



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE BANKETSAAL, MALMESBURY OP WOENSDAG, 16 AUGUSTUS 2023 OM 10:00

TEENWOORDIG:

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

Lede van die Burgemeesterskomitee:

Rdl D G Bess
Rdl N Smit
Rdh T van Essen
Rdl A K Warnick

Ander raadslede:

Rdh M A Rangasamy (Speaker)

Beampes:

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

1. OPENING

Die Uitvoerende Burgemeester verwelkom almal teenwoordig en versoek rdl N Smit om die vergadering met skriflesing en gebed te open.

Die Uitvoerende Burgemeester betoon sy medelye aan die Speaker met die afsterwe van sy swaer.

2. VERLOF TOT AFWESIGHEID

Dat kennis geneem word van die verskoning ontvang vanaf die Direkteur: Finansiële Dienste.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Geen.

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 19 JULIE 2023

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl D G Bess)

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 19 Julie 2023 goedgekeur en deur die Burgemeester onderteken word,

4.2 NOTULE VAN PORTEFEULJEKOMITEESVERGADERING GEHOU OP 8 AUGUSTUS 2023

[Regstellings oorgehou as prerogatief van die onderskeie komitees.]

5. OORWEGING VAN AANBEVELINGS EN SAKE VOORTSPRUITEND UIT DIE NOTULE

5.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING GEHOU OP 8 AUGUSTUS 2023

5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES

BESLUIT dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE

BESLUIT dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.3 ONTWIKKELINGSDIENSTE

BESLUIT dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.4 BESKERMINGDIENSTE

BESLUIT dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

6. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

7. NUWE SAKE

7.1 GOEDKEURING VAN DIE GOP- EN BEGROTING TYDSKEDULE (2/1/4/4/1)

Die burgemeester moet ingevolge artikel 21(1)(b) van die Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003 (MFMA) ten minste tien maande voor die begin van die begrotingsjaar 'n tydskedule aan die Raad voorlê met sleutel sperdatums insake die hersiening van die Geïntegreerde Ontwikkelingsplan (GOP) en begrotingsproses.

BESLUIT (vir voorlegging aan die Raad op 24 Augustus 2023)
(op voorstel van rdl N Smit, gesekondeer deur rdl J M de Beer)

Dat die aangehegte GOP/Begroting tydskedule aanbeveel word vir goedkeuring deur die Raad.

7.2 BYWONING VAN SALGA NASIONALE LEDE-BYEENKOMS (11/1/1/24)

'n Kennisgewing is ontvang vanaf SALGA's Nasionale Kantoor insake die volgende formele sitting van die SALGA Nasionale Lede-byeenkoms wat gehou sal word vanaf 4 tot 6 September by die Birchwood Hotel en OR Tambo Konferensiesentrum, Boksburg, Ekurhuleni.

Sake wat, onder andere, bespreek sal word is:

- Jaarverslag, ingesluit die finansiële state ten opsigte van die 2022/2023 finansiële jaar;
- SALGA's aksie- en prestasieplan vir die 2023/2024 finansiële jaar;
- Voorstelle ten opsigte van die prestasieplan en begroting vir die 2024/2025 finansiële jaar;
- Sleutel beleid- en wetgewende sake wat 'n impak het op plaaslike regering;
- Verslae vanaf die onderskeie werkgroepe, ens.

7.2/...

BESLUIT

(op voorstel van rdl D G Bess, gesekondeer deur rdh T van Essen)

- (a) Dat die afvaardiging vir bywoning van die SALGA Nasionale Lede-byeenkoms beperk word tot drie afgevaardigdes;
- (b) Dat die Speaker, rdl M A Rangasamy asook raadslede N Smit en A K Warnick aangewys word om die Swartland Munisipaliteit te verteenwoordig;
- (c) Dat die Speaker gemagtig word om namens die Munisipaliteit te stem;
- (d) Dat die uitgawes verbonde aan die bywoning van die byeenkoms vanuit die toepaslike posnommers betaal word, te wete 9/204-329-2329 (Delegations and Congresses) en 9/204-1209-2391 (Travel and Subsistence: Accommodation).

7.3 GOEDKEURING VAN DIE MENSLIKE HULPBRONNE STRATEGIE EN -PLAN VIR 2023 TOT 2028 (2/B)

Die Menslike Hulpbronne Departement se visie- en missiestelling is in lyn met die Munisipaliteit se doelwitte ten einde 'n ondersteunende funksie en die nodige riglyne te bied om effektiwiteit te bevorder.

Menslike hulpbronne is die belangrikste en duurste hulpbron van die Munisipaliteit en verseker die implementering van die Menslike Hulpbronne Strategie en -Plan dat hierdie hulpbron optimaal benut word.

BESLUIT

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

Dat die aangehegte Menslike Hulpbronbestuurstrategie en -Plan vir die tydperk 1 Julie 2023 tot 30 Junie 2028 goedgekeur word in ooreenstemming met die tydperk van die Geïntegreerde Ontwikkelingsplan.

7.4 GOEDKEURING VAN DIE WERWING- EN KEURINGSTRATEGIE (4/3/B)

Die nuutste Personeelregulasies bepaal dat alle befondsde vakante poste op die organisasie struktuur binne ses maande gevul moet word nadat die vakature ontstaan het.

Die Werwing- en Keuringstrategie bevat riglyne om vakante poste binne die tydsraamwerk te vul, nie net om te voldoen aan wetgewing nie, maar ook om deurlopende dienslewering te verseker met 'n vaardige en bekwame werksmag.

BESLUIT

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

Dat die aangehegte Werwing- en Keuringstrategie goedgekeur word vir implementering met ingang van 1 Julie 2023.

7.5 GOEDKEURING VAN DIE GELYKE INDIENSNEMINGSPLAN VIR DIE PERIODE 1 JULIE 2023 TOT 30 JUNIE 2028 (4/9/1/2/B)

Die proses om die Gelyke Indiensnemingsplan te hersien het reeds in Maart 2023 'n aanvang geneem en het vakbonde hulle ondersteuning bevestig.

Die Gelyke Indiensnemingsplan vir die periode 1 Julie 2023 tot 30 Junie 2028 is met die sakelys gesirkuleer en bevat die resultaat van die hersiening van die betrokke beleide en praktyke om enige gapings in die bestaande werksmagprofiel uit te wys om die nodige regstellende aksies te implementeer.

BESLUIT

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

Dat die aangehegte Gelyke Indiensnemingsplan vir die periode 1 Julie 2023 tot 30 Junie 2028 goedgekeur word vir implementering met ingang van 1 Julie 2023.

7.6 TYDELIKE GEBRUIK VAN MUNISIPALE EIENDOM (GEDEELTE ERF 8105) DEUR RIVERLANDS PRIMÊRE SKOOL (12/2/4-8/4)

Die stygende leerdertalle by die Riverlands Primêre Skool het uitbreiding genoodsaak en is mobiele klaskamers op die skoolterrein opgerig. Daar is ook voorsiening gemaak vir Graad R-onderlig.

Die beskikbare speel- en parkeerruimtes is deur die uitbreidings ingeboet en die beperkte speelareas lei tot talle onderlinge probleme tussen leerders. 'n Versoek is vanaf die beheerliggaam ontvang om die aangrensende grond vir hierdie doeleindes te gebruik.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

- (a) Dat goedkeuring verleen word aan Riverlands Primêre Skool vir die gebruik van 'n gedeelte van erf 8105 (665 m² groot), met ingang vanaf 1 September 2023, onderhewig aan die volgende voorwaardes:
 - Geen konstruksie mag op die eiendom plaasvind nie;
 - Die skool sal verantwoordelik wees vir die kostes van omheining en instandhouding daarvan;
 - Die Munisipaliteit te eniger tyd die goedkeuring mag terugtrek, sonder enige aanspreeklikheid vir kompensasie ten opsigte van die omheining of ander verbeterings op die eiendom;
- (b) Dat die grond gratis aan die skool beskikbaar gestel word, inaggenome dat die Munisipaliteit vrygestel word van aanspreeklikheid vir die instandhouding en beveiliging daarvan;
- (c) Dat die Direkteur: Korporatiewe Dienste gemagtig word om enige verdere terme en voorwaardes te mag bepaal, soos nodig geag.

7.7 VERHURING: RIEBEEK VALLEI MUSEUM (12/1/3/1-8/1)

Die Raad verhuur sedert September 2013 die geboue geleë op Erf 369, Hoofweg, Riebeek Kasteel vir doeleindes van 'n museum.

BESLUIT

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

- (a) Dat 'n huurooreenkoms gesluit word met die Riebeek Vallei Museum vir die huur van die fasiliteite te Erf 169, Malmesbury vir 'n periode van 36 maande, met ingang vanaf 1 September 2023;
- (b) Dat 'n huurtarief van R120.00 plus BTW, per jaar goedgekeur word;
- (c) Dat die huidige voorwaardes van verhuur van toepassing bly.

7.8 VERHURING: DARLING MUSEUM (12/1/3/1-8/1)

Darling Museum okkupeer al vir etlike jare die munisipale gebou geleë op Erf 175, Hillstraat 20, Darling vir die bedryf van 'n museum en kultuursentrum. Die verslag het ten doel om 'n formele huurooreenkoms tussen Swartland Munisipaliteit en Darling Museum daar te stel.

BESLUIT

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

- (a) Dat 'n huurooreenkoms gesluit word met Darling Museum vir die huur van die fasiliteite te Erf 175, Darling, vir 'n periode van 36 maande, met ingang vanaf 1 September 2023;
- (b) Dat 'n huurtarief van R120.00 plus BTW, per jaar goedgekeur word;

7.8/...

- (c) Dat die voorwaardes van verhuring, soos toegepas op ander museums wat vanuit munisipale geboue bedryf word, van toepassing sal wees.

7.9 HUUR VAN MUNISIPALE MEENTGROND TE MALMESBURY AAN SWARTLAND VOORTREKKERS (12/2/4-8/4)

Die Raad verhuur 'n gedeelte munisipale meentgrond, groot ±2082 m², geleë oorkant die Swartland Hoërskool te Malmesbury, aan die Swartland Voortrekkers.

Die doel is uitsluitlik vir die gebruik deur die huurder vir die normale opvoedkundige aktiwiteite van die Voortrekkerbeweging.

Die huurtermyn verval op 31 Augustus 2023.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl J M de Beer)

- (a) Dat 'n gedeelte meentgrond (groot ±2082 m²) te Malmesbury aan die Swartland Voortrekkers verhuur word vir termyn van een (1) jaar m.i.v. 1 September 2023;
- (b) Dat huurgeld vasgestel word op R120.00 plus BTW, per jaar;
- (c) Dat die huurvoorwaardes onveranderd bly.

7.10 VERSLAG OOR GEMEENSKAPSONTWIKKELINGSPROJEKTE 2022/2023: UITKOMSTE EN IMPAK (17/2/2)

Die Afdeling: Gemeenskapsontwikkeling moet op 'n jaarlikse basis verslag doen insake die uitkomste en impak van gemeenskapsontwikkelingsprojekte ingevolge die Swartland Munisipale Sosiale Ontwikkelingsbeleid en -Strategie.

Die verslag sluit die uitkomste en impak van die projekte in wat gedurende 2022/2023 finansiële jaar aangebied is.

BESLUIT

- (a) Dat kennis geneem word van die uitkomste en impak van die gemeenskapsontwikkelingsprojekte ten opsigte van 2022/2023;
- (b) Dat die Gemeenskapsontwikkelingsafdeling teen Augustus jaarliks verslag moet doen oor die uitkomste en impak van gemeenskapsontwikkelingsprojekte van die vorige finansiële jaar.

7.11 IMPLEMENTERING VAN 60 MINUTE PARKERING: HUGENOTESTRAAT, MALMESBURY (TUSSEN LANG- EN SAREL CILLIERSTRAAT) (17/6/1/4)

Die Munisipaliteit het verskeie versoeke ontvang vanaf besigheidseienaars in Hugenotestraat om 'n 60 minute parkeerbeperking in te stel ten einde te verseker dat daar genoegsame parkering vir hulle kliënte is.

Die versoek is ingevolge die Nasionale Padverkeerswet, Wet 93 van 1996 geadverteer ten einde publieke insette te ontvang. Teen die sperdatum is daar 'n totaal van nege insette ontvang, waarvan sewe ten gunste is vir die instelling van 'n parkeerbeperking.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl J M de Beer)

- (a) Dat kennis geneem word van die publieke deelnameproses wat gevolg is om die insette te verkry vanaf die breër besigheidsgemeenskap insake die voorgestelde implementering van 'n 60 minute parkeerbeperking in Hugenotestraat, tussen Lang- en Sarel Cillierstraat;
- (b)/...

7.11/...

- (b) Dat goedkeuring verleen word vir die 60 minute parkeerbeperking ooreenkomstig magte verleen aan 'n plaaslike owerheid ingevolge artikel 57(3)(a) van die Nasionale Padverkeerswet, Wet 93 van 1996, onderhewig daaraan dat die beperking in die volgende fases geïmplementeer sal word:
 - Fase 1 – tussen Sarel Cilliers- en Truterstraat;
 - Fase 2 – tussen Truter- en Langstraat
- (c) Dat, in die eerste maand van implementering nadat die nodige padtekens aangebring is daar nie boetes uitgereik word nie, maar slegs kennisgewings ten einde padgebruikers te sensitiseer aangaande die 60 minute parkeerbeperking;
- (d) Dat die betrokke besigheidseienaars versoek word om hulle kliënte van die parkeerbeperking in kennis te stel.

7.12 UITSTAANDE DEBITEURE: JULIE 2023 (5/7/1/1)

'n Volledige verslag van die stand van uitstaande debiteure is met die sakelys gesirkuleer.

BESLUIT

Dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Julie 2023.

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

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

BESLUIT

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 31 Julie 2023 soos met die sakelys gesirkuleer.

7.14 TOESTAND VAN OPGEGRADEERDE PAAIE IN DIE SWARTLAND MUNISIPALE GEBIED (16/5/1)

Die item word onttrek.

7.15 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: DRINGENDE HERSTELWERK AAN PERMEATE POMPSTELSEL, NO 3 BY DIE MALMESBURY WWTW (8/1/B/2)

Die Malmesbury WWTW is toegerus met membraantegnologie en word 'n *permeate* pompstelsels gebruik om die vloei van riool deur die membrane te laat geskied. Een van die pompstelsels het onklaar geraak en die vloei van riool deur die membrane met 25% verminder. Dringende herstelwerk is benodig ten einde die behandelingsproses te laat plaasvind en verdere skade aan die membrane te voorkom.

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsiening-kanaalbestuurbeleid;
- (b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om goedkeuring te verleen vir die herstelwerk aan die *permeate pump set*, No 3 by die Malmesbury WWTW, deur GW Trautmann ten bedrae van R107 015.95 (BTW uitgesluit);
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsprosedures as volg is:
 - (i) indien die normale prosesse gevolg was, sou die pompstelsel vir 'n geruime tyd buite werking gelaat word;

7.15/(c)...

- (ii) voormelde sou lei tot 'n oneffektiewe behandelingsproses en onafwendbare skade aan die membraan wat die pompstelsel voer;
- (iii) die herstelwerk by die Malmesbury WWTW is as 'n noodgeval gehanteer;
- (d) Dat daar voldoende fondse beskikbaar is en dat die uitgawe ten bedrae van R107 015.95 (BTW uitgesluit) teen posnommer 9/230-849-425 verreken word;
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsiening-kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.16 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: DRINGENDE HERSTELWERK AAN *SUBMERCIBLE PUMP* BY DIE ESTERHOF POMPSTASIE, RIEBEEK KASTEEL (8/1/B/2)

Die Esterhof Pompstasie is toegerus met twee pompstelsels wat rou-riool vanaf Riebeek-Wes en Riebeek Kasteel voer na die Riebeek Kasteel WWTW. Een van die pompstelsels het onklaar geraak en het veroorsaak dat die pompstasie met rou-riool oorvloei en dringende herstelwerk is benodig.

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om die herstelwerk aan die *submercible pump* by die Esterhof Pompstasie, Riebeek Kasteel deur CEW ten bedrae van R41 420.28 (BTW uitgesluit) goed te keur;
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) indien die normale prosesse gevolg was, sou die pomp vir 'n geruime tyd buite werking gelaat word;
 - (ii) voormelde sou lei tot oorstromings by die rioolpompstasie en 'n onderbreking in die diens;
 - (iii) die herstelwerk by die Esterhof Pompstasie, Riebeek Kasteel is dus as 'n noodgeval gehanteer;
- (d) Dat kennis geneem word dat die uitgawe ten bedrae van R41 420.28 (BTW uitgesluit) teen posnommer 9/240-849-381 verreken word en dat daar voldoende fondse beskikbaar is;
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsiening-kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

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



**NOTULE VAN 'N SPESIALE VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE
GEHOUD IN DIE KOMITEEKAMER, UITVOERENDE BURGEMEESTER OP VRYDAG, 18 AUGUSTUS 2023**

TEENWOORDIG:

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

Lede van die Burgemeesterskomitee:

Rdl D G Bess
Rdl N Smit
Rdl T van Essen
Rdl A K Warnick

Beamptes:

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

1. OPENING

Die Uitvoerende Burgemeester open die vergadering.

2. VERLOF TOT AFWESIGHEID

Dat **KENNIS GENEEM** word van die verskoning ontvang vanaf die Munisipale Bestuurder, mnr J J Scholtz.

3. SAKE VIR BESPREKING

**3.1 BEGROTINGSBEHEERKOMITEE 2023/2024 OORROL AANSUIWERINGS-
KAPITAAL EN BEDRYFSBEGROTING TEGNIESE AANBEVELINGS (5/1/1/1,
5/1/1/2-2023/2024)**

Die Direkteur: Finansiële Dienste verwys na die vereistes ingevolge die MFMA insake die voorlegging van 'n oorrol-aansuiweringsbegroting wat teen 25 Augustus deur die Raad oorweeg moet word vir goedkeuring.

Die Direkteur: Finansiële Dienste bevestig dat 'n skrywe op datum vanaf die Provinsiale Tesourier ontvang is waarin toestemming verleen word vir die oorrol van die balans van die R10 945 000 toekenning wat in Maart 2023 ontvang was.

Verder is daar vir die 2023/2024 finansiële jaar 'n bedrag van R23 miljoen ontvang vanaf die Weskaapse Departement van Onderwys as privaat finansiering vir die konstruksie van munisipale dienste (toegangspad en verwante dienste) om die bou van 'n nuwe skool teen ongeveer Januarie 2024 in Malmesbury (Erf 13011) te laat realiseer.

Die effek van voormelde op die kapitaal- en bedryfsbegroting vir die 2023/2024 finansiële jaar word toegelig.

BESLUIT (vir aanbeveling aan die Raad op 24 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 ook 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
Kapitaalebegroting	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 Toekennings 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 begrotingskedules 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) J H CLEOPHAS
UITVOERENDE BURGEMEESTER



NOTULE VAN 'N VERGADERING VAN DIE MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIES PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 13 SEPTEMBER 2023 OM 10:00

TEENWOORDIG:

RAADSLEDE:

Waarnemende Voorsitter, rdh M A Rangasamy

O'Kennedy, E C

Pypers, D C

Soldaka, P E

Van Essen, T (rdh)

Van Zyl, M (rdd)

Vermeulen, G

Warnick, A K

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz

Direkteur: Finansiële Dienste, mnr M A C Bolton

Direkteur: Beskermingsdienste, mnr P A C Humphreys

Direkteur: Korporatiewe Dienste, me M S Terblanche

Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann

Direkteur: Elektriese Ingenieursdienste, mnr T Möller

Bestuurder: Menslike Nedersettings, mnr S Arendse

Senior Bestuurder: Bou-omgewing, mnr A Zaayman

Intern: Korporatiewe Dienste, me A Stols

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede en versoek rdl D C Pypers om die vergadering met skriflesing en gebed te open.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Munisipale Bestuurder, Administrasie en Finansies.

Verlof tot afwesigheid word verleen aan rdle I S le Minnie, N Smit, B J Penxa en die Direkteur: Ontwikkelingsdienste, me J S Krieger.

2. NOTULE

2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 8 AUGUSTUS 2023

BESLUIT

(voorgestel deur rdl A K Warnick, gesekondeer deur rdd M Van Zyl)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansieskomitee) gehou op 8 Augustus 2023 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE M.B.T. MUNISIPALE BESTUURDER

5.1 MAANDVERSLAG: JULIE 2023

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer.

Die Munisipale Bestuurder verduidelik breedvoerig die KPI insake die aantal appêlle teen die Munisipaliteit rakende die toekenning van tenders en dat daar geen suksesvolle appêlle was nie. Hierdie word as 'n baie goeie prestasie beskou.

BESLUIT

(voorgestel deur rdd M van Zyl, gesekondeer deur rdl A K Warnick)

Dat kennis geneem word van die maandverslag van die Munisipale Bestuurder vir Julie 2023.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

7.1 MAANDVERSLAG: JULIE 2023

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer.

BESLUIT

(op voorstel van rdl A Warnick, gesekondeer deur rdl D C Pypers)

Dat kennis geneem word van die maandverslag van die Direktoraat Korporatiewe Dienste vir Julie 2023.

8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

9. GEDELEGEERDE SAKE M.B.T. FINANSIES

9.1 MAANDVERSLAG: JULIE 2023

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdd M van Zyl)

Dat kennis geneem word van die maandverslag van die Direktoraat Finansiële Dienste vir Julie 2023.

10. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

**(GET) RDH M A RANGASAMY
WAARNEMENDE VOORSITTER**



**NOTULE VAN 'N VERGADERING VAN DIE SIVIELE- EN ELEKTRIESE DIENSTE
PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 13
SEPTEMBER 2023 OM 10:20**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl R J Jooste
Ondervoorsitter, rdh T van Essen

Bess, D G
Fortuin, C
O'Kennedy, E C

Pieters, C
Van Zyl, M (rdd)
Warnick, A K

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Menslike Nedersettings, mnr S Arendse
Senior Bestuurder: Bou-omgewing, mnr A Zaayman
Intern: Korporatiewe Dienste, me A Stols

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Siviele en Elektriese Dienste.

Verlof tot afwesigheid word verleen aan rdl N Smit en die Direkteur: Ontwikkelingsdienste, me J S Krieger.

BESLUIT dat kennis geneem word dat rdh B J Stanley (met ingang van 1 September 2023) en rdl A A Duda (met ingang van 1 Oktober 2023) bedank het as raadslede.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 8 AUGUSTUS 2023

BESLUIT

(voorgestel deur rdl D G Bess, gesekondeer deur rdh T van Essen)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste) gehou op 8 Augustus 2023 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: JULIE 2023

5.1.1 SIVIELE INGENIEURSDIENSTE

Die voorsitter lê die maandverslag, soos met die sakelys gesirkuleer, ter tafel.

Die Direkteur: Siviele Ingenieursdienste gee inligting deur insake die maandverslag en lig die onderstaande uit, naamlik:

- Die statistieke t.o.v. van die finale afvalwaterbehandeling by die onderskeie rioolsuiweringswerke vir Julie 2023 word verduidelik.
- Die Voelvrodam het gedurende Augustus 100% bereik, vergeleke met verlede jaar se 72%.
- Die Wes-Kaapse watervoorsieningstelsel is 100% vol, vergeleke met 86% vir dieselfde periode verlede jaar.
- Daar is 'n konstante toename in die aantal rioolverstoppings wat gemonitor sal word.

Rdl D G Bess spreek haar kommer uit oor die oorgroei van onkruid in die openbare gebiede en verstopping van stormwaterdreine as gevolg van die vloede en baie reën wat die Munisipaliteit die afgelope tyd ervaar het.

Verder versoek rdl D G Bess om die munisipale meganiese besem te gebruik in al die dorpe van Swartland Munisipaliteit.

Die Direkteur: Siviele Ingenieursdienste meld dat daar nie voldoende personeel beskikbaar is om die werklast te hanteer ten opsigte van skoonmaak van openbare gebiede nie. Die meganiese besem is beskikbaar vir die hele munisipale area, maar is nie geskik om op nat sand te vee nie.

Rdl A K Warnick spreek sy kommer uit oor die oortloei van stormwater gedurende die reën seisoen wat steeds 'n probleem is in Moorreesburg. Rdl A K Warnick versoek dat die kontrakte vir EPWP werkers met 'n verdere termyn verleng moet word.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die maandverslag van die Direkoraat Siviele Ingenieursdienste vir Julie 2023.

5.1.2 ELEKTRIESE INGENIEURSDIENSTE

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer en versoek die Direkteur: Elektriese Ingenieursdienste, mnr T Möller, om belangrike aspekte uit te wys.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdh T van Essen)

Dat kennis geneem word van die maandverslag van die Direkoraat Elektriese Ingenieursdienste vir Julie 2023.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

6.1/...

6.1 SALGA WERKGROEPE: RAPPORTERING: ELEKTRISITEIT EN ENERGIE-VOORSIENING EN OPENBARE WERKE

Die Gesamentlike Provinsiale Werkgroep oor Elektrisiteit- en Energievoorsiening en Openbare Werke en Water en Sanitasie is op 14 Augustus 2023 deur wethouder T van Essen bygewoon.

BESLUIT

Dat kennis geneem word van die aangehegte opsomming van die uitkomste van die werkgroep wat deur, rdh T van Essen op 14 Augustus 2023 bygewoon was.

6.2 SALGA WERKGROEPE: RAPPORTERING: OPENBARE VERVOER EN PAAIE

Die Gesamentlike Provinsiale Werkgroep oor Openbare Vervoer en Paaie en Omgewingsbestuur Klimaat en Veerkrachtigheid is op 15 Augustus 2023 deur wethouder T van Essen bygewoon.

BESLUIT

Dat kennis geneem word van die aangehegte opsomming van die uitkomste van die werkgroep wat deur, rdh T van Essen op 15 Augustus 2023 bygewoon was.

**(GET) RDL R J JOOSTE
VOORSITTER**



**NOTULE VAN 'N VERGADERING VAN DIE ONTWIKKELINGSDIENSTE PORTEFEULJEKOMITEE
VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 13 SEPTEMBER 2023 OM
10:53**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl G Vermeulen
Ondervoorsitter, rdl D G Bess

Booyesen, A M
Daniels, C
Ngozi, M

Pypers, D C
Rangasamy, M A (rdh)
Soldaka, P E

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Menslike Nedersettings, mnr S Arendse
Senior Bestuurder: Bou-omgewing, mnr A Zaayman
Intern: Korporatiewe Dienste, me A Stols

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee:
Siviele en Elektriese Dienste.

Verlof tot afwesigheid word verleen aan rdle I S le Minnie, N Smit, J M De Beer en die Direkteur:
Ontwikkelingsdienste, me J S Krieger.

2. NOTULE

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGS-
DIENSTE) GEHOU OP 8 AUGUSTUS 2023**

BESLUIT

(voorgestel deur rdl C Daniels, gesekondeer deur rdl D C Pypers)

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op
8 Augustus 2023 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: JULIE 2023

Die Voorsitter lê die maandverslag ter tafel.

Die Bestuurder: Menslike Nedersettings, mnr S Arendse gee inligting deur insake die onderskeie behuisingsprojekte.

Verder meld die Bestuurder: Menslike Nedersettings dat in terme van die mosie ontvang insake die De Hoop behuisingsprojek, die Munisipaliteit vir rdl Booysen voorsien het van al die relevante dokumentasie soos versoek. 'n Vergadering sal ook voor die volgende Portefeuljekomitee gereël word met al die rolspelers betrokke by die De Hoop behuisingsprojek.

Op navraag deur rdl D C Pypers oor hoe ver die proses is met betrekking tot die Moorreesburg behuisingsprojek, meld die Direkteur: Siviele Ingenieursdienste dat die Munisipaliteit besig is met die ontwerp en tenderdokumentasie vir hierdie boekjaar en die implementering vir die volgende finansiële jaar in terme van die grootmaatsdienste.

BESLUIT

(op voorstel van rdl D C Pypers, gesekondeer deur rdl C Daniels)

Dat kennis geneem word van die maandverslag van die Direktoraat Ontwikkelingsdienste vir Julie 2023.

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR

6.1 DIE MUNISIPALE BEPLANNINGSTRIBUNAAL

Dat **KENNIS GENEEM** word van die inhoud van die notule van 'n vergadering van die Munisipale Beplanningstribunaal gehou op 8 Augustus 2023.

7. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDL G VERMEULEN
VOORSITTER



NOTULE VAN 'N VERGADERING VAN DIE BESKERMINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 8 SEPTEMBER 2023 OM 11:18

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdd M van Zyl
Ondervoorsitter, rdl A K Warnick

Bess, D G
Daniels, C
Fortuin, C

Jooste, R J
Papier, J R
Pieters, C

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Menslike Nedersettings, mnr S Arendse
Senior Bestuurder: Bou-omgewing, mnr A Zaayman
Intern: Korporatiewe Dienste, me A Stols

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Beskermingsdienste.

Verlof tot afwesigheid word verleen aan rdle I S le Minnie, J M De Beer en die Direkteur: Ontwikkelingsdienste, me J S Krieger.

BESLUIT dat kennis geneem word dat rdh B J Stanley (met ingang van 1 September 2023) bedank het as raadslid.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-DIENSTE) GEHOU OP 8 AUGUSTUS 2023

BESLUIT

(voorgestel deur rdl A K Warnick, gesekondeer deur rdl R J Jooste)

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 8 Augustus 2023 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: JULIE 2023

5.1.1 PRESTASIEVERSLAG

5.1.1 VERKEER- EN WETSTOEPASSINGSDIENSTE

5.1.2 BRANDBESTRYDING

Die voorsitter lê die maandverslag, soos met die sakelys gesirkuleer, ter tafel en gee geleentheid aan die Direkteur: Beskermingsdienste, mnr P A C Humphreys om die belangrikste aspekte uit die maandverslag aan raadslede uit te wys.

Rdl D G Bess versoek dat daar vir die Wetstoepassingsdienste personeel meer voertuie vir die nagskof beskikbaar gestel word om hul werk te verrig.

Rdl D G Bess versoek ook dat Verkeersdienste sigbaar moet wees by die McDonald's ingang en ook by die verkeersligte wat buitewerking is in Bokomoweg.

Die Uitvoerende Burgemeester bedank die Verkeer- en Wetstoepassingsdienste vir hulle goeie werk wat verrig word in Swartland Munisipaliteit.

Die Direkteur: Beskermingsdienste meld dat daar gesprekke plaasgevind het met Outsurance oor voetpatrolie in die munisipale area, op rdl A K Warnick se vraag oor die moontlikheid van voetpatrollies.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl R J Jooste)

Dat kennis geneem word van die verslae van die onderskeie afdelings in die Direktoraat Beskermingsdienste, nl. Verkeer- en Wetstoepassing en Brandbestryding vir Julie 2023.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDD M VAN ZYL
VOORSITTER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
2023-09-20

2/4/4/
WYK: Nvt

ITEM 7.1 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 20 SEPTEMBER 2023

ONDERWERP:	WYSIGINGS AAN DIE 2023/2024 DIENSLEWERING- EN BEGROTING-IMPLEMENTERINGSPLAN (SDBIP)
SUBJECT:	AMENDMENTS TO THE 2023/2024 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

1. BACKGROUND

The SDBIP for the 2023/2024 financial year was approved by the Mayoral Committee on 14 June 2023.

The adjustments budget approved by Council on 24 August 2023 necessitates a minor amendment to the SDBIP. The amended SDBIP is attached as **ANNEXURE 1**.

2. INPUTS AND COMMENTS

The report was compiled in collaboration with the Department Budget, Costing and Reporting.

3. LEGISLATION

Section 54(1)(c) of the MFMA stipulates the following:

“On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must consider and, if necessary, make any revisions to the service delivery and budget implementation plan, 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.”

3. LINK TO THE IDP

The IDP and the SDBIP is linked through Chapter 4 of the IDP that is also included in the SDBIP as well as the annual budget that is included in both documents. The budget is informed by the strategy and goals of the IDP.

4. AANBEVELING / RECOMMENDATION

Dat die gewysigde Dienslewering- en Begrotingimplementeringsplan (SDBIP) vir die 2023/2024 finansiële jaar in terme van Artikel 54(1)(c) van die Wet op Munisipale Finansiële Bestuur (Wet 56 van 2003) goedgekeur word.

That the amended Service Delivery and Budget Implementation Plan (SDBIP) for the 2023/2024 financial year be approved in terms of Section 54(1)(c) of the Municipal Finance Management Act (Act 56 of 2003).

(get) J J Scholtz

MUNISIPALE BESTUURDER / MUNICIPAL MANAGER



Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager
2022-09-20

2/4/2
WARD: All wards

ITEM 7.2 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 20 SEPTEMBER 2023

SUBJECT: ESTABLISHMENT OF A MUNICIPAL MODERATION COMMITTEE
ONDERWERP: STIGTING VAN 'N MUNISIPALE MODERERINGSKOMITEE

1. BACKGROUND

Section 39 (6) to (8) of the Municipal Systems Act, Act 32 of 2000 (Municipal Staff Regulations) stipulates the following:

- (6) The municipal council must establish a municipal moderation committee, which must be convened annually.*
- (7) The municipal moderation committee shall be constituted as follows:*
 - (a) The municipal manager, who must act as the chairperson of the committee;*
 - (b) all heads of departments;*
 - (c) head of municipal planning and organisational performance;*
 - (d) head of the municipal internal audit;*
 - (e) a senior human resource functionary to guide, advise and provide support, including arrangements for secretariat services; and*
 - (f) a performance specialist, where applicable.*
- (8) The purpose of the municipal moderation committee is to-*
 - (a) provide oversight over the staff performance management and development system to ensure the performance management process is valid, fair and objective;*
 - (b) moderate the overall performance assessment score for staff determined after the departmental moderation processes;*
 - (c) ensure that the final individual performance ratings are fair across each grade and department or directorate;*
 - (d) ensure that the final individual assessment outcome corresponds with the performance of the municipality and the relevant department aligned to the staff member's job description or directorate before any recognition of performance is considered;*
 - (e) determine the percentages for the merit-based rewards subject to affordability and the annual approved municipal budget in terms of section 16 of the Municipal Finance Management Act;*
 - (f) recommend appropriate recognitions for different levels of performance;*
 - (g) recommend appropriate remedial actions for performance believed to be substandard;*
 - (h) advise the municipality on recognition of performance, including financial and non-financial rewards, where applicable;*
 - (i) identify potential challenges in the performance management system and recommend appropriate solutions to the municipal manager;*
 - (j) identify developmental needs for supervisors to improve the integrity of the performance management and development system; and*
 - (k) consider any other matter that may be considered relevant.*

The Municipal Moderation Committee will be established in compliance with Section 39 (1) to (4) above.

2. **DISCUSSION**

The Municipal Moderation Committee will consist of the

- Municipal Manager, who must act as the chairperson of the committee;
- Director: Corporate Service
- Director: Protection Services
- Director: Financial Services
- Director: Development Services
- Director: Electrical Services
- Director: Infrastructure Services
- Senior Manager: Solid Waste and Trade Services
- Senior Manager: Human Resources Services
- Senior Manager: Internal Audit
- Senior Manager: Strategic Services
- Senior Manager: Information, Communication and Technology
- Senior Manager: Civil Operations & Maintenance
- Senior Manager: Public Services & Project Management
- Senior Manager: Technical Services – Electrical Planning and Design (Project Management)
- Senior Manager: Electrical Infrastructure Operations, Maintenance & Construction
- Senior Manager: Development Management
- Senior Manager: Treasury, Financial Reporting & Fin Systems
- Senior Manager: Budgeting, Costing & Reporting
- Senior Manager: Supply Chain Management
- Senior Manager: Financial Statements and Asset Management
- Senior Manager: Traffic / Law Enforcement Operations & Vehicles Licensing Administration
- Manager: Secretariat and Records Management
- Manager: Properties, Contracts & Legal Administration
- Manager: Tourism, Library and Client Services
- Manager: Expenditure Management
- Manager: Financial Systems Administration
- Manager: Credit Control
- Manager: Revenue Management
- Manager: Community Development
- Manager: Human Settlements / Housing Administration
- Manager: Environmental Affairs
- Manager: Buildings & Infrastructure Maintenance
- Chief Fire and Disaster Officer: Disaster Management, Fire & Emergency Services

The Municipal Moderation Committee's role is to guide, advise and provide support, including arrangements for secretariat services as prescribed by the above quoted legislation. The Moderation Committee will assess the Municipality's staff annual performance, where they will ensure that the norms and standards for performance management and development systems are applied in a fair, realistic and consistent manner across the department.

3. **LEGISLATION**

The following act is applicable: Municipal Systems Act, Act 32 of 2000 (Municipal Staff Regulations)

4. **LINK TO THE IDP**

Not applicable

5. **FINANCIAL IMPLICATION**

None

6. **RECOMMENDATION**

(a) *That the establishment of the Municipal Moderation Committee be approved.*

(get) J J Scholtz

MUNISIPALE BESTUURDER / MUNICIPAL MANAGER



Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager:
Internal Audit Division

14 September 2023
5/15/1/3

ITEM 7.3 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 20 SEPTEMBER 2023

**SUBJECT: MANDATE OF THE MUNICIPAL PERFORMANCE, RISK AND AUDIT
COMMITTEE**

1. BACK GROUND / DELIBERATION

The Swartland Municipality is obliged to maintain a Performance, Risk and Audit Committee as an independent appraisal function according to the Municipal Finance Management Act.

An audit committee is an independent advisory body which must:

- (a) Advise the municipal council, the accounting officer and the management staff of the municipality on matters relating to:
 - (i) Internal financial control and internal audits;
 - (ii) Risk management;
 - (iii) Accounting policies;
 - (iv) Adequacy, reliability and accuracy of financial reporting and information;
 - (v) Performance management;
 - (vi) Effective governance;
 - (vii) Compliance with this Act, the annual Division of Revenue Act and any other applicable legislation; and
 - (viii) Any other issues referred to the Committee by the municipality.
- (b) Review the annual financial statements to provide the council of the municipality with an authoritative and credible view of the financial position of the municipality, its efficiency and effectiveness and its overall level of compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;
- (c) Respond to council on any issues raised by the Auditor-General in the audit report;
- (d) Carry out such investigations into the financial affairs of the municipality or municipal entity as the council of the municipality may request; and
- (e) Perform such other functions as may be prescribed.

The duties and responsibilities of the members of the Performance, Risk and Audit Committee are set out in the Charter which is submitted to Executive Mayoral Committee for approval. The Charter was discussed and accepted by the Performance, Risk and Audit Committee at their meeting of 22 August 2023.

2. RECOMMENDATION/

It is recommended that the Charter of the Performance, Risk and Audit Committee is approved by the Executive Mayoral Committee and adopted by the Performance, Risk and Audit Committee members for them to be aware of their responsibilities.

AANBEVELING

Dit word aanbeveel dat die Handves van die Prestasie, Risiko en Ouditkomitee deur die Uitvoerende Burgemeesterskomitee goedgekeur en deur die lede van die Prestasie, Risiko en Ouditkomitee aanvaar word vir hulle om bewus te wees van hul verantwoordelikhede.

(get) J J Scholtz

Municipal Manager
(JE)

CHARTER

PERFORMANCE, RISK AND AUDIT COMMITTEE



AUGUST 2023

TABLE OF CONTENT

1.	INTRODUCTION	2
2.	AUTHORITY	2
3.	PERFORMANCE, RISK AND AUDIT COMMITTEE STRUCTURE	2
3.1	Composition	2
3.2	Membership	3
3.3	Induction of members	3
3.4	Independence of the Audit Committee.....	4
3.5	Annual work plan of the Audit Committee.....	4
3.6	Meetings	4
3.7	Remuneration	5
3.8	Performance Assessments of the Audit Committee.....	6
4.	RESPONSIBILITY	6
4.1	Advisory function.....	6
4.2	Annual Financial Statements	7
4.3	External Audit performed by the Auditor General.....	7
4.4	Internal Audit.....	8
4.5	Risk Management.....	9
4.6	Performance Management.....	10
4.7	Information Technology (IT) Governance	10
4.8	Control Environment	10
4.9	Combined Assurance	11
5.	REPORTING	11
5.1	Bi-annual report	11
5.2	Annual report	12
5.3	Other reporting.....	12
6.	GENERAL	12

1. INTRODUCTION

The Performance, Risk and Audit Committee (referred to as the Audit Committee or AC) is constituted as a statutory committee of Swartland Municipality (SM) in terms of section 166 of the Municipal Financial Management Act No. 56 of 2003 to assist Council in fulfilling its oversight responsibilities for the processes in respect of financial reporting, internal control, risk management, performance management, auditing, compliance with laws and regulations and the code of conduct.

- 1.1 Section 166 of the Municipal Finance Management Act No. 56 of 2003, requires every Municipality to establish and maintain an Audit Committee, as an independent appraisal function.
- 1.2 Regulation 14(2) of the Municipal Planning and Performance Management Regulations provides for the establishment of a Performance Audit Committee. In terms of Regulation 14 (2) (c) the Audit Committee can also fulfil the role of the Performance Audit Committee.
- 1.3 Management continuously strives to adopt and implement best practice in relation to corporate governance by referring to the Code of Corporate Practices and Conduct published in the King Report on internal control and information systems in the organisation.
- 1.4 This charter is the terms of reference approved by the Council, which outlines the mandate of the Audit Committee and sets out the specific responsibilities and details in which the AC will operate.

2. AUTHORITY

- 2.1 The Audit Committee is authorised by Council to investigate any matter within the scope of its mandate and has unrestricted access to all information, including records, property and personnel of the SM and must be provided with adequate resources in order to fulfil its responsibilities. Furthermore, the AC is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the AC.
- 2.2 In addition, the AC is allowed to consult with specialists or consultants to assist it with the performance of its functions, subject to a SM approved process being followed. Such specialists or consultants are not members of the AC and are not entitled to vote on any matters.

3. PERFORMANCE, RISK AND AUDIT COMMITTEE STRUCTURE

3.1 Composition

Section 166 of the MFMA provides for a minimum requirement for the composition of an audit committee which must comprise of at least three (3) persons with appropriate experience that are not in the employment of the municipality. The members are appointed by Council and must enter into a contract with the municipality.

Members of the AC should collectively have sufficient qualifications and experience to fulfil their duties, including an understanding of the following:

- Good governance and financial management
- Major accounting practices and public sector reporting requirements;
- Internal controls
- Roles and responsibilities of internal and external auditors
- Treatment of allegations and investigations
- Risk management
- IT governance
- Performance Management

The members of the Audit Committee shall appoint a Chairperson from the independent members of the AC and may not be an official or a councillor. The Chairperson shall hold office for at least two years, with the option of being re-elected. The Chairperson must have the ability to preside over meetings and to direct the discussions along constructive lines.

3.2 Membership

Audit committee members should serve at least a minimum of three years with an option to renew for another three years, based on performance. Recruitment of members should be staggered to prevent a loss of knowledge and skills in the committee. The recruitment process of new members should be concluded at least three months in advance of the expiry of existing members term. A committee member should give two months notice prior to resignation. Except in the case of shared audit committees, the council must ensure that AC members do not serve on more than three local government audit committees simultaneously.

Rotation of members is encouraged as it enhances the independence of the Audit Committee. Members of the AC may not be contracted continuously for a period exceeding six years. After serving consecutively for six years, a cooling off period of two years must be provided for, before appointing the same member. The term of office for members must be strictly adhered to.

The appointment of a member will be terminated if he/she is declared bankrupt or found guilty of fraud or corruption or any offence of which dishonesty is an element in a court of law during his/her term of office. The Executive Mayor must concur with any premature termination of services of a member of the AC. The SM must fill vacancies on the AC within 40 business days after the vacancy arises.

3.3 Induction of members

A formal process of induction must be facilitated by the Senior Manager, Internal Audit in consultation with the Municipal Manager (MM). During the induction of members, the roles and responsibilities of the AC must be clarified. New members will meet and be briefed by the MM, Chief Financial Officer (CFO), Chairperson of the AC and the Senior Manager, Internal Audit. The information to be provided to new members should include:

- The municipality's governance and operational structures and how the audit committee operates within this structure;
- Copy of the AC's charter, recent AC minutes, AC reports, audit opinion and details of outstanding issues;
- Copies of the relevant legislation and policies;
- Copies of the latest municipality's annual report, annual financial statements, integrated development plan, service delivery and budget implementation plans, in-year reports, code of conduct, performance agreements, risk register and risk management plans;
- Information from management and the internal auditor on the risk profile, status of internal controls and system of delegation; and
- A copy of the internal audit charter and annual work plans.

3.4 Independence of the Audit Committee

The AC should be independent and safeguarded from undue influence in exercising its responsibilities in an objective manner. To enhance the AC functioning, the following is required of members:

- Be independent by not being involved in any business with the municipality;
- Not be biased but exhibit an independence of mental attitude during deliberations; and
- Declare private and business interest in every meeting and should any conflict of interest arise, remove themselves from any proceedings, in relation to that matter giving rise to the conflict.

3.5 Annual work plan of the Audit Committee

An annual Audit Committee work plan must be compiled to ensure that all relevant matters are covered by the agendas of the meetings scheduled for the year. The annual plan must ensure proper coverage of matters laid out as the more critical which must be attended to at each meeting whilst other matters may be dealt with on a rotation basis.

3.6 Meetings

The AC must hold sufficient scheduled meetings to discharge all its duties as set out in its terms of reference, but subject to a minimum of four meetings per year. Two meetings should include Risk Management matters and two for Performance Management matters. Meetings in addition to these scheduled may, with approval of the Chairperson, be held at the request of the Auditor-General, the MM, CFO, Senior Manager Internal Audit or other members of senior management or at the instance of the SM. Notice shall be given to all members of the Audit Committee and other interested parties, of each meeting to be held, within a reasonable time prior to the date on which such meeting will be held.

AC members shall attend all scheduled meetings, unless prior apology, with reasons, has been submitted to the Chairperson. If the nominated Chairperson of the AC is absent from the meeting, the members present must elect one of the members present to act as Chairperson.

The AC shall meet with internal and external auditors regularly, but at least once a year without management being present. Minutes should be kept of these meetings for record keeping purposes.

The secretariat responsibilities are to be performed by internal audit, which include providing all administrative support to the AC meetings, sending invitations and documentation to members, coordinating and compiling of audit committee meeting documentation, taking minutes at meetings, preparing all logistical arrangements relating to audit committee meetings and payment of the members.

A draft agenda should be circulated to all AC members at least two weeks prior to each scheduled meeting for their input and finalisation. The Senior Manager, Internal Audit must ensure that the required preparation for the meeting of the AC is finalised at least 7 working days before the commencement of the meeting and that substantive work would be undertaken for the duration of the meeting.

Draft Minutes of the AC meetings should be completed within two months after the meeting and circulated to the members of the AC for review thereof. Once approved, these minutes should be distributed to Council for information purposes.

The following persons have a standing invitation to attend all AC meetings:

- Executive Mayor;
- Chairperson of the Finance Portfolio Committee;
- Municipal Manager;
- Chief Financial Officer;
- Senior Manager, Strategic Services;
- Senior Manager, Internal Audit;
- Risk Officer; and
- Any other person on invitation by the Chairperson of the AC, such as Directors, External Audit, Provincial Treasury, National Treasury, etc.

A representative quorum for meetings is a majority of members of the AC, namely two. Individuals in attendance at AC meetings by invitation may participate in discussions, but do not form part of the quorum and have no voting rights.

A duly convened meeting of the AC at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the AC.

3.7 Remuneration

Having regard to the functions performed by the members of the AC, the committee members shall be paid such special remuneration in respect of their appointment as determined by the SM. The reimbursement of members for travel expenditure is determined in accordance with the approved council policy which is based on the rate per kilometer as published and updated by the National Department of Transport.

3.8 Performance Assessments of the Audit Committee

The AC shall assess its performance and achievements against its charter on an annual basis. The assessment should cover the performance of the individual member as part of the overall AC with reference to the particular skills the member has brought to the committee as a whole.

Performance assessments of the AC will also be performed by the Municipal Manager (MM) and Executive Mayor and handed over to the Chairperson.

The aim of the self-assessments is to ensure that the AC meets its objectives efficiently and effectively. The Chairperson should present the findings of the self-assessments to the Municipal Manager and Executive Mayor.

Where the self-assessment highlights a need for enhancements to the role, operational processes or membership of the committee, the chair should take action to ensure that such enhancements are implemented. The Chairperson may need to consult with the MM and Mayor to obtain appropriate support to ensure all enhancements are implemented.

4. RESPONSIBILITY

The overall function of the AC is to assist Council members of SM in discharging their responsibilities relating to the safeguarding of assets, the operation of adequate and effective systems and control processes, the preparation of fairly presented financial statements in compliance with all applicable legal and regulatory requirements and accounting standards, and the oversight of the external and internal audit functions. The AC is an advisory committee and not an executive committee and as such it must not perform any managerial functions or assume any management responsibilities.

In terms of section 166(2) of the MFMA, the Audit Committee as an independent advisory body must perform the following functions:

4.1 Advisory function

Advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality on matters relating to:

- (i) Internal financial control and internal audits;
- (ii) Risk management;
- (iii) Accounting policies;
- (iv) Adequacy, reliability and accuracy of financial reporting and information;
- (v) Performance management;
- (vi) Effective governance;
- (vii) Compliance with the MFMA, the annual Division of Revenue Act and any other applicable legislation;
- (viii) Performance evaluation; and
- (ix) Any other issues referred to it by the municipality.

4.2 Annual Financial Statements

The Audit Committee must review the annual financial statements (AFS) to provide the municipality with an authoritative and credible view of the financial position of the municipality, its efficiency and effectiveness and its overall level of compliance with the MFMA, the annual Division of Revenue Act (DoRA) and any other applicable legislation by focusing on the following:

- The municipal audit file is prepared in line with the applicable standards and guidance contained in MFMA Circular 50, or as updated;
- Unaudited AFS of the municipality to ensure that the quality, integrity and content is consistent with applicable standards and compliant with the legal framework;
- The reasonableness, completeness and accuracy of information in the AFS, and provide comment thereon, on a timely basis;
- Significant financial estimates based on judgement which are included in the AFS;
- The impact and disclosure of significant, complex and/or unusual transactions, especially where the accounting treatment is open to different interpretations;
- Quality and appropriateness of the municipality's accounting policies;
- Efficiency and effectiveness of internal controls over AFS preparation and reporting;
- Trends and other financial ratio calculations by conducting analysis, e.g. year-on-year comparisons and composition of primary group, e.g. salaries as a component of operations, whether operations are undertaken on a sustainable basis, operations at surplus or deficit, efficiency and solvency ratios, etc.;
- Whether the AFS present a balanced and understandable assessment of SM position and performance prospects;
- The clarity of disclosure in the SM's financial reports and the context in which statements are made;
- Litigation matters;
- The Municipal Manager's (MM) statement to be included in the Annual Report, including the statement on effectiveness of the systems of internal control; and
- Other sections of the Annual Report before release and consider the accuracy and completeness of information.
- Review the skills and competence of key officials in the finance department (Chief Financial Officer, Senior Managers, Heads of Departments)

4.3 External Audit performed by the Auditor General

The Audit Committee must in relation to external audit perform the following:

- Take cognizance of the scope of work undertaken by the external auditor and the extent of co-ordination with the internal audit unit;
- Review annual external audit plans, audit fees and other compensation;
- Ensure that the external auditors have reasonable access to the management and Chairperson of the Audit Committee;
- Address any potential restrictions or limitations with the MM and Council;

- Liaise with the external auditors on any matter that the AC considers appropriate to raise with the external auditor;
- Review the report on the financial statements and other matters raised for reasonability and accuracy;
- Provide advice to the MM on actions taken relating to significant matters raised in external audit reports;
- Ensure that matters raised by the external auditors and any findings are dealt with conclusively in an expeditious manner;
- Review any interim reports issued in order to take cognizance of the issues raised in determining the follow up work of internal audit; and
- Conduct a review of the extent to which previously reported findings by the external auditor have been addressed by Council in the new financial year.

4.4 Internal Audit

The AC is responsible for overseeing internal audit, and in particular the following:

- Regularly review the functional and administrative reporting lines of Internal Audit (IA) to ensure that the organisational structure is consistent with the principles of independence and accountability;
- Review and approve the IA charter and ensure that the independence and activities of the IA function are clearly understood and respond to the objectives of the municipality and the legal framework;
- Consider and approve the IAA's policy, strategic plan and monitors compliance to the implementation of the policy and strategic plan;
- Confirm that the Risk Based IA plan makes provision for critical risk areas in the municipality;
- Consider and approve any changes required in the IA plan;
- Advise the municipality on resources allocated to give effect to the work outputs of the IA function;
- Ensure that there is support for IA and external auditors from senior management;
- Consider and review with management and IA on a quarterly basis, significant findings and management's responses thereto in relation to reliable reporting, corporate governance and adequate and effective internal control;
- Consider and review reports relating to difficulties encountered during the course of the audit engagement, including any scope limitation or access to information reported to the Municipal Manager that remain unresolved;
- Annually evaluate the performance of the IA activity in terms of the agreed goals and objectives as captured in the audit plan;
- Ensures that a Quality Assurance Improvement Programme (QAIP) as per the IIA be developed, implemented and monitored;
- Ensures that a skills matrix that considers the future strategies of the municipality and ensures that the IAA is considering suitable competencies to audit proficiently in all areas including any new areas that is planned be developed and monitoring the implementation thereof;

- The Chairperson of the AC after consulting the Municipal Manager signs off the annual performance assessment of the CAE
- Ensure that IA has unrestricted access to the Chairperson of the AC;
- Ensure that no restrictions or limitations are placed on the IA unit;
- Ensure proper training is maintained in order to comply with the International Standards for the Professional Practice of Internal Auditing (ISPPIA);
- Receive periodically reports annually from CAE with regards to the conformance of the IAA's Code of Ethics, Core Principles and the Standards as per the IPPF (International Professional Practices Framework);
- Ensure that the IA function is subject to an independent quality review every five year; and
- The AC may recommend and be consulted in the appointment and/or dismissal of the CAE. Management agreement.

4.5 Risk Management

The AC shall understand and consider the major risk areas including the financial, legal and fiscal risks and the internal control environment. It shall monitor the control process and the adequacy of the system of internal control by reviewing Internal and External Audit reports as well as the following:

- Review the risk strategy which includes the risk appetite and risk tolerance of the municipality, and recommends this for approval by MAYCO;
- Approves the annual Risk Management Strategic Plan;
- Constantly be aware of the current high risks areas and ensure management effectively manage it;
- Satisfy itself that effective systems of accounting and internal control are established and maintained to mitigate risks;
- Satisfy itself regarding the integrity and prudence of management control systems, including the review of policies and/or practices;
- Ensure that council and management are aware of matters that came to the Audit Committee's attention that might have a significant impact on the financial condition or affairs of the municipality;
- Monitor risks and ensure that controls are in place to accomplish the objectives set out in the mission statement, business plan and any transformation processes;
- Discuss any communication from management regarding their processes for identifying and responding to the risks of fraud in the entity;
- Communicate with external auditor, any fraud, suspected fraud or fraud investigation being conducted of which they are aware;
- Discuss with the external auditor any concerns about the nature, extent and frequency of management's assessment of the accounting and control systems in place to prevent and detect fraud;
- Notify Council when the accounting officer has been implicated in fraud, corruption or gross negligence; and

- Confirm the establishment of a Disciplinary Committee responsible for the investigation of unauthorised, irregular and fruitless and wasteful expenditure.

4.6 Performance Management

In terms of Regulation 14(2)(c) of the Municipal Planning and Performance Management Regulations, the Audit Committee can also fulfil the role of the Performance Audit Committee. Therefore, the combined Performance, Risk and Audit Committee is responsible for the monitoring of the Performance Management process.

The responsibilities of the AC in reviewing the municipality's performance management system, it must focus on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets set by the municipality are concerned. The AC must review and comment on the following:

- Compliance with statutory requirements, policy and performance management best practices and standards;
- The municipality's performance management system and make recommendations for its improvement;
- The alignment of the Integrated Development Plan, the Budget, Service Delivery and Budget Implementation Plan and performance agreements;
- Relevance of indicators to ensure they are measureable and relate to services performed by the municipality;
- Compliance with in-year reporting requirements;
- Internal Audit reports conducted in respect of the performance management;
- Municipality's annual performance report submitted with the annual financial statements to the Auditor-General by 31 August; and
- The municipality's annual reports within the stipulated timeframes.

4.7 Information Technology (IT) Governance

The audit committee also needs to provide advice on IT governance, controls, access, safeguarding of information in the municipality.

Specific expertise may be required from within or outside the municipality from time to time, to assist the IA unit and AC to formulate recommendations on systems and controls. The AC may have to advise on the appropriateness of disaster recovery and business continuity plans supporting IT risks, regular testing and evaluation of plans, systems and processes.

4.8 Control Environment

The audit committee members need to have a good understanding of the control environment, in fulfilling this responsibility the committee should:

- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up of any instances of non-compliance;
- Obtain reports from management, internal and the external audit regarding compliance with all applicable legal and regulatory requirements.

- Ensure that management follows a sound process to draw conclusions on the adequacy and effectiveness of the system of internal control;
- Establish whether management has relevant policies and procedures in place and that these are adequate, effective and regularly updated;
- Determine whether appropriate processes are followed and complied with on a regular basis;
- Obtain regular updates from management and the Legal Department of the municipality regarding compliance matters.
- Assess steps taken by management to encourage ethical and lawful behavior, financial discipline and accountability for use of public resources.
- Ensure that the code of conduct of the municipality is in writing and communicated to all employees.

4.9 Combined Assurance

The AC must oversee the implementation of a combined assurance framework and is applied to provide a coordinated approach to all assurance activities, and in particular the AC shall:

- Ensure that the combined assurance received is appropriate to address all the significant risks facing the SM;
- Monitor the relationship between all the assurance providers to the SM; and
- Considers the outcome of the formal annual review conducted of all the different assurance providers to determine the level of reliance that can be placed on their work and if required make recommendations thereon.

4.10 Governance reviews

Ensuring that Governance Maturity Assessments are conducted within a 3-year cycle at Corporate (King IV), Executive (Risk Management, Regulatory Compliance, IT, Ethics, Performance Management, Business Continuity) and Operational Governance levels and considers the outcome of these assessments.

5. REPORTING

The Chairperson of the AC must report bi-annually or more frequently if required, to Council on the operations of the IA unit and the AC.

5.1 Bi-annual report

The report should include:

- A summary of the work performed by IA and the AC against the annual work plan;
- Effectiveness of internal controls and additional measures that must be implemented to address identified risks;
- A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof;
- Progress with any investigations and their outcomes;

- Details of meetings and the number of meetings attended by each member; and
- Other matters requested of the internal audit and audit committee.

5.2 Annual report

The audit committee shall prepare a report annually which will be incorporated into the municipality's annual report covering:

- Committee's composition;
- Number of meetings attended by each member;
- Confirming that all responsibilities outlined in its charter have been carried out;
- Report on the internal control environment;
- Comment on its evaluation of the financial statements;
- Implementation status of recommendations made; and
- Other relevant comments that may enhance governance and accountability.

5.3 Other reporting

- Any material findings shall immediately be reported to the Municipal Manager, the Auditor-General (AG) and to the Executive Mayor, if appropriate;
- A copy of its report at least annually, or at other intervals, to the Municipal Public Accounts Committee (MPAC), for consideration during the MPAC engagements on the oversight report;
- Forward the minutes of its quarterly meetings to the Executive Mayoral Committee; and
- Provide an open avenue of communication between the Municipal Council, Management, the AG and IA.

6 GENERAL

The terms of reference shall be reviewed at least biennially and amended as required, subject to the approval of the Executive Mayoral Committee of Swartland Municipality.

APPROVAL OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE CHARTER

Accepted by the Performance & Risk Audit Committee at their meeting on 28 November 2017
Approved by MAYCO - Resolution No.: 2968286 - Date: 6 December 2017

Reviewed – no changes 28 May 2019: Accepted by the PRAC at their meeting on 28 May 2019

Reviewed and changes made: Accepted by the PRAC at their meeting on 2 June 2020
Approved by MAYCO - Resolution No.: 3527711 - Date: 19 August 2020

Reviewed and changes made: Accepted by the PRAC at their meeting on 24 August 2021
Approved by MAYCO - Resolution No.: 3663262, - Date: 18 October 2021

Reviewed – no changes recommended: 21 November 2022

Reviewed and changes made: Accepted by PRAC at their meeting on 22 August 2023



Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager:
Internal Audit Division

14 September 2023
5/15/1/3

ITEM 7.4 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 20 SEPTEMBER 2023

**SUBJECT: MINUTES OF THE MUNICIPAL PERFORMANCE, RISK AND AUDIT
COMMITTEE MEETING HELD ON 22 MAY 2023**

1. BACKGROUND

The minutes of the Municipality's Performance, Risk and Audit Committee held on 22 May 2023 is hereby tabled. In accordance with the approved Performance, Risk and Audit Committee mandate the said minutes, or a summary thereof must be submitted to the Council to be dealt with at its next ensuing meeting.

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

In terms of the above mandate, the Committee mainly makes recommendations to the Council for consideration and decision making. There are no recommendations by the Performance, Risk and Audit Committee, arising from their meeting held on 22 May 2023 for which a Council decision is required. The Committee is pleased with the continuing progress made by the Municipality in improving the control environment.

2. RECOMMENDATION

Dat kennis geneem word van die notule van die Munisipale Prestasie, Risiko en Ouditkomitee se vergadering van 22 Mei 2023.

That cognizance be taken of the minutes of the meeting of the Municipality's Performance, Risk and Audit Committee of 22 May 2023.

(get) J J Scholtz

MUNICIPAL MANAGER
JE/KS



MINUTES OF THE MEETING OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE OF SWARTLAND MUNICIPALITY HELD ON TUESDAY, 23 MAY 2023 AT 09:30

PRESENT

AUDIT COMMITTEE

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

OFFICIALS : Municipal Manager: Mr J Scholtz (JS)
Director, Financial Services: Mr M Bolton (MB)
Director, Corporate Services: Ms M Terblanche (MT)
Director, Protection Services: Mr P Humphreys (PH)
Director, Civil Engineering Services: Mr L Zikmann (LZ)
Director, Electrical Engineering Services: Mr T Möller (TM)
Director, Development Services: Ms J Krieger (JK)
Senior Manager, Strategic Services: Ms O Fransman (OF)
IDP/LED-officer: Mr L Fourie (LF)
Senior Manager, Internal Audit: Ms J Erasmus (JE)
Internal Auditor: Msizi Mseleni (MM)
Committee Officer: Ms S Willemse (SW)
Risk Management Intern: Robert Hess (RH)

1. OPENING

1.1 Welcome

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

Apologies

None – all members were present at the meeting.

2. DECLARATION OF INTEREST BY MEMBERS OF THE AUDIT COMMITTEE

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

No interests declared by other members.

3. DECLARATION OF INDEPENDENCE OF THE INTERNAL AUDIT COMPONENT

The independence of the Internal Audit Component was confirmed.

4. ADDITIONS TO THE AGENDA

None

5. COMMUNICATIONS BY THE CHAIRPERSON

5.1 How can the PRAC add more value to Swartland Municipality?

The item stands over to the next meeting.

6. COMMUNICATIONS BY THE MUNICIPAL MANAGER

The Municipal Manager reported that Swartland Municipality's investment in infrastructure has been recognised by the Western Cape Provincial Government at the recently held Service Excellence Awards. Swartland Municipality was tied for second place for the best municipality in the Western Cape along with Drakenstein Municipality. The Municipality also received the third place award for the Early Childhood Development (ECD) Forum project and the first place for the Highlands Landfill Site.

He also stated that Swartland Municipality's hard work has not only been recognised at a provincial level, but also by National Government Departments. The Malmesbury Wastewater Treatment Works (WWTW) as well as the Riebeek Valley WWTW received the awards as the best facilities in their respective categories by the National Department of Water and Sanitation. These facilities are part of an ongoing investment into our bulk services and making sure Swartland continues to deliver sustainable services. The Chairperson congratulated the municipality on their achievements and good work.

NOTED

**7. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 21 FEBRUARY 2023
RESOLUTION**

That the minutes of the previous meeting held on Tuesday 21 February 2023 be approved.

8. MATTERS ARISING FROM MINUTES

8.1 Implementation of the Performance and Risk Audit Committee resolutions taken on 21 February 2023

The purpose of the report is to keep track of the resolutions that were taken in the previous meetings.

RESOLUTION

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

9. PERFORMANCE MANAGEMENT

9.1 Performance Reports IDP & SDBIP Q3

Refer to item 11.1

9.2 Performance Report per Director Q3

Refer to item 11.1

9.3 Performance Report of Divisional Heads Q3

The Senior Manager: Strategic Services also gave an update regarding the implementation of the IGNITE performance management system. She reported that all the background work have been completed and KPI's and targets must still be developed for all the relevant officials. The system will be fully operational in August 2023.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Performance Report and also the progress made with regards to the implementation of the IGNITE system.

9.4 Internal Audit report – PDO Q3

The Municipal Finance Management Act No 56 of 2003, Section 165 (2) (b) (v) requires that Internal Audit report to the Audit Committee on matters relating to Performance Management.

The municipality is utilising an electronic Performance Management System to record the measuring of performance information of the Directors as well as the Divisional Heads. All

RESOLUTION

That the Performance and Risk Audit Committee take note of the Internal Audit report.

10. MSCOA – MUNICIPAL STANDARD CHART OF ACCOUNTS

MB stated that he will give an update on MSCOA at the next meeting.

RG enquired what effect load shedding had in terms of the municipality's revenue and work flow. Verbal feedback was provided by the Chief Financial Officer, Director Electrical Engineering Services, Director: Civil Engineering Services and the Municipal Manager. It was also reported that the municipality received a grant of R10.4 million to purchase additional generators and that the tender was already allocated.

11. FINANCIALS – IN – YEAR REPORTING

11.1 Quarterly Section 52 Report

The purpose of this report is to comply with the requirements of Section 52 (d) of the Municipal Finance Management Act, No. 56 of 2003, which prescribes the general responsibilities of the Mayor to table to council the financial position as well as the financial progress of the municipality, measured against the approved budget for the 3rd quarter as at 31 March 2023.

This report also includes the non-financial information in the form of the municipality's performance measured against the targets set out in the Top Level Service Delivery and Budget Implementation Plan 2022/2023.

The Chairperson enquired what the root cause is for the low capital expenditure. The Director Civil Engineering Services explained that the bulk of the capital projects lies within the Civil Services Directorate and further explained that load shedding and the international markets did have an impact on expenditure however additional grant funding was received in February 2023 which further increased their capital budget. He stated that accepting the funding at such a late stage does create a risk for underspending but it will be to the benefit of the municipality

The Director Electrical Services briefly explained that the contractor related to the substation construction did experience some delays in the delivery of concrete but he is communicating with the service provider regularly.

Furthermore the Director: Community Development also gave feedback on the housing projects. She indicated that the municipality received R33.5 million in terms of the DORA allocations. The funding relates to the De Hoop top structures project and the project is ongoing. The municipality is still waiting on resolution letters from the Department of Human Settlements with regards to the Moorreesburg and Darling housing projects which remains a challenge.

The CFO referred to bottlenecks in the supply chain management processes and that there should be a focus on proper procurement planning in the new financial year. He further indicated that he expects the capital expenditure to be 90% by 30 June 2023.

Mr. Gouws commended the municipality for the good performance ratings.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Section 52 report – Quarterly.

12. RISK MANAGEMENT

12.1 Risk Management Feedback for the quarter

The purpose of this item is to monitor and discuss matters related to the municipality's risk management processes to ensure effectiveness.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Risk Management feedback report as at 30 April 2023.

12.2 Operational Risk Registers

The PRAC members went through the operational risk registers.

BG commented on the risk of a fire detection at the Registry office and asked if there is an action plan in place in case of a fire. MB stated that there might be funding available for a fire detection system /alarms in the new financial year.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Operational Risk Registers.

12.3 Strategic Risk Registers

The PRAC members went through the strategic risk register.

Ms Gani shared that the interpretation of legislation by the Auditor General have been raised as a strategic risk at another municipality but she is aware that it might not be a risk for Swartland Municipality.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Strategic Risk Registers.

12.4 Risk Management Strategic Plan 2022-23

The Chairperson asked whether the BarnOwl Risk Management system is completely implemented.

JE stated that the system is completely implemented. The specific action have been removed from the revised plan as the system is fully operational.

JE stated that Swartland Municipality have an agreement with the municipalities in the West Coast District to audit each other's risk management processes and that Bergirvier Municipality will audit Swartland Municipality for this financial year

RESOLUTION

That the Performance and Risk Audit Committee take note of the progress made on the Risk Management Strategic Plan 2022-23.

12.5 Risk Management Strategic Plan 2023-24 for approval

Swartland Municipality has undertaken to embed a culture of Enterprise Risk Management (ERM) within the municipality and to identify, assess, manage, monitor and report risks to ensure the achievement of objectives as identified in the IDP.

The purpose of this item is to table the 2023/2024 Risk Management Strategic Plan for approval.

Ms. Gani enquired about the capacity constraints in the Internal Audit department as they are also responsible for Risk Management. The municipal manager stated that due to service delivery requirements and the lack of funds no new positions have been budgeted for.

RESOLUTION

That the Performance and Risk Audit Committee approves the 2023/2024 Risk Management Strategic Plan.

13. AUDITOR GENERAL / EXTERNAL AUDIT

13.1 Progress on the Audit Action plan

The chairperson tabled the Audit Action plan as circulated with the agenda.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Progress on the Audit Action plan 2022/2023.

14. COMBINED ASSURANCE / OTHER EXTERNAL AUDITS

14.1 Eunomia report on compliance

The chairperson tabled the Eunomia report on compliance.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Eunomia report on compliance for the period ending 30 April 2023.

14.2 Litigation

The Chairperson tabled the Litigation report.

RESOLUTION

That the Performance and Risk Audit Committee take note of the quarterly litigation report as at 05 May 2023.

15. INFORMATION COMMUNICATION TECHNOLOGY (ICT)

15.1 Minutes of the ICT Committee meeting held on 01 December 2023

The Chairperson paged through the Minutes of the ICT Committee meeting held on 01 December 2023.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Minutes of the ICT Committee meeting held on 01 December 2023.

16. INTERNAL AUDIT

16.1 Report on the activities of IAA for the period Feb 2023 to Apr 2023

The purpose of these reports are to inform the Performance and Risk Audit Committee regarding the activities of the Internal Audit department for the period 01 February 2023 to 30 April 2023.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Report on the activities of IAA for the period February 2023 to April 2023.

16.2 Outstanding Internal Audit findings

The Chairperson confirmed that the outstanding internal audit findings were discussed at the pre-meeting.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Outstanding Internal Audit findings.

16.3 Progress w.r.t. the Annual Internal Audit Plan 2022-23

The execution of the Annual Internal Audit plan were tabled.

JE explained in detail the planned hours worked compared to the hours used in terms of the Internal Audit's department.

RESOLUTION

That the Performance and Risk Audit Committee take note of the Progress w.r.t. the Annual Internal Audit Plan 2022-23.

16.4.1 External Quality Review Implementation report – progress

The External Quality Review Implementation report was tabled.

RESOLUTION

That the Performance and Risk Audit Committee take note of the External Quality Review Implementation report.

16.4.2 Revised Quality Assurance Improvement programme for approval

The purpose of the report is to table the revised Quality Assurance Improvement program to be approved by the Performance, Risk and Audit Committee.

The Chairperson requested that the customer survey should be circulated to the PRAC members

RESOLUTION

That the Performance and Risk Audit Committee approves the revised Quality and Assurance program.

16.5 Approval of the 2023-2024 Risk Based Internal Audit plan

The 2023/2024 Risk Based Internal Audit plan was tabled.

RESOLUTION

That the Performance and Risk Audit Committee approves the 2023-2024 Risk Based Internal Audit plan.

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

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

RESOLUTION

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

17. PERFORMANCE AND RISK AUDIT COMMITTEE MANDATE

17.1 PRAC Annual Work Programme 2022-23 – progress

The purpose of this item is to ensure that the Performance and Risk Audit Committee complies with all their legal responsibilities. A report is attached regarding their progress on the annual work programme.

RESOLUTION

That the progress on the annual work programme of the Performance and Risk Audit Committee be noted.

18. GENERAL

None

19. NEXT MEETING

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

- Tuesday, 22 August 2023 at 09:30
- Tuesday, 29 August 2023 at 09:30
- Tuesday, 28 November 2023 at 09:30

The meeting adjourned at 12:50.



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Civil Engineering Services
11 September 2023

5/6/1/1/2
WARDS: All

ITEM 7.5 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING WHICH SHALL BE HELD ON 20 SEPTEMBER 2023

SUBJECT: BUDGET FOR MAINTENANCE OF PROVINCIAL MAIN ROADS: 2024/2025 FINANCIAL YEAR

The road expenditure estimates for maintenance and rehabilitation on Provincial Main Roads are submitted annually to the District Roads Engineer for consideration and approval. This information together with Council Approval must be presented to the District Roads Engineer. Accordingly, this item is presented to the EMC for consideration.

The list of expected expenses follows below:

ESTIMATES OF EXPENDITURE ON MUNICIPAL MAIN ROADS : 2024/2025							
COUNCIL	PROJECT NUMBER	ROAD NO.	DESCRIPTION FROM TO	ACTIVITY	REQUESTED 2024/20245	RECOMMENDATION DRE.-2024/2025	COMMENTS
Swartland		MR 230	Moorreesburg (Lang St)	Maintenance	None		
Swartland		MR 230	Moorreesburg (Piketberg Rd)	Maintenance	None		
Swartland		MR 231	Moorreesburg (Lang St)	Maintenance	None		
Swartland		MR 226	Riebeek Kasteel (Piet Reief, Sarel Cilliers, Main Road)	Periodic Maintenance	R 2 022 000		
Swartland		MR 25	Malmesbury (Piet Retief St)	Maintenance	None		
Swartland		MR 224	Malmesbury (Bokomo Rd)	Maintenance	None		
Swartland		MR 224	Malmesbury (Darling Rd)	Maintenance	None		
Swartland		MR 174	Malmesbury (Voortrekker St)	Maintenance	R 6 536 000		
Swartland		MR 215	Darling (Hoof St)	Periodic Maintenance	R 995 000		
Swartland		MR 228	Darling (Evita Bezuidenhout Blvd)	Periodic Maintenance	R 785 000		
Swartland		MR 215	Yzerfontein (Hawe Rd)	Maintenance	None		
TOTAL					R 10 338 000		

The application must be accompanied by Council Approval; accordingly, it is recommended as follows:

RECOMMENDATION

1. That the Executive Mayoral Committee approves the budget of expenses for Provincial Main Roads for the 2024/2025 financial year.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
JMSS/ma

ITEM 7.6 FOR THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING WHICH SHALL BE HELD ON 20 SEPTEMBER 2023

SUBJECT: AMENDEMENT TO THE 2023/24 CONSTRUCTION OF ROADS PROGRAMME

1. BACKGROUND

The Executive Mayoral Committee (EMC) approved the proposed construction of roads Programme for the 2023/2024 financial year on the 17th of May 2023 subject to final costing and downscaling in relation to the expense of the layer works and pavement design (Refer to Annexure A).

Furthermore, the EMC also resolved on the 13th of June 2023 that 5th Avenue, Yzerfontein and be and Abattoir Street, Moorreesburg be included in the construction of roads programme for 2023/24.

Upon completion of the final road and pavement designs, the estimated costs for the proposed programme has increased on account of the following:

- Additional storm water infrastructure required in Chatsworth;
- Relocation of existing infrastructure not known at time of preliminary design;
- Increased layer works costs in Abattoir Street, Moorreesburg due to the poor quality of in-situ material; and
- Increase cost of bitumen as per contract price adjustment for special material.

It is therefore needed to downscale the 2023/2024 construction of roads programme in line with the available budget of the current financial year as depicted below:

FUNDING SOURCE	DESCRIPTION	2023/2024 BUDGET
CRR	Roads Swartland: New Roads (CRR)	R 9 000 000
MIG	Roads Swartland: New Roads (MIG)	R 14 708 000
		R 23 708 000

This report stands to recommend that the previously approved construction/upgrading of roads programme for the 2023/2024 financial year be amended, as indicated on the attached list as Annexure B.

2. ALIGNMENT WITH THE IDP

This item links with Strategic Outcome 3 of the IDP: Quality and Reliable Services

3. RECOMMENDATION

3.1 That the EMC takes note of the downscaled and updated 2023/2024 construction/upgrading of roads programme attached as Annexure B to this report.

3.2 That the EMC notes the virement of R 750 000 from resealing of roads CRR (9/110-724-838) to Construction of New Roads CRR (9/110-725-841) needed for the construction of 5th Avenue, Yzerfontein.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES

ANNEXURE A

Swartland Construction of Roads Programme
2023/2024

Available Budget
(Excluding VAT)

R 23 708 000,00

Town	Street	Begin	End	Length (m)	Estimate (R)
Darling	Mimosa	Jakaranda	Jakaranda	186	R 1 162 500,00
Kalbaskraal	Calabash	Kalbaskraal 1	Essenhout	263	R 1 052 000,00
	Essenhout	Calabash	Kalbaskraal 20	70	R 280 000,00
Chatsworth	Queen	Hutchison	Radnor	230	R 1 437 500,00
	Fourth Avenue	Hutchison	Radnor	239	R 1 493 750,00
	Herton	Cemetery	Hutchison	245	R 1 531 250,00
	First Avenue	Cemetery	Chamberlain	236	R 1 475 000,00
	Second Avenue	Cemetery	Chamberlain	350	R 2 187 500,00
	Third Avenue	Kerk	Chamberlain	376	R 2 350 000,00
	Market	Fourth Avenue	Second Avenue	249	R 1 568 700,00
	Hutchison	Eerste	Fourth Avenue	596	R 3 754 800,00
	Tamar	Vierde Laan	Herton	325	R 2 043 726,92
Malmesbury	Mkhonto	Holomisa	Rolihlahla	124	R 781 200,00
Abbotsdale	Abbotsdale 9	DR01146	Abbotsdale 10	145	R 913 500,00
	Abbotsdale 10	Abbotsdale 10	Kerk	118	R 743 400,00
TOTAL				3901	R 22 774 826.92

ANNEXURE B**Swartland Construction of Roads Programme**
2023/2024**Available Budget (Excluding VAT)****R 24 458 000**

Town	Street	Begin	End	Length (m)	Initial Estimate (R)	Detailed Design Estimate (R)	Downscaled Estimate (R)
Darling	Mimosa	Jakaranda	Jakaranda	186	R 1 162 500,00	R1 911 993,20	R 0
Kalbaskraal	Calabash	Kalbaskraal 1	Essenhout	263	R 1 052 000,00	R1 089 048,08	R1 089 048,08
	Essenhout	Calabash	Kalbaskraal 20	70	R 280 000,00	R289 860,71	R289 860,71
Chatsworth	Queen	Hutchison	Radnor	230	R 1 437 500,00	R1 473 076,54	R1 473 076,54
	Fourth Avenue	Hutchison	Radnor	239	R 1 493 750,00	R2 164 179,49	R2 164 179,49
	Herton	Cemetery	Hutchison	245	R 1 531 250,00	R1 043 181,57	R1 043 181,57
	First Avenue	Cemetery	Chamberlain	236	R 1 475 000,00	R1 780 334,89	R1 780 334,89
	Second Avenue	Cemetery	Chamberlain	350	R 2 187 500,00	R3 552 877,65	R3 552 877,65
	Third Avenue	Kerk	Chamberlain	376	R 2 350 000,00	R2 357 372,12	R2 357 372,12
	Market	Fourth Avenue	Second Avenue	249	R 1 568 700,00	R1 698 854,64	R1 698 854,64
	Hutchison	Eerste	Fourth Avenue	596	R 3 754 800,00	R3 648 722,50	R3 648 722,50
Malmesbury	Tamar	Vierde Laan	Herton	325	R 2 043 726,92	R1 885 701,27	R1 885 701,27
	Mkhonto	Holomisa	Rolihlahla	124	R 781 200,00	R938 434,80	R 0
Abbotsdale	Abbotsdale 9	DR01146	Abbotsdale 10	145	R 913 500,00	R844 087,72	R844 087,72
	Abbotsdale 10	Abbotsdale 10	Kerk	118	R 743 400,00	R947 061,11	R 0
Moorreesburg	Abattoir	Samoa	Silo	233	-	R1 840 598,38	R1 840 598,38
Yzerontein	5th Avenue	Buitekant	Upper	100	-	R790 104,44	R790 104,44
TOTAL				4085	R 22 774 826.92	R 28 300 979,00	R 24 458 000,00

ITEM 7.8 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 20TH OF SEPTEMBER 2023.

ONDERWERP: UITSTAANDE DEBITEURE – AUGUSTUS 2023
SUBJECT: OUTSTANDING DEBT – AUGUST 2023

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

Die bylae hierby aangeheg reflekteer die besonderhede van Swarthland Munisipaliteit se uitstaande debiteure vir die tydperk Augustus 2023 en is saamgestel uit die volgende verslae:-

The schedule attached hereto reflects the particulars of Swarthland Municipality's outstanding debt for the period August 2023 and is composed of the following reports.

- a) Outstanding debt (before levy) Residential / Business / Government / Personnel / Council Members
- b) Outstanding debt (before levy) 150 days and older
- c) Outstanding debt (before levy) 150 days and older - Legal Suite
- d) Outstanding debt (before levy) 150 days and older - Collab
- e) Statistics Cut-Off List

2. WETGEWING / LEGISLATION

- 2.1 Wet op Plaaslike Regering: Munisipale Stelsels Wet 32 van 2000
- 2.2 Local Government: Municipal Finance Management Act 56 of 2003

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

For purposes of Revenue Protection with reference to Strategic Outcome 1: A Financial Sustainable Municipality with well Maintained Assets in terms of Chapter 7 of the IDP, more specifically Output 1.1.2 – Maintain and Improve on Debt Collection.

31 200 412,34

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

- 4.1 Die uitstaande debiteure vir Julie 2022 het R33 346 637.75 beloop terwyl die uitstaande debiteure vir Augustus 2022 R31 200 412.34 beloop het en was 'n vermindering van R2 146 225.41
- 4.2 Die uitstaande debiteure vir Julie 2023 het R40 077 007.59 beloop terwyl die uitstaande debiteure vir Augustus 2023 R41 412 470.45 beloop - 'n vermeerdering van R1 335 462.41
- 4.3 Die uitstaande debiteure vir Augustus 2022 het R31 200 412.34 beloop terwyl die uitstaande debiteure vir Augustus 2023 R41 412 470.45 beloop - 'n vermeerdering van R10 212 058.11 in uitstaande debiteure.
- 4.4 Die uitstaande debiteure vir Augustus 2023 is 5.42% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir Augustus 2022 6.06% as van die inkomste uit dienste voor die nuwe maand se heffing.

5. **AANBEVELING / RECOMMENDATION**

Dat die Raad kennis neem van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Augustus 2023.

That Council takes cognizance of the report with reference to the state of the outstanding debtors of Swartland Municipality for August 2023.

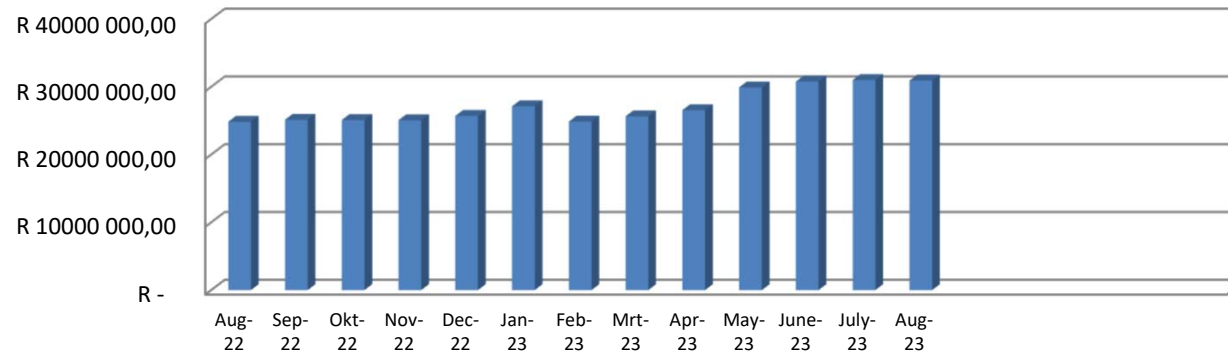
(get) M Bolton

M BOLTON
DIREKTEUR: Finansiële Dienste

OUTSTANDING DEBTORS (FUTURE EXCLUDED) MONTH END RESIDENTIAL - BUSINESS - GOVERNMENT STAFF - COUNCILLORS August 2023									2023/2024 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2022/2023 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2021/2022 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES
Months	Deviation same month of corresponding months of the previous year. (-) is a positive number	Total Debt	Residential	Business	Government	Staff	Councillors	Comments	R 764 743 787	R 713 057 993	R 658 069 842
Feb-23	R 5 862 430	R 39 936 467	R 34 458 175	R 3 900 765	R 1 573 766	R 3 761	R -	EFT payments day after month end received amounted to R2 236,898,47 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R3 900,765,27 Staff outstanding in the amount of R3761,21 - Three (3) Staff members have outstanding accounts - 2 x Pre-Paid electricity and 1 x Conventional Electricity) The Government outstanding amounted to R1 573,765,54 as a result of annual rates. The amount of R53 610,35 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5,60%	5,18%
Mrt-23	R 1 642 716	R 36 605 676	R 32 844 393	R 1 884 961	R 1 874 778	R 1 545	R -	EFT payments day after month end received amounted to R497 273,21 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R1 884,961,04 Staff outstanding in the amount of R1544,50 - Four (4) Staff members have outstanding accounts - 3 x Pre-Paid electricity and 1 x Conventional Electricity) The Government outstanding amounted to R1 874,778,11 as a result of annual rates. The amount of R5159,88 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5,13%	5,31%
Apr-23	R 11 709 068	R 48 490 284	R 38 490 322	R 7 143 203	R 2 843 517	R 13 242	R -	EFT payments day after month end received amounted to R2 257,911,25 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R7 143,202,76 Staff outstanding in the amount of R13 241,73 - Eleven (11) Staff members have outstanding accounts - 6 x Pre-Paid electricity and 5 x Conventional Electricity) The Government outstanding amounted to R2 843,517,37 as a result of annual rates. The amount of R1 316,435,60 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,80%	5,59%
May-23	R 7 372 600	R 42 465 188	R 37 170 032	R 2 416 413	R 2 874 876	R 3 866	R -	EFT payments day after month end received amounted to R1 115,738,37 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 416,413,24 Staff outstanding in the amount of R3865,81 - Eleven (10) Staff members have outstanding accounts - 7 x Pre-Paid electricity, 2 x Conventional Electricity and 1 x Eskom) The Government outstanding amounted to R2 874,876,32 as a result of annual rates. The amount of R514 040,68 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5,96%	5,33%
June-23	R 4 259 870	R 39 458 675	R 34 561 165	R 1 970 134	R 2 927 246	R 130	R -	EFT payments day after month end received amounted to R753 715,87 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R1 970,133,80 Staff outstanding in the amount of R130,34 - One (1) Staff member has an outstanding account - 1 X Pre-Paid electricity). Four(4) councillors in arrears with their municipal accounts. The Government outstanding amounted to R2 927,246,49 as a result of annual rates. The amount of R280 240,52 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5,53%	5,35%
July-23	R 6 730 370	R 40 077 008	R 35 255 362	R 2 090 864	R 2 727 413	R 3 368	R -	EFT payments day after month end received amounted to R1 193,299,66 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 090,864,27 Staff outstanding in the amount of R3368,38 - Four (4) Staff members have outstanding accounts - 3 X Pre-Paid electricity and 1 X Eskom Elec). Four(4) councillors in arrears with their municipal accounts. The Government outstanding amounted to R2 727,412,78 as a result of annual rates. The amount of R0,00 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,24%	4,68%	4,46%
Aug-23	R 10 212 058	R 41 412 470	R 37 035 460	R 2 288 654	R 2 086 896	R 1 461	R -	EFT payments day after month end received amounted to R1 601 349,69 OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 288 653,85 Staff outstanding in the amount of R1460,51 - Four (4) Staff members have outstanding accounts - 4 X Pre-Paid electricity , The Government outstanding amounted to R2 086 895,88 as a result of annual rates. The amount of R1 704 631,83 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,42%	6,06%	5,62%

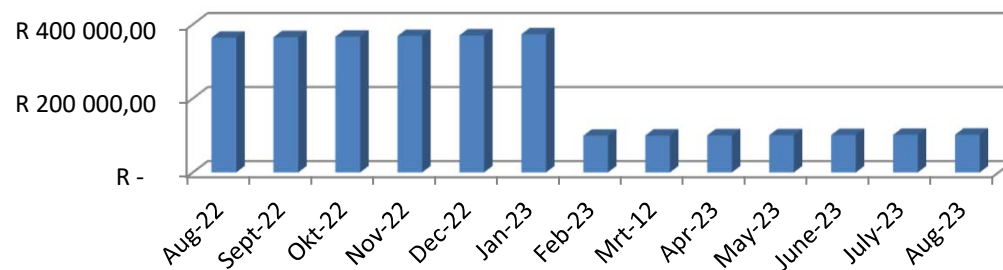
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) August 2023		Comparative Period 2022- 2023	
Month	Before Levy		
Aug-22	R 24 842 160,04	R	4 875 586,56
Sep-22	R 25 143 461,10	R	5 234 802,91
Okt-22	R 25 097 612,66	R	5 243 626,65
Nov-22	R 25 077 433,18	R	4 992 933,58
Dec-22	R 25 701 324,52	R	4 834 860,43
Jan-23	R 27 131 582,63	R	5 213 788,39
Feb-23	R 24 867 724,84	R	4 141 110,99
Mrt-23	R 25 651 352,25	R	4 468 177,31
Apr-23	R 26 552 937,37	R	4 614 996,28
May-23	R 29 917 054,04	R	7 625 191,81
June-23	R 30 766 791,08	R	9 276 168,73
July-23	R 30 998 353,01	R	5 897 190,60
Aug-23	R 30 920 580,94	R	6 078 420,90

**OUTSTANDING DEBT
150 DAYS & OLDER
Before Levy(MONTH END)
August 2023**

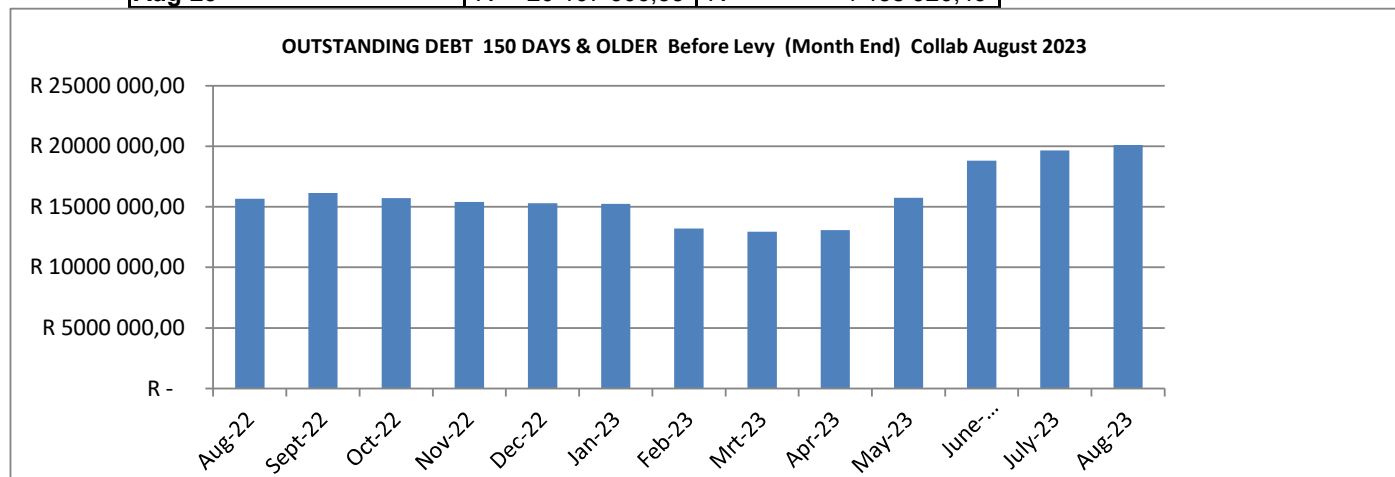


OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) - Legal Suite August 2023		Comparative Period 2022-2023	
Month	Before Levy		
Aug-22	R 363 868,39	R	19 294,29
Sept-22	R 365 218,42	R	18 111,90
Okt-22	R 366 793,17	R	18 443,23
Nov-22	R 368 452,84	R	18 850,24
Dec-22	R 369 923,48	R	17 661,64
Jan-23	R 373 184,55	R	19 670,53
Feb-23	R 99 034,15	R	-255 916,97
Mrt-12	R 99 460,05	R	-257 339,01
Apr-23	R 99 917,90	R	-258 238,45
May-23	R 100 375,66	R	-259 046,82
June-23	R 100 865,37	R	-260 346,54
July-23	R 101 355,12	R	-261 163,44
Aug-23	R 101 755,57	R	-262 112,82

**OUTSTANDING DEBT
150 DAYS & OLDER
Before Levy(MONTH END)
- Legal Suite
August 2023**



OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab August 2023		Comparative Period 2022 - 2023	
Month	Before levy		
Aug-22	R 15 648 685,84	R	3 432 976,72
Sept-22	R 16 136 044,50	R	3 572 923,89
Oct-22	R 15 704 063,21	R	3 709 032,71
Nov-22	R 15 402 686,66	R	3 836 650,67
Dec-22	R 15 293 496,78	R	3 786 277,01
Jan-23	R 15 249 372,12	R	4 098 898,58
Feb-23	R 13 212 635,59	R	3 001 236,06
Mrt-23	R 12 926 419,23	R	3 005 332,74
Apr-23	R 13 062 200,88	R	3 263 417,33
May-23	R 15 747 023,32	R	6 022 904,16
June-23	R 18 797 190,18	R	4 576 556,39
July-23	R 19 650 047,69	R	4 299 867,44
Aug-23	R 20 107 606,33	R	4 458 920,49



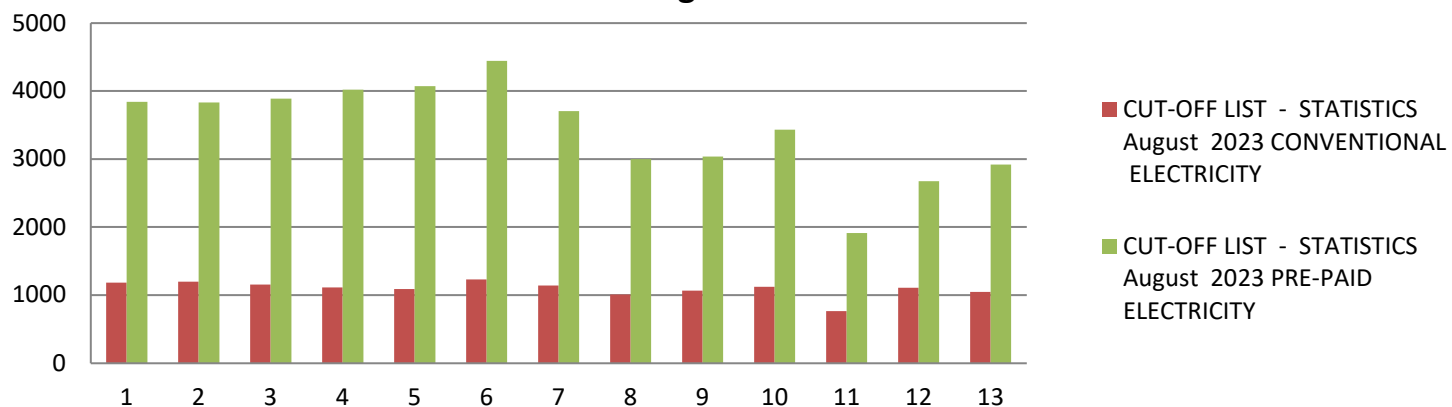
CUT-OFF LIST - STATISTICS

August 2023

MONTHS	CONVENTIONAL ELECTRICITY	PRE-PAID ELECTRICITY	COMMENCEMENT DATE PHYSICAL CUT-OFF
Aug-22	1185	3837	12 September 2022
Sept-22	1198	3830	10 October 2022
Oct-22	1153	3888	8 November 2022
Nov-22	1113	4017	7 December 2022
Dec-22	1091	4068	11 December 2022
Jan-23	1230	4443	8 Februarie 2023
Feb-23	1141	3705	8 Maart 2023
Mrt-23	1010	2998	11 April 2023
Apr-23	1067	3036	8 May 2023
May-23	1121	3432	7 June 2023
June-23	766	1912	10 July 2023
July-23	1107	2673	7 August 2023
Aug-23	1047	2918	11 September 2023

CUT-OFF LIST - STATISTICS

August 2023



ITEM: 7.7 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 20 SEPTEMBER 2023.

ONDERWERP:	VORDERING MET UITSTAANDE VERSEKERINGSEISE
SUBJECT:	OUTSTANDING INSURANCE CLAIMS PROGRESS

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

Effective and sound asset management is critical to any business environment whether in the private or public sector. Asset safekeeping in the main, involves, whilst not limited to the latter, the protection and safeguarding of assets against potential damage, theft, and safety risks, whilst insurance cover provides selected and limited coverage for the accidental loss of the asset value.

2. WETGEWING / LEGISLATION

Section 63 of the Local Government: Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

Verwys na 1.4.1 van die GOP/ Refer to 1.4.1 of the IDP

"Maintain and utilise assets effectively and efficiently- Implement an asset register that complies with Generally recognised Accounting Practice (GRAP) standards. In an effort to establish an asset management programme, compile a maintenance plan linked to the asset register, calculate escalated replacement cost of assets, and establish operating costs of assets and compare to standard."

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

Excess	1 July 2023 – 31 August 2023	:R 67 221.46 (paid)
Excess	Outstanding claims	:R 102 846.10 (outstanding)

5. AANBEVELING / RECOMMENDATION

Voorgelê vir u kennisname/
Tabled for cognisance

(Get) M BOLTON

DIREKTEUR: Finansiële Dienste

OUTSTANDING CLAIMS: COUNCIL

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2023/40	CLGRMUM-876659	Civil: Parks & Recreation	22/01/2023	17/02/2023	Property Loss: Wesbank Sports Ground	77 920,35	10 000,00	On 22 January 2023 the responsible official discovered that there was a break-in at the Wesbank Sportsground Clubhouse. Equipment and furniture was stolen. An assessor was appointed May 2023 and such assessment report is outstanding to date.
2023/46	SWA2022-23/SW/40/C	Civil: Refuse Removal	19/02/2023	09/03/2023	Property Loss: Burnt Igloo's, Riebeek Wes	102 768,00	25 000,00	On the 20 March 2023 it was discovered that 3 recycling bins got damaged due to fire. The quotation is delayed due to international shortages on these types of bins. Assessor appointed on 9 June 2023 to assess the damages and such assessment report is outstanding to date.
2023/58	SWA2022-23/SW/51/C	Civil: Water	20/03/2023	20/04/2023	Property Loss: Stolen items, M/Burg Store	30 111,94	25 000,00	Upon inspection at the store room it was discovered there was a break-in which resulted in several items being stolen. An assessor was appointed on 21 July 2023 and such assessment report is outstanding to date.
2023/60	SWA2022-23/SW/53/M	Fire Department	12/05/2023	17/05/2023	Motor Damaged: CK12628	85 918,97	35 000,00	During a fire call out for a house burning in Illege Lethu the vehicle was damaged by the community by throwing stones at the vehicle. An assessor was appointed on 27 June 2023 and such assessment report is still outstanding to date.
2024/01	SWA-001-H-2324,	Municipal Property	11/07/2023	13/07/2023	Geyser, Ixia Straat, Darling	11 289,00	1 000,00	The plumber confirmed that the burst geyser was due to high water pressure. We are seeking to appoint a local supplier that is registered on CSD to finalise the claim. Local supplier was appointed on 01 August 2023. Invoice outstanding.
2024/04	SWA-003-M-2324	Finance: Meter readers	20/07/2023	27/07/2023	CK15992, Motor Damage	68 461,03	6 846,10	On 20 July 2023, a piece of metal fell from a moving third party vehicle onto CK15992 and caused damages. An assessor was appointed on 31 July 2023. Confirmation to repair work on vehicle was received on 18 August 2023. The invoice is still outstanding.
						• 509 617,50	102 846,10	

FINALISED CLAIMS

Number	Claim number	Directorate	Incident	Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2023/57	CLGRMUM-880370	Library	07/04/2023	14/04/2023	Property Loss: Damaged Air conditioner, M/Burg	84 605,50	25 000,00	EFT Payment received on 15 August 2023. Receipt number 086191 . Amount received R59 605,50.
2024/05	CLGRMUM-883140	Civil: Street and Storm	31/07/2023	04/08/2023	CK13286, Motor Glass	4 961,29	3 500,00	The excess amount was paid to the supplier on 23 August 2023.
2024/02	MUM2023/2024-01	Civil: Refuse Removal	13/07/2023	17/07/2023	CK43285, Motor Glass	4 885,84	1 221,46	The excess amount was paid to the supplier on 31 August 2023.
2024/06	SWA-006-M-2324	Finance: Water	17/08/2023	18/08/2023	CK30046, Motor Damage	93 000,00	6 657,41	On 17 August a third party made a U-turn on route between Riebeek Kasteel direction to Malmesbury. She did not see the oncoming traffic and collide with the municipal vehicle. An assessor was appointed on 25 August 2023. The Assessors report confirmed that the municipal vehicle must be written off. The damages to repair the vehicle is more than the vehicle's value.
						187 452,63	36 378,87	



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Elektriese Ingenieursdienste

12 September 2023

8/1/B/2
WYK: NVT

ITEM 7.9 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 20 SEPTEMBER 2023

ONDERWERP:	AFWYKING VAN VERKRYGINGSPROSEDURES: AANSTELLING VAN ELEXPERT (PTY) LTD VIR DIE ELEKTRISITEITS KOSTE VAN VOORSIENING EN TARIEF STRUKTUUR STUDIE
SUBJECT:	DEVIATION FROM SUPPLY CHAIN PROCEDURES: APPOINTMENT OF ELEXPERT (PTY) LTD FOR THE ELECTRICITY COST OF SUPPLY AND TARIFF STRUCTURING STUDY

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

NERSA, the National Electricity Regulator of South Africa, has indicated that all utilities (Eskom, Municipalities and Private Distributors) who want to apply for tariff increases in 2024/25 will have to submit a Cost of Supply Study that is not older than 5 years. The last study that Swartland municipality did was done in 2016/17. NERSA also requested Cost of Supply studies for all above guideline increase applications for the 2023/24 financial year which we could not produce. NERSA finally only approved a guideline increases of 15.1% against the 18.49% that Swartland applied for.

Swartland municipal leadership subsequently decided to take the NERSA decision on review. During our engagements with the Legal Representative preparing the case against NERSA it was indicated that it would be beneficial if we can produce a Cost of Supply study as soon as possible.

Based on the need to do a comprehensive cost of supply and tariff restructuring study in preparation of the 2024/25 application, the time that it takes to conduct such a study and the urgency to produce results in support of our legal action against NERSA regarding the 2023/24 tariff decision the appointment of a suitably qualified and experienced service provider was regarded as an emergency.

Given the special circumstance, the Municipal Manager gave permission to follow a shortened procurement process to test the market.

Only those reputable service providers that are known to provide the type of service, was approached to provide a quotation for the service. Two of the service providers approached is on the professional panel for Swartland and are known for having done previous cost of supply studies and the other is a specialist industry expert.. Only two service providers responded to the request for quotation, resulting in Elexpert (Pty) Ltd having been appointed after thorough consideration of the offer and project approach methodology.

The appointed service provider is a well known expert in the field of Cost of supply studies and tariff designs and has done numerous similar studies for municipalities in the past.

Based on the testing of the Market the contract price of R710 512 (Vat Included) is seen as reasonable and fair, given the extent of analysis to be performed..

2. WETGEWING / LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

2.1/...

- 2.1 in an emergency;
- 2.2 if such goods or services are produced or available from a single provider only;
- 2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- 2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or;
- 2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.”

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

The provision of continuous electricity supply aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

The expenditure of R710 512 (VAT Included) is allocated to mSCOA Vote Nr 9/253-699-967 where sufficient funding is available.

5. RECOMMENDATION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- (b) That cognisance be taken of the action of the Municipal Manager to approve the shortened procurement process as an emergency measure, supported by the very real potential of loss of budgeted revenue in the order of around R12 million, to appoint a service provider on an urgent basis to conduct the Cost of Supply and Tariff Restructuring study in support of the municipality's pending court matter against NERSA.
- (c) That the reason for the deviation from the prescribed procurement process be recorded as an emergency to support the NERSA tariff application process for 2024/25 and the urgent need to support the current legal challenge that we have with NERSA regarding the 2023/24 application.
- (d) That it be noted that the expenditure was allocated to mSCOA vote 9/253-699-967 and that there is sufficient funding available for the order in the amount of R 710 512 (Including VAT).
- (e) That the Manager: Financial Statements and Control be requested to include the above reasons as a note to the financial statements, when same are compiled.

AANBEVELING

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om die verkorte aankope prosedure as 'n noodgeval goed te keur, ondersteun deur die potensieële verlies van 'n begrote inkomste ten bedrae van ongeveer R12 miljoen, vir die aanstelling van 'n diensverskaffer om die Koste van voorsiening en tarief struktuur studie te onderneem ter ondersteuning van die munisipaliteit se hangende hof geding teen NERSA.
- (c) Dat rede vir die afwyking van die voorgeskrewe verkrygingsproses aangeteken word as 'n noodgeval om die behoefte om die NERSA tarief aansoek vir 2024/25 te ondersteun as ook die dringende behoefte om die huidige regs aksie teen NERSA rakende die 2023/24 aansoek te ondersteun.

- (d) Dat die uitgawe ten bedrae van R 710 512 (BTW ingesluit) teen posnommer: 9/253-699-967 verreken word en dat daar voldoende fondse beskikbaar is;
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsiening- kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

(get) T Möller

DIREKTEUR: SIVIELE INGENIEURSDIENSTE



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Elektriese Ingenieursdienste

6 September 2023

8/1/B/2
WYK: NVT

ITEM 7.10 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 20 SEPTEMBER 2023

ONDERWERP:	AFWYKING VAN VERKRYGINGSPROSEDURES: VERVANGING VAN STROOM TRANSFORMATORS BY KLIPFONTEIN-SUBSTASIE
SUBJECT:	DEVIATION FROM SUPPLY CHAIN PROCEDURES: REPLACEMENT OF CURRENT TRANSFORMERS AT KLIPFONTEIN SUBSTATION

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

During the testing and commissioning of the new De Grendel Substation (supplying De Swartland Werf development) that links the existing Klipfontein and N7 substations it was discovered that the cable on the N7 feeder at the Klipfontein substation did not pass the testing criteria. On closer inspection it was discovered that the 11 kV Current transformers (CT's) showed signs of partial discharge between the different phases which could cause a shortcircuit and substantial damage should they fail.

In order to avoid an extended emergency the original equipment manufacturer (supplier and installer) of the circuit breaker, ABB, was called to inspect and provide a quotation for the repairs.

ABB determined that the insulation of the CT's were busy failing, causing the partial discharge, which could lead to a short circuit between the CT's that should be avoided at all cost. A short circuit between the CT's could cause an explosion with substantial damage to the breaker and neighbouring breakers with resultant prolonged outages to parts of the network. The failing CT's were removed and replaced with 3 x new CT's by ABB. The new De Grendel substation was subsequently successfully commissioned and the firm supply to Klipfontein and N7 Substations restored.

The quotation provided by ABB for the supply, installation and testing amounted to R67 505.26 (VAT Excluded). This amount is seen as fair and reasonable.

2. WETGEWING / LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

- 2.1 in an emergency;
- 2.2 if such goods or services are produced or available from a single provider only;
- 2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- 2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or;
- 2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements."

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

The provision of continuous electricity supply aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

The expenditure of R67 505.26 (VAT Excluded) is allocated to mSCOA Vote Nr 9/117-789-921 where sufficient funding is available.

5. RECOMMENDATION

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2. That cognisance be taken of the action of the Municipal Manager to approve the emergency replacement of the 11 kV CT's at Klipfontein Substation by ABB to the value of R67 505.26 excluding VAT.
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as deterioration of the insulation on the CT's that could have resulted in a network emergency had the CT's exploded..
- 5.4 That it be noted that the expenditure was allocated to mSCOA vote 9/117-789-921 and that there as sufficient funding available for the order in the amount of R 67 505.26 excluding VAT.
- 5.5 That the Manager: Financial Statements and Control be requested to include the above reasons as a note to the financial statements, when same are compiled.

AANBEVELING

- 5.1 Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- 5.2 Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om die dringende vervanging van die 11 kV Stroom Transformators by Klipfontein Substasie deur ABB ten bedrae van R67 505.26 (BTW uitgesluit) goed te keur;
- 5.3 Dat rede vir die afwyking van die voorgeskrewe verkrygingsproses is dat die verswakking van die isolasie op die Stroom Transformators by Klipfontein substasie as 'n noodgeval op die netwerk beskou is om 'n langdurige onderbreking te voorkom;
- 5.4 Dat die uitgawe ten bedrae van R 67 50526 (BTW uitgesluit) teen posnommer: 9/117-789-921 verreken word en dat daar voldoende fondse beskikbaar is;
- 5.5 Dat die Bestuurder: Finansiële State in terme van die Voorsiening- kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

(get) T Möller
DIREKTEUR: ELEKTRIESE INGENIEURSDIENSTE



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
28 August 2023

8/1/B/2

ITEM 7.11 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 20 SEPTEMBER 2023

**SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT
REPAIR WORK TO PERMEATE PUMP SET NO 1 AT THE MALMESBURY WASTE
WATER TREATMENT WORKS**

1. BACKGROUND

The treatment process at the Malmesbury WWTW utilises membrane technology in the tertiary treatment process. Permeation of final treated sewerage through the membranes is achieved by four pump sets that create negative pressure in the membranes.

One of the permeate pumps failed resulting in a 25% reduction in flow through the membranes. If left out of service for an extended period of time the consequence would be inevitable failure of the treatment process and damages to the membrane train serviced by the permeate pump.

CAW, a reputable service provider with the necessary skills and equipment was requested to prepare a quotation for the repairs. The quotation was received and amounts to R 79,210.00 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT) a formal tender process must be followed. However the Municipal Manager has approved that the repairs to the permeate pump be handled as an emergency due to the inevitable failure of the treatment process and damages to the membrane train serviced by the permeate pump, should the permeate pump be out of service for an extended period.

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

- 2.1 in an emergency;
- 2.2 if such goods or services are produced or available from a single provider only;
- 2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- 2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or
- 2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.”

3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/239-57-1041 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2023 INTEGRATED DEVELOPMENT PLAN

The operation of waste water treatment works aligns with Strategic Goal 3: Quality and reliable services of the IDP.

5. RECOMMENDATION

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2 That cognisance be taken of the action of the Municipal Manager to approve the repair of the permeate pump no 1 at the Malmesbury WWTW by CAW for the amount of R 79,210.00 excluding VAT.
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - The permeate pump would have been left out of service for an extended period of time following due process.
 - This would have resulted in treatment process failure and further damages to the membrane train serviced by the permeate pump.
 - The repair work to the permeate pumps therefore had to be handled as an emergency.
- 5.3 That it be noted that the expenditure was allocated mSCOA Code: 9/239-57-1041 and that there is sufficient funding available for the quoted amount of R 79,210.00 (excluding VAT)
- 5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES

JB/ma



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
25 August 2023

6/1/2/1

ITEM 7.12 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 20 SEPTEMBER 2023

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: TRAFFIC SIGNAL CONTROLLER REPLACEMENT AT THE BOKOMO/VOORTREKKER INTERSECTION

1. **BACKGROUND**

The Bokomo/Voortrekker traffic signal has been operating ineffectively due to a faulty and outdated controller, resulting in a poor level of service and congestion during peak hours.

The Department Civil Engineering Services sought to procure the services of a 1EP contractor to replace the existing controller with a new generation MX STD 12 phase controller. An informal tender was therefore advertised on the 3rd of August 2023. On the 17th of August 2023 one tender was received from Avhashavhi Trading Enterprise (situated in Gauteng) to the value of R 411 019.40 (Excl VAT), far exceeding the available budget and the expected cost for the replacement of the controller.

The Bokomo/Voortrekker intersection connects two class three roads and therefore has high traffic volumes during peak hour. Due to the time lost following the informal tender process and the time it will take to procure the services following due processes, the poor level of service and traffic congestion will continue over an extended period. It is therefore necessary to replace the controller as an emergency. RVJ Works (Pty) Ltd, a reputable company with the required skills and experience was therefore requested to provide a quotation for the replacement of the Controller. The quotation amounts to R 124 094.40 (excluding VAT).

The Supply Chain Management Policy states that for any amount higher than R30 000 (including VAT), a formal tender process must be followed. However, due to the ongoing ineffective operation of the traffic signal while following due processes, the Municipal Manager has approved that the replacement of the controller be handled as an emergency.

2. **LEGISLATION**

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

- 2.1 in an emergency;
- 2.2 if such goods or services are produced or available from a single provider only;
- 2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- 2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves;
or
- 2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of

directors in the case of a municipal entity, and include as a note to the annual financial statements.”

3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/247-1185-727 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE INTEGRATED DEVELOPMENT FRAMEWORK

The provision of traffic signals aligns with Strategic Goal 3: Quality and Reliable Services.

5. RECOMMENDATION

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2 That cognisance be taken of the action of the Municipal Manager to approve the replacement of the traffic signal controller at the Bokomo/Voortrekker intersection.
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - The traffic signal would have been left out of service for an further extended period of time while following due processes;
 - This will result in the continued poor level of service and congestion at the intersection;
 - That the replacement there had to be handled as an emergency.
- 5.3 That it be noted that the expenditure was allocated mSCOA Code: 9/247-1185-727 and that there is sufficient funding available for the quoted amount of R 124 094.40(excluding VAT).
- 5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES

LDZ/ma