	17	18	15 Nov: Mayoral Committee
19	20	21	22	23	24	25	
26	27	28	29	30			

Task	Date	Legal Reference
Determine possible tariff increases for water and electricity	Nov	
Audit Outcomes released internally	Nov	
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	1 Nov	MBRR Regulation 31(1)©: The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.
Ward 9 (IDP feedback)	1 Nov	
Ward 3 & 4 (IDP feedback)	2 Nov	
Ward 8 & 10 (IDP feedback)	6 Nov	
Ward 11 & 12 (IDP feedback)	7 Nov	
Ward 7 (IDP feedback)	9 Nov	
Deadline for capital budget inputs from departments	3 Nov	
Due date for final adjustment budget submissions	10 Nov	
Review the key performance indicators and targets for current financial year during the performance assessment meetings	20-24 Nov	

DECEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	13 Dec: Mayoral Committee ; 16 Dec: Day of Reconciliation
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	25 Dec: Christmas Day; 26 Dec: Day of Goodwill
31							

Task	Date	Legal Reference
Commence with compilation of Adjustments Budget (B Schedule and Report)	1 Dec	
Commence with compilation of midyear budget and performance assessments report	1 Dec	
Strategic Session (Unpacking the IDP)	Dec	

JANUARY 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	1 Jan: New Year's Day
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	17 Jan: Mayoral Committee
21	22	23	24	25	26	27	25 Jan: Council
28	29	30	31				

Task	Date	Legal Reference
Budget:	Jan+Feb	
▪ Finalise budget in the prescribed formats incorporating National & provincial budget allocations		
▪ Integrate and align to IDP documentation		
▪ Finalise budget policies		
Annual Report:		MFMA Section 127(2): The mayor of a municipality must, within seven months after the end of a financial year , table in the municipal council the annual report of the municipality.
▪ Submit to Mayoral Committee	24 Jan	
▪ Table in Council	30 Jan	
Section 72 mid-year assessment report:		MFMA Section 72(1): The accounting officer of a municipality must by 25 January of each year-
▪ Submit to Mayoral Committee	24 Jan	(a) assess the performance of the municipality during the first half of the financial year; and
▪ Submit to Provincial Treasury and National Treasury	21 Jan	(b) submit a report on such assessment to-
▪ Submit to Council	30 Jan	(i) the mayor of the municipality; (ii) the National Treasury; and (iii) the relevant provincial treasury
		MFMA Section 54(1)(f): The mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year.
		MBRR Regulation 35(1): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form -
		(a) the mid-year budget and performance assessment by 25 January of each year; and
		(b) any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.
▪ Submit review of KPI's and performance targets for current financial year to Mayoral Committee	19 Jan	

Task	Date	Legal Reference
Adjustments Budget:		MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget.
▪ Submit to Budget Steering Committee	18 Jan	
▪ Submit to Mayoral Committee	24 Jan	
▪ Submit to Council	30 Jan	MBRR Regulation 23(1): An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.
Submit Section 52 Report to Council	30 Jan	MFMA Section 52(d): The mayor must, within 30 days of the end of each quarter , submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality
Make the midyear budget and performance assessment public by placing it on the municipal website. Make public* any other information that the municipal council considers appropriate to facilitate public awareness of the midyear budget and performance assessment. * See paragraph 2.1 and 2.2 of this document	31 Jan 6+7 Feb	MBRR Regulation 34: (1) Within five working days of 25 January each year the municipal manager must make the midyear budget and performance assessment public by placing it on the municipal website. (2) The municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the midyear budget and performance assessment, including - (a) summaries in alternate languages predominant in the community; and (b) info relevant to each ward in the municipality.

FEBRUARY 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	14 Feb: Portfolio Committee
18	19	20	21	22	23	24	21 Feb: Mayoral Committee
25	26	27	28	29			

Task	Date	Legal Reference
Finalise detailed operating and capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy	Feb	
Note any provincial and national allocations to municipalities (DORA and Prov Gazette) for incorporation into budget	Feb	
Compile draft SDBIP for next financial year	Feb+Mar	
Review the KPI's and performance targets for next financial year	Feb+Mar	MPPMR Regulation 11: (1) A municipality must review its KPI's annually as part of the performance review process referred to in regulation 13. (2) Whenever a municipality amends its IDP in terms of section 34 of the Act, the municipality must review those KPI's that will be affected by such amendment. MPPMR Regulation 12: (1) A municipality must, for each financial year, set performance targets for each of the KPI's set by it.
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	2 Feb	MBRR Regulation 31(1)(c): The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.
Annual Report:		

Task	Date	Legal Reference
<ul style="list-style-type: none"> Submit to the Auditor-General, Provincial Treasury and provincial department responsible for local government Make public* and invite comments from the local community <p>* See paragraph 2.1 and 2.2 of this document</p>	<p>1 Feb</p> <p>6+7 Feb</p>	<p>MFMA Section 127(5): Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of the municipality must-</p> <p>(a) in accordance with section 21A of the Municipal Systems Act -</p> <p>(i) make public the annual report; and</p> <p>(ii) invite the local community to submit representations in connection with the annual report.</p> <p>(b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.</p>
Post Adjustments Budget and Annual Report on the website	1 Feb	MFMA Section 75(1): The accounting officer of a municipality must place on the website referred to in section 21A of the Municipal Systems Act the following documents of the municipality: (a) The annual and adjustments budgets and all budget related documents, (b) all budget related policies and (c) the annual report
<p>Make public* the Adjustments Budget</p> <p>* See paragraph 2.1 and 2.2 of this document</p>	6+7 Feb	MBRR Regulation 26(1): Within 10 working days after the municipal council has approved an adjustments budget , the municipal manager must make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3).
Submit the approved adjustments budget to Provincial Treasury and National Treasury	Before 10 Feb	MBRR Regulation 24(1): The municipal manager must comply with section 28(7) of the Act within 10 working days after the mayor has tabled an adjustments budget in the municipal council MFMA Section 28(7): Sections 22(b), 23(3) and 24(3) apply in respect of an adjustments budget, and in such application a reference in those sections to an annual budget must be read as a reference to an adjustments budget.
Submit revised SDBIP for the current financial year to the Mayoral Committee (following approval of an adjustments budget)	21 Feb	MFMA Section 54(1)(c): On receipt of a statement or report submitted in terms of section 71 or 72, the mayor must consider and, if necessary, make any revisions to the SDBIP, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget.
<p>Make public* any revisions of the SDBIP</p> <p>* See paragraph 2.1 and 2.2 of this document</p>	27+28 Feb	(3) The mayor must ensure that any revisions of the SDBIP are made public promptly .
Post revised SDBIP on the municipal website	23 Feb	
Submit revised SDBIP to Provincial Treasury and National Treasury	28 Feb	MBRR Regulation 27(2)(b): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the amended SDBIP, within ten working days after the council has approved the amended plan in terms of section 54(1)(c) of the Act;
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years	Before 26 Feb	MFMA Section 37(2): The accounting officer of a municipality responsible for the transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year , notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 fin years.
Preliminary approval of electricity tariff increase for submission to NERSA	26 Feb	

MARCH 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	13 Mar: Portfolio Committee
17	18	19	20	21	22	23	20 Mar: Mayoral Committee; 21 Mar: Human Rights Day
24	25	26	27	28	29	30	28 Mar: Council; 29 Mar: Good Friday
31							

Task	Date	Legal Reference
Technical Integrated Municipal Engagement (TIME) and IDP Indaba engagements	Mar	
Annual Report:		
▪ MPAC Meeting – Oversight Report	5 Mar	
Draft IDP, budget and review of KPI's and targets for next fin year		MFMA Section 16: (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that fin year. (2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.
▪ Submit budget to Budget Steering Committee	14 Mar	MPPMR regulation: (1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council. (2) Any proposal for amending a municipality's IDP must be- (a) accompanied by a memorandum setting out the reasons for the proposal; and (b) aligned with the framework adopted in terms of section 27 of the Act.
▪ Submit to Mayoral Committee	20 Mar	
▪ Table in Council	28 Mar	
Draft SDBIP for next financial year		MBRR Regulation 14:
▪ Submit to Mayoral Committee	20 Mar	(2) When complying with section 68 of the MFMA, the municipal manager must submit the draft municipal SDBIP to the mayor together with the annual budget to be considered by the mayor for tabling in terms of section 16(2) of the MFMA. (3) For effective planning and implementation of the annual budget, the draft municipal SDBIP may form part of the budget documentation and be tabled in the municipal council if so recommended by the Budget Steering Committee.
▪ Table in Council	28 Mar	
Annual Report approval:		MFMA Section 121(1): The council of a municipality must within nine months after the end of a financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129
▪ Consider and approve, reject or refer back the annual report at a council meeting	28 Mar	MFMA Section 129(1): The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report.
▪ Adopt an oversight report providing comments on the annual report	28 Mar	

APRIL 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	1 Apr: Family Day
7	8	9	10	11	12	13	10 Apr: Portfolio Committee
14	15	16	17	18	19	20	17 Apr: Mayoral Committee
21	22	23	24	25	26	27	25 Apr: Council; 27 Apr: Freedom Day
28	29	30					

Task	Date	Legal Reference
Invite Mayoral Consultative forum members and other invited stakeholders and ward committee members to comment on the draft IDP	Apr	MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community.
Post on the website: <ul style="list-style-type: none"> Budget documents Draft SDBIP for next fin year Draft IDP of predecessor Draft KPI's and targets for next fin year Annual Report and Oversight Report 	2 Apr	MSA Section 21A(1)(b): All documents that must be made public by a municipality in terms of a requirement of this Act, the MFMA or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21B.
Annual Report submission: <ul style="list-style-type: none"> Submit copies of the minutes of those meetings to the Auditor General, the relevant provincial treasury and the provincial department for local government 	2 Apr	MFMA Section 129(2)(b): The accounting officer must submit copies of the minutes of those meetings to the Auditor General, the relevant provincial treasury and the provincial department responsible for local government in the province.
<ul style="list-style-type: none"> Submit copies of the annual report and oversight report(s) to the provincial legislator 	2 Apr	MFMA Section 132: (1) The following documents must be submitted to the provincial legislature: (a) The annual report ; and (b) all oversight reports on those annual reports adopted in terms of section 129(1). (2) The accounting officer of a municipality must submit the documents referred to in subsection (1) (a) and (b) to the provincial legislature within seven days after the municipal council has adopted the relevant oversight report in terms of section 129(1).
Make public* the draft IDP, the review of KPI's and performance targets, as well as the annual budget and invite the community to submit representations * See paragraph 2.1 and 2.2 of this document	2+3 Apr	MSA Section 42: A municipality, through appropriate mechanisms, processes and procedures established in terms of Chapter 4, must allow the community to participate in the setting of appropriate key performance indicators and performance targets for the municipality. MFMA Section 22(a): Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must in accordance with Chapter 4 of the Municipal Systems Act - (i) Make public the annual budget and the documents referred to in Section 17(3); and (ii) invite the local community to submit representations in connection with the budget; MBRR Regulation 15(1): When making public the annual budget and supporting documentation the municipal manager must also make public any other information that the municipal council considers appropriate to facilitate the budget consultation process MPPMR Regulation 3(4): No amendment to a municipality's IDP may be adopted by the municipal council unless (b) the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment

Task	Date	Legal Reference
		MPPMR Regulation 15(3): A municipality must afford the local community at least 21 days to comment on the final draft of its IDP before the plan is submitted to the council for adoption.
Make public* the oversight report * See paragraph 2.1 and 2.2 of this document	2+3 Apr	MFMA Section 129(3): The accounting officer must in accordance with section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1) within seven days of its adoption.
Process of consultation and meetings with Provincial and National Treasury and other organs of state	2-23 Apr	MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community; and (b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget. MSA Section 29(1)(b): The process followed by a municipality to draft its IDP, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for– (i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the IDP; and (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP.
Submit the draft IDP, draft SDBIP and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state	5 Apr	MFMA Section 22(b): Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must submit the annual budget – (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and (ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget. MBRR Regulation 15(3): When submitting the annual budget to the National Treasury and the relevant provincial treasury the municipal manager must also submit, in both printed and electronic form – (a) the supporting documentation as tabled in the municipal council; (b) the draft SDBIP; and (c) any other information as may be required by the National Treasury MBRR Regulation 15(4): The municipal manager must send copies of the annual budget and supporting documentation, in both printed and electronic form, to any other municipality affected by the annual budget within 10 working days of the annual budget being tabled in the municipal council.

Task	Date	Legal Reference
Submit the draft IDP to the District Municipality	5 Apr	MSA Section 29(3)(b): A local municipality must draft its IDP, taking into account the integrated development processes of, and proposals submitted to it by the district municipality. MPPMR Regulation 3(6): A local municipality that considers an amendment to its integrated development plan must- (a) consult the district municipality in whose area it falls on the proposed amendment; and (b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.
Submit Section 52 Report to Council	25 Apr	MFMA Section 52(d): The mayor must, within 30 days of the end of each quarter , submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	30 Apr	MBRR Regulation 31(1)(c): The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

MAY 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	1 May: Workers Day
5	6	7	8	9	10	11	8 May: Portfolio Committee
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	22 May: Mayoral Committee
26	27	28	29	30	31		30 May: Council

Task	Date	Legal Reference
Strategic Integrated Municipal Engagement (SIME)	May	
Compile a summary of the predecessor's IDP	May	MSA Section 25(4)(b): A municipality must, within 14 days of the adoption of its IDP in terms of subsection (1) or (3) publicise a summary of the plan.
Council must give the mayor an opportunity to respond to the submissions and, if necessary, to revise the budget and table amendments for consideration by the council	2-17 May	MFMA Section 23(2): After considering all budget submissions, the council must give the mayor an opportunity- (a) to respond to the submissions; and (b) if necessary, to revise the budget and table amendments for consideration by the council.
Finalisation of IDP, review of KPI's and performance targets, as well as the annual budget amendments / refinements	Before 17 May	
Submit annual budget to Budget Steering Committee	16 May	MFMA Section 24(1): The Council must at least 30 days before the start of the budget year consider the approval of the annual budget.
Submit IDP of predecessor, review of KPI's and performance targets, as well as the annual budget to Mayoral Committee	22 May	(2) An annual budget - (a) must be approved before the start of the budget year;
Submit IDP of predecessor and annual budget to Council	30 May	(b) is approved by the adoption by the council of a resolution referred to in section 17(3)(a)(i); and (c) must be approved together with the adoption of resolutions as may be necessary MPPMR regulation 3: (1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council.

Task	Date	Legal Reference
		<p>(2) Any proposal for amending a municipality's IDP must be-</p> <ul style="list-style-type: none"> (a) accompanied by a memorandum setting out the reasons for the proposal; and (b) aligned with the framework adopted in terms of section 27 of the Act. <p>(3) An amendment to a municipality's IDP is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.</p> <p>(4) No amendment to a municipality's IDP may be adopted by the municipal council unless-</p> <ul style="list-style-type: none"> (a) all the members of the council have been given reasonable notice; (b) the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment; (c) [district municipality]; and (d) the municipality, if it is a local municipality, has complied with subregulation (6). <p>MBRR Regulation 16(1): At least 30 days before the start of the budget year the mayor must table the following documents in the municipal council -</p> <ul style="list-style-type: none"> (a) a report summarising the local community's views on the annual budget; (b) any comments on the annual budget received from the National Treasury and the relevant provincial treasury; (c) any comments on the annual budget received from any other organ of state, including any affected municipality; and (d) any comments on the annual budget received from any other stakeholders
Place the IDP, annual budget and all budget-related policies on the website	31 May	<p>MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality:</p> <ul style="list-style-type: none"> (a) the annual and adjustments budgets and all budget-related documents; and (b) all budget-related policies <p>MSA Section 21A(1)(b): All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21B.</p> <p>MFMA Section 75(2): A document referred to above must be placed on the website not later than five days after its tabling in the council or on the date on which it must be made public, whichever occurs first.</p>
Make known reviewed KPI's and performance targets by placing it on the municipal website	31 May	<p>MSA Section 44: A municipality, in a manner determined by its council, must make known, both internally and to the general public, the key performance indicators and performance targets set by it for purposes of its performance management system.</p>

JUNE 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	12 Jun: Portfolio Committee
16	17	18	19	20	21	22	16 Jun: Youth day; 17 Jun: Public Holiday; 19 June: Mayoral Committee
23	24	25	26	27	28	29	
30							

Task	Date	Legal Reference
Review the provisions of the performance agreements during June each year	June	MPR Regulation 24: (1) The performance agreement must be entered into for each financial year of the municipality, or part thereof.
Submit a copy of the IDP to the MEC for local government (if amended) and the Department of Local Government	7 Jun	MSA Section 32(1)(a): The municipal manager of a municipality must submit a copy of the IDP as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan. (b) The copy of the IDP to be submitted in terms of paragraph (a) must be accompanied by - (i) a summary of the process referred to in section 29(1); (ii) a statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement
In case of an amendment of the IDP , Council must consider the MEC's proposals and respond within 30 days	Within 30 days of receiving the MEC's request	MSA Section 32(3): A municipal council must consider the MEC's proposals, and within 30 days of receiving the MEC's request must - (a) if it agrees with those proposals, adjust its IDP or amendment in accordance with the MEC's request; or (b) if it disagrees with the proposals, object to the MEC's request and furnish the MEC with reasons in writing why it disagrees.
Make public* the approved IDP, approved annual budget and supporting documentation (including tariffs) * See paragraph 2.1 and 2.2 of this document	11+12 Jun	MSA Section 25(4): A municipality must, within 14 days of the adoption of its IDP in terms of subsection (1) or (3) - (a) give notice to the public - (i) of the adoption of the plan; and (ii) that copies of or extracts from the plan are available for public inspection at specified places. MBRR Reg 18: (1) Within ten working days after the municipal council has approved the annual budget of a municipality, the municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved annual budget and supporting documentation and the resolutions referred to in sect 24(2)(c) of the Act. (2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of the annual budget, including- (a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community; (b) information relevant to each ward in the municipality. (3) All information contemplated in subregulation (2) must cover:

Task	Date	Legal Reference
		(a) the relevant financial and service delivery implications of the annual budget; and (b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.
Submit to the Mayor the draft SDBIP and draft annual performance agreements for the next year	7 Jun	MFMA Section 69(3): The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor - (a) a draft SDBIP for the budget year. (b) drafts of the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers.
Submit approved IDP and budget to the Provincial Treasury and National Treasury	Before 12 Jun	MFMA Section 24(3): The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury. MBRR Reg 20: The municipal manager must comply with section 24(3) of the Act within ten working days after the municipal council has approved the annual budget.
Submit the draft SDBIP and draft annual performance agreements for the next year to the Mayoral Committee	19 June	MFMA Section 53(1)(c)(ii): The mayor of a municipality must take all reasonable steps to ensure that the municipality's SDBIP is approved by the mayor within 28 days after approval of the budget.
Place the performance agreements and all service delivery agreements on the website	21 Jun	MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality: (d) performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act; and (e) all service delivery agreements
Make public* the projections, targets and indicators as set out in the SDBIP as well as the performance agreements of Municipal Manager and senior managers * See paragraph 2.1 and 2.2 of this document	25+26 Jun	MFMA Section 53(3): (a) The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the SDBIP, are made public no later than 14 days after the approval of the SDBIP. (b) The mayor must ensure that the performance agreements of municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's SDBIP. MBRR Reg 19: The municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved SDBIP within ten working days after the mayor has approved the plan in terms of section 53(1)(c)(ii) of the Act.

Task	Date	Legal Reference
Submit the SDBIP to National and Provincial Treasury	28 Jun	MBRR Reg 20(2)(b): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the approved SDBIP within ten working days after the mayor has approved the plan.
Conclude new performance agreements that replaces the previous agreement at least once a year	28 Jun	MSA Section 57(2)(a)(ii): The performance agreement must be concluded annually within one month after the beginning of each financial year MPPMR Regulation 24(2): The parties must conclude a new performance agreement that replaces the previous agreement at least once a year within one month after the commencement of the new financial year.
Publish property rates tariffs in Provincial Gazette	Before 24 Jun	PROPERTY RATES ACT Section 14(2): A resolution levying rates in a municipality must be promulgated by publishing the resolution in the Provincial Gazette.
Distribution of Budget and Tariff books	24 Jun	
Submit copies of the performance agreements to Council and the MEC for local government as well as the national minister responsible for local government	28 Jun	MFMA Section 53(3)(b): Copies of such performance agreements must be submitted to the council and the MEC for local government in the province. MPR Regulation 4(5): The performance agreements must be submitted to the MEC responsible for local government as well as the national minister responsible for local government within fourteen (14) days after concluding the employment contract and performance agreement.
Implement pre-paid electricity tariffs by 24:00	30 Jun	

JULY 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	17 Jul: Mayoral Committee
21	22	23	24	25	26	27	25 Jul: Council
28	29	20	21				

Task	Date	Legal Reference
Submit Section 52 Report to Council	25 Jul	MFMA Section 52(d): The mayor must, within 30 days of the end of each quarter , submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	29 Jul	MBRR Regulation 31(1)(c): The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

AUGUST 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	7 Aug: Portfolio Committees; 9 Aug: National Women's Day
11	12	13	14	15	16	17	14 Aug: Mayoral Committee
18	19	20	21	22	23	24	22 Aug: Council
25	26	27	28	29	30	31	

Task	Date	Legal Reference
Performance and Risk Audit Committee: Evaluation of the Annual Performance Report	20 Aug	
Performance and Risk Audit Committee: Annual financial statements	27 Aug	
Process Plan and time schedule of key deadlines:		MFMA Section 21(1)(b): The mayor of a municipality must at least 10 months before the start of the budget year , table in council a time schedule outlining key deadlines for -
▪ Submit to Mayoral Committee	14 Aug	(i) the preparation, tabling and approval of the annual budget;
▪ Submit to Council	22 Aug	(ii) the annual review of-
▪ Submit to the Provincial Treasury, Department of Local Government and the West Coast District Municipality	26 Aug	(aa) the IDP in terms of section 34 of the Municipal Systems Act; and (bb) the budget-related policies; (iii) the tabling and adoption of any amendments to the IDP and the budget-related policies; and (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).
Submit annual financial statements and annual performance report to the Auditor-General for auditing	Before 31 Aug	MSA Section 126(1)(a): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing. MSA Section 46(1): A municipality must prepare for each financial year a performance report reflecting (a) the performance of the municipality and of each external service provider during that financial year; (b) a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and (c) measures taken to improve performance. (2) An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Finance Management Act.

ITEM 4.3 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 24 AUGUSTUS 2023

ONDERWERP: 2024 VERGADERINGSKEDULE / 2024 MEETING SCHEDULE

1. BACKGROUND

Attached is the proposed 2024 schedule for meetings of council, the executive mayoral committee, portfolio committees, the municipal public accounts committee (MPAC), the municipal planning tribunal (MPT) and ward committees.

The schedule has been prepared in conjunction with the IDP Process Plan – see elsewhere in the agenda.

2. LEGISLATION

Section 29, Municipal Structures Act, 1998:

“Meetings of municipal councils.—(1) The speaker of a municipal council decides when and where the council meets subject to section 18(2), but if a majority of the councillors requests the speaker in writing to convene a council meeting, the speaker must convene a meeting at a time set out in the request.”

By-law regulating the Conduct of Meetings, PN 8649 dated 19 August 2022

It is the Speaker's prerogative in terms of the By-law to resolve where and when the Council meets.

3. ALIGNMENT TO THE IDP – None

4. RECOMMENDATION

- (a) That the proposed meeting schedule for 2024 be accepted;
- (b) That the dates be published bi-annually in the local media for public cognisance, as well as on the municipal website;
- (c) That each councillor be furnished with a copy of the final schedule;
- (d) That the meeting schedule be forwarded to the West Coast District Municipality, SALGA and the Provincial Department of Local Government to use for planning purposes.

AANBEVELING

- (a) Dat die voorgestelde vergaderingskedule vir 2024 aanvaar word;
- (b) Dat die datums vir publieke insae in die plaaslike media gepubliseer word, asook op die munisipale webtuiste op 'n halfjaarlikse basis;
- (c) Dat elke raadslid van die finale skedule voorsien word;
- (d) Dat die vergaderingskedule ook aan die Weskus Distriksmunisipaliteit, SALGA en die Provinsiale Departement van Plaaslike Bestuur voorsien word vir beplanningsdoeleindes.

(get) M S Terblanche

MUNISIPALE BESTUURDER

VERGADERDATUMS, 2024 (1STE SEMESTER) / MEETING SCHEDULE, 2024 (1ST SEMESTER)

DAG	JAN		FEB		MRT		APR		MEI		JUN		DAG
Sa											1		Sa
So											2		So
Ma	1	Nuwejaarsdag / New Year's Day				1	Gesinsdag / Family Day				3		Ma
Di	2					2					4		Di
Wo	3					3	SKOLE OPEN/SCHOOLS OPEN	1	Werkersdag / Worker's Day		5		Wo
Do	4		1	Wykskomitees (3, 4, 7)		4		2			6		Do
Vr	5		2		1	5		3			7		Vr
Sa	6		3		2	6		4			8		Sa
So	7		4		3	7		5			9		So
Ma	8		5		4	8		6			10		Ma
Di	9		6		5	MPAC, 09:00 (Oversight Report)		7			11		Di
Wo	10		7		6		PORTEFEULJEKOM/ PORTFOLIO COM, 10:00	8	PORTEFEULJEKOM/ PORTFOLIO COM, 10:00 Wykskomitee (9)		12	PORTEFEULJEKOM/ PORTFOLIO COM, 10:00	Wo
Do	11		8		7			9			13		Do
Vr	12		9		8			10			14	SKOLE SLUIT/SCHOOLS CLOSES	Vr
Sa	13		10		9			11			15		Sa
So	14		11		10			12			16	Jeugdag / Youth day	So
Ma	15		12		11			13			17	Publieke Vakansiedag / Public Holiday	Ma
Di	16		13		12			14			18		Di
Wo	17	SKOLE OPEN/SCHOOLS OPEN	14	PORTEFEULJEKOM/ PORTFOLIO COM, 10:00	13	PORTEFEULJEKOM/ PORTFOLIO COM, 10:00	17	UBK/EMC, 10:00		15	19	UBK/EMC, 10:00	Wo
Do	18	Begrotingsbeheerkom, 09:00	15		14	Begrotingsbeheerkom, 09:00		16	Begrotingsbeheerkom, 09:00		20		Do
Vr	19		16		15			17			21		Vr
Sa	20		17		16			18			22		Sa
So	21		18		17			19			23		So
Ma	22		19		18			20			24		Ma
Di	23	MPAC, 09:00	20		19		23	MPAC, 09:00		21	25		Di
Wo	24	UBK/EMC, 10:00	21	UBK/EMC, 10:00	20	SKOLE SLUIT/SCHOOLS CLOSES UBK/EMC, 10:00	24		22	UBK/EMC, 10:00	26		Wo
Do	25		22		21	Menseregtedag / Human Rights Day	25	RAAD/COUNCIL, 10:00 (MFMA, SEC 52)	23		27		Do
Vr	26		23		22			24			28		Vr
Sa	27		24		23		27	Vryheidsdag / Freedom Day	25		29		Sa
So	28		25		24			26			30		So
Ma	29	Wykskomitees (1, 2, 8, 10)	26	Wykskomitees (1, 2, 8, 10)	25		29	Wykskomitees (1, 2, 8, 10)	27	Wykskomitees (1, 2, 8, 10)			Ma
Di	30	RAAD/COUNCIL, 10:00 (MFMA, SEC 52) Wykskomitees (5, 6, 11, 12)	27	Wykskomitees (5, 6, 11, 12)	26		30	Wykskomitees (5, 6, 11, 12)	30	Wykskomitees (5, 6, 11, 12)			Di
Wo	31	Wykskomitee (9)	28	Wykskomitee (9)	27				29	Wykskomitee (9)			Wo
Do			29	Wykskomitees (3, 4, 7)	28	RAAD/COUNCIL, 10:00		30	RAAD/COUNCIL, 10:00 Wykskomitees (3, 4, 7)				Do
Vr					29	Goeie Vrydag / Good Friday		31					Vr
Sa					30								Sa
So					31								So

VERGADERDATUMS, 2024 (2DE SEMESTER) / MEETING SCHEDULE, 2024 (2ND SEMESTER)

DAG	JUL		AUG		SEP		OKT		NOV		DES		DAG
Sa													Sa
So					1						1		So
Ma	1				2						2		Ma
Di	2				3		1	SKOLE OPEN/SCHOOLS OPEN			3		Di
Wo	3				4		2				4		Wo
Do	4		1	Wykskomitees (3, 4, 7)	5		3				5		Do
Vr	5		2		6		4		1		6		Vr
Sa	6		3		7		5		2		7		Sa
So	7		4		8		6		3		8		So
Ma	8		5		9		7		4		9		Ma
Di	9	SKOLE OPEN/SCHOOLS OPEN	6		10		8		5		10		Di
Wo	10		7	PORTEFEULJEKOM/ PORTFOLIO COM, 10:00	11	PORTEFEULJEKOM/ PORTFOLIO COM, 10:00	9	PORTEFEULJEKOM/ PORTFOLIO COM, 10:00	6		11	SKOLE SLUIT/SCHOOLS CLOSES UBK/EMC, 10:00	Wo
Do	11		8	Begrotingsbeheerkom, 09:00	12		10		7		12		Do
Vr	12		9	Nasionale Vrouedag / National Women's Day	13		11		8		13		Vr
Sa	13		10		14		12		9		14		Sa
So	14		11		15		13		10		15		So
Ma	15		12		16		14		11		16	Versoeningsdag / Day of Reconciliation	Ma
Di	16		13		17		15		12		17		Di
Wo	17	UBK/EMC, 10:00	14	UBK/EMC, 10:00	18	UBK/EMC, 10:00	16	UBK/EMC, 10:00	13	PORTEFEULJEKOM/ PORTFOLIO COM, 10:00	18		Wo
Do	18		15		19		17		14		19		Do
Vr	19		16		20	SKOLE SLUIT/SCHOOLS CLOSES	18		15		20		Vr
Sa	20		17		21		19		16		21		Sa
So	21		18		22		20		17		22		So
Ma	22		19		23		21		18		23		Ma
Di	23	MPAC, 09:00	20		24	Erfenisdag / Heritage Day	22		19		24		Di
Wo	24		21		25		23		20	UBK/EMC, 10:00	25	Kersdag / Christmas Day	Wo
Do	25	RAAD/COUNCIL, 10:00 (MFMA, SEC 52)	22	RAAD/COUNCIL, 10:00 (Rollover Adj Budget)	26		24		21		26	Welwillendheidsdag / Day of Goodwill	Do
Vr	26		23		27		25		22		27		Vr
Sa	27		24		28		26		23		28		Sa
So	28		25		29		27		24		29		So
Ma	29	Wykskomitees (1, 2, 8, 10)	26	Wykskomitees (1, 2, 8, 10)	30		28	Wykskomitees (1, 2, 8, 10)	25	Wykskomitees (1, 2, 8, 10)	30		Ma
Di	30	Wykskomitees (5, 6, 11, 12)	27	Wykskomitees (5, 6, 11, 12)			29	MPAC, 09:00 Wykskomitees (5, 6, 11, 12)	26	Wykskomitees (5, 6, 11, 12)	31		Di
Wo	31	Wykskomitee (9)	28	Wykskomitee (9)			30	Wykskomitee (9)	27	Wykskomitee (9)			Wo
Do			29	Wykskomitees (3, 4, 7)			31	RAAD/COUNCIL, 10:00 Wykskomitee (3, 4, 7)	28	Wykskomitees (3, 4, 7)			Do
Vr			30						29				Vr
Sa			31		30				30				Sa
So													So



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
21 Augustus 2023

3/2/2
WYK: NVT

ITEM 4.4 VAN DIE AGENDA VAN 'N SPESIALE RAADSVERGADERING WAT GEHOU SAL WORD OP 24 AUGUSTUS 2023

ONDERWERP:	MOSIE ONTVANG VANAF DIE VRYHEIDSFRONT PLUS INSAKE DIE DE HOOP BEHUISINGSPROJEK
SUBJECT:	<i>MOTION RECEIVED FROM THE FREEDOM FRONT PLUS REGARDING THE DE HOOP HOUSING PROJECT</i>

1. BACKGROUND

The attached motion dated 16 August 2023 (received by the Municipality on 17 August 2023) was submitted by the FREEDOM FRONT PLUS, cllr A M Booysen, in terms of section 37 of the Swartland Municipality: By-law Relating to the Conduct of Meetings (Provincial Gazette Extraordinary 8649 dated 19 August 2022).

The motion deals with various aspects regarding the De Hoop housing project.

2. LEGISLATION

Section 37 of the By-law relating to the Conduct of Meetings (Provincial Gazette Extraordinary 8649 dated 19 August 2022) reads as follows:

37.(1) The Speaker may not accept any motion, except a motion of exigency or a motion of course, unless notice thereof has been given in terms of sub-section (2).

(2) Every notice of intention by a member to introduce a motion shall be in writing, signed and dated and delivered to the Municipal Manager at least six working days before the date of the meeting at which it is intended to be introduced.

(3) Subject to rule 5(4), the Speaker may refuse an item, motion or question, in which event the Speaker must refer the item, motion or question –

- (a) back to the councillor concerned, with the reason why it cannot be placed on the agenda;
- (b) to the committee that is mandated by the Council to deal with the matter; or
- (c) to the Executive Mayor, if by law such motion or question must first be considered by the Executive Mayor.

(4) If an item, motion or question was put before, and refused by, the Council, a similar item, motion or question may not be put before the Council until a period of three months has lapsed, unless the Council directs otherwise.

Section 5(4) determines as follows:

The Speaker may refuse an item, motion or question to the agenda if such item, motion or question-

- (a) falls outside the jurisdiction of the municipality;
 - (b) is racist in nature or advocates hate speech;
 - (c) is sub iudice;
 - (d) does not comply with procedural requirements for submission of agenda items as provided for in this by-law;
 - (e) lacks sufficient information;
 - (f) violates legislation or is contrary to the law; or
 - (g) is of defamatory nature,
- in which event the procedure in sections 37(3) and (4) must be followed.

3. **ALIGNMENT TO THE IDP**

Not applicable

4. **FINANCIAL IMPLICATIONS**

Not applicable

Tabled for consideration / Voorgelê vir oorweging

(get) J J Scholtz

MUNICIPAL MANAGER

Mst/raadsitems, SM5/Augustus 2023/Motion_FF Plus_cllr A M Booysen re De Hoop housing

To: The Hon. Speaker
Swartland Municipality
Ald. M Rangasamy

Cc: The Municipal Manager
Swartland Municipality
Mr. JJ Scholtz

From Cllr. Amber Booysen
Freedom Front Plus
Swartland

MUNICIPALITEIT SWARTLAND		KOG	
LEIDERS	31/4/21	KOG N.L.	
Verreks No	Insigting	Verreks	Insigting
MB			
Adonica			
Ander Opdrag			
OORTEKENING		OORTEKENING	

16 August 2023 – By Hand

Submission of Motion: General Council Meeting 24 August 2023

In accordance with the provisions as stipulated in the: **BY-LAW RELATING TO THE CONDUCT OF MEETINGS** and applicable to motions, I hereby submit the following questions as per the rules of motions for the sitting of Thursday 24 August 2022.

The questions I wish to submit is:

1. In whose and what capacity did Werner Rademan act in signing the Simply Do Construction (PTY) LTD Report. See **Annexure A page (2)**.
2. We hereby request the reports on the conclusion and recommendations as required from the NHBRC dated on 19 July 2023, number 3 (a)-(e) on page 59 of the Portfolio meeting dated 8 August 2023. See **Annexure B**.

AMB



3. The signed inspection reports of all parties during the project as mentioned in Simply Do Construction Pty Ltd on page 57 item 1 of the Portfolio Meeting dated 8 August 2023. The following is to be provided to Cllr Amber Booysen and FF Plus. See **Annexure A page 2 (1)**.
 - (a) Contractor
 - (b) Employer Agents
 - (c) Department Infrastructure (Human Settlements)
 - (d) NHBRC
 - (e) Swartland Municipalities building Inspectors/officials throughout the cause of the project.
4. All the products manufacturing specifications from the supplier that was used during the project to be provided to Cllr. Amber Booysen and FF Plus.
5. Were there compliance to all minimum standards for subsidized (BNG) houses as required in the Minimum Standard for Subsidized (BNG) Houses documents dated April 2018 from the Directorate: Professional & Project Management Services (Mr. Brain Verwey).
6. Seen to a list provided **Annexure C 1 (a-b)**, with different addresses with similar complaints Council should note first complaints was **loose bulb fittings, loose wall plugs fittings, rain water inside homes, damp floors and swollen doors and broken door handles, cracks on walls** were brought under the Municipal Officials attention from September 2022 and led to an oversight visit with the officials on 16 February 2023. Photos was added as proof. **See photos as Annexure C 2 (a-e)**.
7. Council should note that numerous complaints such as **structural cracks on outside walls, structural cracks on inside walls of all residing homes, wet ceilings during rainfall, outside roof cracks, tree seeds popping out and, in some houses growing tree from the inside out on outside walls and rain water through windows**, were received from 14 June 2023 and was reported to the Municipal Manager, Executive Mayor and the Director. **See Annexure D (a-e) (photos)**.
8. Photos taken on the 5th July 2023 see **Annexure E (a-b)** how there was fixing done to certain houses before the NHBRC inspection visit on 18 July 2023, in this case "what method statement were used"? **See Annexure E (b-c)**.
9. The question is, why was above in number 8 done in that manner?


AMB

10. Council should further note more this is a matter of urgency as this matter might poses a Health and Safety risk to all persons occupying these houses or homes.

11. Who will take the financial responsibility by fixing these said properties and where will the occupants be accommodated when it is in the process to be fixed?

Yours Sincerely

Cllr. Amber Booysen



16/08/2023



CONTACT DETAILS:

TEL: 021 981 9612

FAX: (086) 594 0335

E-MAIL: info@simplydo.co.za

Business Address: Unit 5 Circle Park, Sacks Circle, Bellville South, Cape Town

Postal Address: PO Box 884, Brackenfell 7560

Enquiries: Werner Rademan
 Our Ref: SDC/DEH/PC
 Date: 13 July 2023

SWARTLAND MUNICIPALITY
 1 CHURCH STREET
 MALMESBURY
 7299

C/O SKCMASAKHIZWE ENGINEERS (PTY) LTD.

VIA E-MAIL: loubsermpi@skcm.co.zaCOPY TO: joan.meyer@igvision.co.zaWITHOUT PREJUDICE

Sirs,

CONTRACT T67.20.21 – DE HOOP SUBSIDISED HOUSING PROJECT, MALMESBURY

We refer to the above and the allegations regarding ostensible quality issues at the De Hoop Housing Project in an e-mail dated 5 July 2023.

At the outset, we wish to state categorically that all construction work complied with the tender specifications and building regulations applicable to subsidised housing projects. Any allegations or queries regarding the project-specific specifications is best directed to the parties responsible for the architecture, design and specifications prescribed for the project (the Swartland Municipality, its Engineer and Architect). The Contractor is provided with these plans and specifications and constructs the dwellings accordingly.

It is furthermore vital to ascertain the general condition of the unit at the time of handover and not after the unit has been occupied for several months during which damage could have occurred or be caused by numerous occupants, visitors, and / or any other person with access to the area.

In response to the factually incorrect allegations, we place the following on record:

Directors: LD Botha (Managing)
 Financial Officer: CCK Neethling
 Company Registration Number: 2011 / 009990 / 07

1. The Contractor, the Employer's Agents, Department Infrastructure (Human Settlements), the NHBRC and Swartland Municipality's Building Inspector/ officials followed due process in construction and inspections throughout the course of the project.
2. In accordance with the provisions of the General Conditions of Contract (GCC) as well as the tender specific information, a set procedure applies to any snags or defects noted in the units. The process was explained to all beneficiaries at the handover stage and same was acknowledged in writing.
3. On the matter of seeds germinating in the plaster layer of some units, and without abrogating from our responsibilities in relation hereto, it was not due to any negligence or fault of the Contractor, but due to an incorrect / defective delivery by a supplier. Nonetheless, the issue has been taken up with the Employer (irrevocable agreement concluded between the parties) and the Contractor continues to attend to any plaster issues as and when they are discovered.
4. As far as cracks are concerned, it is accepted in the building industry that some settlement cracks on new builds are to be expected as cement cures with expansion and contraction due to moisture content and temperature fluctuations (seasonal change). Understandably this might not be common knowledge to a person not involved in construction and he or she might not be able to differentiate between a settlement crack and a structural crack. Construction started in 2021 and it is expected that settlement cracks (non-structural) will appear as the units are exposed to weather elements. High rainfall and severe weather also play a part therein. Settlement cracks are maintenance related which fall beyond the Contractors scope of works. The Contractor attends to any / all structural cracks (latent defects) as per the procedures and provisions laid down in the GCC and contract specifications. The units are currently covered for any structural defects by the guarantee under the NHBRC enrolment.
5. Regarding swollen doors, basic physics dictate that porous materials absorb moisture. The Contractor installed wooden doors according to specifications and approval of the engineer / employer's representative. The doors are inward opening as per the design. The query is referred to the relevant Parties for addressing. From our perspective, the door design is not designed to withstand leakage under doors due to rains combined with very strong winds. As an aside, virtually all wooden doors and windows absorb moisture and expand in the winter rain season in the Western Cape – this is not an issue unique to De Hoop.
6. We have no information on any roof collapsing at the De Hoop Housing Project and we request any information or evidence of this allegation.

In general, despite the severe challenges experienced on this project we believe the project was completed to a very high standard / quality and in accordance with all specifications and contractual requirements with the necessary supervision and approval of all parties following due process.

Should further defamatory allegations be made and/or published by any third party, whether politician or official, we will not hesitate to hold the relevant person(s) personally responsible for defamation and both direct and consequential damages.

Our rights remain reserved.


WERNER RADEMAN

On behalf of Simply Do Construction (Pty) Ltd.



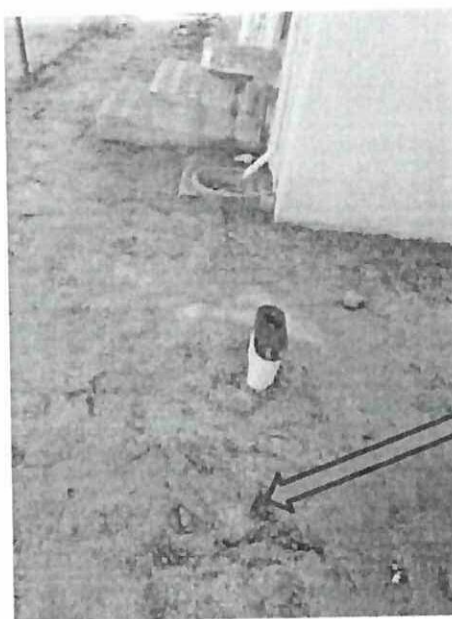
REMEDIAL WORKS INSPECTION REPORT

Date of Inspection	18 July 2023	Inspection by	Dalitso Mkandawire (Pr.Eng)
Name of Project	De Hoop Housing Project, Malmesbury		Xabisa Ndukwana Lungelwa Goqwana
Method of inspection	Visual		
Tests carried out	None		
Stage of construction	W.I.P		

FINDINGS

1. UNDERPINNING

- The underpinning works on the affected house is completed.
- The backfilled area where underpinning was conducted is overly wet despite the rainy conditions.
- The area has a water meter, gully trap from the kitchen sink.
- The contractor must investigate water tightness of the services and high moisture presence that area.
- Saturated conditions weaken the soil strata leading to excessing settlement of the foundations.



Area looks more saturated than other areas



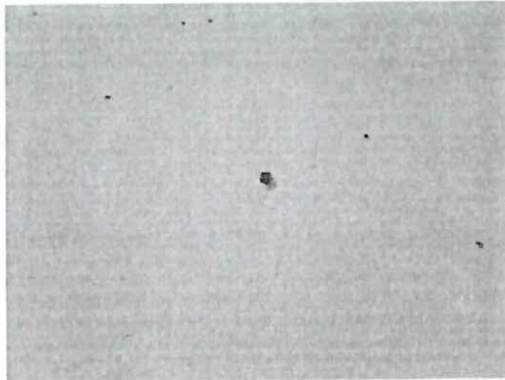
Council: Ms Nomusa Mufamadi (Chairperson) / Mr Songezo Boo (Chief Executive Officer) / Mr Francois Beukman / Mr Kganki Matabane / Ms Nontuthuko Chiluvane / Ms Mandy Jayakody / Mr Refilwe Lediga / Ms Morwesi Ramonyai / Ms Siphindile Memela / Ms Nomthandazo Lucia Ncalane-Ngcobo / Ms Kedibone Tsiloane / Mr Roy Mnisi / Ms Shelly Huntley / Ms Sasa Subaban / Ms Zodwa Matiwane / Mr Andile Yabo (Company Secretary)

www.nhbrc.org.za

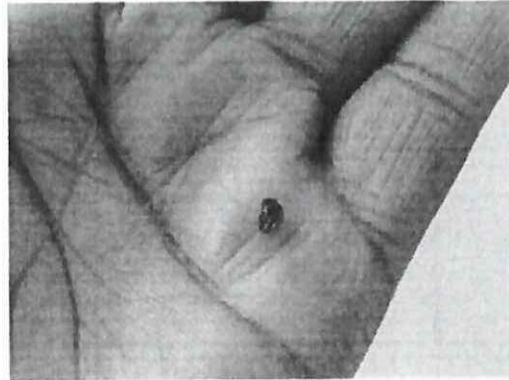
ANNEXURE B

2. POPPING PLASTER

- a. The home builder and the competent person have not yet provided the method statement for the method to address the popping plaster.
- b. Repair works has been done to walls of some affected housing units but the works have stopped.
- c. The popping plaster is still occurring on some of the walls that have been repaired.
- d. The closer look on the popping shows something like a seed that germinates and forces itself out.
- e. The popping of plaster will affect the watertightness of the blockwork.



Pop on the wall



What comes out of the pop

3. CONCLUSION AND RECOMMENDATIONS

- a. The underpinning remedial works on the affected house is completed, however the home builder and the competent person must investigate the source of the moisture on that corner of the house. The outcome of that investigation will determine the correct intervention and way forward.
- b. The home builder and competent person must be aware that the repair method that they used is not addressing the defect.
- c. The competent person must investigate the cause of popping on the plaster and develop the method statement.
- d. The method statement for popping plaster must be submitted to NHBRC for review.
- e. The home builder must also provide a program of remedial works.

Report prepared by: Dalitso Mkandawire (Pr.Eng)

Signed: _____

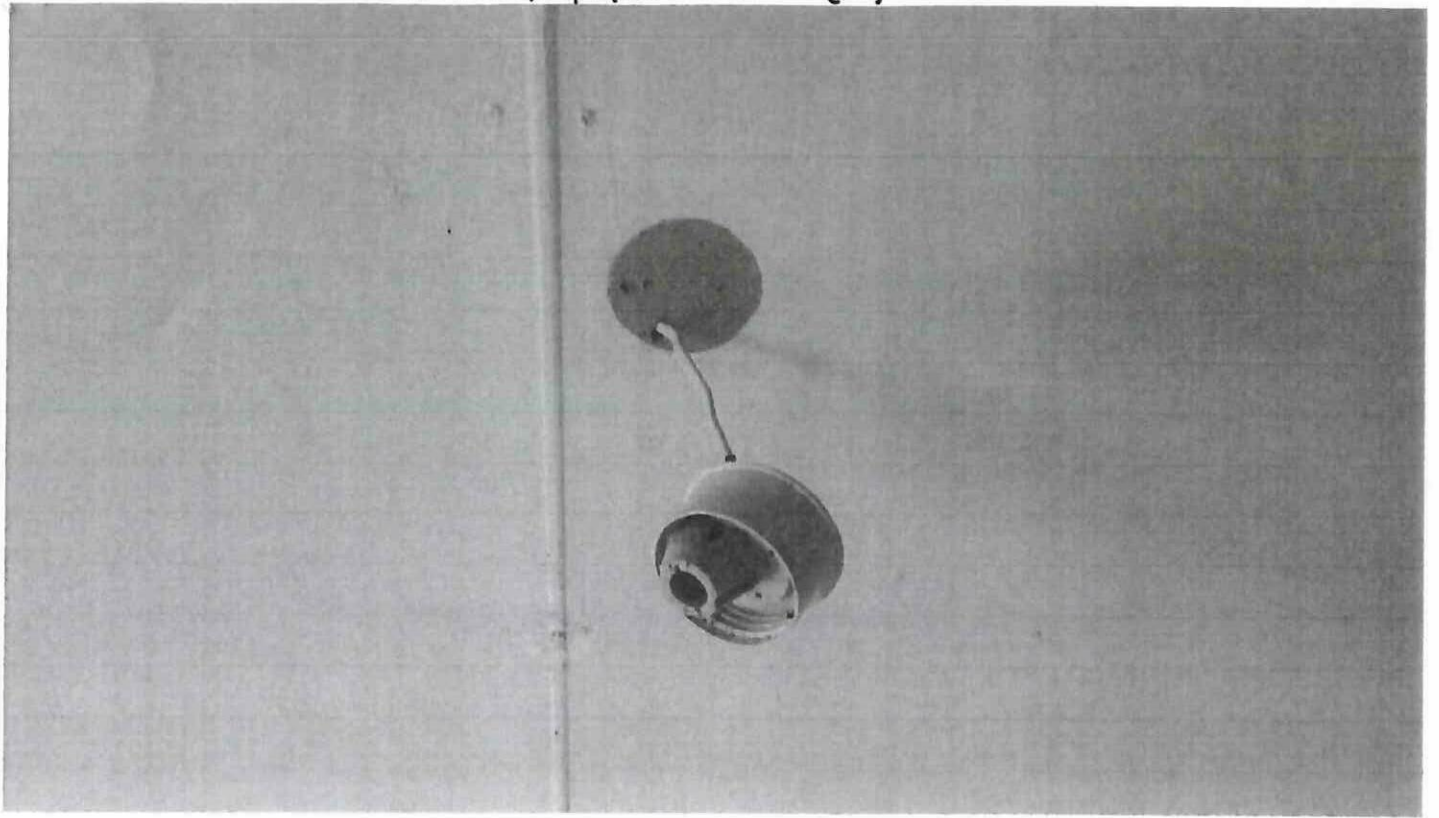
Date: 19 July 2023

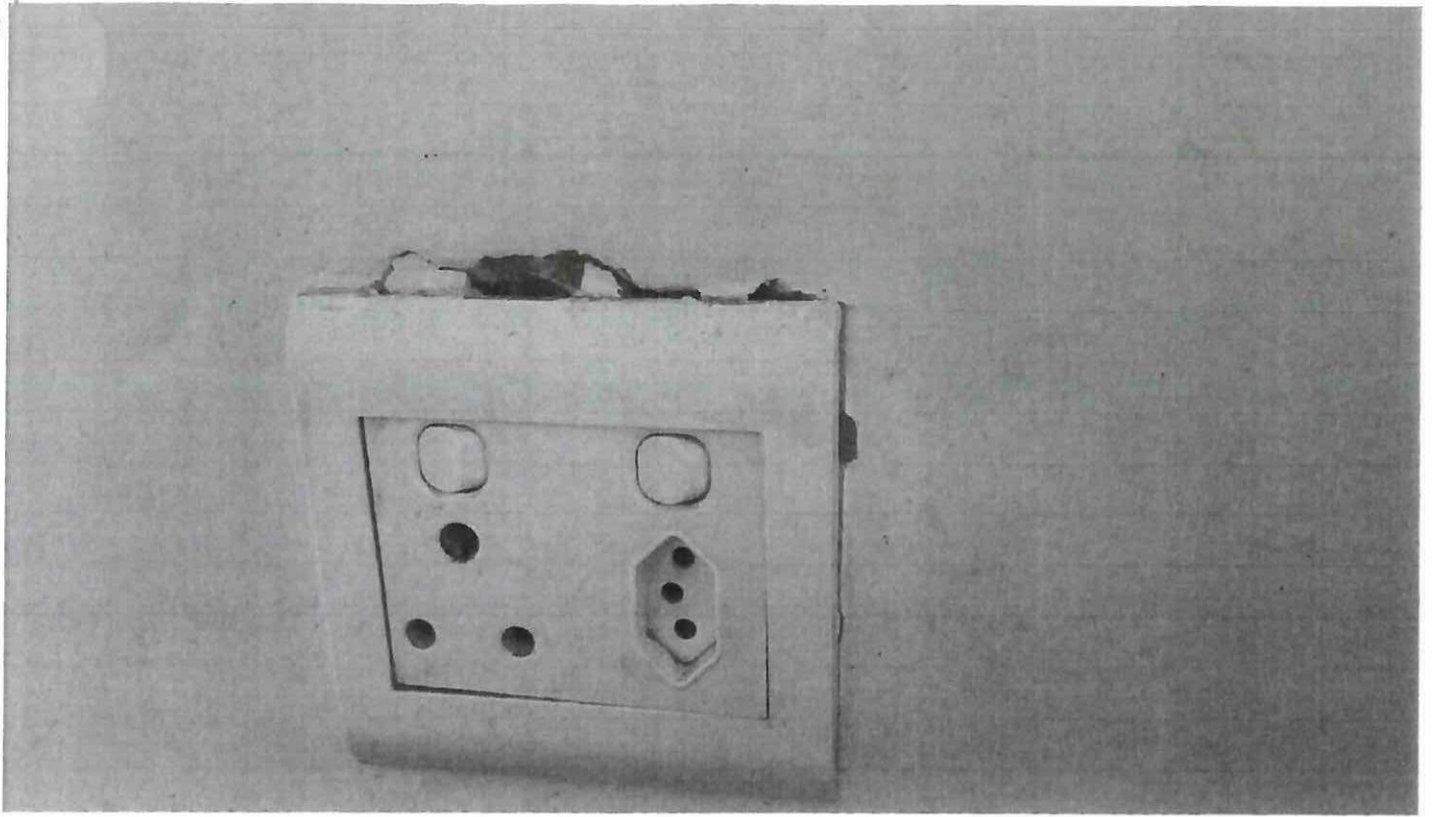
NO. & NR	REMARKS	FIXED	DATE	SIGATURE
12653	WATER LEAK (LIVING & BED ROOM)	✓	08/02/23	S.B.
12935	WATER LEAK (BATH ROOM, TUBS & SHOWER)	✓	08/02/23	<i>[Signature]</i>
12911	WATER & SEWAGE PUMPAGE @ B/S BY ROAD PUMPAGE WAREHOUSE IN KERN	✓	04/02/23	<i>[Signature]</i>
12761	WATER LEAK	✓	04/02/23	M.C.
12796	WATER LEAK	✓	05/02/23	<i>[Signature]</i>
12857	OWNER SAID THE WINDOWS IS NOT LEAKING	✓	06/02/23	<i>[Signature]</i>
12886	OWNER SAID THE WINDOWS IS NOT LEAKING, IT'S AT THE OTHER WHERE WATER COME IN WHEN IT'S RAINING	✓	06/02/23	<i>[Signature]</i>
12910	FIXED/REPLACE RUBBER @ LOUNGE AND 11/BEDROOM WINDOWS	✓	06/02/23	T.S. P.S.
12908	OWNER "THE WINDOWS IS NOT LEAKING"	✓	06/02/23	P. Peter
12855	OWNER SAID WINDOWS IS NOT LEAKING	✓	06/02/23	<i>[Signature]</i>
12935	FIXED WINDOWS @ LOUNGE, KITCHEN, KITCHEN & BEDROOM (WATER WAS LEAKING)	✓	06/02/23	<i>[Signature]</i>
12940	FIXED/REPLACE RUBBERS @ SHOWER, LOUNGE, KITCHEN & BEDROOM WINDOWS	✓	06/02/23	R. Lunka
12897	REPLACE WINDOW RUBBERS @ LOUNGE, KITCHEN & BEDROOM	✓	06/02/23	<i>[Signature]</i>
12923	REPLACE WINDOW RUBBERS @ BATHROOM, KITCHEN, LOUNGE & BEDROOM	✓	06/02/23	B. T. S. S. S.
12924	REPLACE WINDOW RUBBERS @ BEDROOMS, KITCHEN & LOUNGE	✓	06/02/23	<i>[Signature]</i>
12925	REPLACE WINDOW RUBBERS @ BEDROOMS, KITCHEN & LOUNGE	✓	06/02/23	<i>[Signature]</i>

ANNEXURE C 1 (b)

WMS NR	KLAGES	27	MA	Stad
12304	Flux 1481 Flux, mager 2006	✓	14/10/06	Stad
	KLAGES VAN 5 JULY 2006			
12733	Ingesak	✓	14/10/06	Stad
12923	KRAK IN PLATON	✓	19/11/06	Stad
12701	GRAND BT INGESAK VAN DIE HUIS	✓	19/11/06	Stad
12783	VORREUR BT WAS (GEWEL)	✓	19/11/06	Stad
12785	LIE HIE HUIS LEE IN BT			
12858	DIE BAK (KRAK HUIS)	✓	19/11/06	Stad
12858	MURE GERAK, MURE IS APT	✓	19/11/06	Stad
12853	MURE GERAK, RUIER KRAK ROKS KOM WATER IN BT DIE MURE	✓	19/11/06	Stad
12709	LIGTE WERK NIG (EIGNAAR SE LIGTE KRAK)	✓	19/11/06	Stad
12861	KRAK GAER HUIS APT BT KRAK	✓	19/11/06	Stad
12872	KRAK SWER APT BT KRAK	✓	19/11/06	Stad
12862	LIE BT KRAK HUIS APT BT KRAK	✓	19/11/06	Stad
12918	KRAK GAER HUIS BT KRAK	✓	19/11/06	Stad
12926	MURE BT KRAK HUIS LEE	✓	19/11/06	Stad

ANNEXURE C 2 (a)

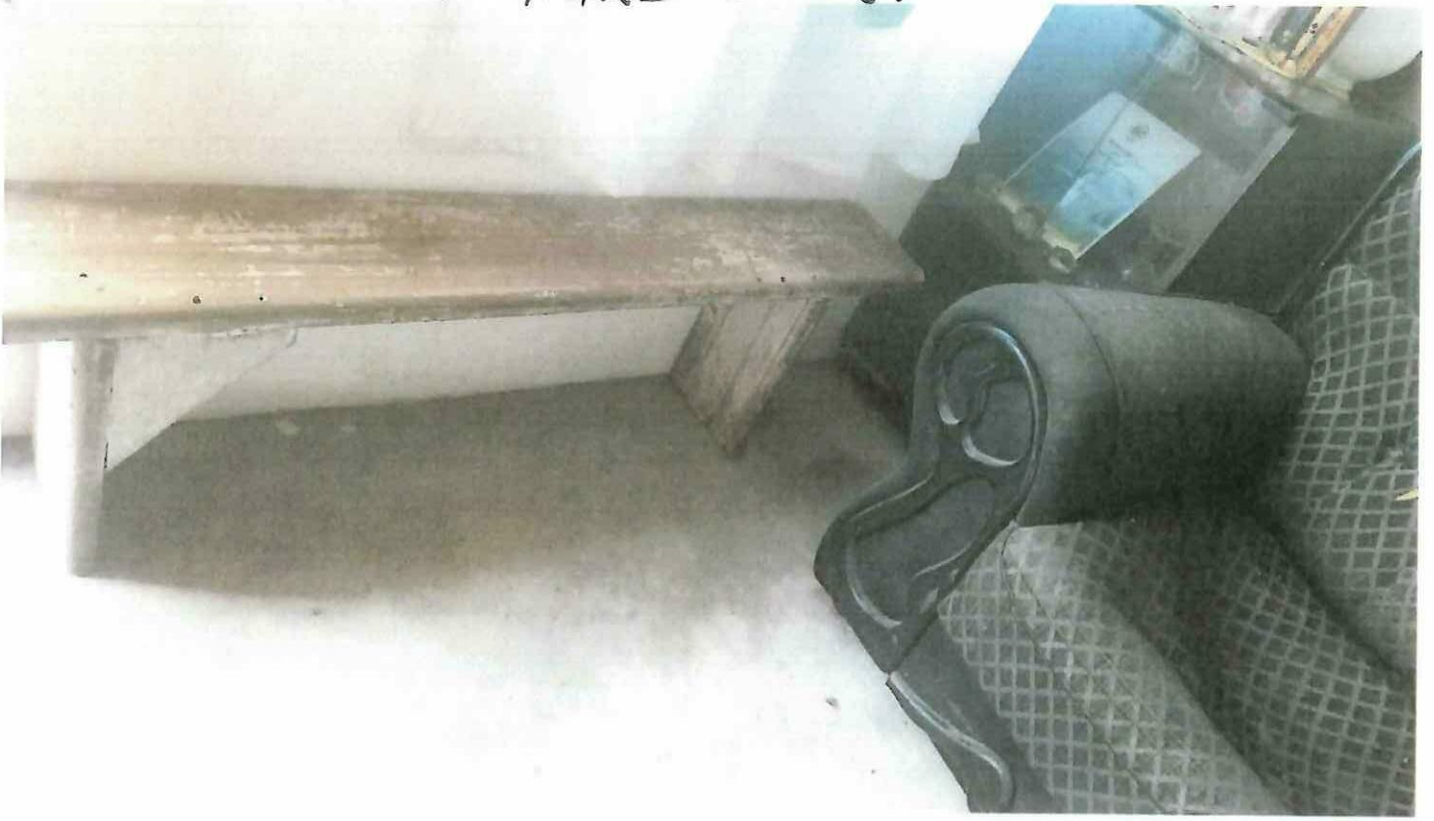


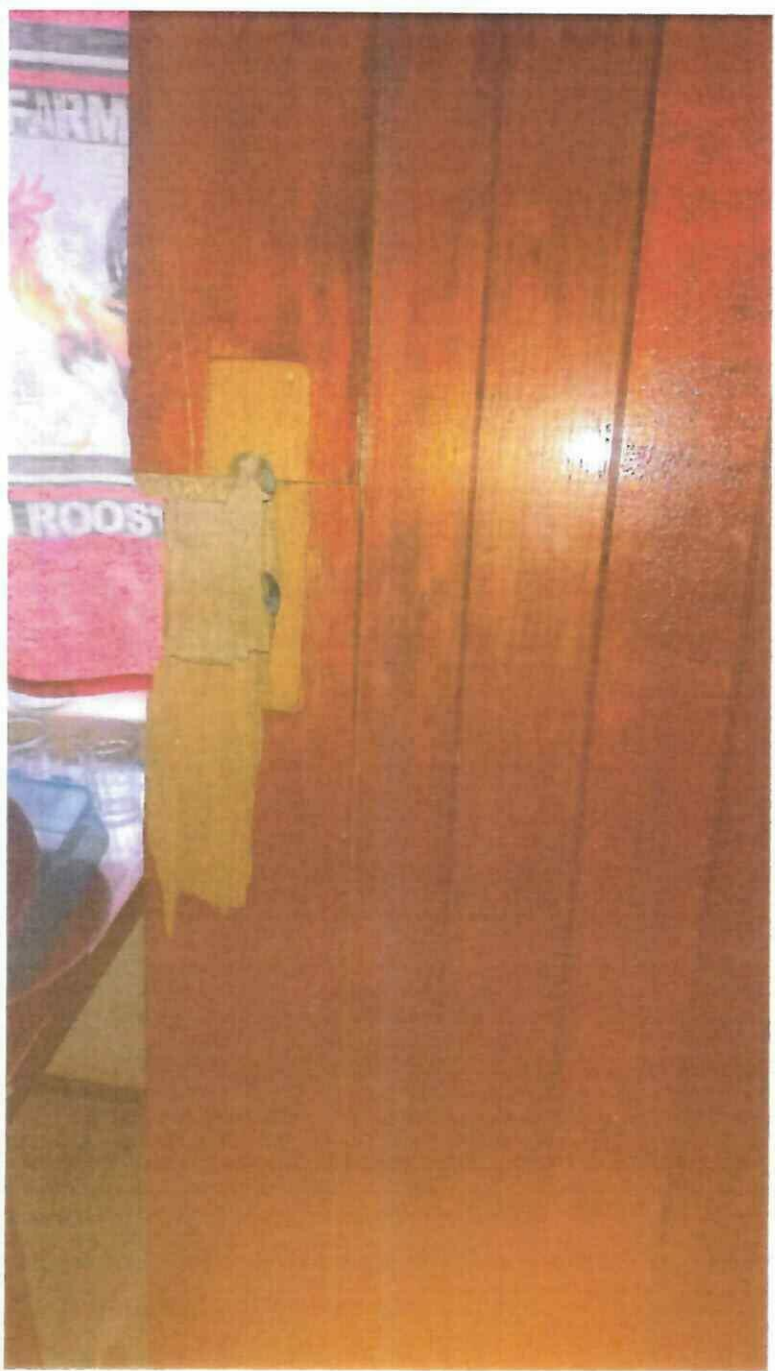
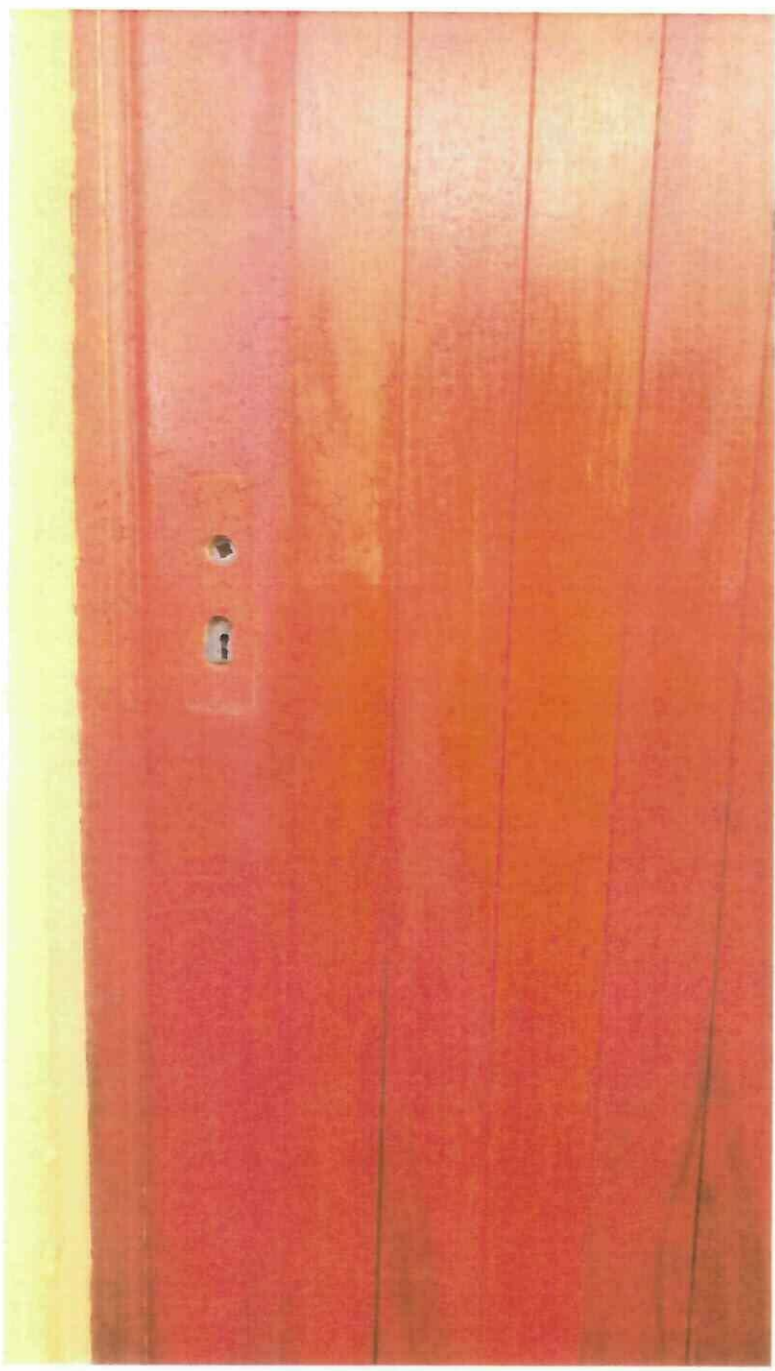


ANNEXURE C 2(c)



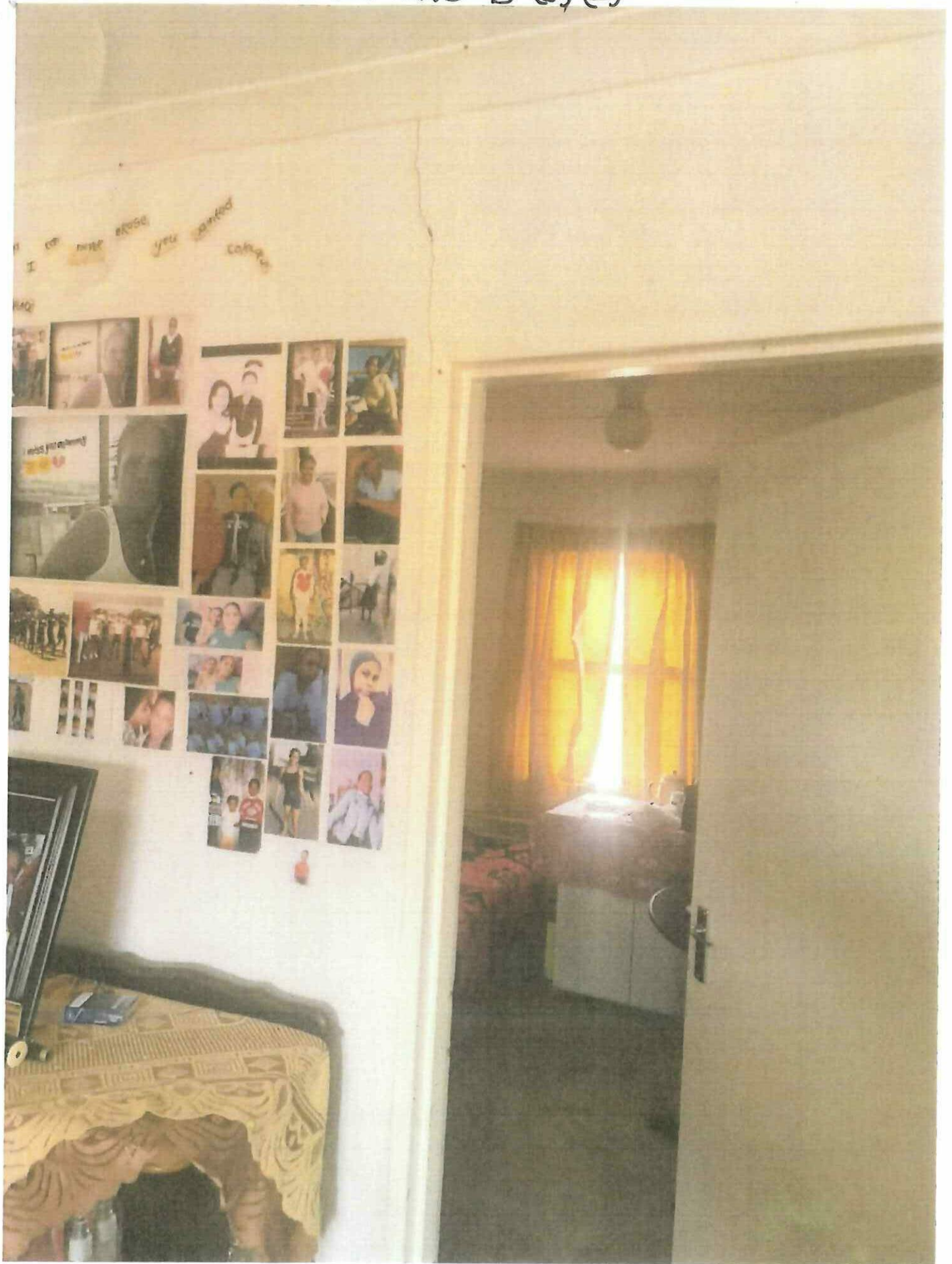
ANNEXURE C 2 (H)

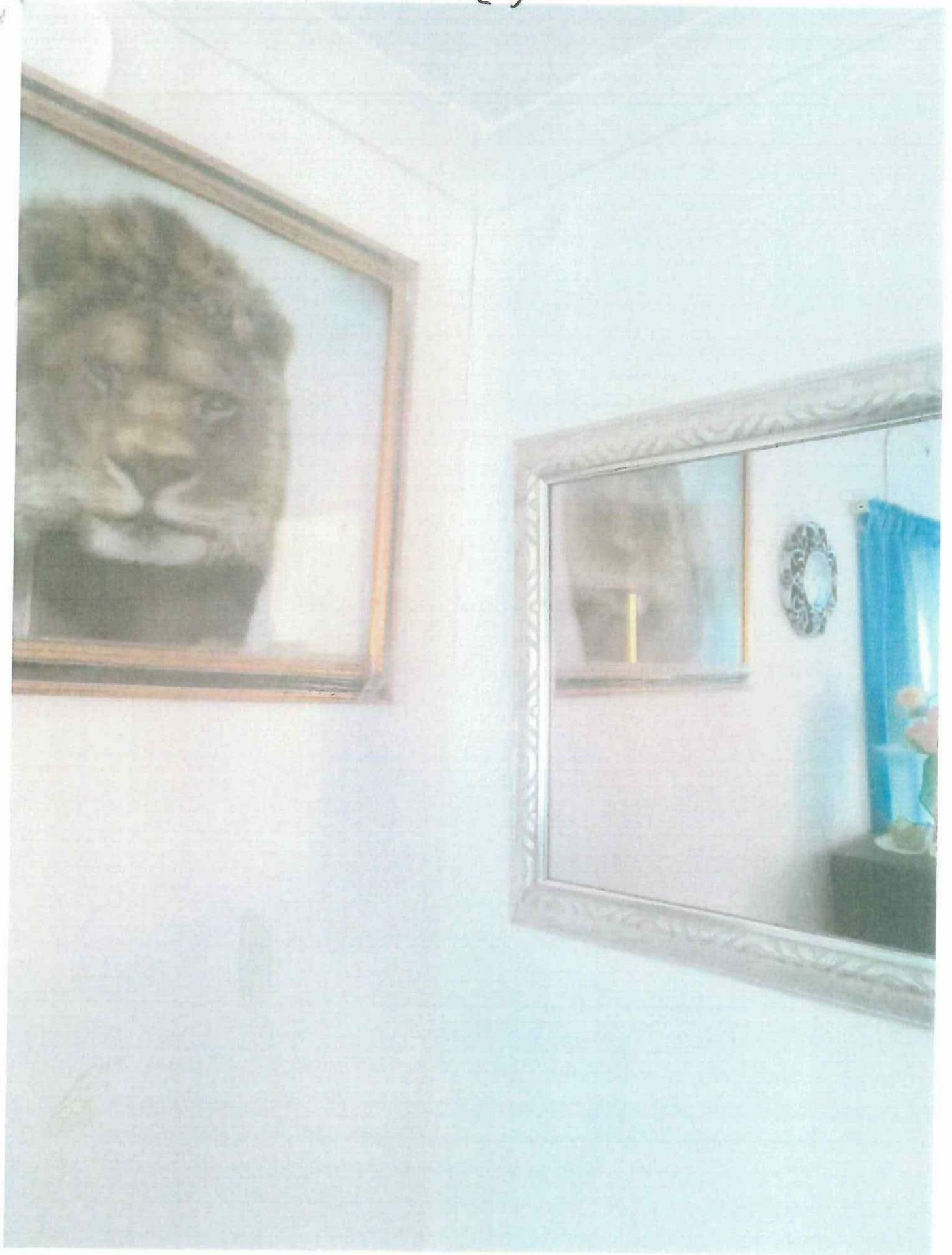


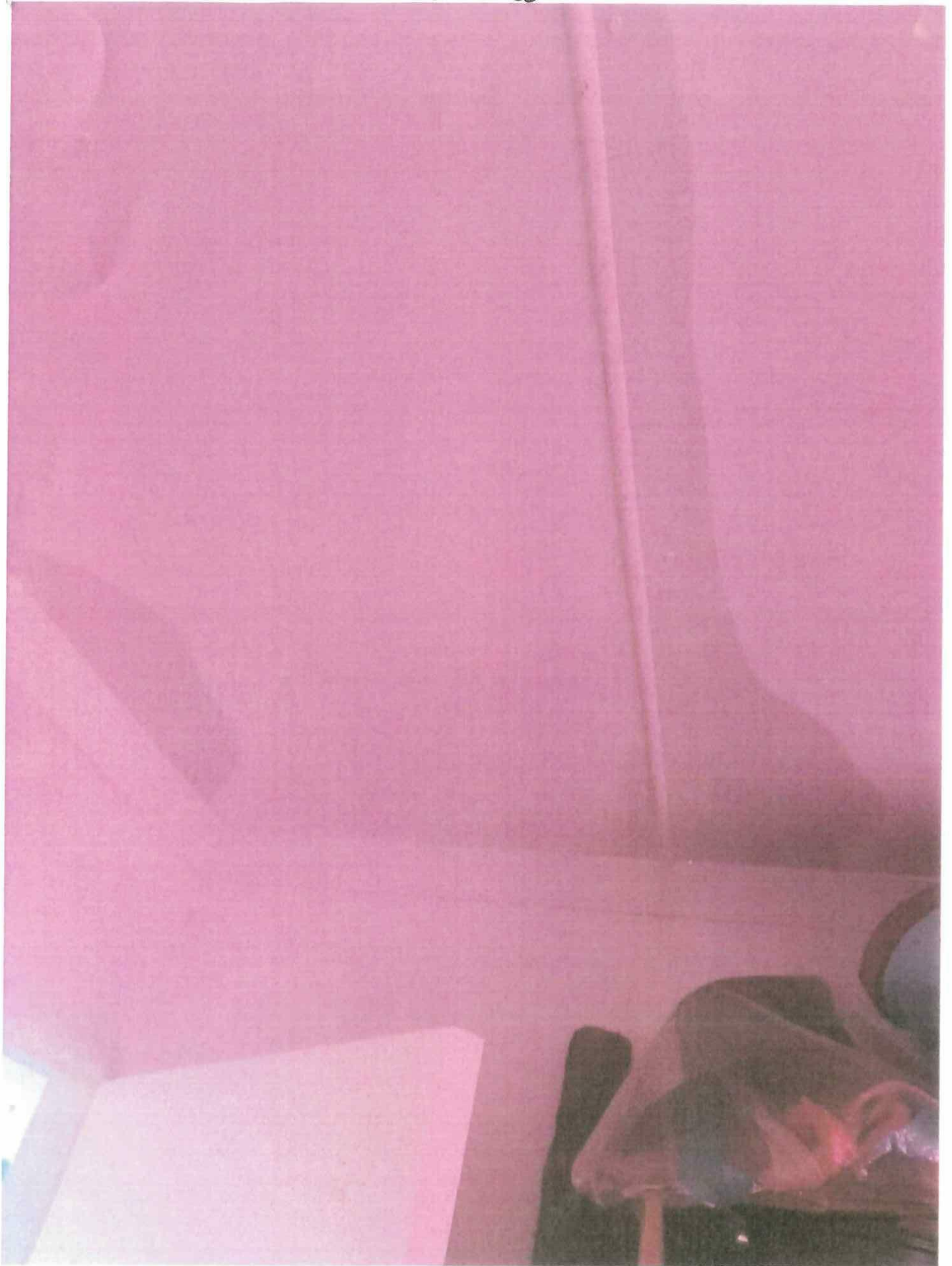


ANNEXTURE D(a)





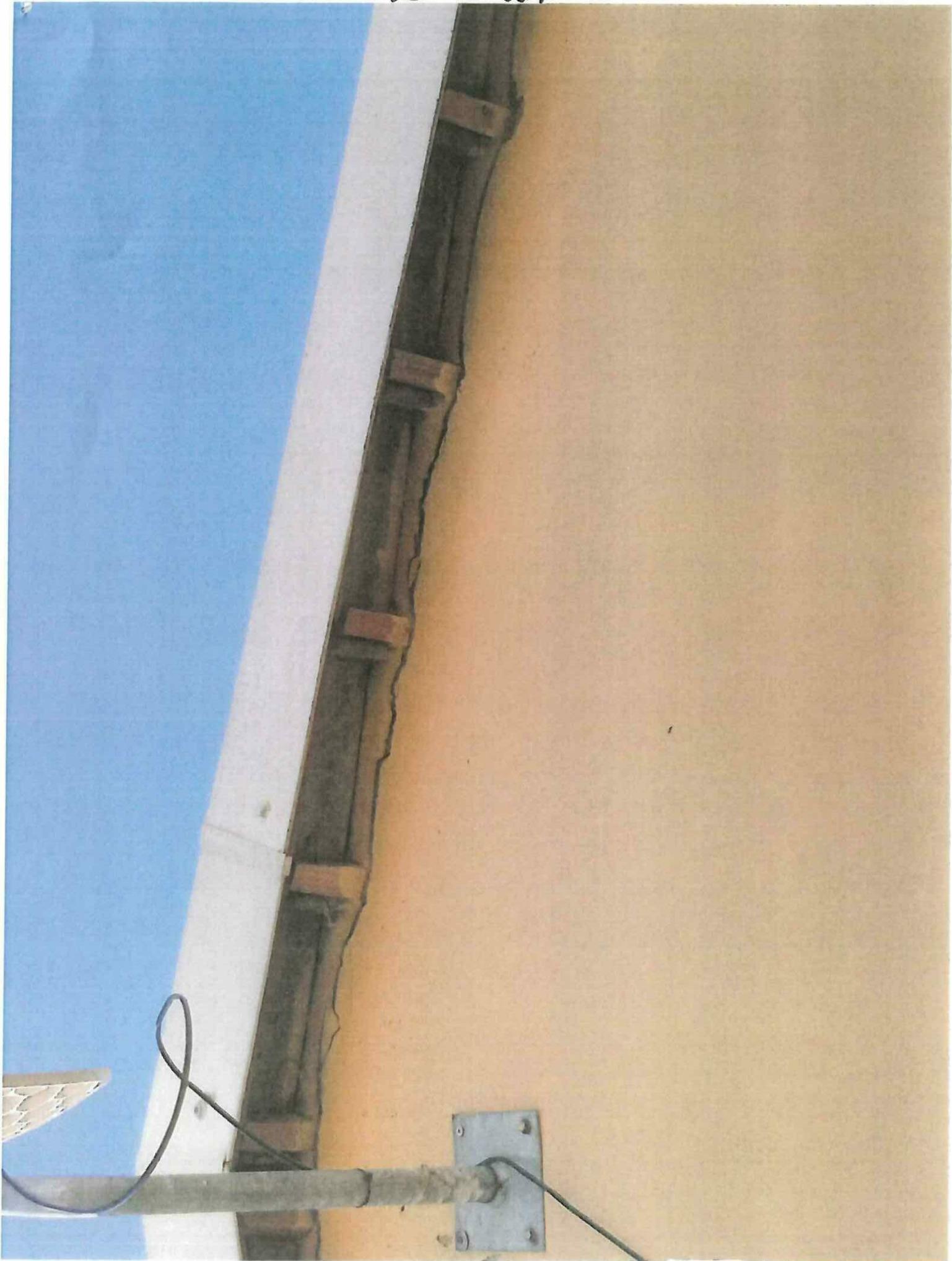




ANNEXURE D c(2)



ANNEXURE D (d)





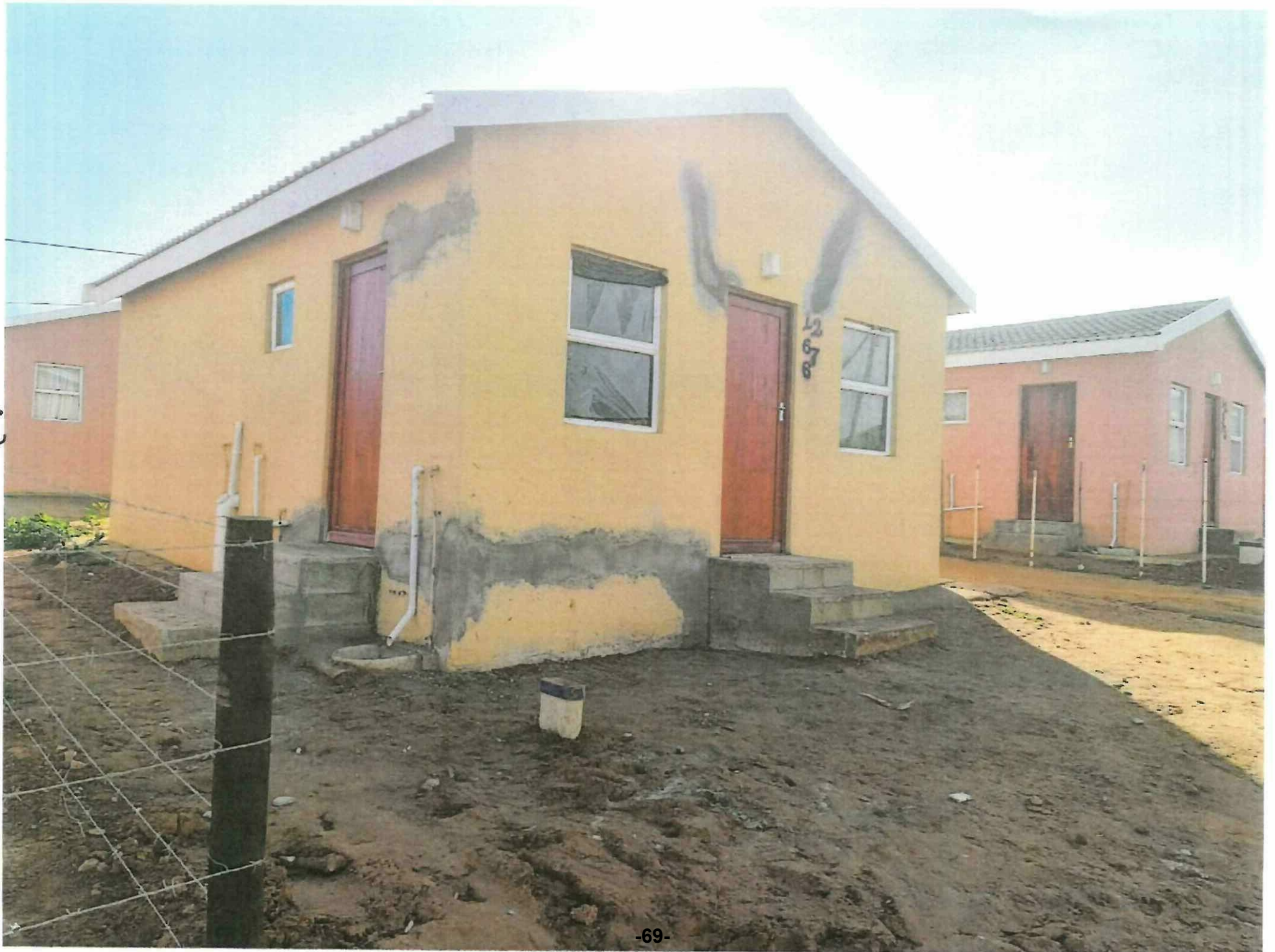
ANNEXURE D (e)2





ANNEXURE E (a)





ANNEXURE E (c)

