



NOTULE VAN 'N VERGADERING VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU IN DIE STADSAAL, MALMESBURY OP DONDERDAG, 27 JANUARIE 2022 OM 10:00

TEENWOORDIG:

Speaker, rdh M A Rangasamy
Uitvoerende Burgemeester, rdh J H Cleophas
Uitvoerende Onderburgemeester, rdl J M de Beer

RAADSLEDE:

Bess, D G (DA)	Penxa, B J (ANC)
Booyesen, A M (VF)	Pieters, C (ANC)
Daniels, C (DA)	Pypers, D C (DA)
Duda, A A (EFF)	Smit, N (DA)
Fortuin, C (ANC)	Soldaka, P E (ANC)
Jooste, R J (DA)	Stanley, B J (DA)
Le Minnie, I S (DA)	Van Essen, T (DA)
Ngozi, M (ANC)	Vermeulen, G (VF)
O'Kennedy, E C (DA)	Warnick, A K (DA)
Papier, J R (GOOD)	

Beampes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Siviele Ingenieurswese, mnr L D Zikmann
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING

Die Speaker verwelkom die Uitvoerende Burgemeester, raadshere, raadslede en amptenare. 'n Spesiale woord van verwelkoming word gerig aan die lede van die publiek.

Die Kapelaan by Korrektiewe Dienste, Ds Mariette Frantz, open die vergadering met skriflesing en gebed op die versoek van die Speaker.

Die Speaker dra sy gelukwense oor aan raadslede wat die afgelope tyd verjaar het en rig 'n spesiale woord van gelukwensing aan, mnr Leon Fourie, van die Kantoor: Strategiese Dienste wat vandag verjaar.

2. VERLOF TOT AFWESIGHEID

Verlof tot afwesigheid word verleen aan rdd M van Zyl.

3. AFVAARDIGINGS/VERKLARINGS EN MEDEDELINGS/VOORLEGGINGS

3.1 AFLEGGING VAN EED: RDL A A DUDA

[Item 8.1 verwys]

Die Speaker gee geleentheid aan rdl A A Duda om mondelings die eed van getrouheid af te lê en te onderteken.



MINUTES OF A MEETING OF THE SWARTLAND MUNICIPAL COUNCIL HELD IN THE TOWN HALL, MALMESBURY ON THURSDAY, 27 JANUARY 2022 AT 10:00

PRESENT:

Speaker, ald M A Rangasamy
Executive Mayor, ald J H Cleophas
Deputy Executive Mayor, clr J M de Beer

COUNCILLORS:

Bess, D G (DA)	Penxa, B J (ANC)
Booyesen, A M (VF)	Pieters, C (ANC)
Daniels, C (DA)	Pypers, D C (DA)
Duda, A A (EFF)	Smit, N (DA)
Fortuin, C (ANC)	Soldaka, P E (ANC)
Jooste, R J (DA)	Stanley, B J (DA)
Le Minnie, I S (DA)	Van Essen, T (DA)
Ngozi, M (ANC)	Vermeulen, G (VF)
O'Kennedy, E C (DA)	Warnick, A K (DA)
Papier, J R (GOOD)	

Officials:

Municipal Manager, mr J J Scholtz
Director: Electrical Engineering Services, mr R du Toit
Director: Civil Engineering Services, mr L D Zikmann
Director: Financial Services, mr M A C Bolton
Director: Protection Services, mr P A C Humphreys
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Manager: Secretarial and Records, ms N Brand

1. OPENING

The Speaker welcomed the Executive Mayor, aldermen, councillors and officials. A special word of welcome was extended to members of the public.

The Chaplain from Corrective Services, Ds Mariette Frantz, opened the meeting with a scripture reading and prayer at the request of the Speaker.

The Speaker congratulated councillors who had celebrated birthdays recently and congratulated especially, mr Leon Fourie, from the Office: Strategic Services who celebrated his birthday today.

2. APOLOGIES

Apology received from aldd M van Zyl.

3. DEPUTATIONS/DECLARATIONS AND COMMUNICATIONS/SUBMISSIONS

3.1 OATH OF ALLEGIANCE: clr A A DUDA
[Item 8.1 refers]

The Speaker gave clr A A Duda the opportunity to declare his oath of allegiance and to sign it.

4. NOTULES VIR BEKRAGTIGING

4.1 NOTULE VAN DIE EERSTE VERGADERING VAN DIE VYFDE MUNISIPALE RAAD GEHOU 16 NOVEMBER 2021

BESLUIT

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

Dat die notule van die eerste vergadering van die Vyfde Munisipale Raad gehou op 16 November 2021 goedgekeur en deur die Speaker onderteken word.

4.2 NOTULE VAN 'N SPESIALE RAADSVERGADERING GEHOU 9 DESEMBER 2021

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl E C O'Kennedy)

Dat die notule van 'n Spesiale Raadsvergadering gehou 9 Desember 2021 goedgekeur en deur die Speaker onderteken word.

5. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR DIE UITVOERENDE BURGEMEESTER

BESLUIT

Dat kennis geneem word van die Uitvoerende Burgemeester se besluite ingevolge gedelegeerde bevoegdheid, soos vervat in die onderstaande notules:

5.1 NOTULE VAN 'N GEWONE VERGADERING VAN DIE UITVOERENDE BURGE-MEESTERSKOMITEE GEHOU 23 NOVEMBER 2021

5.2 NOTULE VAN 'N GEWONE VERGADERING VAN DIE UITVOERENDE BURGE-MEESTERSKOMITEE GEHOU 8 DESEMBER 2021

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR DIE MUNISIPALE BESTUURDER

BESLUIT

Dat kennis geneem word van die Munisipale Bestuurder se besluite ingevolge gedelegeerde bevoegdheid, soos vervat in die onderstaande notules:

6.1 NOTULE VAN 'N BODBEOORDELINGSKOMITEE GEHOU OP 7 DESEMBER 2021

7. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

8. SAKE VIR BESPREKING

8.1 (1) BEDANKING AS RAADSLID: ME M F GAIKA / (2) AANWYS VAN NUWE RAADSLID: MNR A A DUDA (17/17/3/2/4; 3/1/7)

'n Skrywe is ontvang vanaf me M F Gaika gedateer 5 Desember 2021 waarin sy haar bedanking as raadslid van die Swartland Munisipale Raad bevestig.

Die vakature is aan die Onafhanklike Verkiesingskommissie (OVK) gerapporteer, waarna mnr A A Duda op 13 Desember 2021 deur die OVK as raadslid van die Swartland Munisipale Raad in die plek van me M F Gaika aangewys is.

BESLUIT

(op voorstel van rdl D C Pypers, gesekondeer deur rdl B J Penxa)

(a) Dat die Raad kennis neem van:

4. MINUTES FOR APPROVAL

4.1 MINUTES OF THE FIRST MEETING OF THE FIFTH MUNICIPAL COUNCIL HELD ON 16 NOVEMBER 2021

RESOLUTION

(proposed by clr A K Warnick, seconded by clr N Smit)

That the minutes of the first meeting of the Fifth Municipal Council held on 16 November 2021 are approved and signed by the Speaker.

4.2 MINUTES OF A SPECIAL COUNCIL MEETING HELD ON 9 DECEMBER 2021

RESOLUTION

(proposed by clr A K Warnick, seconded by clr E C O'Kennedy)

That the minutes of a Special Council Meeting held on 9 December 2021 are approved and signed by the Speaker.

5. REPORTING IN RESPECT OF DELEGATED DECISION MAKING BY THE EXECUTIVE MAYOR

RESOLUTION

That note is taken of the decisions made by the Executive Mayor in accordance with his delegated power, in the following minutes:

5.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 23 NOVEMBER 2021

5.2 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 8 DECEMBER 2021

6. REPORTING IN RESPECT OF DELEGATED DECISION MAKING BY THE MUNICIPAL MANAGER

RESOLUTION

That note is taken of the decisions made by the Municipal Manager in accordance with his delegated power, in the following minutes:

6.1 MINUTES OF A TENDER AWARD COMMITTEE MEETING HELD ON 7 DECEMBER 2021

7. MATTERS ARISING FROM THE MINUTES

None.

8. MATTERS FOR DISCUSSION

8.1 (1) RESIGNATION AS COUNCILLOR: MS M F GAIKA / (2) APPOINTMENT OF NEW COUNCILLOR: MR A A DUDA (17/17/3/2/4; 3/1/7)

A letter was received from ms M F Gaika dated 5 December 2021 in which she confirmed her resignation as councillor of the Swartland Municipal Council.

The vacancy was reported to the Independent Electoral Commission (IEC), where after mr A A Duda was appointed on 13 December 2021 as councillor of the Swartland Municipal Council in place of ms M F Gaika.

RESOLUTION

(proposed by clr D C Pypers, seconded by clr B J Penxa)

8.1(a)/...

- (i) die bedanking van rdl M F Gaika met ingang van 5 Desember 2021;
 - (ii) die wetlike prosedures waaraan voldoen is met die vulling van die proporsionele setel van die EFF in die Raad wat vakant gelaat is met die bedanking van rdl Gaika;
 - (iii) die verkiesing van rdl A A Duda soos bevestig deur die OVK op 13 Desember 2021;
- (b) Dat geleentheid gegee word aan rdl A A Duda om die eed af te lê;
- (c) Dat rdl A A Duda aangewys word op die volgende komitees van die Raad as verteenwoordiger van die EFF:
- (i) Portefeulekomitee: Siviele en Elektriese Dienste
 - (ii) Munisipale Publieke Verantwoordbaarheidskomitee (MPAC)

8.2 VOORLEGGING VAN KONSEP JAARVERSLAG: 2020/2021 FINANSIËLE JAAR (7/1/1)

Die 2020/2021 Konsep Jaarverslag is opgestel ooreenkomstig die formaat soos voorgeskryf deur MFMA Omsendbrief 63 gedateer 26 September 2012, en word voorgelê ingevolge artikel 127(2) van die Plaaslike Regering: Munisipale Finansiële Bestuur, 2003 (Wet 56 van 2003) – MFMA.

Die Munisipale Bestuurder verduidelik die proses tot en met die finale goedkeuring van die 2020/2021 Jaarverslag tydens die Raadsvergadering van 31 Maart 2022, met inbegrip van die opstel van die Oorsigverslag in samektering met die MPAC. Die insette wat gedurende die publieke deelnameproses op die konsep jaarverslag ontvang word, sal in die Oorsigverslag vervat word, vir oorweging tydens die voormelde raadsvergadering.

Rdh B J Stanley en rdl C Daniels spreek hulle ontevredenheid uit dat daar nie 'n hardekopie van die sakelys aan hulle voorsien is nie, alhoewel dit elektronies ontvang is. Rdl C Daniels noem dat dit belangrik is om veral die konsep jaarverslag te ontvang, aangesien dit 'n belangrike dokument is, en hy uitgesluit voel tot die proses.

Die Speaker doen 'n beroep op alle raadslede om, wanneer die sakelys van enige vergadering nie binne 48 uur voor die vergadering afgelewer is nie, die administrasie onmiddellik in kennis te stel. Die Speaker rig 'n versoek aan alle raadslede om die vergaderingskediule te raadpleeg om sodoende op hoogte te wees wanneer vergaderings gehou sal word.

Die Speaker versoek rdh Stanley, bygestaan deur die Hoofswep van die DA, rdl A K Warnick, om die lokaal te verlaat nadat rdh Stanley die Voorsitterstoel verontagsaam het deur die uitlatings wat deur rdh Stanley gemaak is.

Die Hoofswep van die DA, rdl A K Warnick, versoek die Speaker om die Raad vir 10 minute te verdaag en word die mosie deur die Speaker toegestaan.

Rdl A K Warnick, na afloop van die verdaging, versoek die Speaker om die vergadering te hervat.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl N Smit)

- (a) Dat kennis geneem word van die jaarverslag vir die 2020/2021 finansiële jaar soos voorgelê in terme van artikel 127(2) van die MFMA, en opgestel in die formaat soos voorgeskryf deur MFMA Omsendbrief 63 van 2012 van Nasionale Tesourie;
- (b) Dat kennis geneem word van die opvolgaksies waaraan in terme van artikel 127 van die MFMA uitvoering gegee sal word, te wete –
 - (i) die openbaarmaking van die jaarverslag;
 - (ii) die rig van 'n uitnodiging aan die publiek om verhoë daaromtrent te rig;

- (a) That cognisance be taken of:
 - (i) the resignation of councillor M F Gaika effective from 5 December 2021;
 - (ii) the statutory procedures adhered to in the filling of the EFF's proportional seat in Council, left vacant as a result of councillor Gaika's resignation;
 - (iii) the election of councillor A A Duda as advised by the IEC on 13 December 2021;
- (b) That cllr A A Duda be granted the opportunity to take the oath;
- (c) That cllr A A Duda be appointed to the following committees of Council as representative of the EFF:
 - (i) Portfolio Committee: Civil and Electrical Services
 - (ii) Municipal Public Accounts Committee (MPAC).

8.2 SUBMISSION OF DRAFT ANNUAL REPORT: 2020/2021 FINANCIAL YEAR (7/1/1/1)

The 2020/2021 Draft Annual Report was drawn up in accordance with the format prescribed in MFMA Circular 63 dated 26 September 2012, and is submitted in accordance with section 127(2) of the Local Government: Municipal Financial Management Act, 2003 (Act 56 of 2003) – MFMA.

The Municipal Manager explained the process up to and including the final approval of the 2020/2021 Annual Report during the Council Meeting of 31 March 2022, including the drawing up of the Oversight Report in conjunction with the MPAC. The input received during the public participation process, in respect of the draft annual report, will be included in the Oversight Report, for consideration during the above mentioned Council meeting.

Ald B J Stanley and cllr C Daniels expressed their dissatisfaction over the fact that a hard copy of the agenda is not provided for them, although it was received electronically. Cllr C Daniels stated that it is especially important to receive the draft annual report, because it is an important document, and that he feels excluded from the process.

The Speaker requested all councillors to notify the administration Department immediately when the agenda of any meeting is not delivered within 48 hours of the meeting. The Speaker also requested all councillors to take note of the meeting schedule in order to keep up to date with when the meetings will be held.

The Speaker, supported by the Chief Whip of the DA, cllr A K Warnick, asked Ald Stanley to leave the hall after ald Stanley ignored the Speaker's chair during the utterances made by the latter.

The Chief Whip of the DA, cllr A K Warnick, asked the Speaker to adjourn the Council for ten minutes and the motion was acceded to by the Speaker.

Cllr A K Warnick asked the Speaker to continue the meeting after the adjournment thereof.

RESOLUTION

(proposed by ald T van Essen, seconded by cllr N Smit)

- (a) That cognisance be taken of the annual report in respect of the 2020/2021 financial year, as tabled in terms of section 127(2) of the MFMA, and of which the tabling is done in the format as prescribed by National Treasury's MFMA Circular 63 of 2012;
- (b) That cognisance be taken of the following steps to be taken in terms of section 127 of the MFMA, being:
 - (i) disclosure of the annual report;
 - (ii) inviting the public to submit representations in connection with the report;

8.2(b)/...

- (iii) uitnodiging aan die publiek en die relevante staatsorgane om die raadsvergadering op 31 Maart 2022 by te woon, wanneer die jaarverslag en oorsigverslag bespreek sal word;
 - (iv) voorlegging van die jaarverslag aan die Ouditeur-Generaal, provinsiale tesourie en die provinsiale departement verantwoordelik vir plaaslike regering;
- (c) Dat die MPAC, na afloop van die sluiting van kommentaar op die jaarverslag, 'n gedetailleerde analise sal doen van die verhoë wat ontvang is, ten einde die konsep oorsigverslag op te stel vir oorweging deur die Raad op 31 Maart 2022;
- (d) Dat raadslede wat nie op die MPAC dien nie, kennis neem dat dit ook van hulle verwag word om hul eie evaluering van die jaarverslag te doen, onder andere in konsultasie met hul kiesers, wykskomitees en wyksverteenwoordigers om insette en kommentare aan te moedig vir oorweging by die volle raadsvergadering op 31 Maart 2022.

8.3 KWARTAALVERSLAG (ARTIKEL 52 VAN MFMA): 1 OKTOBER 2021 TOT 31 DESEMBER 2021 (7/1/2/2-2)

Die voorlegging van die kwartaalverslag word voorgeskryf deur artikel 52(d) van die MFMA.

Die voorlegging van die verslag aan die Raad dien as een van die Uitvoerende Burgemeester se algemene verantwoordelikhede om die Raad in te lig aangaande die implementering van die begroting en die stand van die finansiële sake van die Munisipaliteit.

Die kwartaalverslag ten opsigte van Kwartaal 2 soos op 31 Desember 2021 is met die sakelys gesirkuleer.

BESLUIT

(op voorstel van rdl E C O'Kennedy, gesekondeer deur rdl C Daniels)

Dat die Raad kennis neem van die aangehegte kwartaalverslag, soos voorgeskryf deur artikel 52 van die Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003 ten opsigte van die implementering van die begroting sowel as die prestasie teenoor die Topvlak Dienslewering- en Begrotingimplementeringsplan van die Munisipaliteit vir die periode 1 Oktober 2021 tot 31 Desember 2021.

8.4 HALFJAARLIKSE BEGROTINGS- EN PRESTASIE-EVALUASIE (7/1/2/2-2; 2/4/2)

Artikel 72(1) van die MFMA bepaal dat die rekenpligtige beampte teen 25 Januarie van elke jaar die prestasie van die Munisipaliteit gedurende die eerste helfte van die finansiële jaar moet evalueer en aan die Uitvoerende Burgemeester voorlê.

Die Uitvoerende Burgemeester moet vervolgens ingevolge artikel 54(f) van die MFMA jaarliks teen 31 Januarie die evalueringsverslag aan die munisipale raad voorlê.

Die Halfjaarlikse Begroting- en Prestasieverslag is opgestel in lyn met die voorskrifte van die Munisipale Begroting- en Verslagdoeningsregulasies (Algemene Kennisgewing 393 soos afgekondig in die Staatskoerant gedateer 17 April 2009).

BESLUIT

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

Dat kennis geneem word van die Halfjaarlikse Begrotings- en Prestasie-evaluasie met betrekking tot die eerste helfte van die 2021/2022 finansiële jaar en meer spesifiek die noodsaaklikheid om die oorspronklike begroting te hersien deur middel van 'n aansuiweringsbegroting.

8.5/...

8.2(b)/...

- (iii) inviting the public and relevant organs of state to attend the council meeting on 31 March 2022, when the annual report and oversight report will be discussed;
 - (iv) submission of the annual report to the Auditor-General, provincial treasury and the provincial department responsible for local government;
- (c) That the MPAC, after the closing of comments on the annual report, undertake a detailed analysis of the representations received in order to compile the draft oversight report for consideration by the Council on 31 March 2022;
- (d) That councillors who are not members of the MPAC take note that they should also be conducting their own review of the report by inter alia having discussions with their constituents, ward committees and ward representatives to encourage inputs and comments for consideration at the full council meeting on 31 March 2022.

8.3 QUARTERLY REPORT (SECTION 52 OF MFMA): 1 OCTOBER 2021 TO 31 DECEMBER 2021 (7/1/2/2-2)

The submission of the quarterly report is prescribed by section 52(d) of the MFMA.

The submission of the report to the Council serves as one of the Executive Mayor's general responsibilities in order to inform the Council with respect to the implementation of the budget and the state of the financial matters of the Municipality.

The quarterly report in respect of Quarter 2 ending on 31 December 2021 was circulated with the agenda.

RESOLUTION

(proposed by clr E C O'Kennedy, seconded by clr C Daniels)

That Council takes cognisance of the attached quarterly report, as required by Section 52 of the Municipal Finance Management Act, Act 56 of 2003 in respect of the implementation of the budget as well as the performance against the Top Layer Service Delivery and Budget Implementation Plan of the municipality for the period 1 October 2021 to 31 December 2021.

8.4 HALF-YEARLY BUDGETS – AND PERFORMANCE EVALUATION (7/1/2/2-2; 2/4/2)

Section 72(1) of the MFMA stipulates that the accountable officer must evaluate and present to the Executive Mayor, by 25 January of each year, the performance of the Municipality during the first half of the financial year.

The Executive Mayor must then present the evaluation report to the Municipal Council by 31 January in accordance with section 54(f) of the MFMA.

The Half-Yearly Budget and Performance Report is drawn up in line with the prescriptions of the Municipal Budget and Reporting Regulations (General Notice 393 promulgated in the Government Gazette dated 17 April 2009).

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

That cognizance be taken of the mid-year budget and performance assessment i.r.o. the first half of the 2021/2022 financial year and more specifically the need to revise the original budget by way of an adjustments budget.

8.5/...

8.5 GOEDKEURING VAN DIE 2021/2022 HALFJAARLIKSE AANSUIWERINGS-KAPITAAL EN -BEDRYFSBEGROTING (5/1/1/1, 5/1/1/2)

Die 2021/2022 Halfjaarlikse Aansuiweringskapitaal en -Bedryfsbegroting is tydens 'n Uitvoerende Burgemeesterskomiteevergadering gehou op 20 Januarie 2022 oorweeg vir goedkeuring deur die Raad en word deur die Uitvoerende Burgemeester ter tafel gelê.

Die voorlegging van die aansuiweringsbegroting geskied ingevolge artikel 28 van die MFMA nadat die prestasie van die Munisipaliteit gedurende die eerste helfte van die finansiële jaar geëvalueer is – verwys item 8.4.

Die navrae vanaf raadslede vir duidelikheid word hanteer deur die Munisipale Bestuurder en die Direkteur: Finansiële Dienste, onder andere, aangaande

- die skenking vanaf SANRAL van R1 miljoen (totale skenking van R14,8 miljoen oor die volgende twee finansiële jare) om die voetgangersroete te bou;
- die beskikbaarheid, op versoek, van voorafbetaaltipe meters aan deernishuishoudings om beheer op verbruik uit te oefen;
- die komponente waaruit die Kapitaal Vervangingsreserwefonds (*Capital Replacement Reserve Fund*) bestaan en die belangrikheid om kapitaalprojekte uit eie fondse te finansier. Om eksterne lenings op te neem is duur en kan lei tot buitensporige hoë tariewe;
- Die aansuiwering van die toelaag vanaf die Departement: Sport en Kultuursake vir die bedryf van biblioteke.

Die Speaker bring die aangeleentheid tot stemming en word (in die afwesigheid van twee raadslede) beslis met 12 stemme ten gunste daarvan, en nege raadslede wat buite stemming bly.

BESLUIT

(op voorstel van rdh J H Cleophas, gesekondeer deur rdl N Smit)

- Dat kennis geneem word dat die Begrotingsbeheerkomitee vergader het om die verduidelikings en motivering van die finansiële personeel en ander direkteure te oorweeg in 'n poging om die Uitvoerende Burgemeester te adviseer insake die pad vorentoe;
- Dat die Raad kennis neem van die voorgestelde aanpassing (wat verband hou met Artikel 19) ten opsigte van die Rioolwerke-projek: Moorreesburg (**Annexure A-2: Capital Projects ito Sec 19**);
- Dat goedkeuring verleen word om die hoëvlak kapitaal- en bedryfsbegroting vir 2021/2022 as volg te wysig met geen veranderinge aan die buite jare nie;

	Oorspronklike Begroting 2021/22	Half-Jaarlikse Aansuiwerings begroting 2021/22	Oorspronklike Begroting 2022/23	Oorspronklike Begroting 2023/24
Kapitaalebegroting	166 435 729	166 040 448	132 744 732	136 678 848
Bedryfsuitgawes	911 967 149	951 133 356	983 835 346	1 055 314 274
Bedryfsinkomste	968 875 613	1 007 040 106	1 048 008 388	1 119 714 984
Begrote (Surplus)/ Tekort	(56 908 464)	(55 906 750)	(64 173 042)	(64 400 709)
Minus: Kapitaal Toekennings, Donasies & Ontwikkelingsbydraes	47 912 409	48 027 246	45 865 556	50 788 078
(Surplus)/ Tekort	(8 996 055)	(7 879 504)	(18 307 486)	(13 612 631)

- Dat kennis geneem word dat die veranderinge in die begroting geen impak op tariewe het ten opsigte van die 2021/2022 finansiële jaar nie, maar sal lei tot 'n afname in die begrote netto surplus van R8 996 055 na 'n begrote netto surplus van R7 879 504;

8.5 APPROVAL OF THE 2021/2022 HALF-YEARLY ADJUSTED CAPITAL AND OPERATING BUDGETS (5/1/1/1, 5/1/1/2)

The 2021/2022 Half-yearly Adjusted Capital and Operating Budgets were considered during an Executive Mayor's Committee Meeting held on 20 January 2022 for approval by the Council, and are tabled by the Executive Mayor.

The submission of the adjusted budgets is in accordance with section 28 of the MFMA after the Municipality's performance during the first half of the financial year has been evaluated – refer to item 8.4.

The questions from councillors for explanations were handled by the Municipal Manager and the Financial Director, inter alia, in respect of

- the donation from SANRAL of R1 million (total donation of R 14,8 million over the following two financial years) in order to build pedestrian walkways;
- the availability, on request, of prepaid type meters for destitute households in order to exercise control over usage;
- the components of the Capital Replacement Fund and the existence and importance of capital projects financed out of own funds. Taking out external loans is expensive and may lead to higher tariffs;
- The adjustment of the grant from the Department of Sport and Cultural Affairs for the operation of libraries.

The Speaker brought the matter to the vote and (in the absence of two councillors) it was decided with 12 votes in favour thereof, whilst nine councillors abstained.

RESOLUTION

(proposed by ald J H Cleophas, seconded by clr N Smit)

- That it be noted that the Budget Steering Committee convened to consider the explanations and motivations provided by the financial staff and other directors in a bid to advise the Executive Mayor on way forward;
- That council takes note of the proposed adjustment (as it relates to Section 19) in respect of the Sewerage Works Project: Moorreesburg (**Annexure A-2: Capital Projects ito Sec 19**);
- That approval be granted to amend the high-level capital and operating budget for 2021/2022 with no amendments to the outer years as follows:

	Original Budget 2021/22	Mid-Year Adj Budget 2021/22	Original Budget 2022/23	Original Budget 2023/24
Capital budget	166 435 729	166 040 448	132 744 732	136 678 848
Operating Expenditure	911 967 149	951 133 356	983 835 346	1 055 314 274
Operating Revenue	968 875 613	1 007 040 106	1 048 008 388	1 119 714 984
Budgeted (Surplus)/ Deficit	(56 908 464)	(55 906 750)	(64 173 042)	(64 400 709)
Less: Capital Grants, Donations & Development Charges	47 912 409	48 027 246	45 865 556	50 788 078
(Surplus)/ Deficit	(8 996 055)	(7 879 504)	(18 307 486)	(13 612 631)

- That it be noted that the changes to the budget will have no impact on tariffs in respect of the 2021/2022 financial year or beyond but will result in a decreased budgeted net surplus from R8 996 055 to a budgeted net surplus of R7 879 504;

8.5/...

- (e) Dat die ongemagtigde uitgawe van R13 258 009 vir die 2020/2021 finansiële jaar gemagtig word as deel van die aansuiweringsbegroting in lyn met artikel 32(2)(a)(i) van die Wet;
- (f) Dat die aangepaste begrotingskedules soos vereis deur die Begroting- en Verslagdoeningsregulasies goedgekeur word soos vervat in **(Annexure C: Budget Report and B-Schedules 2021/22 – 2023/24)**;
- (g) 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;
- (h) Dat die Dienslewering- en Begrotingimplementeringsplan (SDBIP) diennooreenkomstig gewysig word.

8.6 ONDERSOEK INSAKE VRUGTELOSE EN VERKWISTE UITGAWES IN TERME VAN ARTIKEL 32 VAN DIE MFMA (5/15/1/5)

Die verslag tot die sakelys bevat die nuutste ondersoeke na vrugtelose en verkwiste uitgawes in terme van artikel 32 van die Wet op Munisipale Finansiële Bestuur, 2003 soos uitgevoer deur die Dissiplinêre Raad.

Die Munisipale Bestuurder verduidelik die onderskeie begrippe en die prosesse wat gevolg staan te word om die betrokke uitgawes te magtig. Die Munisipale Bestuurder bevestig, ook met verwysing na item 8.7, dat die Munisipaliteit geen verliese gelei het nie en dit dus 'n belangrike aanduiding is dat geen korrupsie plaasgevind het nie.

Die volledige verslag van die Dissiplinêre Raad met die uitslag van die ondersoeke is met die sakelys gesirkuleer.

BESLUIT

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

- (a) Dat daar kennis geneem word van die inhoud van die Rekord van Besluitneming van die Dissiplinêre Raad soos per Aanhangsel A tot die verslag m.b.t. die vrugtelose en verkwiste uitgawe ondersoek;
- (b) Dat die volgende aanbevelings van die Dissiplinêre Raad soos vervat in die aanhangsel tot die verslag goedgekeur en geïmplementeer word:
 - (i) Die afskrywing van R5 000 met betrekking tot die bybetaling aan die versekeringsmaatskappy, aangesien daar nie bepaal kon word of die bestuurder van die voertuig nalatig was nie.
 - (ii) Die Verkeers- en Wetstoepassingsbeamptes, wat die ongeluksverslae voltooi, moet meer besonderhede van die ongelukstoneel insluit, soos die oorsaak van die ongeluk, indien voldoende voorsorgmaatreëls getref is om die ongeluk te voorkom, is alle verkeersreëls nagekom, indien die ongeluk voorkom kon word, nalatig deur die bestuurder, hindernisse/probleme wat normale bestuursvermoë beïnvloed, ens.
 - (iii) Die Verkeersdepartement moet bepaal of die truspieëls van voertuig CK47348 voldoende is sodat die bestuurder die agterkant van die voertuig (veranderings) en die area rondom die voertuig behoorlik kan waarneem.

8.7 ONREËLMATIGE UITGAWES SOOS GERAPORTEER DEUR DIE OUDITEUR-GENERAAL (OG) IN VERSLAG VAN 2020/2021 FINANSIËLE JAAR (5/15/1/5)

Die Munisipale Bestuurder gee agtergrond tot die bevinding van die Ouditeur-Generaal insake die nie-nakoming van die vereistes ingevolge die Voorsiening-kanaalbestuursbeleid.

Die ondersoek van die Dissiplinêre Raad soos aangeheg tot die verslag bevat volledige inligting aangaande die onreëlmatige uitgawes, sowel as aanbevelings om die gevalle in die toekoms te voorkom.

8.5/...

- (e) That the unauthorised expenditure of R13 258 009 for the 2020/2021 financial year be authorised in this adjustments budget in line with section 32(2)(a)(i) of the Act;
- (f) That the adjusted budget schedules as required by the Budget and Reporting Regulations be approved as set out in **(Annexure C: Budget Report and B-Schedules 2021/22 – 2023/24)**;
- (g) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (h) That the Service Delivery Budget Implementation Plan (SDBIP) where appropriate be amended accordingly.

8.6 INVESTIGATION INTO FUTILE AND WASTED EXPENDITURE IN TERMS OF SECTION 32 OF THE MFMA (5/15/1/5)

The report circulated with the agenda contains the latest investigations into futile and wasted expenditure in terms of section 32 of the Municipal Financial Management Act, 2003, as carried out by the Disciplinary Council.

The Municipal Manager explained the various concepts and processes which have to be followed in order to authorise the relevant expenses. The Municipal Manager confirmed, also with reference to item 8.7 that the Municipality did not suffer any losses and therefore it is an important indication that there was no corruption involved.

The comprehensive report from the Disciplinary Council, together with the outcome of the investigation, was circulated with the agenda.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr R J Jooste)

- (a) That the content of the Records of Decision (RoD) of the Disciplinary Board as per Annexures A to this report be noted regarding the fruitless and wasteful expenditure investigation;
- (b) That the following recommendations by the Disciplinary Board as contained in Annexure A to the report be approved and implemented:
 - (i) The write-off of R5 000 with regards to the excess payment to the insurance company as negligence by the driver could not be determine;
 - (ii) The Traffic and Law Enforcement Officers, who complete the accident reports, should include more detail of the accident scene, such as the cause of the accident, if sufficient precautionary measures were taken to prevent the accident, all traffic rules were obeyed, if the accident could have been prevented, negligent by the driver, obstacles/ difficulties affecting normal driving ability, etc;
 - (iii) The Traffic Department should determine whether the rear-view mirrors of vehicle CK47348 are sufficient for the driver to properly observe the rear of the vehicle (alterations) and the area around the vehicle.

8.7 UNAUTHORIZED EXPENDITURE REPORTED BY THE AUDITOR GENERAL (AG) IN REPORT OF THE 2020/2021 FINANCIAL YEAR (5/15/1/5)

The Municipal Manager provided the background to the finding of the Auditor General in respect of the non compliance with the requirements in respect of the Supply Chain Management Policy.

The investigation of the Disciplinary Council, as attached to the report, contains comprehensive information in respect of the unauthorized expenditure, as well as the recommendations as to prevention of such incidents in the future.

BESLUIT

(op voorstel van rdl E C O'Kennedy, gesekondeer deur rdh T van Essen)

- (a) Daar kennis geneem word van die ondersoek deur die Dissiplinêre Raad ten opsigte van die onreëlmatige uitgawes soos deur die Ouditeur-Generaal gerapporteer:
 - (i) Die ondersoek is afgehandel met betrekking tot die verkryging van goedere en dienste wat onreëlmatige uitgawes tot gevolg gehad het;
 - (ii) Die finale gevolgtrekking en aanbeveling aan die raad soos in die verslag aangedui, is soos volg:
 - dat die onreëlmatige uitgawes van R950.00 vir die vervanging van vier ruite by die Vaste Afval terrein te Darling as oninvorderbaar afgeskryf word aangesien, voldoende stappe geneem is om aankope te voorkom van persone indiens van die staat, deurdat Menslike Hulpbronne proaktief die Verkrygingsbestuur afdeling in kennis stel van munisipale amptenare wat belange het in besighede;
 - dat die onreëlmatige uitgawes van R333 148.10 (R199 398.50 Moorreesburg & R133 749.60 Darling) deur die Raad as oninvorderbaar afgeskryf word, aangesien die Siviele Ingenieursdienste Departement die Verkrygingsbestuur afdeling ingelig het dat 'n ingeligte besluit gebaseer op 'n ingenieursperspektief geneem was om 'n informele tender proses te volg deur aparte kwotasies vir die twee areas te versoek, nadat die Verkrygingsbestuur afdeling die verdeling bevraagteken het;
 - dat Bestuur ter goeder trou opgetree het en die onreëlmatige uitgawes nie die gevolg was van opsetlike of growwe nalatigheid of as gevolg van bedrog of met ander oneerlike bedoeling nie; en
 - Die munisipaliteit het die bogenoemde dienste ontvang en is geen verlies gelei nie;
 - (iii) Geen verdere besigheid sal aangegaan word met die relevante verskaffer en sal Nasional Tesourie se CSD verslag, waar prakties moontlik, en/ of die Verklaring van Belange van werknemers aangewend word vir alle aankope om te voorkom dat aankope gedoen word met persone indiens van die munisipaliteit; en
 - (iv) Die LUR vir Plaaslike Regering en die Ouditeur-Generaal moet skriftelik ingelig word ingevolge artikel 32 4) van die MFMA oor die onreëlmatige uitgawes.

8.8 NOMINASIES: AANWYS VAN RAADSLEDE OP KLINIEK-KOMITEES VAN DIE GESONDHEIDSFASILITEITE IN DIE MUNISIPALE GEBIED (3/3/1)

'n Versoek is ontvang vanaf die Wes-Kaapse Regering: Departement van Gesondheid vir die indiening van nominasies van raadslede om op die komitees van primêre gesondheidsorgfasiliteite in die munisipale gebied te dien.

BESLUIT

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

- (a) Dat kennis geneem word van die versoek ontvang vanaf die Wes-Kaapse Departement van Gesondheid gedateer 4 Januarie 2022 om raadslede op die onderskeie kliniek-komitees aan te wys;
- (b) Dat die volgende raadslede genomineer word om die Swartland Munisipale Raad op die onderskeie kliniek-komitees van die gesondheidsfasiliteite geleë binne die munisipale gebied te verteenwoordig, naamlik:
 - (i) Darling Kliniek rdl A K Warnick
 - (ii) Moorreesburg Kliniek rdle D C Pypers en C Fortuin

RESOLUTION

(proposed by clr E C O'Kennedy, seconded by ald T van Essen)

- (a) That the investigation by the Disciplinary Board regarding the irregular expenditure as reported by the Auditor-General be noted:
 - (i) The investigation has been completed with regards to the procurement of goods and services that resulted in irregular expenditure;
 - (ii) The final conclusion and recommendation to council as indicated in the report is as follows:
 - that the irregular expenditure of R950.00 for the replacement of four broken windows at the Solid Waste site in Darling be written off as irrecoverable as sufficient steps have been taken to prevent awards made to persons in service of the state, whereby Human Resources will proactively inform the SCM unit of employees of the municipality that have interests in businesses;
 - that the irregular expenditure of R333 148.10 (R199 398.50 Moorreesburg & R133 749.60 Darling) for the hiring of earthmoving equipment be written off by Council as the SCM Unit, after questioning the splitting of the quotes, was informed by the Civil Engineering Department that the decision to follow the informal tender route for the two related sites was an informed decision based on an engineering perspective;
 - that Management acted in good faith and the irregular expenditure was not because of deliberate or gross negligence or as a result of fraud or other dishonest intent: and
 - The municipality received the above services and suffered no loss.
 - (iii) No further business will be conducted with the relevant supplier and SCM will utilise National Treasury's CSD report as far as practically possible and/or the Declaration of Interest of employees for all purchases to ensure that no awards are made to persons in service of the municipality;
 - (iv) The MEC for Local Government and the Auditor-General to be informed in writing in terms of section 32(4) of the MFMA with regards to the irregular expenditure.

8.8 NOMINATIONS: APPOINTMENT OF COUNCILLORS TO THE CLINIC COMMITTEES OF THE HEALTH CARE FACILITIES IN THE MUNICIPAL AREA (3/3/1)

A request has been received from the Western Cape Government: Department of Health for the submission of nominations of councillors to serve on the primary health care facility committees in the municipal area.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr N Smit)

- (a) That cognisance be taken of the request from the Western Cape Department of Health dated 4 January 2022 to appoint councillors to the various clinic committees;
- (b) That the following councillors be nominated to represent the Swartland Municipal Council on clinic committees of the various health facilities in the municipal area, namely:

(i) Darling Clinic	cllr A K Warnick
(ii) Moorreesburg Clinic	cllr D C Pypers and C Fortuin
(iii) Malmesbury Community Day Centre	cllrs I S le Minnie en M Ngozi
(iv) Riebeek Kasteel Clinic	cllr D G Bess
(v) Riebeek West Clinic	cllr N Smit
(vi) Abbotsdale Satellite Clinic	ald B J Stanley en cllr C Pieters
(vii) Chatsworth Satellite Clinic	cllr R J Jooste

8.8(b)/...

- | | | |
|--------|----------------------------------|----------------------------------|
| (iii) | Malmesbury Gemeenskap Dagsentrum | rdle I S le Minnie en M Ngozi |
| (iv) | Riebeek Kasteel Kliniek | rdl D G Bess |
| (v) | Riebeek-Wes Kliniek | rdl N Smit |
| (vi) | Abbotsdale Satelliet Kliniek | rdh B J Stanley en rdl C Pieters |
| (vii) | Chatsworth Satelliet Kliniek | rdl R J Jooste |
| (viii) | Kalbaskraal Satelliet Kliniek | rdh B J Stanley |
| (ix) | Riverlands Satelliet Kliniek | rdl R J Jooste |
| (x) | Koringberg Satelliet Kliniek | rdd M van Zyl |
| (xi) | Swartland Hospitaal | rdle E C O'Kennedy en B J Penxa |

- (c) Dat die voormelde nominasies aan die Provinsiale Minister van Gesondheid deurgegee sal word;
- (d) Dat die Uitvoerende Onderburgemeester, rdl J M de Beer aangewys word om die Swartland Munisipale Raad op die Weskus Gesondheidsraad te verteenwoordig vir oorweging deur die Provinsiale Minister van Gesondheid.

GETEKEN:
SPEAKER

8.8(b)/...

- (viii) Kalbaskraal Satellite Clinic
- (ix) Riverlands Satellite Clinic
- (x) Koringberg Satellite Clinic
- (xi) Swartland Hospital

ald B J Stanley
cldr R J Jooste
cldr M van Zyl
cllrs E C O'Kennedy & B J Penxa

- (c) That the abovementioned nominations be forwarded to the Provincial Minister of Health;
- (d) That the Executive Deputy Mayor, cldr J M de Beer be nominated to represent the Swartland Municipal Council on the West Coast District Health Council for consideration by the Provincial Minister of Health.

**SIGNED:
SPEAKER**



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE BANKETSAAL, MALMESBURY OP DONDERDAG, 20 JANUARIE 2022 OM 09:00

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)

Beamptes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Korporatiewe Dienste, me M S Terblanche
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING

Die voorsitter verwelkom lede en versoek die Uitvoerende Onderburgemeester, rdl J M de Beer, om die vergadering met gebed te open.

2. VERLOF TOT AFWESIGHEID

Geen verskonings is ontvang nie.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Geen

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 8 DESEMBER 2021

BESLUIT

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

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomitee gehou op 8 Desember 2021 goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

5. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen



MINUTES OF A MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON THURSDAY, 20 JANUARY 2022 AT 09:00

PRESENT:

Executive Mayor, ald J H Cleophas (chairman)
Deputy Executive Mayor, clr J M de Beer

Members of the Mayor's Committee:

Clr D G Bess
Clr N Smit
Ald T van Essen
Clr A K Warnick

Other councillors:

Ald M A Rangasamy (Speaker)

Officials:

Municipal Manager, mr J J Scholtz
Director: Financial Services, mr M A C Bolton
Director: Electrical Engineering Services, mr R du Toit
Director: Civil Engineering Services, mr L D Zikmann
Director: Protection Services, mr P A C Humphreys
Director: Development Services, ms J S Krieger
Director: Corporate Services, ms M S Terblanche
Manager: Secretarial and Records, ms N Brand

1. OPENING

The chairman welcomed members and requested the Deputy Executive Mayor, clr J M de Beer to open the meeting with a prayer.

2. APOLOGIES

No apologies received.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 8 DECEMBER 2021

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

That the minutes of an Ordinary Executive Mayor's Committee Meeting held on 8 December 2021 are approved and signed by the Executive Mayor.

5. MATTERS ARISING FROM THE MINUTES

None

6. NUWE SAKE

6.1 BEGROTINGSBEHEERKOMITEE: 2021/2022 HALFJAARLIKSE AANSUIWERING-KAPITAAL- EN BEDRYFSBEGROTING, TEGNIESE AANBEVELINGS (5/1/1/1, 5/1/1/2, 5/1/4)

Die halfjaarlikse aansuiweringskapitaal- en bedryfsbegroting is deur die Begrotings-beheerkomitee gehou op 13 Januarie 2022 oorweeg ten einde tegniese aanbevelings aan die Uitvoerende Burgemeesterskomitee voor te lê en derhalwe word –

BESLUIT (vir oorweging deur die Raad op 27 Januarie 2022)

- (a) Dat kennis geneem word dat die Begrotingsbeheerkomitee vergader het om die verduidelikings en motivering van die finansiële personeel en ander direkteure te oorweeg in 'n poging om die Uitvoerende Burgemeester te adviseer insake die pad vorentoe;
- (b) Dat die Raad kennis neem van die voorgestelde aanpassing (wat verband hou met Artikel 19) ten opsigte van die Riool Werke Projek: Moorreesburg (**Annexure A-2: Capital Projects** ito Sec 19);
- (c) Dat goedkeuring verleen word om die hoë-vlak kapitaal- en bedryfsbegroting vir 2021/2022 as volg te wysig met geen veranderinge aan die buite jare nie;

	Oorspronklike Begroting 2021/22	Half-Jaarlikse Aansuiwerings begroting 2021/22	Oorspronklike Begroting 2022/23	Oorspronklike Begroting 2023/24
Kapitaalbegroting	166 435 729	166 040 448	132 744 732	136 678 848
Bedryfsuitgawes	911 967 149	951 133 356	983 835 346	1 055 314 274
Bedryfsinkomste	968 875 613	1 007 040 106	1 048 008 388	1 119 714 984
Begrote (Surplus)/ Tekort	(56 908 464)	(55 906 750)	(64 173 042)	(64 400 709)
Minus: Kapitaal Toekenning, Donasies & Ontwikkelingsbydraes	47 912 409	48 027 246	45 865 556	50 788 078
(Surplus)/ Tekort	(8 996 055)	(7 879 504)	(18 307 486)	(13 612 631)

- (d) Dat kennis geneem word dat die veranderinge in die begroting geen impak op tariewe het ten opsigte van die 2021/2022 finansiële jaar nie maar sal lei tot 'n afname in die begrote netto surplus van R8 996 055 na 'n begrote netto surplus van R7 879 504;
- (e) Dat die ongemagtigde uitgawe van R13 258 009 vir die 2020/2021 finansiële jaar gemagtig word as deel van die aansuiweringsbegroting in lyn met artikel 32(2)(a)(i) van die Wet;
- (f) Dat die aangepaste begrotingskedules soos vereis deur die Begroting en Verslagdoening Regulasies goedgekeur word soos vervat in (**Annexure C: Budget Report and B-Schedules 2021/22 – 2023/24**);
- (g) 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;
- (h) Dat die Dienlewering- en Begrotingimplementeringsplan (SDBIP) dienoreenkomstig gewysig word.

6. NEW MATTERS

6.1 BUDGET MANAGEMENT COMMITTEE: 2021/2022 HALF-YEARLY ADJUSTED CAPITAL AND OPERATING BUDGETS, TECHNICAL RECOMMENDATIONS (5/1/1/1, 5/1/1/2, 5/1/4)

The half-yearly adjusted capital and operating budgets were considered by the Budget Management Committee on 13 January 2022 in order to present the technical recommendations to the Executive Mayor's Committee and therefore -

RESOLUTION (for consideration by the Council on 27 January 2022)

- (a) That it be noted that the Budget Steering Committee convened to consider the explanations and motivations provided by the financial staff and other directors in a bid to advise the Executive Mayor on way forward;
- (b) That council takes note of the proposed adjustment (as it relates to Section 19) in respect of the Sewerage Works Project: Moorreesburg (Annexure A-2: Capital Projects ito Sec 19);
- (c) That approval be granted to amend the high-level capital and operating budget for 2021/2022 with no amendments to the outer years as follows:

	Original Budget 2021/22	Mid-Year Adj Budget 2021/22	Original Budget 2022/23	Original Budget 2023/24
Capital budget	166 435 729	167 042 162	132 744 732	136 678 848
Operating Expenditure	911 967 149	951 248 356	983 835 346	1 055 314 274
Operating Revenue	968 875 613	1 008 156 820	1 048 008 388	1 119 714 984
Budgeted (Surplus)/ Deficit	(56 908 464)	(56 908 464)	(64 173 042)	(64 400 709)
Less: Capital Grants, Donations & Development Charges	47 912 409	49 028 960	45 865 556	50 788 078
(Surplus)/ Deficit	(8 996 055)	(7 879 504)	(18 307 486)	(13 612 631)

- (d) That it be noted that the changes to the budget will have no impact on tariffs in respect of the 2021/2022 financial year or beyond but will result in a decreased budgeted net surplus from R8 996 055 to a budgeted net surplus of R7 879 504;
- (e) That the unauthorized expenditure of R13 258 009 for the 2020/2021 financial year be authorized as part of the adjustment budget in line with section 32(2)(a)(i) of the Act;
- (f) That the adjusted budget schedules as required by the Budget and Reporting Regulations be approved as set out in (Annexure C: Budget Report and B-Schedules 2021/22 – 2023/24);
- (g) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (h) That the Service Delivery Budget Implementation Plan (SDBIP) where appropriate be amended accordingly.

6.2 WYSIGING VAN KPI'S EN TEIKENS VIR 2021/2022 (2/4/2)

Die kernprestasië-indikatore (KPI's) en teikens vir die 2021/2022 is op 20 Mei 2021 deur die voormalige Uitvoerende Burgemeesterskomitee goedgekeur.

Dit is egter noodsaaklik om na afloop van die eerste semester van die KPI's en teikens te wysig om of die beskrywing te verbeter of 'n meer realistiese teiken daar te stel.

BESLUIT

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

- (a) Dat die aangehegte sleutelprestasië-aanwysers (KPI's) en teikens - met die uitsondering van die volgende KPI in paragraaf 2.1: "Correspondence addressed in a timely manner" - goedgekeur word met ingang van 1 Julie 2021 (terugwerkend); en
- (b) dat die heraktivering van genoemde KPI in paragraaf 2.1 eers met die Mei 2022 wysiging van KPI's en teikens oorweeg word.

6.3 KWARTAALVERSLAG: PRESTASIE VAN KONTRAKTEURS (8/1/B/1)

Die verslag ten opsigte van die kwartaalike prestasie-evaluering van kontrakteurs wat ingevolge die Voorsieningkanaalbestuursbeleid aangestel is, word voorgelê ter voldoening aan Artikel 116(2) van die MFMA en die kernprestasië-indikator van die Munisipale Bestuurder, naamlik:

"Number of reports on the management of the contracts or agreements (supply chain) and the performance of contractors submitted to mayoral committee."

BESLUIT

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

Dat kennis geneem word van die kwartaalverslag ten opsigte van die prestasie van kontrakteurs vir die periode 1 Oktober 2021 tot 31 Desember 2021.

6.4 VOORGESTELDE VERHURING VAN NYWERHEIDSGROND TE MOORREESBURG VIR AKKERBOUDOELEINDES (12/2/5/5-9/2)

Die Munisipaliteit beskik oor ±17,7 ha grond in Moorsburg. Dit word aan die hand gedoen dat 'n openbare mededingingsproses weer deurloop word om die grond vir akkerbouoelinde beskikbaar te stel, ten behoeve van of aan 'n plaaslik Moorsburg-gebaseerde openbare weldaadsorganisasie, wat met hetsy welsyns-, humanitêre of kulturele aktiwiteite gemoeid moet wees.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdh T van Essen)

- (a) Dat goedkeuring verleen word dat voorstelle ingewin word vir die verhuring van 'n gedeelte (groot ± 17.7 ha) van erf 1133, Moorsburg vir 'n periode wat nie twaalf maande oorskry nie, met ingang vanaf 1 April 2022;
- (b) Dat voorstelle ingewin word op die basis en voorwaardes soos vervat in die konsep kennisgewing in Aanhangsel B tot die verslag;
- (c) Dat die Munisipale Bestuurder met volmag beklee word om 'n komitee aan te wys om die voorstelle wat ontvang word te oorweeg en 'n toekenning te maak in oorlegpleging met die betrokke wyksraadslid;
- (d) Dat die Direkteur: Korporatiewe Dienste met volmag beklee word om die inhoud van die huurooreenoms te finaliseer, asook die ondertekening daarvan;
- (e) Dat die voornemende huurder daarop bedag gemaak word dat aanplanting nie mag oorskry op erf 5520, wat aan Boland Diesel h/a AfricOil behoort en moontlik binnekort ontwikkel sal word nie.

6.2 AMENDMENT TO THE KPI'S AND GOALS FOR 2021/2022 (2/4/2)

The key performance indicators (KPI's) and goals for the 2021/2022 financial year were approved on 20 May 2021 by the former Executive Mayor's Committee.

It is therefore necessary to amend the KPI's and goals after the first semester or to improve on the description or to establish a more realistic goal.

RESOLUTION

(proposed by clr N Smit, seconded by clr A K Warnick)

- (a) That the attached key performance indicators (KPIs) and targets - with the exception of the following KPI in paragraph 2.1: "Correspondence addressed in a timely manner" - be approved with effect from 1 July 2021 (backdated); and
- (b) that the reactivation of the aforesaid KPI in paragraph 2.1 will only be considered with the May 2022 amendment of KPIs and targets.

6.3 QUARTERLY REPORT PERFORMANCE OF CONTRACTORS (8/1/B/1)

The report in respect of the quarterly performance evaluation of contractors who are appointed in accordance with the Supply Chain Management Policy is submitted in accordance with Section 116(2) of the MFMA and the key performance indicator of the Municipal Manager, namely:

"Number of reports on the management of the contracts or agreements (supply chain) and the performance of contractors submitted to mayoral committee."

RESOLUTION

(proposed by ald T van Essen, seconded by clr J M de Beer)

That the quarterly report regarding the performance of contractors for the period 1 October 2021 to 31 December 2021 be noted.

6.4 PROPOSED LEASE OF INDUSTRIAL LAND IN MOORREESBURG FOR AGRICULTURAL PURPOSES (12/2/5/5-9/2)

The Municipality owns ±17,7 ha in Moorsburg. It is proposed that a public participation process is again followed in order to make the land available for agricultural purposes, for the benefit of a local Moorsburg based public charitable organization, which must be involved with charity, humanitarian or cultural activities.

RESOLUTION

(proposed by clr N Smit, seconded by ald T van Essen)

- (a) That approval be granted for proposals to be invited for the leasing of a portion (± 17.7 ha in extent) of erf 1133, Moorsburg for a period not exceeding twelve months, with effect from 1 April 2022;
- (b) That proposals be invited on the basis of and conditions as contained in the draft notice as per Annexure B to the report;
- (c) That the Municipal Manager be authorized to appoint a committee to consider the proposals received and to make an award in consultation with the relevant ward councillor;
- (d) That the Director: Corporate Services be authorized to finalize the contents, as well as the signing of the lease agreement;
- (e) That the prospective lessee be made aware that planting is not to exceed on erf 5520, which belongs to Boland Diesel t/a AfricOil and where development is expected soon.

6.5 UITSTAANDE DEBITEURE: DESEMBER 2021 (5/7/1/1)

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

BESLUIT

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

Dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Desember 2021.

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

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

BESLUIT

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

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 31 Desember 2021 soos met die sakelys gesirkuleer.

6.7 VERSLAG INSAKE DIE IMPLEMENTERING VAN DIE VOORSIENINGKANAAL-BESTUURSBELEID VIR DIE PERIODE 1 OKTOBER 2021 TOT 31 DESEMBER 2021 (8/1/B/2)

'n Verslag insake die implementering van die Voorsieningkanaalbestuursbeleid moet op 'n kwartaallike basis ingevolge paragraaf 6(3) van die Munisipale Voorsieningkanaalbestuursregulasies aan die Uitvoerende Burgemeester voorgele word.

Die verslag vir die periode 1 Oktober 2021 tot 30 Desember 2021 is met die sakelys gesirkuleer.

BESLUIT

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

- (a) Dat kennis geneem word van die kwartaalverslag ten opsigte van die implementering van die beleid vir die Voorsieningkanaalbestuursbeleid soos beoog in artikel 6(3) van die regulasies, asook verslae oor die formele tenders (bylae A), informele tenders (bylae B), en die Afwykingsverslag (Aanhangsel C);
- (b) Dat kennis geneem word van die dienste wat gelewer word vir die periode 1 Oktober 2021 tot 31 Desember 2021, met verwysing na die uitsonderings waar dit onprakties is om die mark te toets en daarom 'n afwyking van die verkrygingsprosesse regverdig ingevolge paragraaf 2(6) van die Beleid oor die Voorsieningkanaalbestuursbeleid (Bylae D);
- (c) Dat kennis geneem word van Covid-19-verwante noodaankope onder die drempelwaarde van R30 000,00 tot 'n bedrag van R4 964,55.

6.8 AFWYKING VAN DIE VOORGESKREWE VERKRYGINGSPROSEDURES VIR DIE BASIESE VERKEERSBEAMPTO OPLEIDING (8/1/B/2)

Daar is vier amptenare geïdentifiseer vir opleiding as Basiese Verkeersbeamptes om, onder andere, behulpsaam te wees met die afdwinging en bevordering van skuldinvordering. Die Gene Louw Traffic College is die alleen diensverskaffer wat hierdie tipe opleiding aanbied.

BESLUIT

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

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

6.5 OUTSTANDING DEBTORS: DECEMBER 2021 (5/7/1/1)

A comprehensive report in respect of outstanding debtors was circulated with the agenda.

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

That cognizance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for December 2021.

6.6 PROGRESS IN RESPECT OF OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

In accordance with the Asset Management Policy outstanding insurance claims must be reported monthly.

RESOLUTION

(proposed by clr J M de Beer, seconded by clr N Smit)

That cognizance be taken of the progress with outstanding insurance claims for the period ending 31 December 2021.

6.7 REPORT IN RESPECT OF THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 OCTOBER 2021 TO 31 DECEMBER 2021 (8/1/B/2)

A report in respect of the implementation of the Supply Chain Management Policy must be presented to the Executive Mayor's Committee, on a quarterly basis, in accordance with paragraph 6(3) of the Municipal Supply Chain Management Regulations.

The report for the period 1 October 2021 to 30 December 2021 was circulated with the agenda.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr D G Bess)

- (a) That cognizance is taken of the Quarterly Report in respect of the implementation of the Supply Chain Management Policy as envisaged by section 6(3) of the Regulations, as well as reports on the Formal Tenders (Annexure A), Informal Tenders (Annexure B), and the Deviation Report (Annexure C);
- (b) That cognizance is taken of the services rendered for the period 1 October 2021 to 31 December 2021 with reference to the exceptions where it is impractical to test the market and therefore justified a deviation from the procurement processes in terms of paragraph 2(6) of the Supply Chain Management Policy (Annexure D);
- (c) That cognizance is also taken of Covid-19 related emergency purchases below the threshold value of R30 000.00 to the amount of R 4 964.55.

6.8 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE FOR THE BASIC TRAFFIC OFFICER TRAINING (8/1/B/2)

Four officials have been identified for training as Basic Traffic Officers in order, inter alia, to aid in the enforcement and progress in respect of debt collection. The Gene Louw Traffic College is the only supplier which offers this kind of training.

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

- (a) That the Executive Mayoral Committee take note of the deviation from the prescribed procurement procedures in terms of clause 36 (2) of the Supply Chain Management Policy;

6.8/...

- (b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder om die aanstelling van *Gene Louw Traffic College* te magtig vir die opleiding van vier amptenare as Basiese Verkeersbeamptes;
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) die *Gene Louw Traffic College* is die enigste diensverskaffer wat ten volle geakrediteerde opleiding verskaf wat benodig word vir Basiese Verkeersbeamptesopleiding oor 'n periode van 12 maande;
- (d) Dat die aanstelling ten bedrae van R140 498,60 (BTW uitgesluit) geïmplementeer word en dat die uitgawe teen posnommer 9/213-1195-953 (*Training: Efficiency Development*) in die 2021/2022 begroting 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.

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER

6.8/...

- (b) That the action of the Municipal Manager with regards to the appointment of Gene Louw Traffic College for the provision of the Basic Traffic Officer training to the four (4) employees;
- (c) That the reasons for the deviation from the prescribed procurement processes be recorded as follows:
 - (i) Gene Louw Traffic College is the only service provider in this instance who provides fully accredited training as required for Basic Traffic Officer training over a period of 12 months;
- (d) That the appointment be implemented to the amount of R140 498.60 (VAT exempt) and the expenditure be allocated to the Training: Efficiency Development vote number 9/213-1195-953 (Training: Efficiency Development) in the 2021/22 budget;
- (e) That the Manager: Annual Financial Statements and Control in terms of the Supply Chain Management Policy be instructed to include the aforementioned reasons as a note to the financial statements, when the statements are compiled.

(SGD) J H CLEOPHAS
EXECUTIVE MAYOR



NOTULE VAN 'N SPESIALE VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE
GEHOU IN DIE BANKETSAAL, MALMESBURY OP MAANDAG, 14 FEBRUARIE 2022 OM 14:00

TEENWOORDIG:

Uitvoerende Burgemeester, rdh J H Cleophas (voorsitter)

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)

Beamptes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Korporatiewe Dienste, me M S Terblanche
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING

Die voorsitter verwelkom lede en versoek rdl A K Warnick om die vergadering met gebed te open.

2. VERLOF TOT AFWESIGHEID

Geen verskonings is ontvang nie.

3. NUWE SAKE

3.1 BYWONING VAN SALGA NASIOANLE KONFERENSIE: 22-24 FEBRUARIE 2022
(11/11/24)

Omsendbrief 01/2022 is ontvang vanaf SALGA waarin meegedeel word dat die volgende sitting van die Nasionale Konferensie gehou sal word vanaf 22-24 Februarie 2022 in die Kaapstadse Internasionale Konferensiesentrum.

Die konferensie sal d.m.v. 'n *Hybrid*-model plaasvind, met slegs drie (3) afgevaardigdes per munisipaliteit wat fisies die verrigtinge mag bywoon en al die ander raadslede en munisipale amptenare wat op 'n virtuele basis die konferensie mag bywoon.

Elke munisipaliteit is dus geregtig om drie (3) afgevaardigdes aan te wys, maar slegs een (1) afgevaardigde sal stemreg hê.

Aanbeveling/...



MINUTES OF A SPECIAL EXECUTIVE MAYORAL COMMITTEE HELD IN THE BANQUETING HALL,
MALMESBURY ON MONDAY, 14 FEBRUARY 2022 AT 14:00

PRESENT:

Executive Mayor, ald J H Cleophas (chairperson)

Members of the Mayor's Committee:

Cllr D G Bess
Cllr N Smit
Ald T van Essen
Cllr A K Warnick

Other councillors:

Ald M A Rangasamy (Speaker)

Officials:

Municipal Manager, mr J J Scholtz
Director: Financial Services, mr M Bolton
Director: Electrical Engineering Services, mr R du Toit
Director: Civil Engineering Services, mr L D Zikmann
Director: Protection Services mr P A C Humphreys
Director: Development Services, ms J S Krieger
Director: Corporate Services, ms M S Terblanche
Manager: Secretarial and Records, ms N Brand

1. OPENING

The chairperson welcomed members and requested cllr A K Warnick to open the meeting with a prayer.

2. APOLOGIES

That cognisance be taken of the apology received from the Deputy Executive Mayor, cllr J M de Beer.

3. NEW MATTERS

3.1 ATTENDANCE OF SALGA NATIONAL CONFERENCE: 22-24 FEBRUARY 2022
(11/11/24)

SALGA, as per Circular 01/2022, advised that the next sitting of the SALGA National Conference will be held from 22-24 February 2022 at the Cape Town International Convention Centre, Cape Town.

The conference will be held on a Hybrid Model, with only three (3) delegates per municipality attending physically at the venue and all other councillors and municipal officials to attend on the virtual meetings platform.

Each municipality shall be entitled up to three (3) delegates but will only have one (1) vote at the conference.

Recommendation/...

3.1/...

BESLUIT

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

- (a) Dat die Uitvoerende Burgemeester, raadsheer John Harold Cleophas asook die Speaker, raadsheer Michael Adolph Rangasamy afgevaardig word om die SALGA Nasionale Konferensie vanaf 22-24 Februarie 2022 by die Kaapstadse Internasionale Konferensiesentrum by te woon as verteenwoordigers van Swartland Munisipaliteit;
- (b) Dat die Munisipale Bestuurder, Joachim Jacobus Scholtz afgevaardig word om die konferensie virtueel by te woon;
- (c) Dat raadsheer Cleophas in sy hoedanigheid as Uitvoerende Burgemeester aangewys word as stemgeregtigde lid van die afvaardiging;
- (d) Dat die uitgewas verbonde aan die fisiese bywoning van die Konferensie vanuit die toepaslike posnummers betaal word, te wete 9/204-329-2329 (*Delegations and Congresses*) en 9/204-1209-2391 (*Travel and Subsistence: Accommodation*).

3.2 TOEKENNING VANAF DIE DEPARTEMENT VAN SPORT, KUNS EN KULTUUR: OPGRADERING VAN DIE GABRIEL PHARAOH SPORTGRONDE EN CHATSWORTH SPORTVELD (5/9/2/4/2; 5/9/2/6/1)

Die Departement van Sport, Kuns en Kultuur (DSAC) doen toekennings aan munisipaliteite op 'n ad-hoc basis vir die opgradering van bestaande sportgronde en die konstruksie van nuwe sportfasiliteite. Die befondsing staan bekend as die "sport ring fenced allocation".

Swartland Munisipaliteit het 'n bedrag van R10 miljoen ontvang vanaf DSAC vir die opgradering van die Gabriel Pharaoh Sportgronde en die Chatsworth sportveld as deel van voormelde befondsing vir sport wat deur die MIG-program geadminestreer moet word.

In 'n skrywe gedateer 15 Desember 2021 wat per e-pos op 19 Januarie 2022 vanaf die Nasionale Departement DSAC ontvang, ter goedkeuring van die befondsing, word bevestig dat die projekte in die 2022/2023 finansiële jaar voltooi moet wees.

Die Munisipale Bestuurder, mnr J J Scholtz verduidelik die teenstrydigheid in die tydsraamwerke van die MIG-program en die goedgekeurde DSAC-befondsing in die uitvoering van projekte in die 2022/2023 finansiële jaar. Dit word verder beklemtoon dat die goedgekeurde DSAC-fondse nog nie by die MIG-program geregistreer is nie en registrasiebriewe vanaf die betrokke provinsiale departement afgewag word.

Die Munisipale Bestuurder bevestig dat die Munisipaliteit nie hierdie toekenning in die 2022/2023 sal kan spandeer nie. Een van die impakte hiervan is dat die KPI van 70% MIG-spandering teen Desember nie behaal sal kan word nie en die Munisipaliteit nie meer vir die sg. "stoppage allocation" vanaf MIG in aanmerking sal kom nie.

Die Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann verduidelik die proses aangaande die registrasie van 'n projek op die MIG-program wat reeds in Januarie 2021 'n aanvang geneem het met die indiening van die MIG Gedetailleerde Projekimplémenteringsplan (DPIP). Mnr Zikmann bevestig dat Swartland Munisipaliteit een van min munisipaliteite is, indien nie die enigste een, wat 'n 100% rekord het t.o.v. MIG-spandering binne die toepaslike finansiële jaar, sonder om fondse oor te rol soos wat baie ander munisipaliteite doen.

Die Direkteur: Siviele Ingenieursdienste bevestig dat alle tegniese verslae t.o.v. die twee projekte reeds ingedien is, maar dat die proses deur die betrokke provinsiale departement vertraag word weens verskeie faktore. Mnr Zikmann beklemtoon dat dit nie moontlik sal wees om die projekte in die 2022/2023 te finaliseer nie.

3.1/...

RESOLUTION

(proposed by Ald T van Essen, seconded by cllr A K Warnick)

- (a) That the Executive Mayor, alderman John Harold Cleophas as well as the Speaker, alderman Michael Adolph Rangasamy be delegated to attend the SALGA National Conference at the Cape Town International Convention Centre from 22-24 February 2022 as representatives of the Swartland Municipality;
- (b) That the Municipal Manager, Joachim Jacobus Scholtz be delegated to attend the conference virtually;
- (c) That alderman Cleophas in his capacity as Executive Mayor be appointed as the voting member of the delegation;
- (d) That the expenses related to physical attendance of the Conference be paid from the applicable votes, i.e. 9/204-329-2329 (Delegations and Congresses) and 9/204-1209-2391 (Travel and Subsistence: Accommodation).

3.2 ALLOCATION FROM THE DEPARTMENT OF SPORT, ARTS AND CULTURE: UPGRADING OF GABRIEL PHARAOH SPORTSGROUND AND CHATSWORTH SPORT FIELDS (5/9/2/4/2; 5/9/2/6/1)

The Department of Sport, Arts and Culture (DSAC) awards funding to municipalities on an ad-hoc basis for the upgrading of existing sport facilities or for the construction of new sport facilities. The funding is referred as the sport ring fenced allocation.

Swartland Municipality has received an amount of R10 million from the DSAC for the upgrading of the Gabriel Pharaoh Sportsground and the Chatsworth Sport fields as part of the ring fenced allocation for sport, which must be administered through the MIG program.

An approval letter dated 15 December 2021 from the National DSAC was received via e-mail on 19 January 2022, instructed the Municipality to complete the projects in the 2022/2023 financial year.

The Municipal Manager, Mr J J Scholtz explained the inconsistency between the timeframes of the MIG program and approved DSAC funding in completing the projects in the 2022/2023 financial years. It is further emphasised that the approved DSAC funding is yet to be registered on the MIG program and registration letters are still awaited from the relevant provincial department.

The Municipal Manager stated that it is clear that the Municipality will not be able to spend the funds as required in the 2022/2023 financial year. One of the impacts of the latter is that the KPI of 70% MIG spending by December will not be reached and the Municipality will not be eligible for stoppage allocations from other municipalities.

The Director: Civil Engineering Services, Mr L D Zikmann explained the process to register a project on the MIG program which already started in 2021 with the submission of the MIG Detailed Project Implementation Plan (DPIP). Mr Zikmann confirmed that Swartland Municipality is one of a few municipalities, if not the only one, with a 100% track record of spending MIG-funding within the required financial years, without rolling over of funding as many other municipalities do.

The Director: Civil Engineering Services confirmed that all technical reports and business plans i.r.o. the DSAC funding for the two projects were submitted, but the relevant provincial department is delaying the approval due to certain factors. Mr Zikmann emphasised that it will not be possible to complete the projects in the 2022/2023 financial year.

The Director: Civil Engineering mentioned, taken the above matters into considerations, that the big problem is the synchronisation between MIG implementation programs and budget programs of the respective department.

Resolution/...

3.2/..

Die Direkteur: Siviele Ingenieursdienste meld dat die grootste probleem wat ervaar word die onvermoë van die onderskeie departemente is om begrotingsprogramme met die MIG-implementeringsprogram te laat saamloop.

BESLUIT

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

- (a) Dat kennis geneem word van die skrywe ontvang vanaf die Departement van Sport, Kuns en Kultuur op 19 Januarie 2022 insake die goedkeuring van die R10 miljoen toekenning vir die opgradering van die Gabriel Pharaoh Sportgronde en die Chatsworth Sportveld en dat:
 - (i) die toekenning deel uitmaak van die sg. "ring fenced" toekenning vir sport wat deur die MIG-program geadmineistreer word;
 - (ii) die projekte op die MIG-program geregistreer moet word alvorens implementering en dat daar voldoen moet word aan alle MIG verslagdoening en spanderingsvereistes;
 - (iii) skrywes van aanbeveling vanaf die Provinsiale Departement van Sport, Kuns en Kultuur 'n voorvereiste is vir registrasie by MIG;
 - (iv) die projekte in die 2022/2023 finansiële jaar geïmplementeer moet word;
- (b) Dat kennis geneem word dat ten spyte van volgehoue pogings, die skrywes ter aanbeveling van die projekte nog nie vanaf die Provinsiale Departement van Sport, Kuns en Kultuur ontvang is nie ten einde die projekte op die MIG-program te registreer nie;
- (c) Dat, weens die laat kennisgewing wat ontvang is t.o.v. die toekenning van R10 miljoen vir die opgradering van die Gabriel Pharaoh Sportgronde en Chatsworth Sportveld, die projekte nie suksesvol in die 2022/2023 finansiële jaar geïmplementeer sal kan word nie;
- (d) Dat verder kennis geneem word dat, indien daar nie geslaag word om die betrokke projekte in die 2022/2023 finansiële jaar af te handel nie, dit aanleiding daartoe gee dat die 2022/2023 MIG-implementering misluk wat Swartland Munisipaliteit se rekord as 'n toppresterder skade sal berokken;
- (e) Dat goedkeuring deur die Uitvoerende Burgemeesterskomitee verleen word om aansoek te doen by die Departement van Sport, Kuns en Kultuur om die R10 miljoen 'ring fenced' toekenning vir die 2022/2023 finansiële jaar na die 2023/2024 finansiële jaar oor te dra om sodoende voldoende tyd toe te laat vir die nodige aanbevelings- en registrasieprosesse om die opgradering van die Gabriel Pharaoh Sportgronde en die Chatsworth Sportveld in te sluit by die MIG-program;
- (f) Dat die Uitvoerende Burgemeester en die Munisipale Bestuurder opdrag gegee word om die kwessie op provinsiale platforms en aan die Premier voor te lê ten einde die problematiek wat munisipaliteite ervaar wanneer befondsing vanaf die Departement van Sport, Kuns en Kultuur buite die registrasieprosesse, soos vereis deur die MIG-raamwerk, ontvang word.

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER

3.2/...

RESOLUTION

(proposed by cllr A K Warnick, seconded by cllr N Smit)

- (a) That cognisance be taken of the allocation letter from the Department of Sport, Arts and Culture received on 19 January 2022 for a R10 million allocation for the upgrading of the Gabriel Pharaoh Sportsground and the Chatsworth Sport Fields and further that:
 - (i) the allocation is part of the so called ring fenced allocation for sport which is administered through the MIG program;
 - (ii) the projects must be registered with the MIG program prior to implementation and that all MIG reporting and spending requirements must be adhered to;
 - (iii) recommendation letters from the Department of Sport, Arts and Culture is a prerequisite for registration;
 - (iv) the projects must be implemented in the 2022/2023 financial year.
- (b) That cognisance be taken that although many efforts have been made, recommendation letters for MIG registration from the Department of Sport, Arts and Culture have not been received;
- (c) That, due to the late notification of the R10 million allocation for the upgrading of the Gabriel Pharaoh Sportsground and the Chatsworth Sport Fields, successful implementation of the projects in the 2022/2023 financial year is most unlikely;
- (d) That cognisance further be taken that failure to successfully implement the upgrading of the Gabriel Pharaoh Sportsground and the Chatsworth Sport Fields projects in 2022/2023 will result in failure with the implementation of the 2022/2023 MIG tarnishing Swartland Municipality's reputation as a top performer;
- (e) That the Executive Mayoral Committee approves that an application is made to the Department of Sport, Arts and Culture to re-allocated the R10 million sport ring fenced allocation of the 2022/2023 financial year to the 2023/2024 financial year to allow sufficient time for recommendation and registration processes to be concluded;
- (f) That the Executive Mayor and Municipal Manager be authorised to raise the issue on provincial platforms and with the Premier regarding the predicament experienced by municipalities when receiving funding by the Department of Sport, Arts and Culture outside of the registration timeframe as required by the MIG framework.

(SGD) J H CLEOPHAS
EXECUTIVE MAYOR



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE BANKETSAAL, MALMESBURY OP MAANDAG, 21 FEBRUARIE 2022 OM 15:25

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)

Beamptes:

Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Korporatiewe Dienste, me M S Terblanche
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING

Die voorsitter verwelkom lede.

2. VERLOF TOT AFWESIGHEID

'n Verskoning is ontvang vanaf die Munisipale Bestuurder, mnr J J Scholtz.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Geen

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 20 JANUARIE 2022

BESLUIT

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

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 20 Januarie 2022 goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

4.2 NOTULE VAN 'N SPESIALE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 14 FEBRUARIE 2022

Besluit/



MINUTES OF A MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON MONDAY, 21 FEBRUARY 2022 AT 15:25

PRESENT:

Executive Mayor, ald J H Cleophas (chairman)
Deputy Executive Mayor, clr J M de Beer

Members of the Mayor's Committee:

Clr D G Bess
Clr N Smit
Ald T van Essen
Clr A K Warnick

Other councillors:

Ald M A Rangasamy (Speaker)

Officials:

Director: Financial Services, mr M A C Bolton
Director: Electrical Engineering Services, mr R du Toit
Director: Civil Engineering Services, mr L D Zikmann
Director: Protection Services, mr P A C Humphreys
Director: Development Services, ms J S Krieger
Director: Corporate Services, ms M S Terblanche
Manager: Secretarial and Records, ms N Brand

1. OPENING

The chairman welcomed members.

2. APOLOGIES

An apology received from the Municipal Manager, mr J J Scholtz.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 20 JANUARY 2022

RESOLUTION

(proposed by clr A K Warnick, seconded by clr D G Bess)

That the minutes of an Ordinary Executive Mayor's Committee Meeting held on 20 January 2022 are approved and signed by the Executive Mayor.

4.2 MINUTES OF A SPECIAL EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 14 FEBRUARY 2022

Resolution/

4.2/...

BESLUIT

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

Dat die notule van 'n Spesiale Uitvoerende Burgemeesterskomiteevergadering gehou op 14 Februarie 2022 goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

5. OORWEGING VAN AANBEVELINGS UIT DIE NOTULE**5.1 NOTULES VAN PORTEFEULJEKOMITEESVERGADERINGS GEHOU OP 16 FEBRUARIE 2022****5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES****BESLUIT**

(op voorstel van rdh T van Essen, gesekondeer deur rdl N Smit)

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

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE**BESLUIT**

(op voorstel van rdh T van Essen, gesekondeer deur rdl N Smit)

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

5.1.3 ONTWIKKELINGSDIENSTE**BESLUIT**

(op voorstel van rdh T van Essen, gesekondeer deur rdl N Smit)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig, onderhewig aan die regstelling van Uitvoerende Burgemeester se naam.

5.1.4 BESKERMINGSDIENSTE**BESLUIT**

(op voorstel van rdh T van Essen, gesekondeer deur rdl N Smit)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig, onderhewig aan (1) die regstelling van die Uitvoerende Burgemeester se naam en (2) die vervanging van rdl D G Bess se naam met rdd M van Zyl onder item 1.

6. SAKE VOORTSPRUITEND UIT DIE NOTULES**6.1 NOTULE VAN 'N SPESIALE UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING GEHOU OP 14 FEBRUARIE 2022****6.1.1 ITEM 3.2: BYWONING VAN SALGA NASIONALE KONFERENSIE (WYSIGING VAN DATUM EN AANWYS VAN AFGEVAARDIGDES)**

BESLUIT [ter vervanging van UBK-besluit 3.2 van 14 Februarie 2022]
(op voorstel van rdl A K Warnick, gesekondeer deur rdh T van Essen)

- (a) Dat die Uitvoerende Onderburgemeester, raadslid Janetta Maria de Beer asook raadslid Nicolene Smit afgevaardig word om die SALGA Nasionale Konferensie vanaf 2 tot 4 Maart 2022 by die Kaapstadse Internasionale Konferensiesentrum by te woon as verteenwoordigers van Swartland Munisipaliteit;

4.2/...

RESOLUTION

(proposed by clr A K Warnick, seconded by clr D G Bess)

That the minutes of a Special Executive Mayor's Committee Meeting held on 14 February 2022 are approved and signed by the Executive Mayor.

5. CONSIDERATION OF RECOMMENDATIONS MADE IN THE MINUTES**5.1 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 16 FEBRUARY 2022****5.1.1 MUNICIPAL MANAGER, ADMINISTRATION AND FINANCES****RESOLUTION**

(proposed by ald T van Essen, seconded by clr N Smit)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.2 CIVIL AND ELECTRICAL SERVICES**RESOLUTION**

(proposed by ald T van Essen, seconded by clr N Smit)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.3 DEVELOPMENT SERVICES**RESOLUTION**

(proposed by ald T van Essen, seconded by clr N Smit)

That the Executive Mayor ratifies the recommendations in the relevant minutes, subject to the correction of the Executive Mayor's name.

5.1.4 PROTECTION SERVICES**RESOLUTION**

(proposed by ald T van Essen, seconded by clr N Smit)

That the Executive Mayor ratifies the recommendations in the relevant minutes, subject to (1) the correction of the Executive Mayor's name and (2) the replacement of clr D G Bess's name with that of aldd M van Zyl under item 1.

6. MATTERS ARISING FROM THE MINUTES**6.1 MINUTES OF A SPECIAL EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 14 FEBRUARY 2022****6.1.1 ITEM 3.2: ATTENDANCE AT SALGA NATIONAL CONFERENCE (AMENDMENT TO DATE AND APPOINTMENT OF REPRESENTATIVES)**

RESOLUTION [in exchange for resolution 3.2 of 14 February 2022]
(proposed by clr A K Warnick, seconded by ald T van Essen)

- (a) That the Executive Deputy Mayor, councillor Janetta Maria de Beer together with councillor Nicolene Smit are nominated to attend the SALGA National Conference from 2 to 4 March 2022 at the Cape Town Convention Centre as representatives of the Swartland Municipality;

6.1/...

- (b) Dat die Munisipale Bestuurder, Joachim Jacobus Scholtz afgevaardig word om die konferensie virtueel by te woon;
- (c) Dat raadslid De Beer in haar hoedanigheid as Uitvoerende Onderburgemeester aangewys word as stemgeregtigde lid van die afvaardiging;
- (d) Dat die uitgawes verbonde aan die fisiese bywoning van die Konferensie 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. NUWE SAKE

7.1 WYSIGINGS AAN DIE 2021/2022 DIENSLEWERING- EN BEGROTINGIMPLEMENTERINGSPLAN (SDBIP) (2/4/2)

Die aanvaarding van 'n Aansuiweringsbegroting vir die 2021/2022 finansiële jaar deur die Raad op 27 Januarie 2022 het wysigings aan die Dienslewering en Begroting-implementersplan (SDBIP) genoodsaak.

Die gewysigde 2021/2022 SDBIP is apart tot die sakelys gesirkuleer.

BESLUIT

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

Dat die gewysigde Dienslewering- en Begrotingimplementeringsplan (SDBIP) vir die 2021/2022 finansiële jaar in terme van Artikel 54(1)(c) van die Wet op Munisipale Finansiële Bestuur (Wet 56 van 2003) goedgekeur word.

7.2 TENDER L01/21/22: VERVREEMDING VAN RESIDENSIËLE ERWE TE ABBOTSDALE (12/2/B)

Die voormalige Raad het op 26 Augustus 2021 goedkeuring verleen vir die vervreemding van ses (6) erwe op Abbotsdale by wyse van 'n mededingende proses.

Die uitnodiging aan tenderaars om monitiëre aanbiedinge te maak het op 19 November 2021 gesluit. Die tendervoorwaardes het toegelaat dat 'n monitiëre aanbieding op meer as een erf gemaak kan word, maar die aankoop sal beperk word tot slegs een (1) eiendom. Daar is dus met tenderaars, waar nodig, gekonsulteer aangaande hul voorkeur eiendom.

BESLUIT

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

- (a) Dat Tender L01.21.22 vir die Verkoop van Residensiële Eiendomme soos volg toegeken word, BTW uitgesluit:

Erf nr	1580	1581	1582	1583	1584	1585
Joseph Kesilwe					R135000.00	
Moleko Shadrack		R136 000.00				
Daniel Frederik Grobbelaar			R140 000.00			
Mogamat Abrahams	R170 000.00					
Wilhelm Dreyer						R151 000.00
Maria Kesilwe				R140 000.00		

- (b) Dat goedkeuring verleen word vir die oordrag van die erwe soos per voormelde skedule;

6.1/...

- (b) That the Municipal Manager, Joachim Jacobus Scholtz is nominated to attend the conference virtually;
- (c) That clr De Beer, in her capacity as Deputy Executive Mayor, is appointed as the voting member of the delegation;
- (d) That the costs involved in physically attending the Conference are paid out of the relevant budget items, notably 9/204-329-2329 (*Delegations and Congresses*) and 9/204-1209-2391 (*Travel and Subsistence: Accommodation*).

7. NEW MATTERS

7.1 AMENDMENTS TO THE 2021/2022 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (2/4/2)

The approval of the Adjusted Budget for the 2021/2022 financial year by the Council on 27 January 2022 necessitated amendments to the Service Delivery and Budget Implementation Plan (SDBIP).

The amended 2021/2022 SDBIP was circulated separately from the agenda.

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

That the amended Service Delivery and Budget Implementation Plan (SDBIP) for the 2021/2022 financial year be approved in terms of Section 54(1)(c) of the Municipal Finance Management Act (Act 56 of 2003).

7.2 TENDER L01/21/22: ALIENATION OF RESIDENTIAL ERWEN IN ABBOTSDALE (12/2/B)

The former Council approved the alienation of 6 (six) erwen in Abbotsdale on 26 August 2021 by means of a competitive process.

The invitation for tenderers to make monetary bids closed on 19 November 2021. The tender conditions allowed the tenderer to make monetary bids on more than one erf, but the purchases will be limited to only one (1) property. Consultations with tenderers were therefore held, where necessary, in respect of their favoured property.

RESOLUTION

(proposed by ald T van Essen, seconded by clr J M de Beer)

- (a) That Tender L01.21.22 for the Sale of Residential Sites be awarded as follows, excluding VAT:

Erf nr	1580	1581	1582	1583	1584	1585
Joseph Kesilwe					R135000.00	
Moleko Shadrack		R136 000.00				
Daniel Frederik Grobbelaar			R140 000.00			
Mogamat Abrahams	R170 000.00					
Wilhelm Dreyer						R151 000.00
Maria Kesilwe				R140 000.00		

- (b) That approval be granted for the transfer of the erven as per the aforesaid schedule;

7.2/...

- (c) Dat voormelde persone in kennis gestel word van die moontlike vestiging van 'n huistaverne op Erf 107, Abbotsdale alvorens die onderskeie tenders toegeken word;
- (d) Dat sou enige van die goedgekeurde transaksies nie realiseer nie, goedkeuring verleen word dat die volgende hoogste bod aanvaar mag word, totdat die transaksie suksesvol afgehandel kan word;
- (e) Dat goedkeuring verder verleen word dat indien bogemelde eiendomme onverkoop bly na afloop van die betrokke mededingende proses, dit uit-die-hand-uit op 'n 'first come first served' basis verkoop mag word teen die reserweprijs soos voormeld, onderhewig daaraan dat die Munisipaliteit sy voorneme om die eiendomme vanaf 'n gegewe datum uit-die-hand-uit te verkoop, bekend sal maak, en met dien verstande dat die verkope van sodanige eiendomme beperk sal word tot hoogstens een erf per koper en dat die reservering van eiendomme vir 'n bepaalde koper beperk sal word tot 'n periode van hoogstens een kalendermaand.

7.3 OOREENKOMSTE VIR DIE HUUR VAN KANTOORAKKOMMODASIE TE MALMESBURY (12/1/2-8/5, K1.2-VOL 1&3)

Die ooreenkomste vir die huur van kantoorakkommodasie in die sg. Santam-gebou (Erf 497, Malmesbury) en Checkers, 1ste vloer (Erf 2552, Malmesbury) is op 4 November 2021 opgesê en verstryk op 30 Junie 2022.

Die huurooreenkoms bepaal dat die verhuurde eiendom in dieselfde toestand gelaat moet word as by die aanvang van die huurtermyn. Tydens 'n inspeksie met die huurder is bepaal dat daar sekere herstelwerk benodig word. 'n Kosteberaming is gedoen en beloop die uitgawe ±R80 000,00.

Die huurder het voorgestel om die deposito van R7 537,00 terug te hou en die huurder vry te stel van enige herstel- en reparasiewerk, aangesien die eienaar self verbetering wil aanbring.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl J M de Beer)

- (a) Dat daar kennis geneem word van die Munisipaliteit se kontraktuele verpligtinge rakende onderhoud en herstelwerk by beëindiging van die huurooreenkoms t.o.v. die Santam- en Checkers-huurpersone, sowel as die kostes verbonde daaraan wat beraam word op ± R80 000,00;
- (b) Dat goedkeuring verleen word dat afstand gedoen word van die deposito's ten bedrae van R19 747,50, in ag genome dat die Munisipaliteit spaar aan tyd en moeite (betreffende onder andere die verkrygingsprosesse) asook geld (d.i. 'n beraamde besparing van R60 000,00).

7.4 VERHURING: MALMESBURY MUSEUM (12/1/3/1-8/1)

Die Direkteur: Korporatiewe Dienste, me M S Terblanche gee agtergrond tot die befondsing van die onderskeie museums in die munisipale gebied, maar ten spyte het alle museums finansiële tekorte.

Die huurooreenkoms met die Malmesbury Museum het op 31 Desember 2021 verstryk. Die Malmesbury Museum is begerig om die gebou geleë op Erf 169, Prospectstraat, Malmesbury vir 'n verdere termyn te huur ten einde die Malmesbury Museum te akkommodeer. Die Museum het tydens 'n vergadering met amptenary versoek dat die voorstelle, soos in die verslag vermeld, om die Museum finansiële tegemoet te kom oorweeg word.

Besluit/...

7.2/...

- (c) That the above-mentioned persons be notified of the possible establishment of a house tavern on Erf 107, Abbotsdale before the respective tenders are awarded;
- (d) That should any of the approved transactions not materialise, approval be granted to accept the next highest bid, until a sales transaction can be concluded successfully;
- (e) That approval be granted that should the properties remain unsold after the competitive process, it be sold out-of-hand on a 'first come first served' basis at the reserve prices as aforementioned, provided that the Municipality shall make known its intention to sell the erven out-of-hand from a given date, and further provided that the sale of such properties shall be limited to one erf per purchaser and the reservation of properties for a specific purchaser shall be limited to a period of one calendar month.

7.3 AGREEMENT FOR THE LEASE OF OFFICE ACCOMMODATION IN MALMESBURY (12/1/2-8/5, K1.2-VOL 1&3)

The agreement for the lease of office accommodation in the so-called Santam building (Erf 497, Malmesbury) and Checkers, 1st floor (Erf 2552, Malmesbury) was terminated on 4 November 2021 and expires on 20 June 2022.

The lease agreement stipulates that the rented property must be left in the same condition as at the beginning of the lease term. During an inspection with the lessor it was determined that certain repairs were necessary. A cost estimation was done and the expense amounts to ±R80 000,00.

The lessor proposed that the deposit of R7 537,00 is held back and the lessee is freed from any repairs or repair work, because the owner wishes to carry out improvements himself.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr J M de Beer)

- (a) That the Municipality's contractual obligations regarding maintenance and repairs upon termination of the lease agreements i.r.o. the Santam and Checkers Buildings be noted, as well as the costs of same which are estimated at ± R80 000,00;
- (b) That approval be granted for the deposits amounting to R19 747,50 to be waived for repairs to be undertaken by the lessor himself, given that the Municipality would save on time and effort (related to inter alia procurement processes) and money (i.e. an estimated saving of R60 000,00).

7.4 LEASE: MALMESBURY MUSEUM (12/1/3/1-8/1)

The Director: Corporate Services, ms M S Terblanche provided the background to funding for the various museums in the municipal area, but that in spite thereof all the museums are struggling financially.

The lease agreement with the Malmesbury Museum expired on 31 December 2021. The Malmesbury Museum is willing to lease the building situated on Erf 169, Prospect Street, Malmesbury for a further term in order to accommodate the Malmesbury Museum. During a meeting with officials a request was made that the proposals as stated in the report are considered in order to compensate the Museum financially.

Resolution/...

7.4/...

BESLUIT

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

- (a) Dat 'n huurooreenkoms gesluit word met die Malmesbury Museum vir die huur van die fasiliteite te Erf 169, Malmesbury, vir 'n verdere periode van 36 maande, met ingang vanaf 1 Januarie 2022;
- (b) Dat 'n huurtarief van R120,00 per jaar, plus BTW, goedgekeur word;
- (c) Dat goedkeuring verleen word vir die huurder om die stoofasiliiteit op Erf 169 te mag onderverhuur, met dien verstande dat die gebruik daarvan beperk sal word tot die parameters van die huidige sonering; alternatiewelik, dat oorweging verleen word deur die Administrasie aan die moontlike gebruik van die fasiliteit deur die Munisipaliteit en – in ruil – om 'n verhoging van die Museum se hulpdoelstelling te oorweeg vir doeleindes van die 90-dae konsep meerjarige bedryfsbegroting.

7.5 KANTOORAKKOMMODASIE: SINETHEMBA (12/1/3/1-1/1)

Die Raad verhuur 'n gedeelte van die gebou geleë te Erf 1216, Abbotsdale aan Sinethemba vir die aanbied van gemeenskapsgebaseerde gesondheidsdienste.

Die huurtermyn het op 31 Januarie 2022 verstryk en Sinethemba het versoek om die huurooreenkoms vir 'n verdere termyn van een (1) jaar te verleng.

BESLUIT

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

- (a) Dat 'n huurooreenkoms gesluit word met Sinethemba vir die huur van 'n gedeelte van die gebou op Erf 1217, Abbotsdale vir die lewering van gemeenskapsgebaseerde gesondheidsdienste;
- (b) Dat 'n huurtarief van R120,00 per jaar, plus BTW, goedgekeur word;
- (c) Dat die huidige voorwaardes van verhuur onveranderd bly.

7.6 VERHURING VAN GEDEELTE ERF 730, DARLING: SWARTLAND MUNISIPALITEIT/DEPARTEMENT OPENBARE WERKE (WESKUS NOOD MEDIESE DIENSTE) (K2/2/2)

Die Raad verhuur 'n gedeelte van Erf 730, Darling aan die Departement van Openbare Werke vir die bedryf van die Ambulansdienste (Weskus Nood Mediese Dienste).

Die huurtermyn verstryk op 28 Februarie 2022 en is die Departement van Openbare Werke begerig om die huurtermyn met 'n verdere drie (3) jaar te verleng.

BESLUIT

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

- (a) Dat 'n huurooreenkoms gesluit word met die Departement van Openbare Werke vir die verhuring van 'n gedeelte van Erf 730, Darling vir die bedryf van die Weskus Nood Mediese Dienste;
- (b) Dat die tarief van R100,00 per maand plus BTW goedgekeur word;
- (c) Dat die huidige huurvoorwaardes van toepassing bly.

7.7 HUUROOREENKOMS: LITTLE DARLINGS CRêCHE (17/9/2/R)

Die Direkteur: Korporatiewe Dienste, me M S Terblanche lig die verslag toe en noem dat Erf 4048, Darling in 2018 aan Little Darlings Crêche verhuur is vir 'n termyn van drie (3) jaar om lg. in staat te stel om 'n permanente struktuur op te rig.

7.4/...

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

- (a) That a lease agreement be entered into with the Malmesbury Museum for the lease of the facilities at Erf 169, Malmesbury, for a further period of 36 months, with effect from 1 January 2022;
- (b) That a lease tariff of R120.00 per annum, plus VAT, be approved;
- (c) That approval be granted to the lessee to sublet the storage facility on Erf 169, provided that any usage thereof shall be limited to the parameters of the existing zoning; alternatively, that consideration be given by the Administration to the possible use of the facility by the Municipality and - in exchange – to consider an increase of the museum's annual grant-in-aid for purposes of the 90-day draft multi-year operational budget.

7.5 OFFICE ACCOMMODATION: SINETHEMBA (12/1/3/1-1/1)

The Council leases a portion of the building situated on Erf 1216, Abbotsdale to Sinethemba to offer community based health services.

The lease agreement expired on 31 January 2022 and Sinethemba requested an extension of the lease agreement for a further term of one (1) year.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr D G Bess)

- (a) That a lease agreement be entered into with Sinethemba for the lease of part of the building on Erf 1217, Abbotsdale for the purpose of delivering community based healthcare;
- (b) That a lease tariff of R120.00 per annum, plus VAT, be approved;
- (c) That the current conditions of lease remain applicable.

7.6 LEASE OF A PORTION OF ERF 730, DARLING: SWARTLAND MUNICIPALITY/DEPARTMENT OF PUBLIC WORKS (WEST COAST EMERGENCY MEDICAL SERVICES) (K2/2/2)

The Council leases a portion of Erf 730, Darling to the Department of Public Works for the operation of the Ambulance Services (West Coast Emergency Medical Services).

The lease expires on 28 February 2022 and the Department of Public Works wishes to extend the lease term for a further three (3) years.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr D G Bess)

- (a) That a lease agreement be entered into with the Department of Public Works for the lease of part of Erf 730, Darling, for operating of the West Coast Emergency Medical Service;
- (b) That the tariff of R100.00 per month plus VAT, be approved;
- (c) That the current conditions of lease remain applicable.

7.7 LEASE AGREEMENT: LITTLE DARLINGS CRêCHE (17/9/2/R)

The Director: Corporate Services, ms M S Terblanche presented the report and stated that Erf 4048, Darling was leased to Little Darlings Crêche in 2018 for a period of three (3) years in order to allow the latter to erect a permanent structure.

7.7/...

Little Darlings Crèche het aanvanklik aangedui dat hulle nie oor die finansiële vermoëns beskik om 'n Vroeë Kinderontwikkelingsentrum gedurende die huurtermyn te kon oprig nie en is die huurtermyn met ingang van 1 Maart 2021 met een (1) jaar verleng.

'n Versoek is vanaf Little Darlings Crèche ontvang om die huurtermyn met 'n verdere jaar te verleng, aangesien hulle nou finansiële ondersteuning verkry het om 'n Vroeë Kinderontwikkelingsentrum op te rig.

BESLUIT

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

- (a) Dat 'n een (1) jaar huurooreenkoms met Little Darlings Crèche m.i.v. 1 Maart 2022 aangegaan word vir die huur van erf 4048, Darling vir die oprigting van 'n Vroeë Kinderontwikkelingsentrum;
- (b) Dat die huurgeld vasgestel word op R120,00 per jaar plus BTW;
- (c) Dat indien Little Darlings Crèche homself as behore finansiële volhoubaar bewys, oorweging geskenk sal word aan die vervreemding van die betrokke erf aan genoemde instelling in die toekoms.

7.8 HERSTRUKTURERING: KAAPSE WESKUS/SWARTLAND TOERISME-VERENIGING – NUWE AKTE VAN OPRIGTING (9/1/3/B)

Die proses om 'n nuwe toerismemodel vir die Swartland te ontwikkel het reeds in 2019 'n aanvang geneem en is daar aanvanklik twee modelle oorweeg as basis vir die herstrukturering. Die goedgekeurde model behels die stigting van 'n nie-winsgewende organisasie in 2021/2022 en die aanwys van 'n Raad van Verteenwoordigers.

Die voorgestelde Akte van Oprigting is met die sakeliks gesirkuleer en bevat die verslag 'n tydsraamwerk van aksies wat moet volg om die nuwe toerismemodel te implementeer.

BESLUIT

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

- (a) Dat kennis geneem word van die Akte van Oprigting vir die te stigte Swartland Toerisme nie-winsgewende maatskappy;
- (b) Dat kennis verder geneem word van die tydlyn en aksies om die nuwe maatskappy in bedryf te stel.

7.9 YZERFONTEIN TOERISME: SKENKING VAN TWEE YZERFONTEIN KARAVANSTAANPLEKKE TYDENS KARAVAN BUITELUG EKSPLO WAT PLAASVIND OP 25-27 FEBRUARIE 2022 IN MIDRAND (9/1/3/B)

Die Yzerfontein toerismebeampte is afgevaardig om Swartland Toerisme tydens die jaarlikse Buitelug Karavaan Ekspo vanaf 25 tot 27 Februarie 2022 by die Gallagher Konferensiesentrum in Midrand te verteenwoordig.

Die ekspo word jaarliks deur 'n groot aantal besoekers bygewoon – 32 665 in 2020 en 25128 in 2019.

Die toerismebeampte sal getaak word om die Weskus as 'n gesogte bestemming aan die Gautengse toeriste te bemark. Al die dorpe van die Swartland sal verteenwoordig word deur produkte uit die Swartland, unieke besienswaardighede en buitelug aktiwiteite te bemark en te vertoon. Daar word voorgestel om twee geskenkbewyse vir Yzerfontein Karavaanstaankplekke vir twee nagte elk beskikbaar te stel tydens die Ekspo.

Besluit/...

7.7/...

Little Darlings Crèche originally indicated that they did not have the financial means to erect an Early Childhood Development Centre during the lease period, which was then extended for one (1) year from 1 March 2021.

A request has been received from Little Darlings Crèche to extend the lease for another year because they have now obtained financial support in order to erect an Early Childhood Development Centre.

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

- (a) That a one (1) year lease agreement be entered into with Little Darlings Crèche as of 1 March 2022 for the lease of erf 4048, Darling, for the construction of an Early Childhood Development Centre;
- (b) That the rental amount be established at R120,00 per annum plus VAT;
- (c) That should Little Darlings Crèche prove itself as a financially sustainable enterprise, consideration be given in future to the alienation of erf 4048, Darling, to said institution.

7.8 RESTRUCTURING: CAPE WEST COAST/SWARTLAND TOURISM ASSOCIATION – NEW MEMORANDUM OF ASSOCIATION (9/1/3/B)

The process of developing a new tourism model for the Swartland was set in motion in 2019 and there were originally two models for consideration as a basis for restructuring. The approved model incorporates the founding of a non profit organization in 2021/2022 and the appointment of a Board of Representatives.

The proposed Memorandum of Association was circulated with the agenda and contains a timeframe of things that must be done in order to implement the new tourism model.

RESOLUTION

(proposed by clr N Smit, seconded by clr A K Warnick)

- (a) That cognizance be taken of the Memorandum of Incorporation for the Swartland Tourism non-profit company to be established;
- (b) That cognizance also be taken of the timeframes and actions to operationalize the new company.

7.9 YZERFONTEIN TOURISM: DONATION OF TWO YZERFONTEIN CARAVAN SITES DURING THE CARAVAN OUTDOOR EXPO WHICH TAKES PLACE BETWEEN 25 and 27 FEBRUARY 2022 IN MIDRAND (9/1/3/B)

The Yzerfontein tourism official was delegated by Swartland Tourism to represent them at the annual Outdoor Caravan Expo from 25 to 27 February 2022 at the Gallagher Conference Centre in Midrand.

The expo is attended annually by a large number of visitors - 32 665 in 2020 and 25128 in 2019.

The tourism official will be tasked with marketing the West Coast as a popular destination to the Gauteng tourists. All the towns in the Swartland will be represented by products from the Swartland, showing and marketing the unique sights worth seeing and outdoor activities. It has been proposed that two coupons for Yzerfontein caravan sites for two nights each are made available as gifts during the Expo.

Resolution/...

7.9/...

BESLUIT

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

- (a) Dat goedkeuring verleen word dat twee Yzerfontein karavaanstaanplekke vir twee nagte elk gebruik word as geskenkbewyse deur die Kaapse/Weskus Swartland Toerisme by die Karavaan Buitelug Ekspo in Midrand op 25 – 27 Februarie 2022;
- (b) Dat die geskenkbewyse nie gebruik mag word gedurende 'n Paasaweek of Desember vakansieseisoen nie, en onderhewig sal wees aan beskikbaarheid en die normale parkreëls;
- (c) Dat die geskenkbewyse nie aan enige ander persoon(e) oordraagbaar is nie.

7.10 AFSKRYWING VAN ONINBARE EN ANDER SKULD, DESEMBER 2021: DEERNISHUISHOUDINGS TEN BEDRAE VAN R3 360 515,82 EN ANDER ONINVORDERBARE SKULD TEN BEDRAE VAN R514 897,31 (5/7/3)

Die Direkteur: Finansiële Dienste, mnr M Bolton gee agtergrond tot die afskrywing van oninbare skulde. Mnr Bolton noem dat die sosio-ekonomiese omstandighede van deernishuishoudings, alhoewel hulle subsidie op dienste ontvang, dit onmoontlik maak om hul maandelikse rekening op datum te hou. Die aantal huishoudings op een erf het hoër waterverbruik tot gevolg wat verder aanleiding gee tot verhoogde skuld.

In die geval van ander uitstaande debiteure is alle moontlike pogings aangewend om gelde in te vorder en is die aanduiding dat uitstaande bedrae nie ontvang gaan word nie en vir afskrywing oorweeg moet word.

BESLUIT

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

- (a) Dat die Uitvoerende Burgermeesterskomitee goedkeuring verleen dat die bedrag van R3 360 515,82 ten opsigte van deernishuishoudings, afgeskryf word as oninvorderbaar;
- (b) Dat die Uitvoerende Burgermeesterskomitee goedkeuring verleen dat die bedrag van R514 897,31 ten opsigte van ander uitstaande debiteure, afgeskryf word as oninvorderbaar soos per die individuele redes;
- (c) Dat, indien dit vanaf datum van hierdie goedkeuring aan die lig kom dat 'n gedeelte van die skuld of die totale skuld van 'n debiteur nie korrek sou wees nie, of dat enige inligting wat op datum van afskrywing nie aan die Uitvoerende Burgermeesterskomitee bekend was wat daartoe sou lei dat die komitee die voorgelegde skuld nie vir afskrywing sou oorweeg nie, die Uitvoerende Burgermeesterskomitee die reg voorbehou om die skuld weer terug te skryf na die betrokke debiteur en dat die nodige stappe geneem sal word om die skuld in te vorder;
- (d) Dat, indien 'n eiendom op welke wyse ookal vervreem sou word, die Raad die reg voorbehou om uitklaring op die betrokke eiendom te weerhou en die bedrae afgeskryf eers in te vorder, alvorens uitklaring op die betrokke eiendom gegee sal word. Ten einde uitvoering aan hierdie besluit te gee, is 'n register by die eiendomsbelastingafdeling ingestel waarin gekontroleer word of daar ten opsigte van die betrokke uitklaring vir die voorafgaande twee jaar voor uitklaring, enige afskrywing was, en dat indien wel, die afgeskryfde bedrag met die uitklaring verhaal word;
- (e) Dat verder goedkeuring verleen word dat lopende heffings wat nie by die bestaande lys bygewerk is nie, vanweë die tydsverloop van wanneer die administratiewe proses van genoemde afskrywingslys begin is en die tydperk daarna, ook deel van die afskrywings sal wees, onderhewig daaraan dat die Kredietbeheerafdeling oortuig is dat die nuwe skuld onder dieselfde omstandighede ook oninvorderbaar is;

7.9/...

RESOLUTION

(proposed by clr A K Warnick, seconded by clr D G Bess)

- (a) That approval be granted that two Yzerfontein caravan sites for two nights each be allocated for use as a lucky draw by the Swartland Tourism Association and given away at the Caravan Outdoor Expo in Midrand on 25 – 27 February 2022;
- (b) That the vouchers may not be used during an Easter weekend or December holiday season, and will be subject to availability and the normal park rules;
- (c) That the gift vouchers are not transferable to any other person (s).

7.10 WRITE-OFF OF NON RECOVERABLE AND OTHER DEBTS, DECEMBER 2021: DESTITUTE HOUSEHOLDS TO THE AMOUNT OF R 3 360 515,82 AND OTHER NON RECOVERABLE DEBT TO THE AMOUNT OF R 514 897,31 (5/7/3)

The Director: Financial Services, mr M Bolton provided the background to the write-off of non recoverable debt. Mr Bolton stated that the socio-economic circumstances of destitute households, although they receive a subsidy in respect of their services, make it impossible to keep their monthly accounts up to date. The number of households on one erf leads to higher water usage, which in turn gives rise to increased debt.

In the case of other non recoverable debt all possible attempts have been made to collect the money and indications are that outstanding amounts cannot be collected and must therefore be considered for write-off.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr N Smit)

- (a) That the Executive Mayoral Committee approves that the amount of R 3 360 515.82 be written off as irrecoverable, in respect of indigent households;
- (b) That the Executive Mayoral Committee approves that the amount of R 514 897.31 be written off as irrecoverable, in respect of other debtors linked to and as a direct result of the individual reasons per case;
- (c) That, if after the date of this approval, it comes to light that a portion of the debt owed by a debtor is not correct, or that any information was not made known to the Executive Mayoral Committee at the time of write-off, which would have led to the committee not considering the amount for write-off, the Executive Mayoral Committee retains the right to write back the debt to the relevant debtor and that the necessary steps will be taken to recover the debt;
- (d) That, if a property is in any way alienated, the Council retains the right to refuse clearance on the relevant property in order to recover the amounts written-off, before clearance is given. In order to enforce this decision a register is kept by the Rates and Taxes Division which enables the department to see if any debts were written-off within the previous two years, and if so to recover the amounts before clearance is considered;
- (e) That approval is also given that the current levies, which is not yet incorporated in the current list due to the period from the starting of the administrative process of compiling the write-off list and the period thereafter, form part of the write-off, providing that the Credit Control Division is convinced that the new debt is also irrecoverable under the same circumstances;

(f)/...

7.10/...

- (f) Dat verder goedkeuring verleen word dat die bedrae wat aan die Raad verskuldig is, wat op datum van hierdie Item nie by die bestaande lys bygewerk is nie, as gevolg van sosio-ekonomiese ondersoeke wat nog nie kon plaasvind aan al die deernishuishoudings nie, ook deel van die afskrywings sal wees, onderhewig daaraan dat die Kredietbeheerafdeling oortuig is dat die nuwe skuld onder dieselfde omstandighede ook oninvorderbaar is;
- (g) Dat die werklike bedrag afgeskryf, nadat hierdie voorlegging aan die Uitvoerende Burgemeesterskomitee gemaak is, weer tydens die volgende vergadering voorgelê sal word;
- (h) Dat enige BTW op dienste gehef op die gebruikelike manier vanaf die Ontvanger van Inkomste teruggeëis word;
- (i) Dat die Kredietbeheerafdeling poog om besoeke aan die deernishuishoudings te bring, ten einde die afskrywing te verduidelik en die implikasie van toekomstige verpligtinge van 'verantwoordelike verbruikers' aan hulle duidelik te maak, asook om die installeering van 'n waterbeheermeganismestelsel en die werking daarvan aan die deernishuishoudings te verduidelik, ten einde voorkomende Kredietbeheer toe te pas;
- (j) Dat verdere goedkeuring verleen word dat die kostes met betrekking tot die vervanging van die konvensionele elektrisiteitsmeter deur 'n voorafbetaalde elektrisiteitsmeter, deur die Munisipaliteit gedra word en dat die Hoof Finansiële Beampte die kostes van die Deernistoekenning sal verhaal;
- (k) Dat kennis geneem word van toekomstige pogings om aansluitings te beperk in 'n poging om verbruikers te dwing om die nodige dienste aansluitings te kom teken.

7.11 UITSTAANDE DEBITEURE: JANUARIE 2022 (5/7/1/1)

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

Rdh T van Essen versoek dat die nodige regstellings gemaak word aan die uitstaande skuld van munisipale amptenare.

BESLUIT

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

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

7.12 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 Januarie 2022 soos met die sakelys gesirkuleer.

7.13 AFWYKING VAN DIE VOORGESKREWE VERKRYGINGSPROSEDURES: AANKOOP VAN NOTABOEKREKENAARS VIR UITVOERENDE BURGEMEESTERSKOMITEE (8/1/B/2)

Die Covid 19-pandemie het 'n wêreldwye tekort aan rekenaartoerusting tot gevolg en kan afleweringsperiodes van tussen 4 en 11 maande verwag word indien formele tenders met spesifieke tenderspesifikasies aangevra word en toerusting gevolglik ingevoer moet word.

Daar is vasgestel dat verskaffers 'n groot aantal rekenaartoerusting op 'n keer invoer vir die algemene mark, en sal by ontvangs van 'n vaste bestelling die toerusting beskikbaar stel. Kwotasies is dus ingewin om 8 natoboeekrekenaars te bekom vir die nuwe voltydse raadslede.

7.10/...

- (f) That approval is also given that the amounts owed to the Council, which to date, do not appear on the schedule as a result of the non-completion of socio-economic investigations at all indigent households, will also form part of the write-off, providing that the Credit Control Division is convinced that the new debt is also irrecoverable under the same circumstances;
- (g) That the actual amount for write-off be submitted to the Executive Mayoral Committee at the next meeting;
- (h) That any VAT levied on the services is claimed back from the Receiver of Revenue in the prescribed manner;
- (i) That the Credit Control Division attempt to pay a personal visit to each indigent household in order to explain the write-off and the future obligations of 'responsible users', as well as to explain the installation and workings of water demand management systems, as a proactive credit control measure;
- (j) That approval be given that the costs relating to the replacement of the credit meter with a prepaid electricity meter are for the municipality to bear and that the Chief Financial Officer will recover the costs from the Equitable Share allocation;
- (k) That the Mayoral Committee takes cognizance of the fact that the administration will attempt to put measures in place in a bid to force those users of services not on our financial system to agree and complete the necessary services connection form/s.

7.11 OUTSTANDING DEBTORS: JANUARY 2022 (5/7/1/1)

A complete report in respect of outstanding debtors was circulated with the agenda.

Ald T van Essen requested that the necessary adjustments are made to the outstanding debt of municipal officials.

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

That cognizance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for January 2022.

7.12 PROGRESS IN RESPECT OF OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

In accordance with the Asset Management Policy outstanding insurance claims must be reported monthly.

RESOLUTION

That cognizance be taken of the progress with outstanding insurance claims for the period ending 31 January 2022.

7.13 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: PURCHASE OF NOTEBOOK COMPUTERS FOR EXECUTIVE MAYOR'S COMMITTEE (B/2)

The Covid-19 pandemic caused a worldwide shortage of computer equipment and delivery periods of 4 to 11 months can be expected if formal tenders with specific specifications are called for and equipment must be imported as a result.

It has been established that suppliers have imported a large amount of computer equipment for the general market, and will provide the equipment on receipt of a firm order. Quotations were therefore requested for 8 notebook computers to be purchased for the new full time councillors.

7.13/...

BESLUIT

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder om nie formele tenders in te win nie, maar die kwotasie van *Technology Strategy Corp* vir die aankoop van x8 notaboekrekenaars ten bedrae van R215 960,00 (BTW uitgesluit) te aanvaar;
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) Daar is 'n wêreldwye tekort aan rekenaartoerusting as gevolg van die Covid 19-pandemie, en was dit onprakties om notaboekrekenaars deur middel van 'n formele tenderproses aan te skaf, aangesien dringende aflewering verseker moes word om die nuutverkose Burgemeester, Onderburgemeester, Speaker en lede van die Uitvoerende Burgemeesterskomitee toe te rus om hul pligte na te kom;
 - (ii) Die enigste praktiese opsie was om kwotasies te vra van invoerders wat reeds notaboekrekenaars op bestelling gehad het vir die algemene mark, en om 'n kwotasie dienooreenkomstig te aanvaar;
 - (iii) Aangesien drie (3) kwotasies ontvang is teen die sluitingsdatum waarvan die laagste kwotasie aanvaar is, is 'n mededingende verkrygingsproses gevolg en word die koopprys as billik en redelik beskou;
- (d) Dat daar voldoende fondse beskikbaar is om die uitgawe ten bedrae van R215 960,00 (BTW uitgesluit) teen posnommer 9/118-64-729 te verreken;
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde redes as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.14 AFWYKING VAN DIE VOORGESKREWE VERKRYGINGSPROSEDURES: HERSTEL VAN VERKEERSLIG, MALMESBURY – N7, DARLINGWEG KRUISING (8/1/B/2)

Die verkeerslig wat die verkeer by die afrit vanaf die N7 beheer het slegs af en toe gewerk en 'n situasie geskep, waar veral swaarvoertuie, soms die verkeerslig verontagsaam het. Dringende herstelwerk is aan die foutiewe verkeerslig benodig om ernstige ongelukke te voorkom.

BESLUIT

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder om nie tenders in te win nie en die kwotasie van *EJL Works (Pty)* te aanvaar ten bedrae van R32 032,18 (BTW ingesluit) vir die herstel van die verkeerslig ten einde die noodsituasie aan te spreek;
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) Die langdurige wanfunksionering van die verkeerslig wat die verkeer beheer wat die N7 verlaat, was 'n noodgeval en dringende herstel was noodsaaklik om die gevaarlike en potensieel lewensgevaarlike omstandighede te verlig;
 - (ii) Die aanstelling van 'n bekende spesialis was die enigste praktiese opsie om die vinnige herstel aan die verkeerslig te fasiliteer;
 - (iii) Die koste vir die herstelwerk word as billik en redelik beskou;

7.13/...

RESOLUTION

- (a) That the Executive Mayoral Committee take note of the deviation from the prescribed procurement procedures in terms of clause 36 (2) of the Supply Chain Management Policy;
- (b) That Municipal Manager be condoned not to invite formal tenders but to approve the acceptance of the quotation of Technology Strategy Corp for 8 x Notebooks computers to the amount of R215 960.00 excluding VAT;
- (c) That the reason for the deviation from the prescribed procurement process to alleviate the exceptional circumstances be recorded as follows:
 - (i) Due to a worldwide shortage of computer equipment as a result of the Covid 19 pandemic, it was impractical to procure notebook computers by means of a formal tendering process whilst ensuring urgent delivery to enable the newly elected Mayor, Deputy Mayor, Speaker and members of the Executive Mayoral Committee to fulfil their duties;
 - (ii) The only practical option was to call for quotations from importers who already had notebook computers on order for the general market, and to accept a quotation for notebook computers which have not yet been allocated in the market;
 - (iii) Since 3 quotations were received by the due date of which the lowest quotation was accepted, a competitive procurement process was followed and the purchase price is considered fair and reasonable;
- (d) That it be noted that the expenditure was allocated to mSCOA vote 9/118-64-729 and that there was sufficient funding available for the order in the amount of R215 960.00 excluding 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.

7.14 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: REPAIR OF TRAFFIC LIGHT, MALMESBURY – N7, DARLING ROAD CROSSING (8/1/B/2)

The traffic light which controls the traffic at the off ramp from the N7 only works now and then and causes a situation where, especially heavy vehicles, disregard the traffic light. Urgent repairs were needed to the traffic light in order to avoid serious accidents.

RESOLUTION

- (a) That the Executive Mayoral Committee take note of the deviation from the prescribed procurement procedures in terms of clause 36 (2) of the Supply Chain Management Policy;
- (b) That the Municipal Manager be condoned not to invite tenders but to approve the acceptance of the quotation of EJL Works (Pty) Ltd in the amount of R32 032.18 including VAT for the repair of the traffic signal to alleviate the emergency situation;
- (c) That the reasons for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The prolonged failure of the traffic signal controlling traffic leaving the N7 constituted an emergency and urgent repair was essential to alleviate the dangerous and potentially life threatening circumstances;
 - (ii) The appointment of the known specialist was the only practical option to facilitate prompt repair of the malfunctioning traffic signal;
 - (iii) The cost for the repairs is considered fair and reasonable;

7.14/...

- (d) Dat kennis geneem word dat die uitgawe toegewys is na posnommer 99/247-1185-727 (Verkeersligte) en dat daar voldoende fondse beskikbaar is vir die bestelling ten bedrae van R32 032,18 (BTW ingesluit);
- (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.

7.15 AFWYKING VAN DIE VOORGESKREWE VERKRYGINGSPROSEDURES: DRINGENDE HERSTELWERK AAN WATERPOMP VAN BRANDWEERVOERTUIG, TOYOTA LANDCRUISER, CK 28574 IN RIEBEEK VALLEI (8/1/B/2)

The Toyota Land Cruiser is die enigste brandweervoertuig wat in die Riebeek Vallei beskikbaar is om 'n brandweerdienst te lewer en daarom is die herstelwerk aan die waterpomp dringend benodig.

BESLUIT

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder ten opsigte van die goedkeuring vir die herstelwerk aan die waterpomp van brandweervoertuig, CK 28574 (Toyota Land Cruiser) deur *F.E.S. Manufacturing (Pty) Ltd* ten bedrae van R45 857,53 (BTW uitgesluit);
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) die brandbestrydingswaterpomp op die brandweervoertuig het uitgebrand, wat gelei het tot 'n noodgeval weens die aard van die diens wat gelewer moet word. Dit was nie moontlik om drie kwotasies te bekom nie, weens die feit dat die waterpomp uitmekaar gehaal moes word;
 - (ii) Die brandweervoertuig is die enigste brandbestrydingsvoertuig in die Riebeek Vallei en is die herstelwerk as 'n noodgeval hanteer, aangesien daar 'n voertuig beskikbaar moet wees vir die blus van brande;
- (d) Dat die uitgawe van R45 857,53 (BTW uitgesluit) teen posnommer 9/1-14/5 verreken word en dat 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.

7.16 AFWYKING VAN DIE VOORGESKREWE VERKRYGINGSPROSEDURES: HERSTEL VAN "AIR SCOUR BLOWER", MALMESBURY WWTW (8/1/B/2)

Die "air scour blower" is 'n belangrike komponent in die membraanstelsel van die Malmesbury Riolsuiweringswerke om te verseker dat die suiweringsprosesse die gewenste uitvloeisel van afvalwater lewer. Dit is noodsaaklik dat die meganiese komponente op 'n gereelde basis gediens en herstel word.

BESLUIT

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder om goedkeuring te verleen vir die diens en herstelwerk aan die Aerzen blower-eenheid by die Malmesbury Riolsuiweringswerke deur Aerzen Airgas (Pty) Ltd, synde die oorspronklike vervaardiger-ondersteuner in Suid-Afrika;

7.14/...

- (d) That it be noted that the expenditure was allocated to mSCOA vote 99/247-1185-727 (Traffic Signals) and that sufficient funding was available for the order in the amount of R32 032.18 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 they are compiled.

7.15 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: URGENT REPAIRS TO THE WATER PUMP OF THE FIRE ENGINE, TOYOTA LAND CRUISER, CK 28574 IN RIEBEEK VALLEY (8/1/B/2)

The Toyota Land Cruiser is the only fire engine available in the Riebeek Valley to provide fire fighting services and therefore repairs to the water pump were urgently needed.

RESOLUTION

- (a) That the Executive Mayoral Committee take note of the deviation from the prescribed procurement procedures in terms of clause 36 (2) of the Supply Chain Management Policy;
- (b) That the action by the Municipal Manager with regards to the repairs of the firefighting water pump of the Toyota Land Cruiser by F.E.S Manufacturing (Pty) Ltd for the amount of R 45 857,53 (excluding vat) and R52 736,16 Vat included;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as:
 - (i) The firefighting water pump of the fire vehicle seized, resulting in an emergency given the service requirement that the vehicle is used for. The fact that the firefighting pump had to be stripped made it rather challenging to obtain the required three quotes;
 - (ii) That the repair work to the firefighting pump be handled as an emergency for purposes of disclosure in the AFS due to the vehicle being a fire fighting vehicle that needs to be available to extinguish fires, but moreover as this was the only vehicle in Riebeek Valley;
- (d) The expenditure be allocated to vote: 9/1-14-5 and that there is sufficient funding available;
- (e) That the Manager: Financial Statements and Control be instructed to include the above mentioned reasons as a note to the financial statements.

7.16 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: REPAIR OF AIR SCOUR BLOWER, MALMESBURY WWTW (8/1/B/2)

The "air scour blower" is an important component in the membrane system of the Malmesbury Sewerage Purification Works in order to ensure that the purification process delivers the desired waste water effluent. It is necessary that the mechanical components are serviced and repaired on a regular basis.

RESOLUTION

- (a) That the Executive Mayoral Committee take note of the deviation from the prescribed procurement procedures in terms of clause 36 (2) of the Supply Chain Management Policy;
- (b) That cognisance be taken of the action of the Municipal Manager to approve that the service and repairs of an Aerzen blower unit at the Malmesbury waste water treatment works be performed by the original manufacturer support in South Africa, Aerzen Airgas (Pty)Ltd;

7.16/...

- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) Aerzen Airgas (Pty) Ltd is die oorspronklike vervaardiger-ondersteuner in Suid-Afrika vir die Duits-vervaardigde Aerzen-belugtingseenhede;
 - (ii) Die diens kan dus slegs gelever word deur 'n alleen dienste verskaffer;
- (d) Dat die uitgawe teen posnommer 9/239-57-104-1128 verreken word en dat voldoende fondse beskikbaar is vir die gekwoteerde bedrag van R78 450,97 (BTW uitgesluit);
- (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.

7.17 SLUITING VAN KANTORE OP 17 JUNIE 2022 (2/6)

Swartland Munisipaliteit het ten opsigte van die 2020/2021 finansiële jaar vir die negende keer 'n skoon oudit verkry. Daar word voorstel om Vrydag, 17 Junie 2022 as 'n afdag aan personeel toe te staan as beloning vir elke amptenaar se bydrae tot die skoon oudit.

BESLUIT

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

- (a) Dat, as gevolg van die verkryging van die negende skoon oudit, goedkeuring verleen word dat die munisipale kantore op Vrydag, 17 Junie 2022 mag sluit vir die dag;
- (b) Die Uitvoerende Burgemeester bevestig dat hierdie 'n eenmalige vergunning is en dat dit nie weer in die toekoms toegestaan sal word nie;
- (c) Dat kennisgewings by al die betaalpunte in die munisipale gebied en op die webtuiste aangebring word om van die sluiting van kantore kennis te gee;
- (d) Dat, met hierdie vergunning, oortyd betaal word vir tye gewerk teen die Saterdagtarief.

7.18 ALGEMENE JAARVERGADERING: PLAASLIKE OWERHEDE AFTREEFONDS: AANWYSING VAN AFGEVAARDIGDES (11/1/2/5)

Die 38ste Algemene Jaarvergadering van die Plaaslike Owerhede Aftreefonds vind plaas op 27 Mei 2022.

BESLUIT

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

- (a) Dat kennis geneem word dat mnr A Zaayman genomineer is om die lede te verteenwoordig by die Algemene Jaarvergadering van die Plaaslike Owerhede Aftreefonds op 27 Mei 2022;
- (b) Dat raadsheer T van Essen (sekundi, rdl J M De Beer) genomineer word om die Raad by die vergadering te verteenwoordig.

7.19 BENOEMING VAN KRIKETVELD TE GABRIEL PHARAOH SPORTGRONDE, DARLING (17/9/2/2-3)

'n Skrywe is vanaf die Darling Krieket Klub ontvang waarin versoek word om die krieketveld by die Gabriel Pharaoh Sportgronde as die Gert Fortuin Oval te benoem.

BESLUIT dat die item oorstaan om verder te besin oor 'n geskikte publieke deelnameproses.

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER

7.16/...

- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) Aerzen Airgas (Pty)Ltd is the original manufacturer support in South Africa for the German manufactured Aerzen blower units; and
 - (ii) The service is only available from the single service provider;
- (d) That cognisance be taken that the expenditure was allocated to mSCOA Code: 9/239-57-1041128 and that there is sufficient funding available for the quoted amount of R78,450.97 (excluding VAT);
- (e) 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.

7.17 CLOSURE OF OFFICES 17 JUNE 2022 (2/6)

For the ninth time, Swartland Municipality received a clean audit in respect of the 2020/2021 financial year. It has been proposed that Friday 17 June 2022 is declared a holiday for personnel as a reward for each official's contribution to the clean audit.

RESOLUTION

(proposed by clr N Smit, seconded by clr A K Warnick)

- (a) That, as a result of obtaining a ninth clean audit, approval be granted that the offices close for the day on Friday, 17 June 2022;
- (b) That this is a once-off reward and should not create an expectation with regards to following years;
- (c) That notices will be placed at all pay points in the municipal area and on the website to give notice of the closing of the offices;
- (d) That, with this reward, overtime for time worked on the day will be paid at the Saturday tariff.

7.18 ANNUAL GENERAL MEETING: LOCAL GOVERNMENT RETIREMENT FUND: APPOINTMENT OF REPRESENTATIVES (11/1/2/5)

The 38th Annual General Meeting of the Local Government Retirement Fund takes place on 27 May 2022.

RESOLUTION

(proposed by clr D G Bess, seconded by clr A K Warnick)

- (a) That it be noted that Mr A Zaayman has been nominated to represent the members at the Annual General Meeting of the Local Government Retirement Fund on 27 May 2022;
- (b) That Alderman T van Essen (second, rdl J M De Beer) be nominated to represent the Council at the meeting.

7.19 NAMING OF CRICKET FIELD AT GABRIEL PHARAOH SPORTS GROUNDS, DARLING (17/9/2/2-3)

A letter has been received from the Darling Cricket Club in which a request has been made to name the cricket field at the Gabriel Pharaoh Sports Grounds as the Gert Fortuin Oval.

RESOLUTION that the item stands over in order to carry out a suitable public participation process.

(SGD) J H CLEOPHAS
EXECUTIVE MAYOR



NOTULE VAN 'N VERGADERING VAN DIE MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIES PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOUD OP WOENSDAG, 16 FEBRUARIE 2022 OM 10:00

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl I S le Minnie
Ondervoorsitter, rdl N Smit

Daniels, C	Soldaka, P E
De Beer, J M	Van Essen, T (rdh)
O'Kennedy, E C	van Zyl, M
Penxa, B J	Vermeulen, G
Pypers, D C	Warnick, A K
Rangasamy, M A (rdh)	

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Bestuurder: Begrotingskantoor, me H Papier
Komiteebeampte, me S Willemsse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

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

Verlof tot afwesigheid word verleen aan die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

Geen

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

3.1 SKRYWES VAN DANK EN WAARDERING AAN SWARTLAND MUNISIPALITEIT

BESLUIT

Dat kennis geneem word van die skrywes van dank en waardering aan Swartland Munisipaliteit soos met die sakelys gesirkuleer.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen



MINUTES OF A MEETING OF THE MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCES PORTFOLIO COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON WEDNESDAY, 16 FEBRUARY 2022 AT 10:00

PRESENT:

COUNCILLORS:

Chairman, cllr I S le Minnie
Deputy Chairperson, cllr N Smit

Daniels, C	Soldaka, P E
De Beer, J M	Van Essen, T (ald)
O'Kennedy, E C	van Zyl, M
Penxa, B J	Vermeulen, G
Pypers, D C	Warnick, A K
Rangasamy, M A (ald)	

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Municipal Manager, mr J J Scholtz
Director: Protection Services, mr P A C Humphreys
Director: Electrical Engineering Services, mr R du Toit
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Manager: Budget Office, ms H Papier
Committee Officer, ms S Willemsse

1. OPENING/APOLOGIES

The chairman welcomed members.

The chairperson confirmed the virtual presence of councillors serving on the Portfolio Committee: Municipal Manager, Administration and Finance.

Apologies received from the Director Financial Services, mr M A C Bolton.

2. MINUTES

None

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

3.1 LETTERS OF THANKS AND APPRECIATION TO SWARTLAND MUNICIPALITY

RESOLUTION

That note is taken of the letters of thanks and appreciation received by the Swartland Municipality, circulated with the agenda.

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS IN RESPECT OF MUNICIPAL MANAGER

None

5. **GEDELEGEERDE SAK E M.B.T. MUNISIPALE BESTUURDER**
Geen
6. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
Geen
7. **GEDELEGEERDE SAK E M.B.T. ADMINISTRASIE**
Geen
8. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
Geen
9. **GEDELEGEERDE SAK E M.B.T. FINANSIES**
Geen
10. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
Geen.

(GET) RDL I S LE MINNIE
VOORSITTER

6. **MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR**
None
7. **DELEGATED MATTERS IN RESPECT OF ADMINISTRATION**
None
8. **MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR**
None
9. **DELEGATED MATTERS IN RESPECT OF FINANCES**
None
10. **MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR**
None

(SGD) CLLR I S LE MINNIE
ACTING CHAIRMAN



**NOTULE VAN 'N VERGADERING VAN DIE SIVIELE- EN ELEKTRIESE DIENSTE
PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 16
FEBRUARIE 2022 OM 10:05**

TEENWOORDIG:

RAADSLEDE:

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

Bess, D G	Smit, N
Duda, A A	Stanley, B J (rdh)
Fortuin, C	van Zyl, M
O'Kennedy, E C	Warnick, A K
Pieters, C	

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Bestuurder: Begrotingskantoor, me H Papier
Komiteebeampte, me S Willemsse

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 die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

Geen

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: DESEMBER 2021

5.1.1 SIVIELE INGENIEURSDIENSTE

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



**MINUTES OF A MEETING OF THE CIVIL AND ELECTRICAL ENGINEERING SERVICES
PORTFOLIO COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON WEDNESDAY, 16
FEBRUARY 2022 AT 10:05**

PRESENT:

COUNCILLORS:

Chairperson, cllr R J Jooste
Deputy Chairperson, ald T van Essen

Bess, D G	Smit, N
Duda, A A	Stanley, B J (rdh)
Fortuin, C	van Zyl, M
O'Kennedy, E C	Warnick, A K
Pieters, C	

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Municipal Manager, mr J J Scholtz
Director: Protection Services, mr P A C Humphreys
Director: Electrical Engineering Services, mr R du Toit
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Manager: Budget Office, ms H Papier
Committee Officer, ms S Willemsse

1. OPENING/APOLOGIES

The chairperson welcomed members.

The chairperson confirmed the virtual presence of councillors serving on the Portfolio Committee:
Civil and Electrical Services.

Apologies received from the Director Financial Services, mr M A C Bolton.

2. MINUTES

None

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS

5.1. MONTHLY REPORT: DECEMBER 2021

5.1.1 CIVIL ENGINEERING SERVICES

The chairperson tabled the monthly report as circulated with the agenda.

Die Direkteur: Siviële Ingenieursdienste, mnr L D Zikmann, gee – onder andere – inligting deur insake die finale uitloei van die Swartland-afvalwatersuiweringswerke.

Die Direkteur: Siviële Ingenieursdienste gee statistieke deur insake die stand van die damvlakke.

Rdh B J Stanley bedank die Direkteur: Siviële Ingenieursdienste vir sy vinnige optrede en goeie samewerking ten opsigte van riool werke.

Die Direkteur: Siviële Ingenieursdienste, op navraag van rdl A A Duda aangaande die oorvol stortingsdromme, verduidelik dat hy die probleem sal aanspreek met die personeel.

Rdl A K Warnick spreek sy kommer uit oor die rioolverstopings wat so hoog was in Darling gedurende Desember 2021.

Die Munisipale Bestuurder, mnr J J Scholtz verduidelik breedvoerig aan die komitee die skoonmaak veldtog waarvan 120 mense op die *Expanded Public Works Programme* (EPWP) aangestel gaan word. Swartland Munisipaliteit is in die proses om 10 persone per wyk aan te stel.

Verder meld die Munisipale Bestuurder dat die inisiatief sal fokus op areas rondom die stortingsterreine om te verseker dat hierdie gebiede skoon gehou word. Dit is belangrik om die samewerking van die gemeenskap te verkry en die gemeenskap te motiveer om die onderskeie dorpe skoon te hou.

Ten slotte meld die Munisipale Bestuurder dat bogenoemde program vroeg in Maart 2022 sal begin en dat die Uitvoerende Burgemeester tesame met die Wyksraadslede die verskeie dorpe sal besoek om die vordering van die program te monitor.

BESLUIT

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

Dat kennis geneem word van die maandverslag van die Direktooraat Siviële Ingenieursdienste vir Desember 2021.

5.1.2 ELEKTRIESE INGENIEURSDIENSTE

Die voorsitter lê die maandverslag ter tafel, soos met die sakelys gesirkuleer, en versoek die Direkteur: Elektriese Ingenieursdienste, mnr R du Toit, om die belangrikste aspekte uit te lig.

Die Direkteur: Elektriese Ingenieursdienste verduidelik breedvoerig die onderskeie statistieke in die verslag aangaande elektrisiteitsverbruik, die beplande kragtoevoeronderbrekings en openbare veiligheidsrisiko's.

Rdh B J Stanley bedank die Direkteur: Elektriese Ingenieursdienste vir sy hulp en optrede rakende die inbraak by die elektriese substasie in Kalbaskraal.

Rdl D G Bess verneem wat 'n huishouding te doen staan waarvan die kragboks wat voorsien is deur Eskom, gedurende 'n brandgeval beskadig word. Die Direkteur: Elektriese Ingenieursdienste bevestig dat die eienaar van die perseel verantwoordelik sal wees vir die betaling vir 'n nuwe elektrisiteitsaansluiting. Die Munisipaliteit beskik wel oor 'n fonds om huishoudings waarvan hul huis deur 'n brand vernietig is, by te staan om vir die elektrisiteitsmeter te betaal.

Rdl C Fortuin spreek haar kommer uit oor die kapasiteit van die substasies in Moorreesburg wat verbeter moet word, aangesien die dorp se krag langer duur om aan te gaan gedurende kragonderbrekings.

Rdl N Smit versoek dat Riebeek-Wes, PPC en Ongegund se statistieke in die verslae bygevoeg moet word.

The Director: Civil Engineering Services, Mr L D Zikmann, provides, among other things - information on the final outcome of the Swartland wastewater treatment plants.

The Director: Civil Engineering Services provides statistics on the state of the dam levels.

Ald B J Stanley thanked the Director: Civil Engineering Services for his prompt action and good co-operation on sewage works.

The Director: Civil Engineering Services, on inquiry from cllr A A Duda regarding the overloaded dumping bins, explains that he will address the issue with the staff.

Cllr A K Warnick expressed his concern about the sewer blockages that were so high in Darling during December 2021.

The Municipal Manager, Mr J J Scholtz, explained in detail to the committee regarding the cleaning campaign of which 120 people will be employed on the Expanded Public Works Program (EPWP). Swartland Municipality is in the process of appointing 10 people per ward.

Furthermore, the Municipal Manager stated that the initiative will focus on areas around the landfill sites to ensure that these areas are kept clean. It is important to gain the cooperation of the community and motivate the community to keep the respective towns clean.

In conclusion, the Municipal Manager stated that the above program will start in early March 2022 and that the Executive Mayor together with the Ward Council members will visit the various towns to monitor the progress of the program.

RESOLVED

(proposed by ald T van Essen, seconded by cllr D G Bess)

That cognisance be taken of the monthly report of the Directorate Civil Engineering Services for December 2021.

5.1.2 ELECTRICAL ENGINEERING SERVICES

The chairperson tabled the monthly report as circulated with the agenda and requested the Director: Electrical Engineering Services, Mr R du Toit, to highlight the most important aspects.

The Director: Electrical Engineering Services explained the various statistics in the report regarding electricity consumption, the planned power supply interruptions and public safety risks.

Ald B J Stanley thanked the Director: Electrical Engineering Services for his help and action regarding the burglary at the electrical substation in Kalbaskraal.

Cllr D G Bess requested what a household has to do with the power box provided by Eskom being damaged during a fire. The Director: Electrical Engineering Services confirmed that the owner of the premises will be responsible for the payment for a new electricity connection. However, the Municipality does have a fund to assist households whose homes were destroyed by a fire to pay for the electricity meter.

Cllr C Fortuin expressed her concern about the capacity of the substations in Moorreesburg that need to be improved as the town's power takes longer to go on during power outages.

Cllr N Smit requested that Riebeek-Wes, PPC and Ongegund's statistics be added to the reports.

BESLUIT

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

Dat kennis geneem word van die maandverslag van die Direkoraat Elektriese Ingenieursdienste vir Desember 2021.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDL R J JOOSTE
VOORSITTER

RESOLUTION

(proposed by ald T van Essen, seconded by cllr D G Bess)

That cognisance be taken of the monthly report of the Directorate: Electrical Engineering Services for December 2021.

6. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

None

(SGD) CLLR R J JOOSTE
CHAIRPERSON



NOTULE VAN 'N VERGADERING VAN DIE ONTWIKKELINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 16 FEBRUARIE 2022 OM 11:05

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl G Vermeulen
Ondervoorsitter, rdl D G Bess

Daniels, C	Rangasamy, M A (rdh)
Le Minnie, I S	Smit, N
Ngozi, M	Soldaka, P E
Pypers, D C	Stanley, B J (rdh)

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Bestuurder: Begrotingskantoor, me H Papier
Komiteebeampte, me S Willems

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

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

Verlof tot afwesigheid word verleen aan die rdl J M de Beer en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

Geen

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: DESEMBER 2021

Die voorsitter lê die maandverslag ter tafel.

Die Direkteur: Ontwikkelingsdienste, me J S Krieger, gee inligting deur insake die vordering met die onderskeie behuisingprojekte en die verskeie projekte wat in Swartland Munisipaliteit aangebied word deur Gemeenskapontwikkeling.



MINUTES OF A MEETING OF THE DEVELOPMENT SERVICES PORTFOLIO COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON WEDNESDAY, 16 FEBRUARY 2022 AT 11:05

PRESENT:

COUNCILLORS:

Chairperson, cllr G Vermeulen
Deputy chairperson, cllr D G Bess

Daniels, C	Rangasamy, M A (ald)
Le Minnie, I S	Smit, N
Ngozi, M	Soldaka, P E
Pypers, D C	Stanley, B J (ald)

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Municipal Manager, mr J J Scholtz
Director: Protection Services, mr P A C Humphreys
Director: Electrical Engineering Services, mr R du Toit
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Manager: Budget Office, ms H Papier
Committee Officer, ms S Willems

1. OPENING/APOLOGIES

The chairperson welcomed the members.

The chairperson confirmed the virtual presence of councillors serving on the Portfolio Committee: Development Services.

Apologies received from cllr J M de Beer and the Director Financial Services, mr M A C Bolton.

2. MINUTES

None

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS

5.1 MONTHLY REPORT: DECEMBER 2021

The chairperson tabled the monthly report.

The Director: Development Services, Ms J S Krieger, provided information on the progress of the various housing projects and the various projects presented in Swartland Municipality by Community Development.

Op navraag deur rdl C Daniels oor die bevoegdheid insake die bou van huise, verduidelik die Munisipale Bestuurder breedvoerig aan die komitee die bevoegdheid en funksies rakende die verskeie departemente van Swartland Munisipaliteit.

Verder meld die Munisipale Bestuurder dat daar 'n interaksie beplan word tussen die munisipaliteite en die Provinsiale Departemente met betrekking tot behuising.

Rdh B J Stanley spreek sy kommer uit dat die gedienste erwe op Kalbaskraal te klein is en ook oor die geweld en dwelmhandel in gemelde dorp.

Die Direkteur: Ontwikkelingsdienste verduidelik dat die projek insake die gedienste erwe op Kalbaskraal reeds voltooi is en dat sy verder kennis neem rakende voormelde kommentaar.

Op navraag deur rdl M Ngozi insake die behuisingprojek en kleinboere op De Hoop, meld die Direkteur: Ontwikkelingsdienste dat die De Hoop behuisingprojek sal plaasvind in fases, aangesien dit gebaseer is op die beskikbare befondsing van die Departement van Menslike Nedersettings. Sedert 2013 was daar ernstige ingrypings en aksies met die kleinboere in Malmesbury. Die funksie om kleinboere by te staan is 'n funksie van die Nasionale Departement van Landbou, Grondhervorming en Landelike Ontwikkeling. Die Nasionale Departement van Landbou, Grondhervorming en Landelike Ontwikkeling is besig om die kleinboere te assisteer om hulle te registreer as kleinboere.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl I S Le Minnie)

Dat kennis geneem word van die maandverslag van die Direktoraat Ontwikkelingsdienste vir Desember 2021.

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR

Geen

7. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDL G VERMEULEN
VOORSITTER

On enquiry by cllr C Daniels on the competence regarding the building of houses, the Municipal Manager explained in detail to the committee the competence and functions regarding the various departments of Swartland Municipality.

Furthermore, the Municipal Manager stated that an interaction is planned between the municipalities and the Provincial Departments with regard to housing.

Ald B J Stanley expressed his concern about the serviced plots on Kalbaskraal are too small and also about the violence and drug trafficking in the mentioned town.

The Director: Development Services explained that the project regarding the serviced plots at Kalbaskraal has already been completed and that she takes further notice regarding the above-mentioned comments.

On inquiry by cllr M Ngozi regarding the housing project and smallholder farmers on De Hoop, the Director: Development Services stated that the De Hoop housing project will take place in phases, as it is based on the available funding from the Department of Human Settlements. Since 2013, there have been serious interventions and actions with the smallholder farmers in Malmesbury. The function of assisting smallholder farmers is a function of the National Department of Agriculture, Land Reform and Rural Development. The National Department of Agriculture, Land Reform and Rural Development is assisting the smallholder farmers to register as smallholder farmers.

RESOLUTION

(proposed by cllr N Smit, seconded by cllr I S Le Minnie)

That cognisance be taken of the monthly report of the Directorate Development Services for December 2021.

6. REPORTING REGARDING DELEGATED DECISION MAKING BY

None

7. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

None

(SGD) CLLR G VERMEULEN
CHAIRPERSON



NOTULE VAN 'N VERGADERING VAN DIE BESKERMINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 16 FEBRUARIE 2022 OM 12:35

TEENWOORDIG:

RAADSLEDE:

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

Bess, D G	Le Minnie, I S
Daniels, C	Papier, J R
Fortuin, C	Pieters, C
Jooste, R J	Stanley, B J (rdh)

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Bestuurder: Begrotingskantoor, me H Papier
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Rdd M van Zyl bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Beskermingsdienste.

Verlof tot afwesigheid word verleen aan Rdl J M De Beer en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

Geen

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: DESEMBER 2021

**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 belangrike aspekte uit die maandverslag aan raadslede uit te wys.



MINUTES OF A MEETING OF THE PROTECTION SERVICES PORTFOLIO COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON WEDNESDAY, 16 FEBRUARY 2022 AT 12:35

PRESENT:

COUNCILLORS:

Chairperson, aldl M van Zyl
Deputy chairperson, cllr A K Warnick

Bess, D G	Le Minnie, I S
Daniels, C	Papier, J R
Fortuin, C	Pieters, C
Jooste, R J	Stanley, B J (rdh)

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Municipal Manager, mr J J Scholtz
Director: Protection Services, mr P A C Humphreys
Director: Electrical Engineering Services, mr R du Toit
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Manager: Budget Office, ms H Papier
Committee Officer, ms S Willemse

1. OPENING/APOLOGIES

The chairperson welcomed members.

The chairperson confirmed the virtual presence of councillors serving on the Portfolio Committee: Protection Services.

Apologies received from cllr J M de Beer and the Director Financial Services, mr M A C Bolton.

2. MINUTES

None

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS

5.1. MONTHLY REPORT DECEMBER 2021

**5.1.1 TRAFFIC AND LAW ENFORCEMENT SERVICES
5.1.2 FIRE FIGHTING**

The chairperson tabled the monthly report which was circulated with the agenda and requested the Director: Protection Services, mr P A C Humphreys, to highlight important aspects therein to councillors.

Rdh B J Stanley spreek sy kommer uit oor personeel van die Verkeersdepartement wat nie beskikbaar is op aanvraag nie en meer sigbaar in die dorpe moet wees.

Rdl J R Papier spreek sy kommer uit oor voetoorgange in Moorreesburg wat ignoreer word deur motorbestuurders en dat Verkeersbeamptes sigbaar moet wees by die voetoorgange gedurende spesifieke tye van die dag.

Die Direkteur: Beskermingsdienste lig die komitee in oor befondsing wat ontvang is om 20 Wetstoepassingsbeamptes aan te stel, wat die nodige opleiding sal deurloop.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl C Daniels)

Dat kennis geneem word van die verslae van die onderskeie afdelings in die Direkoraat Beskermingsdienste, nl. Verkeer- en Wetstoepassing en Brandbestryding vir Desember 2021.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDD M VAN ZYL
VOORSITTER

Ald B J Stanley expressed his concern about staff from the Traffic Department who are not available on request and need to be more visible in the various towns.

Cllr J R Papier expressed his concern about pedestrian crossings in Moorreesburg that are ignored by car drivers and that Traffic Officers should be visible at the pedestrian crossings during specific times of the day.

The Director: Protection Services informed the committee about funding received to appoint 20 Law Enforcement officers, who will undergo the necessary training.

RESOLUTION

(proposed by cllr A K Warnick, seconded by cllr C Daniels)

That cognisance be taken of the monthly reports from the various divisions in the Directorate Protection Services, namely Traffic and Law Enforcement and Fire Fighting, for December 2021.

6. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

None

(SGD) ALDL M VAN ZYL
CHAIRPERSON



MINUTES OF A MEETING OF THE BID ADJUDICATION COMMITTEE VIRTUALLY HELD ON TUESDAY, 1 FEBRUARY 2022 AT 15:00

PRESENT

Director: Corporate Services, Ms M S Terblanche (chairperson)
 Director: Financial Services, Mr M A C Bolton
 Director: Electrical Engineering Services, Mr R du Toit
 Director: Development Services, Ms J Krieger
 Manager: Supply Chain Management, Mr P Swart
 Manager: Secretariat and Records Services, Ms N Brand

1. OPENING/APOLOGIES

The chairperson opened the meeting.

2. DECLARATION OF INTEREST

RESOLVED that cognisance is taken that no declaration of interests were made.

3. MINUTES

3.1 MINUTES OF A BID ADJUDICATION COMMITTEE MEETING HELD ON 7 DECEMBER 2021

RESOLVED that the minutes of the Bid Adjudication Committee held on 7 December 2021 be approved.

3.2 MINUTES OF A BID EVALUATION COMMITTEE MEETING HELD ON 25 JANUARY 2022 FOR COGNISANCE

4. MATTERS FOR DISCUSSION

4.1 TENDER T16.21.22: TERM TENDER FOR THE UPGRADING OF ROADS IN THE SWARTLAND MUNICIPAL AREA FOR THE PERIOD UP TO 30 JUNE 2024 (8/2/21)

Tenders were invited for the purpose to appoint a panel of suitably experienced civil engineering contractors to upgrade and rehabilitate existing roads and ancillary infrastructure in the Swartland municipal area.

The tender is compiled as a panel type, rates based tender and allows for works to be executed at various towns within Swartland Municipality as a Works Project.

A total of 11 tenders were received of which six tenders achieved the minimum functionality score and adhered to the tender specifications. The preferential procurement will be calculated when the work packages are received.

RECOMMENDATION¹

- (a) That the following tenderers be appointed for the period up to 30 June 2024 against the rates, tendered by each:

1. Ruwaccon (Pty) Ltd

¹ Confirmed by the Municipal Manager on 2 February 2022

4.1(a)/...

2. ASLA Construction (Pty) Ltd
3. Amandla GCF Construction (Pty) Ltd
4. Umzali Civils (Pty) Ltd
5. Exeo Khokela Civil Engineering Construction (Pty) Ltd
6. Civils 2000 (Pty) Ltd

- (b) That the rates as supplied by Ruwaccon (Pty) Ltd, ASLA Construction (Pty) Ltd, Amandla GCF Construction (Pty) Ltd, Umzali Civils (Pty) Ltd, Exeo Khokela Civil Engineering Construction (Pty) Ltd, Civils 2000 (Pty) Ltd, for the term up to 30 June 2024 be approved accordingly (**Annexure C** Attached);
- (c) That the project be financed from funds made available under the 2021/2022, 2022/2023 and 2023/2024 Capital Budget;
- (d) That the respective tenderers be evaluated for SCM Compliance before accepting a Works Project;
- (e) That matters relating to health and safety be handled by Ad Astra Health and Safety Services;
- (f) That clause 5.13 of the General Conditions of Contract (2015) be enforced for late completion;
- (g) That Zutari Consulting Engineers be notified of the decision.

4.2 TENDER NO T33/21/22: NETWORK CABLING AND EQUIPMENT FOR UPGRADED MUNICIPAL BUILDING (PREVIOUS NEDBANK BUILDING) (8/2/23)

The tender for network cabling and equipment for upgrading municipal building (previous Nedbank building) was invited.

A total of eight tenders were received of which all adhered to the tender conditions and requirements – see table below for the preferential procurement evaluation:

Tenderer	Tender amount (including VAT)	Preferential Points			
		Points for Price	Contribution level	Procurement point	Total
Billionnetworks (Pty) Ltd	R 224 961.65	80.00	3	14	94.00
IH Tech Performance (Pty) Ltd	R 230 922.84	77.88	1	20	97.88
L and E Infrastructure Solutions (Pty) Ltd	R 232 039.04	77.48	1	20	97.48
Olympic Data Cabling cc	R 253 819.44	69.74	1	20	89.74
Small Medium Enterprise Support Services	R 254 461.65	69.51	2	18	87.51
Innovo Networks	R 251 927.50	70.41	0	0	70.41
Elecdat cc	R 330 325.07	42.53	0	0	42.53
SPOC Managed Services (Pty) Ltd	R 379 317.53	25.11	0	0	25.11

RECOMMENDATION²

- (a) That the tender of *IH Tech Performance (Pty) Ltd* for the network cabling and equipment for upgrading municipal building (previous Nedbank building) with a completion period of 8 weeks at a cost of R230 992.84 including VAT, (R 200 802.47 excluding VAT) be accepted and awarded.

² Confirmed by the Municipal Manager on 2 February 2022

4.2/...

- (b) That the expenditure be allocated to the capital budget vote 9/118-503-346 Communications and infrastructure equipment (Nedbank Building)
- (c) That it be noted that the remaining funds will be used for the ICT infrastructure required for CCTV security cameras, access control, time and attendance and optical fibre connection to the building.

4.3 TENDER NO T34/21/22: NETWORK CABLING AND EQUIPMENT FOR UPGRADED MUNICIPAL BUILDING (PREVIOUS STANDARD BANK BUILDING) (8/2/23)

The tender for network cabling and equipment for upgrading municipal building (previous Standard bank building) was invited and eight tenders were received. All the tenders adhered to the tender conditions and requirement – see table below for preferential procurement evaluation:

Tenderer	Tender amount (including VAT)	Preferential Points			
		Points for Price	Contribution level	Procurement point	Total
Billionnetworks (Pty) Ltd	R 53 621.42	80.00	3	14	94.00
IH Tech Performance (Pty) Ltd	R 62 634.99	66.55	1	20	86.55
Small Medium Enterprise Support Services	R 64 480.97	63.80	2	18	81.80
Innovo Networks	R 70 437.50	54.91	1	20	74.91
Olympic Data Cabling cc	R 71 030.48	54.03	0	0	54.03
L and E Infrastructure Solutions (Pty) Ltd	R 85 552.46	32.36	1	20	52.36
Elecddata cc	R 95 536.15	17.47	0	0	17.47
SPOC Managed Services (Pty) Ltd	R 107 258.56	-0.02	0	0	-0.02

RECOMMENDATION³

- (a) That the tender of *Billionnetworks (Pty) Ltd* for the network cabling and equipment for upgrading municipal building (previous Standard Bank building) with a completion period of 4 weeks at a cost of R 53 621.42 including VAT, (R46 627.32 excluding VAT) be accepted and awarded.
- (b) That the expenditure be allocated to the capital budget vote 9/118-465-350 Communications and infrastructure equipment (Standard Bank Building)
- (c) That it be noted that the remaining funds will be used for the ICT infrastructure required for UPS, Televisions and projector for Boardroom, CCTV security cameras, access control, time and attendance and optical fibre connection to the building.

(sgd) **M S TERBLANCHE**
CHAIRPERSON

³ Confirmed by the Municipal Manager on 2 February 2022



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
23 Maart 2022

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

ITEM 8.1 VAN DIE AGENDA VAN 'N RAADSVERGADERING WAT GEHOU SAL WORD OP 31 MAART 2022

ONDERWERP: AANVAARDING VAN OORSIGVERSLAG OP 2020/2021 JAARVERSLAG ADOPTION OF OVERSIGHT REPORT ON 2020/2021 ANNUAL REPORT
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1. BACKGROUND

The draft Annual Report in respect of the 2020/2021 financial year was tabled at a council meeting held on 27 January 2022, in terms of section 127 of the Municipal Finance Management Act (MFMA), (Act 56 of 2003).

In terms of the relevant statutory requirements, the draft report -

- (1) was made public and the local community invited to make representations about same;
- (2) was submitted to the Auditor-General, provincial treasury and MEC for local government.

Both the public (through the media) and all the applicable state organs (mentioned above) were invited to attend the meeting on date.

The closing date for representations in connection with the annual report was 2 March 2022. The MPAC-committee, chaired by Cllr E C O'Kennedy, convened on 11 March 2022 to consider the draft annual report and to draft an oversight report. Although the comments received from role players did not necessitate any amendments to the annual report, minor editorial changes were done and the final 2020/2021 Annual Report is submitted to councillors.

The purpose of the report is to submit the draft Oversight Report for consideration by Council.

2. STATUTORY REQUIREMENTS RE ADOPTION OF ANNUAL REPORT

The MFMA (section 129) stipulates as follows:

Council must consider the draft annual report at a meeting held not later than two months from the date on which the draft annual report was tabled in the council, and must adopt an oversight report containing the council's comments on the annual report.

In terms of section 129(2)(b), copies of the minutes of all meetings where the annual report is discussed for the purpose of responding to questions concerning the report, must be submitted to the Auditor-General, the relevant provincial treasury and the provincial department for local government.

Furthermore, within seven days of its adoption, the oversight report

- (1) must be made public (according to section 21A of the Municipal Systems Act);
- (2) (along with the annual report) must be submitted to the provincial legislature i.t.o. section 132 of the MFMA.

The MFMA (section 130) stipulates as follows:

- (1) The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken, must be open to the public and any organs of state, and a reasonable time must be allowed—

2./...

- (a) for the discussion of any written submissions received from the local community or organs of state on the annual report; and
 - (b) for members of the local community or any organs of state to address the council.
- (2) Representatives of the Auditor-General are entitled to attend, and to speak at, any council meeting referred to in subsection (1).

3. **ALIGNMENT TO THE IDP**

The adoption of an oversight report is a statutory requirement and is not aligned to a specific strategic outcome. However, the Annual Report which is aligned to the Integrated Development Plan, Service Delivery and Budget Implementation Plan is a very important tool to provide a record of the activities of the municipality, and ultimately of the impact of the strategic outcomes during the financial year to which the report relates.

4. **RECOMMENDATION** [by the MPAC-committee on 11 March 2022]

- (a) That Council, having considered the 2020/2021 Annual Report of Swartland Municipality, adopts the Oversight Report in terms of section 129 of the Municipal Finance Management Act;
- (b) That the 2020/2021 Annual Report of Swartland Municipality be approved without reservations, in terms of section 129 of the MFMA;
- (c) That the minutes of the meetings where the Annual Report was discussed, in the presence of the accounting officer (Municipal Manager) be submitted to the Auditor-General, the Provincial Treasury and the Western Cape Department for Local Government as attached to the report, in terms of section 129(2) of the MFMA;
- (d) That the 2020/2021 Oversight Report of Swartland Municipality be made public in terms of Section 129(3) of the MFMA and be submitted to the Western Cape Legislature in terms of Section 132(2) of the MFMA;
- (e) That, in acceptance of the Oversight Report, the payment of a performance bonus be approved by Council as per paragraph 3.1.2 of the Oversight Report.

5. **AANBEVELING** [deur die Munisipale Publieke Verantwoordbaarheidskomitee op 11 Maart 2022]

- (a) *Dat die Raad, gegewe hy die 2020/2021 Jaarverslag van Munisipaliteit Swartland oorweeg het, die Oorsigverslag aanvaar in terme van artikel 129 van die Wet op Munisipale Finansiële Bestuur (MFMA);*
- (b) *Dat die 2020/2021 Jaarverslag van Munisipaliteit Swartland goedgekeur word sonder voorbehoud, in terme van artikel 129 van die MFMA;*
- (c) *Dat die notules van vergaderings waar die Jaarverslag bespreek is in die teenwoordigheid van die rekenpligtige beampte (Munisipale Bestuurder), aan die Ouditeur-Generaal, die Provinsiale Tesourie en die Wes-Kaapse Departement van Plaaslike Regering voorgelê word, in terme van artikel 129(2) van die MFMA;*
- (d) *Dat die 2020/2021 Oorsigverslag van Munisipaliteit Swartland openbaar gemaak word in terme van artikel 129(3) van die MFMA en aan die Wes-Kaapse Wetgewer voorgelê word in terme van artikel 132(2) van die MFMA;*
- (e) *Dat, met die aanvaarding van die Oorsigverslag, die betaling van 'n prestasiebonus ingevolge paragraaf 3.1.2 van die Oorsigverslag deur die Raad goedgekeur word.*

(get) J J Scholtz

MUNISIPALE BESTUURDER

2020/2021 OVERSIGHT REPORT



MARCH 2022

OVERSIGHT REPORT REGARDING THE 2020/2021 ANNUAL REPORT OF SWARTLAND MUNICIPALITY

1. OBJECTIVE

To submit to Council, in terms of Section 129 of the MFMA, the Oversight Report on the Annual Report, covering Swartland Municipality in respect of the 2020/2021 financial year.

2. BACKGROUND

2.1 Annual Report

The 2020/2021 Annual Report was tabled in Council on 27 January 2022, reporting on the municipality's performance for the period 1 July 2020 until 30 June 2021.

By doing so, Council complied with section 133 of the MFMA which stipulate that the Executive Mayor must table the Annual Report in Council within 7 months after the end of the financial year, i.e. by the end of January 2022.

The Council of Swartland Municipality is furthermore required to engage with, and finalise the Annual Report within 9 months after the end of the financial year, which is before 31 March 2022.

The process for the finalisation and approval of the 2020/2021 Annual Report is set out in the table below:

Activity Description	Provision	Target
Preparation of annual financial statements of the municipality and submission to the Auditor-General	MFMA Section 122(1)(2)	By 31 August 2021
Receipt of final audit report from Auditor-General	MFMA Section 126(3)(b)	By 30 November 2021
Tabling of Annual Report in Council by Executive Mayor	MFMA Section 127(2)	27 January 2022
Allowing for comment by community and relevant state organs	MFMA Section 127(5)(a) & (b)	1 February 2022 to 2 March 2022
Corrective actions to AG's opinion formulated and tabled in Council	MFMA Section 121(3)(g)	Part of Draft annual Report tabled 27 January 2022
Consideration and adoption of Annual Report and Oversight Report	MFMA Section 129(1)	31 March 2022
Submission of Annual Report and Oversight Report to AG, Provincial Treasury and MEC: Local Government	MFMA Section 129(2)(b)	4 April 2022
Communication of final Annual Report / Oversight Report (website, hard copies and other mediums)	MFMA Section 129(3)	1 April 2022

2.2/...

2.2 Oversight Report

The adoption of the Oversight Report is the final major step in the annual reporting process of a municipality. Section 129 of the MFMA requires the Council to consider the annual reports of its municipality and to adopt an “oversight report” containing the Council’s comments.

The oversight report must include a statement whether the Council:

- has approved the annual report, with or without reservations;
- has rejected the annual report; or
- has referred the annual report back for revision of those components that can be revised.

National Treasury issued Circular 32 on 15 March 2006 (attached as Annexure B) on the preparation of oversight reports and provides guidelines on the processes to be followed in the adoption of the Oversight Report to which this report conforms.

The Oversight Report is a separate product from the Annual Report. The Annual Report is submitted to the Council by the Accounting Officer and the Executive Mayor and is part of the process for discharging accountability by the executive and administration for their performance in achieving objectives and goals set by the municipality in the relevant financial year. The Oversight Report follows consideration and consultation on the Annual Report and is considered to be a report of the municipal council.

After tabling of the 2020/2021 Annual Report on 27 January 2022, in line with Section 127(5) of the MFMA, Swartland Municipality allowed for public comments regarding the draft Annual Report from 1 February 2022 to 2 March 2022.

The Annual Report was made available on Council’s website, as well as at all (6) municipal offices and (9) libraries in the municipal area. In addition, the Annual Report was made available to the following offices:

- The Office of the Auditor-General
- The Provincial Treasury
- The MEC for Local Government.

The accounting officer (Municipal Manager) of Swartland Municipality attended all council meetings where the Annual Report was discussed, i.e. on 27 January 2022. A copy of the minutes of this meeting is appended to this report as Annexure A¹. A copy of the minutes of the Municipal Public Account Committee meetings held on 11 March 2022, which was also attended by the accounting officer (attached to this report as Annexure C).

3. KEY COMMENTS AND RESPONSES

Circular 32 of the National Treasury recommends that the summary of key issues raised by the community, Auditor-General and other spheres in government, be detailed in the Oversight Report. In addition, the Circular proposes that responses to questions raised in written representations be captured in the Oversight Report. This section summarises the key questions and comments from the Auditor-General, the municipality’s audit committee, the Council, as well as the responses by the Municipality’s Executive Management.

3.1/...

¹ Refer paragraph 7.1 of Annexure A

3.1 The Auditor-General's Management Letter and Response by Management

3.1.1 Audit opinion (excerpt from Report of the auditor-general to the Western Cape Provincial Parliament and the council on Swartland Municipality dated 30 November 2020)

"2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Swartland Municipality as at 30 June 2021, and its financial performance and cash flows for the year then ended in accordance with Standards of Generally Recognised Accounting Practice (GRAP), the requirements of the Municipal Finance Management Act 56 of 2003 (MFMA) and the Division of Revenue Act 4 of 2020 (DoRA)."

"Internal control deficiencies"

"31. I considered internal control relevant to my audit of the financial statements, reported performance information and compliance with applicable legislation; however, my objective was not to express any form of assurance on it."

"32. I did not identify any significant deficiencies in internal control."

3.1.2 Managements response to the Auditor-General's finding and performance evaluation

The Municipality received a clean (unqualified with no material findings as envisaged by S122 of the MFMA) audit report for the 2020/2021 financial year. This in itself speaks to and is proof of the dedication of management and personnel to meet and maintain high standards of performance at all times. The achievement of 9 clean audits since 2010/2011 confirms Swartland Municipality's reputation as a governance leader.

The Annual Financial Statements (AFS) and performance information were without any material uncorrected misstatements, which can be attributed to proper record keeping, processing and reconciling controls, and regular reporting that is monitored. The use of governance structures in key risk areas within the municipality should be continued to ensure that deficiencies identified are adequately responded to and monitored through management's action plan.

Clean administration entails effective teamwork amongst all departments within the municipality, the right attitude of its workforce and keeping staff accountable for their area of responsibility. The Swartland Municipality continues to subscribe to high levels of good governance and clean administration.

Whilst the adoption of the Oversight Report is the final step in accepting the 2020/2021 annual performance, the evaluation of the annual performance was done on 10 September 2021 by the evaluation panel appointed in accordance with the Performance Agreements entered into with the Municipal Manager and directors.

3.1.2/...

The Framework for the Implementing of Performance Management was adopted by the Executive Mayoral Committee on 15 June 2021 allowing for a performance bonus to be paid to the Municipal Manager, according to the calculation table in Annexure A of the framework up to a maximum of 14%.

The results of the performance evaluation on 10 September 2021 for the 2020/2021 financial year are as follows:

- Municipal Manager = 14%

3.2 Key comments: Executive Mayor, community and Organs of State

No comments were received from any community member.

The comments received from the Western Cape Government: Provincial Treasury are contained in a letter dated 2 March 2022 (attached as Annexure D) and stated that:

“The Municipality is compliant with the legislative requirements as per MFMA Sections 75, 121 and 127. The Report is also in alignment with the format as stipulated in MFMA Circular 63.”

3.3 Key comments: MPAC-Committee (including members of External Audit Committee)

Minutes of MPAC committee meetings held on 11 March 2022 appended as Annexure C.

3.4 Key comments: Council

Minutes of Council meeting held on 31 March 2022 appended hereto as Annexure E.

4. LEGAL AND CONSTITUTIONAL IMPLICATIONS

The 2020/2021 Annual Report and Oversight Report have been prepared in compliance with the provisions of the Municipal Systems Act and the Municipal Finance Management Act, and conform to the guidelines in Circular 32 issued by National Treasury.

5. COMMUNICATIONS IMPLICATIONS

The full text of the 2020/2021 Annual Report and Oversight Report will be distributed to the MEC of Local Government, Provincial Treasury, the Auditor-General and Provincial Legislature. The full text will also be published on Swartland Municipality's website.

6. RECOMMENDATION

It is recommended to Council on 31 March 2022³ -

- (a) That Council, having considered the 2020/2021 Annual Report of Swartland Municipality, adopts the Oversight Report in terms of section 129 of the Municipal Finance Management Act;

³ Minutes of Council meeting held on 31 March 2022 will be attached as Annexure E in final report

- (b) That the 2020/2021 Annual Report of Swartland Municipality be approved without reservations, in terms of section 129 of the MFMA;
- (c) That the minutes of the meetings where the Annual Report was discussed, in the presence of the accounting officer (Municipal Manager) be submitted to the Auditor-General, the Provincial Treasury and the Western Cape Department for Local Government as attached to the report, in terms of section 129(2) of the MFMA;
- (d) That the 2020/2021 Oversight Report of Swartland Municipality be made public in terms of Section 129(3) of the MFMA and be submitted to the Western Cape Legislature in terms of Section 132(2) of the MFMA;
- (e) That, in acceptance of the Oversight Report, the payment of a performance bonus be approved by Council as per paragraph 3.1.2.



MINUTES OF A MEETING OF THE SWARTLAND MUNICIPAL COUNCIL HELD IN THE TOWN HALL, MALMESBURY ON THURSDAY, 27 JANUARY 2022 AT 10:00

PRESENT:

Speaker, ald M A Rangasamy
Executive Mayor, ald J H Cleophas
Deputy Executive Mayor, clr J M de Beer

COUNCILLORS:

Bess, D G (DA)	Penxa, B J (ANC)
Booyesen, A M (VF)	Pieters, C (ANC)
Daniels, C (DA)	Pypers, D C (DA)
Duda, A A (EFF)	Smit, N (DA)
Fortuin, C (ANC)	Soldaka, P E (ANC)
Jooste, R J (DA)	Stanley, B J (DA)
Le Minnie, I S (DA)	Van Essen, T (DA)
Ngozi, M (ANC)	Vermeulen, G (VF)
O'Kennedy, E C (DA)	Warnick, A K (DA)
Papier, J R (GOOD)	

Officials:

Municipal Manager, mr J J Scholtz
Director: Electrical Engineering Services, mr R du Toit
Director: Civil Engineering Services, mr L D Zikmann
Director: Financial Services, mr M A C Bolton
Director: Protection Services, mr P A C Humphreys
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Manager: Secretarial and Records, ms N Brand

1. OPENING

The Speaker welcomed the Executive Mayor, aldermen, councillors and officials. A special word of welcome was extended to members of the public.

The Chaplain from Corrective Services, Ds Mariette Frantz, opened the meeting with a scripture reading and prayer at the request of the Speaker.

The Speaker congratulated councillors who had celebrated birthdays recently and congratulated especially, mr Leon Fourie, from the Office: Strategic Services who celebrated his birthday today.

2. APOLOGIES

Apology received from aldd M van Zyl.

3. DEPUTATIONS/DECLARATIONS AND COMMUNICATIONS/SUBMISSIONS

3.1 OATH OF ALLEGIANCE: clr A A DUDA
[Item 8.1 refers]

The Speaker gave clr A A Duda the opportunity to declare his oath of allegiance and to sign it.

4. MINUTES FOR APPROVAL

4.1 MINUTES OF THE FIRST MEETING OF THE FIFTH MUNICIPAL COUNCIL HELD ON 16 NOVEMBER 2021

RESOLUTION

(proposed by clr A K Warnick, seconded by clr N Smit)

That the minutes of the first meeting of the Fifth Municipal Council held on 16 November 2021 are approved and signed by the Speaker.

4.2 MINUTES OF A SPECIAL COUNCIL MEETING HELD ON 9 DECEMBER 2021

RESOLUTION

(proposed by clr A K Warnick, seconded by clr E C O'Kennedy)

That the minutes of a Special Council Meeting held on 9 December 2021 are approved and signed by the Speaker.

5. REPORTING IN RESPECT OF DELEGATED DECISION MAKING BY THE EXECUTIVE MAYOR

RESOLUTION

That note is taken of the decisions made by the Executive Mayor in accordance with his delegated power, in the following minutes:

5.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 23 NOVEMBER 2021

5.2 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 8 DECEMBER 2021

6. REPORTING IN RESPECT OF DELEGATED DECISION MAKING BY THE MUNICIPAL MANAGER

RESOLUTION

That note is taken of the decisions made by the Municipal Manager in accordance with his delegated power, in the following minutes:

6.1 MINUTES OF A TENDER AWARD COMMITTEE MEETING HELD ON 7 DECEMBER 2021

7. MATTERS ARISING FROM THE MINUTES

None.

8. MATTERS FOR DISCUSSION

8.1 (1) RESIGNATION AS COUNCILLOR: MS M F GAIKA / (2) APPOINTMENT OF NEW COUNCILLOR: MR A A DUDA (17/17/3/2/4; 3/1/7)

A letter was received from ms M F Gaika dated 5 December 2021 in which she confirmed her resignation as councillor of the Swartland Municipal Council.

The vacancy was reported to the Independent Electoral Commission (IEC), where after mr A A Duda was appointed on 13 December 2021 as councillor of the Swartland Municipal Council in place of ms M F Gaika.

RESOLUTION

(proposed by clr D C Pypers, seconded by clr B J Penxa)

- (a) That cognisance be taken of:
 - (i) the resignation of councillor M F Gaika effective from 5 December 2021;
 - (ii) the statutory procedures adhered to in the filling of the EFF's proportional seat in Council, left vacant as a result of councillor Gaika's resignation;
 - (iii) the election of councillor A A Duda as advised by the IEC on 13 December 2021;
- (b) That cllr A A Duda be granted the opportunity to take the oath;
- (c) That cllr A A Duda be appointed to the following committees of Council as representative of the EFF:
 - (i) Portfolio Committee: Civil and Electrical Services
 - (ii) Municipal Public Accounts Committee (MPAC).

8.2 SUBMISSION OF DRAFT ANNUAL REPORT: 2020/2021 FINANCIAL YEAR (7/1/1/1)

The 2020/2021 Draft Annual Report was drawn up in accordance with the format prescribed in MFMA Circular 63 dated 26 September 2012, and is submitted in accordance with section 127(2) of the Local Government: Municipal Financial Management Act, 2003 (Act 56 of 2003) – MFMA.

The Municipal Manager explained the process up to and including the final approval of the 2020/2021 Annual Report during the Council Meeting of 31 March 2022, including the drawing up of the Oversight Report in conjunction with the MPAC. The input received during the public participation process, in respect of the draft annual report, will be included in the Oversight Report, for consideration during the above mentioned Council meeting.

Ald B J Stanley and cllr C Daniels expressed their dissatisfaction over the fact that a hard copy of the agenda is not provided for them, although it was received electronically. Cllr C Daniels stated that it is especially important to receive the draft annual report, because it is an important document, and that he feels excluded from the process.

The Speaker requested all councillors to notify the administration Department immediately when the agenda of any meeting is not delivered within 48 hours of the meeting. The Speaker also requested all councillors to take note of the meeting schedule in order to keep up to date with when the meetings will be held.

The Speaker, supported by the Chief Whip of the DA, cllr A K Warnick, asked Ald Stanley to leave the hall after ald Stanley ignored the Speaker's chair during the utterances made by the latter.

The Chief Whip of the DA, cllr A K Warnick, asked the Speaker to adjourn the Council for ten minutes and the motion was acceded to by the Speaker.

Cllr A K Warnick asked the Speaker to continue the meeting after the adjournment thereof.

RESOLUTION

(proposed by ald T van Essen, seconded by cllr N Smit)

- (a) That cognisance be taken of the annual report in respect of the 2020/2021 financial year, as tabled in terms of section 127(2) of the MFMA, and of which the tabling is done in the format as prescribed by National Treasury's MFMA Circular 63 of 2012;
- (b) That cognisance be taken of the following steps to be taken in terms of section 127 of the MFMA, being:
 - (i) disclosure of the annual report;
 - (ii) inviting the public to submit representations in connection with the report;

8.2(b)/...

- (iii) inviting the public and relevant organs of state to attend the council meeting on 31 March 2022, when the annual report and oversight report will be discussed;
 - (iv) submission of the annual report to the Auditor-General, provincial treasury and the provincial department responsible for local government;
- (c) That the MPAC, after the closing of comments on the annual report, undertake a detailed analysis of the representations received in order to compile the draft oversight report for consideration by the Council on 31 March 2022;
- (d) That councillors who are not members of the MPAC take note that they should also be conducting their own review of the report by inter alia having discussions with their constituents, ward committees and ward representatives to encourage inputs and comments for consideration at the full council meeting on 31 March 2022.

8.3 QUARTERLY REPORT (SECTION 52 OF MFMA): 1 OCTOBER 2021 TO 31 DECEMBER 2021 (7/1/2/2-2)

The submission of the quarterly report is prescribed by section 52(d) of the MFMA.

The submission of the report to the Council serves as one of the Executive Mayor's general responsibilities in order to inform the Council with respect to the implementation of the budget and the state of the financial matters of the Municipality.

The quarterly report in respect of Quarter 2 ending on 31 December 2021 was circulated with the agenda.

RESOLUTION

(proposed by clr E C O'Kennedy, seconded by clr C Daniels)

That Council takes cognisance of the attached quarterly report, as required by Section 52 of the Municipal Finance Management Act, Act 56 of 2003 in respect of the implementation of the budget as well as the performance against the Top Layer Service Delivery and Budget Implementation Plan of the municipality for the period 1 October 2021 to 31 December 2021.

8.4 HALF-YEARLY BUDGETS – AND PERFORMANCE EVALUATION (7/1/2/2-2; 2/4/2)

Section 72(1) of the MFMA stipulates that the accountable officer must evaluate and present to the Executive Mayor, by 25 January of each year, the performance of the Municipality during the first half of the financial year.

The Executive Mayor must then present the evaluation report to the Municipal Council by 31 January in accordance with section 54(f) of the MFMA.

The Half-Yearly Budget and Performance Report is drawn up in line with the prescriptions of the Municipal Budget and Reporting Regulations (General Notice 393 promulgated in the Government Gazette dated 17 April 2009).

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

That cognizance be taken of the mid-year budget and performance assessment i.r.o. the first half of the 2021/2022 financial year and more specifically the need to revise the original budget by way of an adjustments budget.

8.5/...

8.5 APPROVAL OF THE 2021/2022 HALF-YEARLY ADJUSTED CAPITAL AND OPERATING BUDGETS (5/1/1/1, 5/1/1/2)

The 2021/2022 Half-yearly Adjusted Capital and Operating Budgets were considered during an Executive Mayor's Committee Meeting held on 20 January 2022 for approval by the Council, and are tabled by the Executive Mayor.

The submission of the adjusted budgets is in accordance with section 28 of the MFMA after the Municipality's performance during the first half of the financial year has been evaluated – refer to item 8.4.

The questions from councillors for explanations were handled by the Municipal Manager and the Financial Director, inter alia, in respect of

- the donation from SANRAL of R1 million (total donation of R 14,8 million over the following two financial years) in order to build pedestrian walkways;
- the availability, on request, of prepaid type meters for destitute households in order to exercise control over usage;
- the components of the Capital Replacement Fund and the existence and importance of capital projects financed out of own funds. Taking out external loans is expensive and may lead to higher tariffs;
- The adjustment of the grant from the Department of Sport and Cultural Affairs for the operation of libraries.

The Speaker brought the matter to the vote and (in the absence of two councillors) it was decided with 12 votes in favour thereof, whilst nine councillors abstained.

RESOLUTION

(proposed by ald J H Cleophas, seconded by clr N Smit)

- That it be noted that the Budget Steering Committee convened to consider the explanations and motivations provided by the financial staff and other directors in a bid to advise the Executive Mayor on way forward;
- That council takes note of the proposed adjustment (as it relates to Section 19) in respect of the Sewerage Works Project: Moorreesburg (**Annexure A-2: Capital Projects ito Sec 19**);
- That approval be granted to amend the high-level capital and operating budget for 2021/2022 with no amendments to the outer years as follows:

	Original Budget 2021/22	Mid-Year Adj Budget 2021/22	Original Budget 2022/23	Original Budget 2023/24
Capital budget	166 435 729	166 040 448	132 744 732	136 678 848
Operating Expenditure	911 967 149	951 133 356	983 835 346	1 055 314 274
Operating Revenue	968 875 613	1 007 040 106	1 048 008 388	1 119 714 984
Budgeted (Surplus)/ Deficit	(56 908 464)	(55 906 750)	(64 173 042)	(64 400 709)
Less: Capital Grants, Donations & Development Charges	47 912 409	48 027 246	45 865 556	50 788 078
(Surplus)/ Deficit	(8 996 055)	(7 879 504)	(18 307 486)	(13 612 631)

- That it be noted that the changes to the budget will have no impact on tariffs in respect of the 2021/2022 financial year or beyond but will result in a decreased budgeted net surplus from R8 996 055 to a budgeted net surplus of R7 879 504;

8.5/...

- (e) That the unauthorised expenditure of R13 258 009 for the 2020/2021 financial year be authorised in this adjustments budget in line with section 32(2)(a)(i) of the Act;
- (f) That the adjusted budget schedules as required by the Budget and Reporting Regulations be approved as set out in **(Annexure C: Budget Report and B-Schedules 2021/22 – 2023/24)**;
- (g) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (h) That the Service Delivery Budget Implementation Plan (SDBIP) where appropriate be amended accordingly.

8.6 INVESTIGATION INTO FUTILE AND WASTED EXPENDITURE IN TERMS OF SECTION 32 OF THE MFMA (5/15/1/5)

The report circulated with the agenda contains the latest investigations into futile and wasted expenditure in terms of section 32 of the Municipal Financial Management Act, 2003, as carried out by the Disciplinary Council.

The Municipal Manager explained the various concepts and processes which have to be followed in order to authorise the relevant expenses. The Municipal Manager confirmed, also with reference to item 8.7 that the Municipality did not suffer any losses and therefore it is an important indication that there was no corruption involved.

The comprehensive report from the Disciplinary Council, together with the outcome of the investigation, was circulated with the agenda.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr R J Jooste)

- (a) That the content of the Records of Decision (RoD) of the Disciplinary Board as per Annexures A to this report be noted regarding the fruitless and wasteful expenditure investigation;
- (b) That the following recommendations by the Disciplinary Board as contained in Annexure A to the report be approved and implemented:
 - (i) The write-off of R5 000 with regards to the excess payment to the insurance company as negligence by the driver could not be determine;
 - (ii) The Traffic and Law Enforcement Officers, who complete the accident reports, should include more detail of the accident scene, such as the cause of the accident, if sufficient precautionary measures were taken to prevent the accident, all traffic rules were obeyed, if the accident could have been prevented, negligent by the driver, obstacles/ difficulties affecting normal driving ability, etc;
 - (iii) The Traffic Department should determine whether the rear-view mirrors of vehicle CK47348 are sufficient for the driver to properly observe the rear of the vehicle (alterations) and the area around the vehicle.

8.7 UNAUTHORIZED EXPENDITURE REPORTED BY THE AUDITOR GENERAL (AG) IN REPORT OF THE 2020/2021 FINANCIAL YEAR (5/15/1/5)

The Municipal Manager provided the background to the finding of the Auditor General in respect of the non compliance with the requirements in respect of the Supply Chain Management Policy.

The investigation of the Disciplinary Council, as attached to the report, contains comprehensive information in respect of the unauthorized expenditure, as well as the recommendations as to prevention of such incidents in the future.

RESOLUTION

(proposed by clr E C O'Kennedy, seconded by ald T van Essen)

- (a) That the investigation by the Disciplinary Board regarding the irregular expenditure as reported by the Auditor-General be noted:
 - (i) The investigation has been completed with regards to the procurement of goods and services that resulted in irregular expenditure;
 - (ii) The final conclusion and recommendation to council as indicated in the report is as follows:
 - that the irregular expenditure of R950.00 for the replacement of four broken windows at the Solid Waste site in Darling be written off as irrecoverable as sufficient steps have been taken to prevent awards made to persons in service of the state, whereby Human Resources will proactively inform the SCM unit of employees of the municipality that have interests in businesses;
 - that the irregular expenditure of R333 148.10 (R199 398.50 Moorreesburg & R133 749.60 Darling) for the hiring of earthmoving equipment be written off by Council as the SCM Unit, after questioning the splitting of the quotes, was informed by the Civil Engineering Department that the decision to follow the informal tender route for the two related sites was an informed decision based on an engineering perspective;
 - that Management acted in good faith and the irregular expenditure was not because of deliberate or gross negligence or as a result of fraud or other dishonest intent: and
 - The municipality received the above services and suffered no loss.
 - (iii) No further business will be conducted with the relevant supplier and SCM will utilise National Treasury's CSD report as far as practically possible and/or the Declaration of Interest of employees for all purchases to ensure that no awards are made to persons in service of the municipality;
 - (iv) The MEC for Local Government and the Auditor-General to be informed in writing in terms of section 32(4) of the MFMA with regards to the irregular expenditure.

8.8 NOMINATIONS: APPOINTMENT OF COUNCILLORS TO THE CLINIC COMMITTEES OF THE HEALTH CARE FACILITIES IN THE MUNICIPAL AREA (3/3/1)

A request has been received from the Western Cape Government: Department of Health for the submission of nominations of councillors to serve on the primary health care facility committees in the municipal area.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr N Smit)

- (a) That cognisance be taken of the request from the Western Cape Department of Health dated 4 January 2022 to appoint councillors to the various clinic committees;
- (b) That the following councillors be nominated to represent the Swartland Municipal Council on clinic committees of the various health facilities in the municipal area, namely:

(i) Darling Clinic	cllr A K Warnick
(ii) Moorreesburg Clinic	cllr D C Pypers and C Fortuin
(iii) Malmesbury Community Day Centre	cllrs I S le Minnie en M Ngozi
(iv) Riebeek Kasteel Clinic	cllr D G Bess
(v) Riebeek West Clinic	cllr N Smit
(vi) Abbotsdale Satellite Clinic	ald B J Stanley en cllr C Pieters
(vii) Chatsworth Satellite Clinic	cllr R J Jooste

- (viii) Kalbaskraal Satellite Clinic
- (ix) Riverlands Satellite Clinic
- (x) Koringberg Satellite Clinic
- (xi) Swartland Hospital

ald B J Stanley
cldr R J Jooste
cldr M van Zyl
cllrs E C O'Kennedy & B J Penxa

- (c) That the abovementioned nominations be forwarded to the Provincial Minister of Health;
- (d) That the Executive Deputy Mayor, cldr J M de Beer be nominated to represent the Swartland Municipal Council on the West Coast District Health Council for consideration by the Provincial Minister of Health.

**SIGNED:
SPEAKER**



NATIONAL TREASURY

MFMA Circular No 32

Municipal Finance Management Act No. 56 of 2003

The Oversight Report

Introduction

This circular aims to provide councillors with practical guidance in financial governance and to assist in maintaining oversight within the broader governance context.

It focuses on the oversight process that councils must follow when considering the annual report and how to deal with the *Oversight Report* by encouraging continuous improvement and promoting accountability to stakeholders.

Please read this circular in conjunction with the following circulars:

- MFMA Circular 11 - Annual Reporting Guidelines - 14 January 2005
- MFMA Circular 18 - New Accounting Standards - 23 June 2005
- MFMA Circular 28 - Budget Content and Format - 12 December 2005

Background

Council is vested with the responsibility to oversee the performance of their respective municipality, as required by the Constitution, the Municipal Finance Management Act (MFMA) and Municipal Systems Act (MSA). This oversight responsibility of council is particularly important for the process of considering annual reports.

The MFMA and MSA recognise that council has a critical role to play to ensure better performance by municipal departments and entities. There now exists an explicit linkage between the strategic goals, set by council through the IDP, which are translated into the budget, and the delivery of those goals, which is reported in the Annual Report. It is important for council to ensure that the budget gives effect or expression to priorities contained in the IDP. A good budget will lay a basis for better oversight and cement the contracts between the executive/council, the administration and the public.

The MFMA gives effect to financial management reforms that place greater service delivery responsibilities on managers and makes them more accountable for performance. Whilst, in the first instance it is left to the mayor or the Executive Committee to resolve any performance failures, ultimately the council is vested with the power and responsibility to oversee both the executive and administration. Oversight occurs at various levels in a municipality and is explained in the following table:

Financial governance framework applicable to local government

	Responsible for	Oversight over	Accountable to
Council	Approving policy and budget	Executive Mayor or Committee	Community
Executive Mayor or Committee	Policy, budgets, outcomes, management of/oversight over municipal manager	Municipal Manager	Council
Municipal Manager	Outputs and implementation	The Administration	Executive Mayor or Committee
Chief Financial Officer and Senior Managers	Outputs and implementation	Financial Management and Operational Functions	Municipal Manager

The Oversight Report
15 March 2006

Separation of roles

The separation of roles between the council and administration is intended to strengthen the oversight function of councillors. Good governance and effective oversight and accountability are predicated on there being this separation of functions. It is fundamental for the achievement of the objects for local government in the Constitution relating to a democratic and accountable system of local government. Council oversees the performance of the administration through council and committee meetings. The mayor provides the link between the council and administration and is responsible for regular monitoring and for tabling reports before the council. Therefore, the administration is responsible for the day-to-day operations. This separation avoids conflict of interest and a "referee/player" situation arising and is similar to the role played by Parliament.

The MFMA further assumes a separation between councillors serving on the executive (i.e. mayor or executive committee) and non-executive councillors. This separation is vital to ensure council maintains oversight for the performance of specific responsibilities and delegated powers to the mayor or executive committee.

The MFMA gives council a number of financial management tasks to fulfil its oversight role. The adoption of an "Oversight Report" is one such task. The diagramme on the following page illustrates the various oversight intervention points from the adoption of the Integrated Development plan (IDP), Budget, Annual Report and Oversight Report.

What is in an annual report?

Each municipality and each municipal entity must prepare an annual report for each financial year in accordance with the MFMA and MSA. The purpose of the annual report is:

- to provide a record of the activities of the municipality or entity;
- to provide a report on performance in service delivery and against the budget;
- to provide information that supports the revenue and expenditure decisions made; and
- to promote accountability to the local community for decisions made.

Annual reports are the key reporting instruments for municipalities to report against the performance targets and budgets outlined in their strategic plans. Annual reports are therefore required to contain information on service delivery and outcomes, in addition to financial statements. It is meant to be a backward-looking document, focusing on performance in the financial year that has just ended. It must demonstrate how the budget was implemented and the results of service delivery operations for that financial year.

When tabled, the annual report should include four main components, each of which has an important function in promoting governance and accountability. The main components are:

- The annual performance report as required by section 46 of the MSA.
- Annual Financial Statements submitted to the Auditor-General;
- The Auditor-General's audit report on the financial statements in terms of section 126(3) of the MFMA; and
- The Auditor-General's audit report on performance in terms of section 45(b) of the MSA.

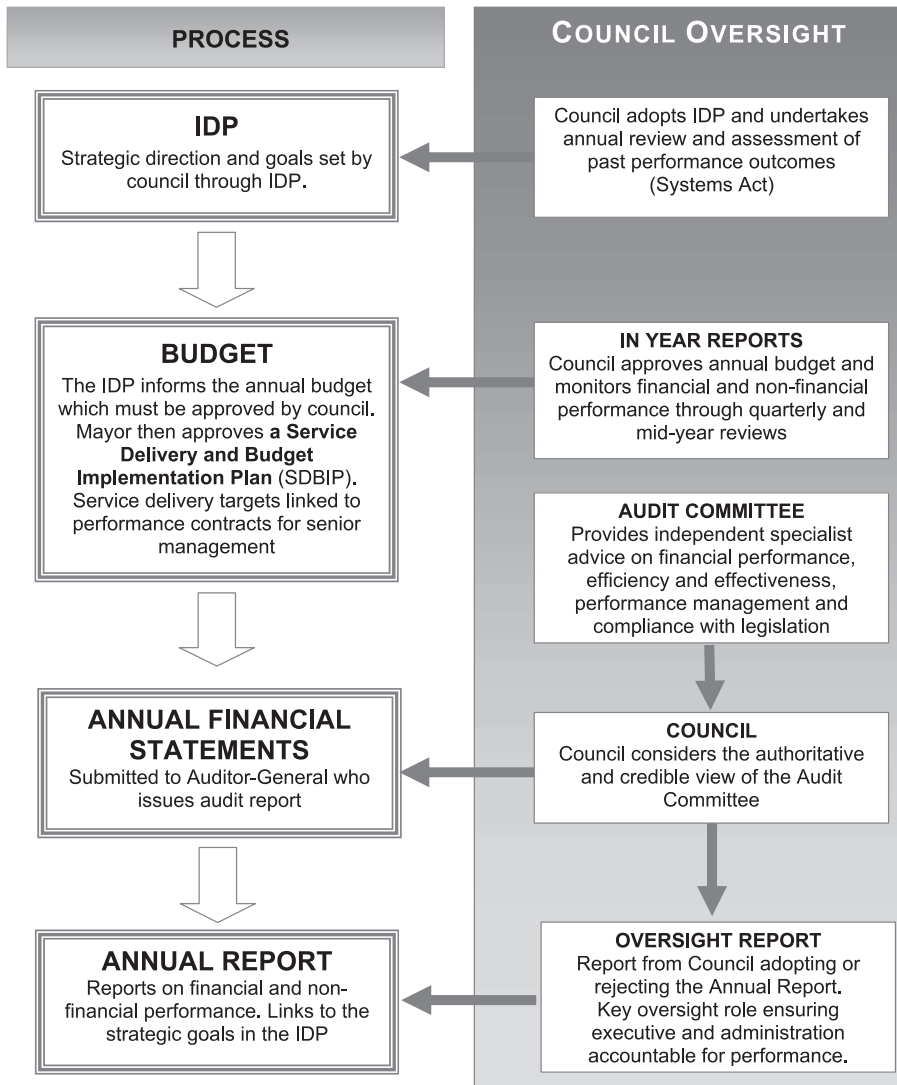
Other components required to be included in the annual report are set out in the MFMA section 121 and the MFMA Circular No 11 issued 14 January 2005.

Annexure C contains guidance on the matters that should be considered and lists the components of the annual report with a checklist of questions that might be asked by councillors when considering these components and the overall report.

The Oversight Report
15 March 2006

Page 2 of 17

Financial Governance in Practice – COUNCIL OVERSIGHT



What is the oversight report?

The oversight report is the final major step in the annual reporting process of a municipality. Section 129 of the MFMA requires the council to consider the annual reports of its municipality and municipal entities and to adopt an "oversight report" containing the council's comments on each annual report.

The oversight report must include a statement whether the council:

- has approved the annual report, with or without reservations;
- has rejected the annual report; or
- has referred the annual report back for revision of those components that can be revised.

The oversight report is thus clearly distinguished from the annual report. The annual report is submitted to the council by the accounting officer and the mayor and is part of the process for discharging accountability by the executive and administration for their performance in achieving the goals set by council. **The oversight report is a report of the municipal council** and follows consideration and consultation on the annual report by the council itself. Thus the full accountability cycle is completed and the separation of powers is preserved to promote effective governance and accountability.

Annexure A sets out a recommended structure for an oversight report and draft resolutions to adopt the report.

Managing the process and forming committees

The processes for council oversight of the IDP, budget, annual report and preparing an oversight report may be complex for many councils, in particular where resources to support the functioning of the council are limited. For example, reviewing an annual report within full council meetings may not be practicable and may restrict the effectiveness of the analysis and discussions. Thus councils need to establish appropriate mechanisms to enable all councillors and the public to fully digest and discuss the annual report contents.

Once the annual report is tabled the council effectively has two months in which to consider the report, invite public submissions and to finalise its oversight report. Given there are a number of steps and many stakeholders the review can be made more manageable if a committee process is established breaking it down into more easily managed parts.

It is recommended that councils consider the establishment of an **oversight committee** under sections 33 and 79 of the Municipal Structures Act 1998. This committee and, if needed, sub-committees could be responsible for the detailed analysis and review of the *annual report* and then drafting an *oversight report* that may be taken to full council for discussion. Such a committee may receive and review representations made by the public and also seek inputs from other councillors and council portfolio committees.

The oversight committee should be made up of only non-executive councillors and representatives of the community and can be formed each year to deal with the annual report. Municipal officials cannot be members of an oversight committee as this would pose a conflict of interest. Assistance from the municipality's Audit Committee in the review process is also recommended as a major source of independent specialist advice.

All meetings of Council and the oversight committee at which an annual report is considered must be open to the public and a reasonable time must be allowed for discussion of any written submissions received and for members of the community and organs of state to address the meetings. Representatives of the Auditor-General are entitled to attend and to speak at any meetings held to discuss the annual report. Timely notice of meetings should be given to enable representations to be made. Making representations to the oversight committee should not necessarily preclude

representations by the same individuals to the full council as this promotes transparency in the process.

At the same time that the committee is analysing the report in detail, other councillors should also be conducting their own review of the report. This can include discussions with constituents, ward committees and ward representatives to encourage inputs and comments and to prepare for the full council meeting that considers the annual report and oversight report.

Questions raised with the administration by council or the committee may be taken on notice by the accounting officer and responses subsequently provided to the committee process. Ideally however, questions should be responded to immediately during the committee meetings to avoid delays. The top management team may assist the accounting officer if needed. If the executive or the accounting officer and administration are unable to respond immediately to questions raised at committee or council meetings, then the committee or council may rightfully conclude that the executive and administration have not performed satisfactorily and may not understand the report that they have tabled.

When enquiring on matters in the annual reports from municipal entities, issues of commercial confidence may arise. In such cases the council should make a judgement as to whether the information is essential to determine a conclusion on the annual report and whether it may be necessary to meet in private. Such a step must be taken with caution in order not to weaken the democratic and transparency objectives of the annual reporting process.

Municipalities should take into account all costs of the various mechanisms (oversight committee and other meetings) for reviewing the annual report and preparing an oversight report. The cost needs to be balanced against the need for transparency, good governance practice and accountability, the capacity of the municipality and the need for an effective process within the time allowed.

Timing considerations

Annexure B provides the key steps in the annual reporting process as required by the MFMA. Note that no later than two months from the date of tabling, council must consider the annual report and adopt an oversight report. Also the annual report must be made public immediately after it is tabled and the public invited to submit representations. To assist with this process a municipal finance management "calendar" will be published in the near future.

Councils are encouraged to effectively use the time permitted under the MFMA (two months from when report tabled) for consideration in order to achieve a quality and acceptable annual report and strive for approval of a report that meets the provisions of the MFMA and MSA. Municipalities are encouraged to review the report immediately upon it being tabled so that steps to obtain additional information and amendments can be taken to facilitate completion of the oversight report within the timetable provided. The process for consideration may involve an initial review and analysis that seeks inputs from the community, Audit Committee and the administration, to be followed by a further review of the report, additional information and representations received. When any additional information is required the administration should promptly provide this.

The MFMA provides that if all the components of the annual report are not completed on time, then those components that are available must be tabled and considered and a written explanation be submitted to council as to why components are delayed and when they will be tabled. In such cases an oversight report may be completed and the report approved, but this should be with reservations or referred back for completion when the missing components are tabled, no more than two months later. In any case the components that have been tabled must be published and open for public representations and, where required, the oversight report amended when the remaining components are tabled.

Understanding the annual report and determining conclusions

A mechanism that facilitates better understanding of the annual report by **all** councillors is essential, as the MFMA requires that **Council, and not the executive or administration**, comment on the annual report and arrive at a decision.

To facilitate consideration of the annual report in its entirety the council should obtain the views of the Audit Committee, which is charged with providing council with, among other matters as prescribed, an authoritative and credible view of the financial position of the municipality or entity, its efficiency and effectiveness, performance management and the level of compliance with the MFMA, Division of Revenue Act (DORA) and other relevant legislation.

In order to approve the annual report without reservations, Council should be able to agree that the information contained in the report is a fair and reasonable record of the performance of the municipality and properly accounts for the actions of the municipality in the financial year reported upon. Approval means that the executive and administration have discharged in full, their accountability for decisions and actions and that their performance meets the criteria set by performance objectives and measures and is also acceptable to the community.

Should the Council have reservations on any matter in the report then these reservations should be outlined in the oversight report and the executive and administration should address these as determined by council.

A conclusion that the report is approved without reservations is the preferred outcome from the process. However, this conclusion should not be an outcome of only cursory examination of the report but should be as a result of a rigorous analysis by councillors with inputs from the public and other stakeholders.

Although the accounting officer is required to attend all meetings where the report is discussed to respond to questions, it is incumbent on **all councillors** to fully understand the report in order to identify matters that may require further information from the accounting officer.

Staff performance bonuses

To promote continuous improvement in the performance of the municipality and entities, it is strongly recommended that council reward performance in a manner that is commensurate with achievement of policy outcomes. Therefore, the payment of performance bonuses should be measurable with the extent of outcomes achieved. In some instances, performance bonuses were paid even though performance could not be measured. If the level of acceptance cannot be achieved then it follows that the performance of the administration has not met the objectives approved in the IDP, Budget and Service Delivery and Budget Implementation Plans. Where reservations exist, the seriousness of such should be taken into account before considering any part-payment of bonuses.

Municipal Entities

Where municipalities have one or more municipal entities, separate annual reports from the municipality and each of the entities will be tabled in council. Only the annual financial statements will be consolidated in the municipality report. Although each of the annual reports is to be considered by council it would be impractical to complete multiple oversight reports. It is recommended that council adopt one oversight report that provides comments on each of the annual reports. In this way council is able to reinforce the important linkages between the municipality and its entities, their close interrelationship in the provision of services and that performance of the municipality is an outcome of performance by the municipal administration and all the entities.

Conclusion

Municipalities and municipal entities are required to table in council by 31 January an annual report for the previous financial year. Councils must consider the reports and adopt an oversight report by 31 March. This circular outlines the importance of the annual report in ensuring effective democratic and accountable local government and provides guidance on the manner in which the reports should be considered.

The MFMA provides that the National Treasury may issue guidelines on the manner of consideration of annual reports and the functioning and composition of any public accounts or oversight committee. Until such guidelines are issued, councils and boards of entities are encouraged to consider and implement this circular.

The challenge facing councillors is to utilise their strategic plans, budget documents and annual reports to improve oversight and to hold municipal departments and entities and the executive to account for their performance.

Further enquiries on this circular may be directed to the MFMA helpline email address below.

Abbreviations

AFS	Annual Financial Statements
MFMA	Municipal Finance Management Act, No. 56, 2003
MSA	Municipal Systems Act, No. 32, 2000
SDBIP	Service Delivery and Budget Implementation Plans (s 53 MFMA)
DORA	Division of Revenue Act for the relevant budget year.
IDP	Integrated Development Plan

Other information relating to annual reporting for municipalities may be found in:

- MFMA Circulars 11 and 18.
- Performance Management Guide for Municipalities, DPLG, 2001.
www.dplg.gov.za – go to “documents” then “general publications”
- Introductory Guide to MFMA, Updated Edition – August 2004.
- On SDBIP, refer to MFMA Circulars 13 and 19.

Contact



National Treasury

Private Bag X115, Pretoria 0001

Phone

012 315 5850

Fax

012 315 5230

Email

mfma@treasury.gov.za

Website

[www.treasury.gov.za /mfma](http://www.treasury.gov.za/mfma)

T. Pillay
Chief Director: Local Government
15 March 2006

ANNEXURE A

Structure and Contents of the Oversight Report –

The Oversight Report should contain:

1. Title and reference to the year under review.
2. Resolutions and statement required by MFMA s129(1) (see recommended resolutions below).
3. Summaries of comments and conclusions on the annual report of the **municipality** referred to in the resolutions, including one or more of the following:
 - (i) Summary of reservations, if approved with reservations and actions to be taken by the executive and administration to resolve reservations.
 - (ii) Summary of components required to be revised, if referred back for revision and actions to be taken by the executive and administration to provide revisions and the date for these to be submitted.
 - (iii) Summary of reasons for rejection of the report, if report is rejected and what other action should be taken by the executive and administration.
 - (iv) In cases where only components of the annual report are submitted by the mayor detail those components and restrict comments to this effect. Include a statement listing the outstanding components and estimated timeframe for these to be tabled and considered by council.
4. Summaries of comments and conclusions on the annual reports of **each municipal entity** referred to in the resolutions, including one or more of the following:
 - (i) Summary of reservations, if approved with reservations and actions to be taken by the executive and administration or the entity to resolve reservations.
 - (ii) Summary of components required to be revised, if referred back for revision and actions to be taken by the executive and administration or the entity to provide revisions and the date for these to be submitted.
 - (iii) Summary of reasons for rejection of the report, if report is rejected and what other action should be taken by the executive, administration and the entity.
 - (v) In cases where only components of the annual report are submitted by the chairman detail those components and restrict comments to this effect. Include a statement listing the outstanding components and estimated timeframe for these to be tabled and considered by the board of directors.
5. Annexures to the report should provide the following –
 - (i) Summary of the process followed in the review, including:
 - Copies of minutes of meetings of committee.
 - Summary of written representations submitted by the public, auditor-general and other spheres of government.
 - Responses to questions provided by the accounting officer.
 - (ii) Other information as may be needed to support the conclusions in the resolutions, for example, outcomes of large infrastructure / capital projects and programmes.

Resolutions and Statement

The statement required in the oversight report by section 129(1) of MFMA, should be in the form of a council resolution to record both the adoption of the oversight report and the comments of council on the report.

The resolutions should, as a minimum, state:

Council resolves that:

1. The Council having fully considered the annual report of the municipality and representations thereon, adopts the oversight report; and
2. *(insert one of the following as appropriate)*
 - Council approves the annual report without reservations; or
 - Council approves the annual report with reservations as included in the comments in the oversight report pages xx to xx; or
 - Council refers the annual report back for revisions of the components listed on pages xx to xx of the oversight report; or
 - Council rejects the annual report of the municipality for the reasons summarised in pages xx to xx of the oversight report.
3. *(Where further action or revisions are required in the resolutions):* Council requests the Mayor (Executive Mayor) to report to Council on the actions required as a result of these resolutions by <date to return to Council>.

Where the annual reports of municipal entities are also considered additional resolutions should be adopted to refer to the municipal entities –

Council resolves that :

1. The Council having fully considered the annual report of the municipal entity <name> and representations thereon, adopts the oversight report; and
2. *(insert one of the following as appropriate)*
 - Council approves the annual report without reservations; or
 - Council approves the annual report with reservations as included in the comments in the oversight report pages xx to xx; or
 - Council refers the annual report back for revisions of the components listed on pages xx to xx of the oversight report; or
 - Council rejects the annual report of the municipal entity <name> for the reasons summarised in pages xx to xx of the oversight report.
3. *(Where further action or revisions are required in the resolutions):* Council requests the municipal entity to report to Council on the actions required as a result of these resolutions by <date to return to Council>.

ANNEXURE B

Steps in the Annual Reporting processes

The following outlines the major steps in the annual reporting process indicating responsibilities and dates prescribed in the MFMA and MSA.

Prescribed Dates	Actions	MFMA (MSA)	Responsibility of
31 August	Submit municipality's AFS to Auditor-General	S126(1)(a)	Municipal Manager
31 August	Submit municipal entity AFS to parent municipality and to Auditor-General	S126(2)	Municipal Entity Accounting Officer
30 September	Submit consolidated AFS to Auditor-General (municipalities and entities)	S126(1)(b)	Municipal Manager
31 October and quarterly thereafter	Auditor-General submits to Parliament and the provincial legislature names of any municipalities, which have failed or continue to fail to submit AFS.	S133(2)	Auditor-General
Within three months of receiving AFS (30 November or 31 December)	Audit report returned to Municipal Manager	S126(3)	Auditor-General
On receipt of audit report	Municipality must address any issues raised by the Auditor-General and prepare action plans to address issues and include these in annual report. Provide copy of report to Audit Committee.	S131(1)	Municipal Manager. Mayor must ensure compliance by municipality
31 December	Entity submits annual report to Municipal Manager	S127(1)	Municipal Entity Accounting Officer
31 January	Annual Reports of municipality and entities tabled in Council	S127(2)	Mayor
Immediately after annual report is tabled	Annual report made public and local community invited to submit representations	S127(5)(a) (MSA) - S21A and B	Municipal Manager
Immediately after annual report is tabled	Annual report submitted to Auditor-General, relevant provincial treasury and provincial department responsible for local government in the province.	S127(5)(b)	Municipal Manager
When meetings held to discuss the annual report	Attend meetings to respond to questions concerning the report	S129(2)(a)	Accounting Officer of municipality and entity
Following meetings to discuss the annual report	Submit copies of minutes of the meetings to the Auditor-General, provincial treasury and provincial department responsible for local government	S129(2)(b)	Accounting Officer of municipality and entity
Within two months of report being tabled (31 March)	Council to have considered the annual report and adopted an oversight report	S129(1)	Council
Within seven days of adoption of oversight report	Make public the oversight report	S129(3) S21A-MSA	Accounting Officer
Within seven days of adoption of oversight report	Submit to the provincial legislature, the annual report of municipality and entities and the oversight reports on those annual reports.	S132(1) & (2)	Accounting Officer
As necessary	Monitor compliance with submission of reports to provincial legislature	S132(3)	MEC for local government in the province
Within 60 days of receiving annual reports	Report to provincial legislature any omissions by municipalities in addressing issues raised by the Auditor-General.	S131(2)	MEC for local government in the province
Annually	Report to Parliament on actions taken by MEC's for local government to address issues raised by Auditor-General on municipal and entity AFS	S134	Cabinet member responsible for local government
Notes:			
<ul style="list-style-type: none"> ▪ MFMA section 133 provides for consequences of non-compliance with provisions relating to the submission of AFS and tabling of annual reports. ▪ All dates shown are the latest permissible in terms of the applicable legislation, earlier compliance is preferable. 			

ANNEXURE C

Checklist for considering the annual report

The MFMA provides that the purpose of the annual report of a municipality or a municipal entity for each financial year is:

- to provide a record of activities;
- to provide a report on performance against the budget; and
- to promote accountability to the local community for decisions made throughout the year.

The MSA provides that an annual *performance report* must be prepared for each financial year to report on the performance of the municipality and each external service provider, compared with targets set for performance.

The annual report requirements are provided in Chapter 12 of the MFMA, sections 45 and 46 of the MSA and the annual Division of Revenue Act.

The following checklist summarises what must be included in the annual report and is designed to support and guide councillors and officials. It should be noted however, that this list is not exhaustive and from time to time other information requirements may be prescribed. Consideration must also be given to specific circumstances and conditions in which other questions may be appropriate. Councillors and officials are encouraged to make suggestions to enhance this checklist and send these to the National Treasury.

Council should verify that the required information is contained in the annual report and then consider the relevance and accuracy of information accordingly. The checklist provides guidance on how matters could be considered.

The oversight committee and the full council may use this checklist as a means to organise the report and to manage requests for additional information. The questions suggested may be used by all councillors to gain clarification on contents of reports and also to verify compliance with the MFMA and MSA. Responses to many of these questions should be provided by the accounting officer of the municipality and/or municipal entities.

Note that the views of the Audit Committee and the findings of the Auditor-General are primary sources of information to assist council in determining a decision on the annual report.

Information required to be included in annual reports	Council Considerations and Questions
<i>Financial Matters</i>	<i>Financial reporting matters to be considered</i>
The annual financial statements (AFS) for the municipality and, if applicable, consolidated statements (with all entities) as submitted to the Auditor-General	Where the municipality has sole or effective control of a municipal entity, consolidated financial statements are required. The AFS are to be in the form as required by the applicable accounting standards. MFMA Circular 18 with annexures, 23 June 2005, provides guidelines on the new accounting standards for municipalities. <i>Have the required standards been met – refer audit report and report of audit committee for views on this?</i>
	The above applies also to the AFS of municipal entities.
The Auditor-General's reports on the financial statements of the municipality and the entities	<i>Is the audit report included in the annual report as tabled? If not, when will the audit report be tabled? What are causes of the delays? What actions are being taken to expedite the report?</i>
	The above applies also to the AFS of municipal entities.
Any explanations that may be necessary to clarify issues in connection with the financial statements	The accounting standards require that notes accompany the statements to provide explanations of issues and matters reported. Refer also points below on information in notes to AFS. <i>Taking into consideration the audit report and the audit committee comments, is sufficient explanation of financial issues contained in the notes to the statements?</i>
	The above applies also to the AFS of municipal entities.
An assessment by the accounting officer on any arrears on municipal taxes and service charges, including municipal entities	<i>Has an adequate assessment been included? Is there sufficient explanation of the causes of the arrears and of actions to be taken to remedy the situation? Is any other action required to be taken?</i>
	The above applies also to the AFS of municipal entities.
Particulars of any corrective action taken or to be taken in response to issues raised in the audit reports	The conclusions of the annual audit may be either – <ul style="list-style-type: none"> ▪ an unqualified audit opinion with or without management issues, which means that the financial statements are acceptable; ▪ a qualified audit opinion setting out reasons for qualification, which means that certain issues need to be addressed before an unqualified opinion can be achieved; or ▪ the auditor will disclaim the statements and not offer an opinion. In this case there may be serious financial issues to be addressed. The objective of the municipality should be to achieve an unqualified audit opinion. <i>Taking into account the audit report, audit opinion and the views of the audit committee, council should consider:</i> <ul style="list-style-type: none"> ▪ <i>To what extent does the report indicate serious or minor financial issues?</i> ▪ <i>To what extent are the same issues repeated from previous audits?</i> ▪ <i>Is the action proposed considered to be adequate to effectively address the issues raised in the audit report?</i> ▪ <i>Has a schedule of action to be taken been included in the annual report, with appropriate due dates?</i> <p>Note that actions taken on audit issues are to be reported to the provincial legislature, the MECs for local government and finance to report on any omissions by municipalities in addressing issues. Council should confirm that the audit report has been forwarded to the MECs.</p>
	The above applies also to the AFS of municipal entities.

An assessment by the municipality's accounting officer of the municipality's performance against measurable performance objectives for revenue collection from each revenue source and for each vote in the approved budget	The budget of the municipality must contain measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the IDP (MFMA s17(3)(b)). The accounting officer must include these objectives in the annual report and report on performance accordingly. <i>Has the performance met the expectations of council and the community?</i> <i>Have the objectives been met?</i> <i>What explanations have been provided for any non-achievement?</i> <i>What was the impact on the service delivery and expenditure objectives in the budget?</i> Council should comment and draw conclusions on performance and explanations provided.
An assessment by the municipal entity's accounting officer of the entity's performance against any measurable performance objectives set in terms of the service delivery agreement or other agreement between the entity and the municipality	Agreements between the municipality and its entities for service delivery are to include measurable performance objectives. This will include measures of services delivered to the community, financial targets, expenditure targets etc. The entity's annual report must include an assessment by the accounting officer, of performance against these objectives. In order to show the linkage between the entity and the municipality, the report of the municipality should also include the performance of entities. <i>Has the performance met the expectations of council and the community?</i> <i>Have the performance objectives been met?</i> <i>What explanations have been provided for any non-achievement?</i> <i>What was the impact on the service delivery and expenditure objectives in the budget?</i> Council should comment and draw conclusions on performance and explanations provided.
Any information as determined by the municipality, the entity or its parent municipality	Review any other information that has been included in regard to the AFS.
	The above applies also to the AFS of municipal entities.
Recommendations of the audit committee in relation to the AFS and audit reports of the municipality and its entities	<i>Have the recommendations of the audit committee in regard to the AFS been adequately addressed by the municipality and/or the entity?</i> <i>What actions need to be taken in terms of these recommendations?</i> Conclusions on these recommendations and the actions required should be incorporated in the oversight report.

Allocations received and made	Considerations
Allocations received by <u>and</u> made to the municipality	The report should disclose: <ul style="list-style-type: none"> ▪ Details of allocations received from another organ of state in the national or provincial sphere. ▪ Details of allocations received from a municipal, entity or another municipality. ▪ Details of allocations made to any other organ of state, another municipality or a municipal entity. ▪ Any other allocation made to the municipality under Section 214(1)(c) of the Constitution. <i>Have these allocations been received and made?</i> <i>Does the audit report confirm the correctness of the allocations received in terms of DORA and provincial budgets?</i> <i>Does the audit report or the audit committee recommend any action?</i> Council should comment and draw conclusions on information and explanations provided.

Allocations received by <u>and</u> made to the municipal entity	The report should disclose: <ul style="list-style-type: none"> ▪ Details of allocations received from any municipality or other organ of state. ▪ Details of any allocations made to a municipality or other organ of state. ▪ Other information as may be prescribed. <i>Have these allocations been received and made?</i> <i>Does the audit report confirm the correctness of the allocations received in terms of DORA and provincial budgets?</i> <i>Does the audit report or the audit committee recommend any action?</i> Council should comment and draw conclusions on information and explanations provided.
Information in relation to the use of allocations received	Section 123 of the MFMA and MFMA guidance circular 11, require that the municipality provide information per allocation received per vote and include: <ul style="list-style-type: none"> ▪ The current year and details of spending on all previous conditional grants, for the previous two financial years. Information is to be provided per vote. (For example, municipalities must report on all transfers received from provincial housing departments for housing subsidy grants for three financial years, and indicate how such funds were spent, and for what projects. ▪ Information stating whether the municipality has complied with the conditions of the grants, allocations in terms of section 214(1)(c) of the Constitution and allocations received from other than another organ of state. Where there is non-compliance, details of the reasons for non-compliance are to be provided. ▪ Information on whether allocations under the DORA were delayed or withheld and the reasons advanced for this. This information is required on all allocations excluding the municipality's portion of the equitable share and where prescribed otherwise by the nature of the allocation. The Auditor-General will ensure that the audit process includes a proper assessment (and reconciliation) on all national grants received by a municipality. Council should consider this aspect of the audit report and comments by the audit committee on the use of allocations received. <i>Council should be satisfied that –</i> <ul style="list-style-type: none"> ▪ <i>the information has been properly disclosed;</i> ▪ <i>conditions of allocations have been met; and</i> ▪ <i>that any explanations provided are acceptable.</i> The comments of the Auditor-General and the views of the audit committee should be used to determine the accuracy and appropriateness of this information.
Information in relation to outstanding debtors and creditors of the municipality and entities	Municipalities and entities are reminded of the requirement to include, in their annual financial statements, amounts owed to them and persistently delayed beyond 30 days, by national or provincial departments and public entities. It is also a requirement to report on whether the municipality or entity has met its statutory commitments, including the payment of taxes, audit fees, and contributions for pension and medical aid funds. <i>Council should be satisfied that –</i> <ul style="list-style-type: none"> ▪ <i>the information has been properly disclosed;</i> ▪ <i>conditions of allocations have been met; and</i> ▪ <i>also that any explanations provided are acceptable.</i> The comments of the Auditor-General and the views of the audit committee should be used to determine the accuracy and appropriateness of this information.

Disclosures in notes to AFS	Considerations relating to section 124
Information relating to benefits paid by municipality and entity to councillors, directors and officials	<p>Information on the following items is to be included in the notes to the annual report and AFS:</p> <ul style="list-style-type: none"> salaries, allowances and benefits of political office bearers, councillors and boards of directors, whether financial or in kind; any arrears owed by individual councillors to the municipality or entity for rates and services, which at any time were outstanding for more than 90 days, including the names of councillors; salaries allowances and benefits of the municipal manager, CEO of a municipal entity, CFO and every senior manager; contributions for pensions and medical aid; travel, motor car, accommodation, subsistence and other allowances; housing benefits and allowances; overtime payments; loans and advances, and; any other type of benefit or allowance related to staff. <p>Council should be satisfied that –</p> <ul style="list-style-type: none"> the information has been properly disclosed; conditions of allocations have been met; and that any explanations provided are acceptable. <p>The comments of the Auditor-General and the views of the audit committee should be used to determine the accuracy and appropriateness of this information.</p>

Municipal Performance	Considerations
The annual performance reports of the municipality and entities	<p>Section 46, MSA requires municipalities to submit a performance report reflecting the performance of the municipality and each service provider, a comparison of the performance with targets set for the previous year and measures taken to improve performance. The report must form part of the annual report. Questions that may be considered are –</p> <p><i>Has the performance report been included in the annual report?</i> <i>Have all the performance targets set in the budgets, SDBIP, service agreements etc, been included in the report?</i> <i>Does the performance evaluation in the annual report compare actual performance with targets expressed in the budgets and SDBIP approved for the financial year?</i> <i>In terms of key functions or services, how has each performed? Eg. have backlogs for water, sanitation and electricity been reduced? What are the refuse collection volumes, library usage statistics etc?</i> <i>To what extent has performance achieved targets set by council?</i> <i>Is the council satisfied with the performance levels achieved?</i> <i>Is the community satisfied with performance? Has a customer satisfaction survey been undertaken and, if so, how do the results align with the annual report contents? What were the outcomes of public consultation and public hearings?</i> <i>What actions have been taken and planned to improve performance?</i> <i>Is the council satisfied with actions to improve performance?</i> <i>Did the targets set in the budgets, SDBIP agree with the targets set in the performance contracts of the municipal manager and each senior manager?</i> <i>Does the report evaluate the efficiency of mechanisms applied to deliver the performance outcomes?</i> <i>Taking into account the audit report and opinion and the views of the audit committee, is performance considered to be efficient and effective?</i> <i>To what extent have actions planned for the previous year been carried over to the financial year reported upon?</i> <i>Have any actions planned in the reported year been carried over to the current or future years? If so are any explanations been provided by the municipal manager and are these satisfactory?</i></p>

	Council should comment and draw conclusions on information and explanations provided.
Audit reports on performance	<p>Section 45, MSA requires that the Auditor-General must audit the results of performance measurements, as part of the internal auditing processes and annually.</p> <p><i>Have the recommendations of internal audit been acted on during the financial year?</i> <i>Have recommendations by internal audit and/or the auditor-general been included in action plans to improve performance in the following year?</i></p>
Performance of municipal entities and municipal service providers	<p>The annual report of the municipality should provide an assessment of the performance of the municipal entities and all contracted service providers. This is in addition to the separate annual reports of the entities.</p> <p>The report should evaluate the effectiveness of these services and whether alternative mechanisms should be considered.</p> <p><i>Is the council satisfied with the evaluation and conclusions of the municipality?</i> <i>What other actions are considered necessary to be taken by the accounting officers?</i></p>
For municipal entities – an assessment of the entity's performance against any measurable performance objectives set in terms of the service delivery agreement or other agreement between the entity and municipality	<p>This is the separate report of the municipal entity and should contain details of service delivery agreements with the municipality and the performance measures therein.</p> <p>Council should consider similar issues to that outlined above for municipal performance to determine a view on the performance of municipal entities.</p> <p><i>To what extent were the objectives and performance measures of the entity aligned to the overall strategic objectives of the municipality and its IDP?</i> <i>Is the report of the municipal entity consistent with the conclusions on performance evaluation by the municipality?</i> <i>What specific actions should be taken by the entity and the municipality to improve performance?</i></p>

General information	The following general information is required to be disclosed in the annual report.
Relevant information on municipal entities	The municipality should disclose all information relating to the municipal entities under the sole or effective control of the municipality. Information to be disclosed includes names and types of entities, members of the board, addresses and contact details for entities, the purpose of the entity, the functions and services provided, the type and term of service level agreements with the entities.
The use of any donor funding support	<p><i>What donor funding has the municipality received?</i> <i>Have the purposes and the management agreements for the funding been properly agreed upon?</i> <i>Have the funds been used in accordance with agreements?</i> <i>Have the objectives been achieved?</i> <i>Has the use of funds been effective in improving services to the community?</i> <i>What actions need to be taken to improve utilisation of the funds?</i></p>
Agreements, contracts and projects under Private-Public-Partnerships	Information similar to the details of municipal entities should be provided. Council should ensure that all details have been supplied.
Service delivery performance on key services provided	<p>This may be a high level summary, in addition to detailed information on performance, which sets out overall performance under the strategic objectives of the municipality.</p> <p>Overall results on the strategic functions and services should be summarised.</p> <p>This should cover all services whether provided by the municipality,</p>

	<p>entities or external mechanisms.</p> <p>Council may draw conclusions on the overall performance of the municipality.</p> <p>This information may be found in an executive summary section of the annual report and or in statistical tables.</p>
Information on long-term contracts	<p>Details of all long-term contracts including levels of liability to the municipality should be included. Council should ensure all information is correctly supplied.</p>
Information technology and systems purchases and the effectiveness of these systems in the delivery of services and for ensuring compliance with statutory obligations	<p>Details of significant IT activities should be outlined indicating the effectiveness of the IT projects and the quality of IT services.</p> <p>Council should consider how effectively the IT services support and facilitate performance of the municipality and whether value for money has been obtained.</p> <p>Details of any future IT proposals should be summarised.</p> <p>Council should comment and draw conclusions on the information provided.</p>
Three year capital plan for addressing infrastructure backlogs in terms of the Municipal Infrastructure Grant (MIG) framework	<p>A summary of the long-term capital plans and how these address the backlogs of services in the municipality should be provided.</p> <p>This should include details of types and scale of backlogs, projected cost implications, strategies to address the backlogs and plans proposed and/or approved.</p> <p>The summary here should cross reference to the performance reports in the annual report and also will be highlighted in the coming budgets.</p> <p>Council should consider whether the plans appropriately address the backlogs and are consistent with the strategic policy directions of council and needs of the community.</p>
Other considerations recommended	
Timing of reports	<p><i>Was the report tabled in the time prescribed?</i></p> <p><i>Has a schedule for consideration of the report been adopted?</i></p>
Oversight committee or other mechanism	<p><i>What mechanisms have been put in place to prepare the oversight report?</i></p> <p><i>Has a schedule for its completion and tabling been adopted?</i></p>
Payment of performance bonuses to municipal officials	<p>Refer to Section 57 MSA as amended. Bonuses based on performance may be awarded to a municipal manager or a manager directly accountable to the municipal manager after the end of the financial year and only after an evaluation of performance and approval of such evaluation by the municipal council. Preferably such evaluation should be considered along with the annual report. The basis upon which performance is evaluated for payment of bonuses should be reconciled with the municipal performance reported in the annual report.</p> <p><i>Have bonuses been paid based on achievements of agreed outputs and after consideration of the annual report by council?</i></p> <p><i>If so has a proper evaluation of performance been undertaken?</i></p> <p><i>Was the evaluation approved by council?</i></p> <p><i>Does the performance evaluation align and reconcile with the performance reported in the annual report? If not, what reasons have been given for non-reporting of the basis of evaluation in the annual report?</i></p> <p><i>Are the payments justified in terms of performance reported in the annual report?</i></p> <p>Conclusions and comments on the evaluation and payment of performance bonuses of council should be included in the oversight report.</p>



ANNEXURE C

MINUTES OF A MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) MEETING HELD IN THE BANQUETING HALL, MALMESBURY ON FRIDAY, 11 MARCH 2022 AT 09:00

Present:

Cllr E C O'Kennedy (Chairperson)
Cllr A M Booysen
Cllr C Daniels
Cllr R J Jooste
Cllr I S le Minnie
Cllr D C Pypers
Cllr P E Soldaka
Cllr A A Duda (joined later)

Officials:

Municipal Manager, Mr J J Scholtz
Director: Financial Services, Mr M Bolton
Director: Corporate Services, Ms M S Terblanche
Director: Development Services, Ms J S Krieger
Director: Protection Services, Mr P A C Humphreys
Director: Electrical Engineering Services, Mr R du Toit
Director: Civil Engineering Services, Mr L D Zikmann
Snr Manager: Internal Audit, Mr P le Roux
Snr Manager: Strategic Services, Ms O Fransman
Strategic Services, Mr L Fourie
Manager: Secretariat and Records Services, Ms N Brand

1. OPENING

The Chairperson, Cllr E C O'Kennedy, welcomed MPAC-members and officials and requested Alderlady Van Zyl to open the meeting with prayer.

2. APOLOGIES

No apology was received.

3. DEPUTATIONS/STATEMENTS AND COMMUNICATIONS/PRESENTATIONS

4. MINUTES

4.1 MINUTES OF A MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE HELD ON 25 JANUARY 2022

RESOLVED

(proposed by Cllr C Daniels, seconded by Cllr I S le Minnie)

That the minutes of a meeting of the Municipal Public Accounts Committee held on 25 January 2022 be approved.

5./...

5. MATTERS ARISING FROM THE MINUTES

None.

6. MATTERS FOR DISCUSSION

6.1 BRIEFING BY AUDITOR GENERAL: SWARTLAND MUNICIPALITY AUDIT OUTCOMES 2020-21

The chairperson welcomed, Ms Kalthiemah Abrahams, from the Office of the Auditor General (AG). Ms Abrahams stated that the purpose of the presentation is to equip the members of the MPAC to perform their oversight function.

Ms Abrahams commended the Municipality on preparing the annual financial statements under difficult circumstances caused by the Covid-19 pandemic and on achieving a clean audit.

Ms Abrahams emphasised the emerging risks, amongst others, GRAP pronouncements, local content and accounting for availability charges. Furthermore the irregular, unauthorized and fruitless and wasteful expenditure were explained and discussed.

Cllr Daniels mentioned that during the SALGA induction program the impression was created that when corruption is exposed by the AG, no further investigation is done. Ms Abrahams answered that legislative processes exists for the Accounting Officer to report the corruption to the relevant authorities. The AG will, according to the new mandate, mentioned the fraud in the audit letter to be followed up during the next audit to evaluate the appropriate steps taken in order to ensure consequence management.

A discussion followed on the circular by the National Treasury instructing municipalities to stop calling for tenders. This created a risk that municipalities will not be in a position to spend 95% of the capital budget and cannot be penalised due to circular by National Treasury on which various opposed legal opinions exists.

Ms Abrahams confirmed that the AG and National Treasury are in discussions and a formal communication will be send to municipalities regarding the view of the AG on the matter and how spending on the capital budget will be treated during the next audit.

The Director: Financial Services, Mr M A C Bolton, confirmed that the support from Provincial Treasury, National Treasury and the Accounting Standard Board in respect of accounting for availability charged are very poor. Swartland Municipality provided the Provincial Treasury with a position paper on the matter in order to get clarity.

The Director: Financial Services further confirmed that the Municipal Manager applied for exemption of the requirements stated in the Act, with reference to the National Treasury's circular requesting the discontinuing of the tender process. The Municipality is therefore trying to continue with capital expenditure in order to reach the required target.

Mr de Jager, with reference to fraud exposure, requested the members of the MPAC to familiarised themselves with the content of the combined assurance model as the latter is the safeguard that Council must rely upon if fraud was detected.

RESOLUTION

That the following key recommendation to Council by the Office of the Auditor General be noted in order for the MPAC to fulfil its oversight role:

(a)/...

6.1/...

- (a) Hold the executive authorities accountable for weakness identified in the control environment;
- (b) Follow up on the actions taken against the official(s) responsible for transgressions;
- (c) Obtain reports on investigations into transgressions and irregularities conducted and affecting the entity;
- (d) Follow up on annually and previous commitments made by the accounting officer;
- (e) Determine whether corrective steps are being taken to address the shortcomings in the internal control environment.

6.2 MPAC WORK PROGRAM

The Municipal Manager confirmed that the MPAC was previously established by means of a circular from National Treasury. The Local Government: Municipal Structures Amendment Act (Act 3 of 2021) effective from 1 November 2021 changed the responsibilities of the MPAC, which is now established by law.

Therefore, a terms of reference was developed for the MPAC, as well as a work program that will be tabled to Council at the end of March for adoption.

The Municipal Manager confirmed that the important dates and activities must be part of council's schedule and that the dates of the MPAC-meetings will be reconsidered in order to allow for more time to study the documents before the meeting.

RESOLUTION

That the draft MPAC Work Program be adopted for tabling to Council on 31 March 2022, together with the Terms of Reference of the MPAC as approved on 27 January 2022.

6.3 REPORT OF THE SWARTLAND MUNICIPALITY PERFORMANCE AND RISK AUDIT COMMITTEE FOR THE PERIOD 01 JULY 2021 TO 31 DECEMBER 2021

The Municipal Manager explained that the tabling of the report of the Swartland Municipality Performance and Risk Audit Committee is required by the new work program adopted by the MPAC. The purpose of tabling the report is for the MPAC to play on oversight role over the Performance and Risk Audit Committee. Mr Scholtz confirmed that the report will be tabled bi-annually to the MPAC.

COGNISANCE BE TAKEN of the report of the Swartland Municipality Performance and Risk Audit Committee for the period 1 July 2021 to 31 December 2021.

6.4 DRAFT OVERSIGHT REPORT

The chairperson requested the Municipal Manager, Mr J J Scholtz, to give an overview of the draft Oversight Report.

The Municipal Manager explained the timeframe in which the MPAC must make a recommendation to the Council on the final adoption of the 2020/2021 Annual Report, including the final Oversight Report.

The Municipal Manager referred to the comments received on the draft annual report, with reference to the audit opinion that Swartland Municipality received, namely a clean audit (unqualified with no material findings). Mr Scholtz accentuated that a clean administration entails a culture of effective teamwork, the right attitude and keeping staff accountable. Although officials do make mistakes, it is not on purpose – Mr Scholtz referred to the

6.4/...

unauthorised expenditure incurred by the Department Civil Engineering Services in asking separate tenders for the rehabilitation of different dumping sites.

The Municipal Manager also referred to the evaluation of annual performance that was done by an appointed panel on 10 September 2021 resulting in the Municipal Manager qualifying for a 14% performance bonus for the 2020/2021 financial year. Mr Scholtz explained the reason why a performance bonus is only applicable on the Municipal Manager as a decision was taken by Council to allow for the directors to get an increase equal to the rest of the personnel, but to comply with the upper limits legislation in terms of the Municipal Manager.

The Municipal Manager referred to the comments received by Provincial Treasury confirming that the Municipality is compliant with all relevant legislation, except that the unaudited annual report was not tabled to council at least two months after the end of the budget year. Mr Scholtz explained that MFMA Circular 63 is not a legislative requirement and why it is not possible to table the unaudited annual report to Council by 31 August, amongst others, that the annual financial statements is only submitted to the Auditor General by 31 August.

The chairperson allowed for comments by the chairperson of the Performance and Risk Audit Committee and the content of the draft oversight report is confirmed by Mr de Jager as correct.

The chairperson thanked Mr de Jager and the rest of the members of the Performance and Risk Audit Committee for their effort to add value to the operations of the Municipality.

RESOLUTION

(proposed by Ald M van Zyl, seconded by Cllr C Daniels)

It is recommended to Council on 31 March 2022-

- (a) That Council, having considered the 2020/2021 Annual Report of Swartland Municipality, adopts the Oversight Report in terms of section 129 of the Municipal Finance Management Act;
- (b) That the 2020/2021 Annual Report of Swartland Municipality be approved without reservations, in terms of section 129 of the MFMA;
- (c) That the minutes of the meetings where the Annual Report was discussed, in the presence of the accounting officer (Municipal Manager) be submitted to the Auditor-General, the Provincial Treasury and the Western Cape Department for Local Government as attached to the report, in terms of section 129(2) of the MFMA;
- (d) That the 2020/2021 Oversight Report of Swartland Municipality be made public in terms of Section 129(3) of the MFMA and be submitted to the Western Cape Legislature in terms of Section 132(2) of the MFMA;
- (e) That, in acceptance of the Oversight Report, the payment of a performance bonus be approved by Council as per paragraph 3.1.2.

(sgd) E C O'KENNEDY
CHAIRPERSON

Reference: PTR 13/5/2

The Municipal Manager
Swartland Municipality
Private Bag x52
MALMESBURY
7300

For attention: The Municipal Manager, Mr J Scholtz

PROVINCIAL TREASURY COMMENTS ON THE TABLED 2020/21 ANNUAL REPORT

Section 121(1) of the Municipal Finance Management Act (MFMA) (Act No. 56 of 2003) states that every municipality and every municipal entity must prepare an annual report for each financial year. The council of a municipality must within nine months after the end of the financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129.

MFMA sections 121(3) and (4) sets out the framework relating to the content of the annual reports for both municipalities and municipal entities. National Treasury has further introduced the new annual report template and MFMA Circular No. 63 on 26 September 2012. MFMA Circular 63 aims to provide guidance to municipalities and municipal entities on the Annual Report format and its contents.

The municipal council is obliged to consider any views of the local community; the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the Annual Report.

Provincial Treasury reminded all municipalities of these responsibilities in Treasury Circular No 1 of 2022 (25 January 2022).

1. LEGISLATIVE COMPLIANCE

1.1. Conformance

The conformance assessment highlights compliance by the **Swartland Municipality** with the MFMA and MFMA Circular 63 as follows:

- a) The Municipality submitted the draft 2020/21 Annual Report together with the Annual Financial Statements (AFS) to the Auditor General by the 31st of August 2021.
- b) The unaudited Annual report was not tabled before Council at least two months after the end of the budget year in accordance with MFMA Circular 63.
- c) The Annual Report was tabled before Council on 27 January 2022 which is within 7 months after the end of the financial year in accordance with MFMA section 127(2).
- d) The tabled Annual Report was placed on the website, in accordance with section 75 of the MFMA, i.e. within 5 days after being tabled in Council.
- e) The tabled Annual Report was made public, and the public was invited to comment on the Annual report on 01 February 2022 with a deadline of 02 March 2022.

1.2. Format of the Annual Report as per MFMA Circular 63

- a) The Annual Report is in the prescribed format in accordance with the Annual Report Template as per MFMA Circular 63 and all the relevant chapters are included.
- b) All appendices are included and/or explanatory notes pertaining to appendices' information are provided.
- c) The 2020/21 Certified Audited AFS has been included as Appendix U.

2. SERVICE DELIVERY PERFORMANCE

Strategic Objective	Number of applicable targets	Number of Targets Achieved	% achieved
SO 1: Improved quality of life for citizens	11	10	91%
SO 2: Inclusive economic growth	8	7	88%
SO 3: Quality and sustainable living environment	4	1	25%
SO 4: Caring, competent and responsive institutions, organisations and business	12	9	75%
SO 5: Sufficient, affordable and well-run services	13	13	100%
TOTAL	48	40	83%

- For the 2020/21 financial year, the Municipality measured a total of 48 applicable key performance indicators (inclusive of IDP and General Key Performance Indicators) (KPIs) of which 40 (83 per cent) were achieved.

- Where targets related to the key performance indicators for strategic goals have been missed, the Municipality has provided a note indicating reasons or how each one will be dealt with in future.
- It is noted that two of the KPIs will be removed i.e. KPI related to 3.8 'Council approval of budget and implementation for social facilities in terms of the project approval by DHS' is indicated to be removed due to budget constraints and KPI related to 3.9 'Social Housing Policy Completed' is indicated to be deleted in the May 2021 amendment of the IDP.

3. BROAD-BASED BLACK ECONOMIC EMPOWERMENT DISCLOSURES

The Municipality has disclosed information relating to B-BBEE Compliance Performance. This is found in section 3.1.2 in the tabled Annual Report.

Tables with respect to (a) Management Control, (b) Skills Development and (d) Socio-Economic Development (Zero indicated) have been populated, however no information is presented in table (c) Enterprise and Supplier Development. Information should also be inserted for this table in the final Annual Report.

4. AUDITOR GENERAL FINDINGS

The Municipality has for the 2020/21 financial year, achieved an Unqualified - Clean Audit Report from the Auditor General. This indicates that the AFS are free from material misstatements.

There are no material findings on the usefulness and reliability of the reported performance information for the selected objective in respect of Strategic Goal 5: *Sufficient, affordable and well-run services*.

The Municipality is commended for its efforts in attaining a clean audit opinion.

5. CONCLUSION AND RECOMMENDATIONS

The Municipality is compliant with the legislative requirements as per MFMA Sections 75, 121 and 127. The Report is also in alignment with the format as stipulated in MFMA Circular 63.

In conclusion, the Municipality is reminded of its responsibility to finalise and adopt the Annual Report and the Oversight Report by no later than two months from the date on which the annual report was tabled before council in terms of section 127 of the MFMA.

Kind regards



MR M BOOYSEN
DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE
DATE: 2 MARCH 2022

CC: Ms N Brand: Swartland Municipality (Manager: Secretariat and Records Services)



Munisipaliteit
Municipality
Umasipala

ANNEXURE E

MINUTES OF A MEETING OF THE SWARTLAND MUNICIPAL COUNCIL HELD IN THE TOWN HALL, MALMESBURY ON THURSDAY, 31 MARCH 2022 AT 10:00

NOTE: To be finalised after meeting.



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services
25 March 2022

5/1/4
WYK: Alle

ITEM 8.2 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 31 MAART 2022

**ONDERWERP: GOEDKEURING VAN DIE 2021/2022 SPESIALE AANSUIWERINGSBEDRYFS-
BEGROTING**

SUBJECT: APPROVAL OF THE 2021/2022 SPECIAL ADJUSTMENTS OPERATING BUDGET

1. BACKGROUND

The municipality received an additional grant allocation from the provincial government to establish a Law Enforcement Reaction Unit, of which the detail of the funding was not confirmed at the time of the January 2022 Adjustments process. The reason for this special adjustments budget is to allocate the funding of R2 214 000 to the Department of Protection Services as per the promulgated Provincial Gazette Extraordinary (No.8547).

1.2 SECTION 28 MUNICIPAL ADJUSTMENTS BUDGETS

(2) An adjustments budget-

- (a) must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the current year;
- (b) **may appropriate additional revenues that have become available** over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
- (c) may, within a prescribed framework, authorise unforeseeable and unavoidable expenditure recommended by the mayor of the municipality;
- (d) may authorise the utilisation of projected savings in one vote towards spending under another vote;
- (e) may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;
- (f) may correct any errors in the annual budget; and
- (g) may provide for any other expenditure within a prescribed framework.

2. HIGH-LEVEL DISCUSSION / MOTIVATION

The adjustments in respect of the Operating Budget for 2021/2022 will have no effect on the gross budgeted surplus of R55 906 750 including capital grants and development charges. The adjustments will also have no effect on the budgeted net surplus excluding capital grants and development charges of R7 879 504. **At this juncture it is appropriate to emphasize that the aforementioned net surplus of R7 879 504 is the more appropriate measurement of budgeted surpluses or deficits** from a budgeted cash flow perspective.

The below mentioned adjustments to the Operating Budget is the result of additional grant funding having been promulgated to establish a Law Enforcement Reaction Unit.

The adjustments to the 2021/2022 balance sheet budget are due to the adjustments to the operating budget.

2.1 OPERATING EXPENDITURE

An increase in expenditure of R2 214 000 due to the following:

1. Employee Related Costs – Wages, Salaries and Social Contributions increases by R1 661 495 for purposes of the appointment of 12 Law Enforcement Reaction Unit officials;
2. Contracted Services increases by R439 936 for purposes of providing for training needed for the Law Enforcement Reaction Unit officials;
3. Operational Costs increases by R112 569 mainly due to Protective clothing needed for the Law Enforcement Reaction Unit officials.

Note: The difference between the actual adjustment amounts listed above and the adjustment amounts in the B-schedule are because of virements within departments that now also forms part of the latest proposed adjusted budget.

2.2 OPERATING REVENUE

An increase in revenue of R2 214 000 due to the following:

1. Transfers Recognised – Operational increases by R2 214 000 due to the grant received for the establishment of a Law Enforcement Reaction Unit.

(See detail attached in Annexure A)

IMPORTANT NOTE: Council and other stakeholders must take note that the final revenue and expenditure figures as reported in the B- schedules to National and Provincial Treasury which form part of the budget documentation, will differ considerably from the figures mentioned in the table under recommendation (b), due to the fact that departmental charges are accounted for differently. The end result however in respect of the surplus remains unchanged.

RECOMMENDATIONS (as recommended by the by the Executive Mayoral Committee on 25 March 2022)

- (a) That it be noted that the Budget Steering Committee urgently convened to consider the explanations and motivations provided by the financial staff and responsible director as it relates to the adjustments;
- (b) That approval be granted to amend the high-level operating budget for 2021/2022 with no amendments to the outer years as follows:

	Original Budget 2021/22	Mid-Year Adj Budget 2021/22	Special Adj Budget 2021/22	Original Budget 2022/23	Original Budget 2023/24
Capital budget	166 435 729	166 040 448	166 040 448	132 744 732	136 678 848
Operating Expenditure	911 967 149	951 133 356	953 347 356	983 835 346	1 055 314 274
Operating Revenue	968 875 613	1 007 040 106	1 009 254 106	1 048 008 388	1 119 714 984
Budgeted (Surplus)/ Deficit	(56 908 464)	(55 906 750)	(55 906 750)	(64 173 042)	(64 400 709)
Less: Capital Grants, Donations & Development Charges	47 912 409	48 027 246	48 027 246	45 865 556	50 788 078
(Surplus)/ Deficit	(8 996 055)	(7 879 504)	(7 879 504)	(18 307 486)	(13 612 631)

- (c) That it be noted that the changes to the budget will have no impact on tariffs in respect of the 2021/2022 financial year or beyond and the budgeted net surplus of R7 879 504 will remain unchanged;
- (d) That the adjusted budget schedules as required by the Budget and Reporting Regulations be approved as set out in **(Annexure B: Budget Report and B-Schedules 2021/22 – 2023/24)**;
- (e) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (f) That the Service Delivery Budget Implementation Plan (SDBIP) where appropriate be amended accordingly.

AANBEVELINGS (soos aanbeveel deur die Uitvoerende Burgemeesterskomitee op 25 Maart 2022)

- (a) Dat kennis geneem word dat die Begrotingsbeheerkomitee dringend vergader het om die verduidelikings en motivering van die finansiële personeel en verantwoordelike direkteur te oorweeg gegewe die veranderinge;
- (b) Dat goedkeuring verleen word om die hoë-vlak bedryfsbegroting vir 2021/2022 as volg te wysig met geen veranderinge aan die buite jare nie;

	Oorspronklike Begroting 2021/22	Half-Jaarlikse Aansuiwerings begroting 2021/22	Spesiale Aansuiwerings begroting 2021/22	Oorspronklike Begroting 2022/23	Oorspronklike Begroting 2023/24
Kapitaalbegroting	166 435 729	166 040 448	166 040 448	132 744 732	136 678 848
Bedryfsuitgawes	911 967 149	951 133 356	953 347 356	983 835 346	1 055 314 274
Bedryfsinkomste	968 875 613	1 007 040 106	1 009 254 106	1 048 008 388	1 119 714 984
Begrote (Surplus)/ Tekort	(56 908 464)	(55 906 750)	(55 906 750)	(64 173 042)	(64 400 709)
Minus: Kapitaal Toekenings, Donasies & Ontwikkelingsbydraes	47 912 409	48 027 246	48 027 246	45 865 556	50 788 078
(Surplus)/ Tekort	(8 996 055)	(7 879 504)	(7 879 504)	(18 307 486)	(13 612 631)

- (c) Dat kennis geneem word dat die veranderinge in die begroting geen impak op tariewe het ten opsigte van die 2021/2022 finansiële jaar en dat die begrote netto surplus van R7 879 504 onveranderd bly;
- (d) Dat die aangepaste begrotingskedules soos vereis deur die Begroting en Verslagdoening Regulasies goedgekeur word soos vervat in **(Annexure B: Budget Report and B-Schedules 2021/22 – 2023/24)**;
- (e) 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;
- (f) Dat die Dienslewering – en Begroting Implementeringsplan (SDBIP) toepaslik dienooreenkomstig gewysig word.

(Get) M BOLTON

Swartland Municipality

Special Adjustments Budget 2021/22 – 2023/24



Adjusted Medium Term Revenue and Expenditure Framework

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Glossary

Adjustments Budget – Prescribed in section 28 of the MFMA. The formal means by which a municipality may revise its annual budget during the year.

Allocations – Money received from Provincial or National Government or other municipalities.

Budget – The financial plan of the Municipality.

Budget Related Policy – Policy of a municipality affecting or affected by the budget, examples include tariff policy, rates policy and credit control and debt collection policy.

Capital Expenditure - Spending on assets such as land, buildings and machinery. Any capital expenditure must be reflected as an asset on the Municipality's balance sheet.

Cash flow statement – A statement showing when actual cash will be received and spent by the Municipality. Cash payments do not always coincide with budgeted expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month it is received, even though it may not be paid in the same period.

DORA – Division of Revenue Act. Annual legislation that shows the total allocations made by national to provincial and local government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to help with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates like for like comparison between municipalities.

GRAP – Generally Recognised Accounting Practice. The new standard for municipal accounting.

IDP – Integrated Development Plan. The main strategic planning document of the Municipality

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – The Municipal Finance Management Act – No. 53 of 2003. The principle piece of legislation relating to municipal financial management.

MTREF – Medium Term Revenue and Expenditure Framework. A medium term financial plan, usually 3 years, based on a fixed first year and indicative further two-year budget allocations. Also includes details of the previous and current years' financial position.

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of the Municipality such as salaries and wages.

Rates – Local Government tax based on the assessed value of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of the Municipality as set out in the IDP. Budgeted spending must contribute towards the achievement of the strategic objectives.

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Vote – One of the main segments of a budget. In Swartland Municipality this means at function level.

PART 1 – ADJUSTMENTS BUDGET

SECTION 1 – MAYOR’S REPORT

The 2021/2022 MTREF was approved by Council on 27 May 2021 in accordance with Section 24(1) of the Local Government: Municipal Finance Management Act, 2003(Act 56 of 2003).

In line with the MFMA, the 2021/2022 mid-year adjustments budget was approved on 27 January 2022. A **special adjustments budget** is required to approve additional funding from provincial government to establish a Law Enforcement Reaction Unit.

1.2 THE ADJUSTMENTS PROPOSED IN THIS ADJUSTMENT BUDGET ARE SUMMARISED BELOW, WITH THE MOVEMENTS FOUND IN THE SCHEDULES:

Note: The difference between the actual adjustment amounts listed below and the adjustment amounts in the B-schedule are because of virements within departments that now also forms part of the adjusted budget.

Operating Budget

Expenditure

Operating expenditure must increase from R937 341 184 to R939 555 184. The R2 214 000 increase in operating expenditure is resulting in the following appropriations:

- 1) Employee Related Costs – Wages, Salaries and Social Contributions increases by R1 661 495 for purposes of the appointment of 12 Law Enforcement Reaction Unit officials;
- 2) Contracted Services increases by R439 936 for purposes of providing for training needed for the Law Enforcement Reaction Unit officials;
- 3) Operational Costs increases by R112 569 mainly due to Protective clothing needed for the Law Enforcement Reaction Unit officials.

Income

Operating revenue must increase from R993 247 933 to R995 461 933. The R2 214 000 increase in operating revenue was as a result of the new allocation of grant funding:

- 1) Transfers Recognised – Operational increases by R2 214 000 due to the grant received for the establishment of a Law Enforcement Reaction Unit.

(Note: The difference in figures between the council item and this report is as a result of departmental charges excluded in the schedules).

The revised forecasted expenditure and revenue can be summarised as follows:

Type (R)	2021/22 Original Budget	2021/22 Mid-Year Adj Budget	2021/22 Special Adj Budget	2022/23 Original Budget	2023/24 Original Budget
Operating Exp.	898 174 975	937 341 184	939 555 184	968 723 605	1 038 888 110
Capital	166 435 729	166 040 448	166 040 448	132 744 732	136 678 848
TOTAL EXPENDITURE	1 064 610 704	1 103 381 632	1 105 595 632	1 101 468 337	1 175 566 958
Revenue	955 083 442	993 247 933	995 461 933	1 032 896 647	1 103 288 820

Funding and Cash flows

The expected Cash flows for the MTREF period are as follows: (R'000)-unchanged from previous adjustment budget

Source	2021/22 Original Budget	2021/22 Mid-Year Adj Budget	2021/22 Special Adj Budget	2022/23 Original Budget	2023/24 Original Budget
Net cash from/(used) operating activities	144 659 694	149 264 076	149 272 850	148 663 498	157 465 500
Net cash from/(used) investing activities	(166 358 039)	(138 963 798)	(138 963 798)	(132 662 469)	(136 603 604)
Net cash from/(used) financing activities	(10 978 830)	(8 463 163)	(8 463 163)	(10 978 830)	(10 978 830)
Net increase/ (decrease) in cash held	(32 677 175)	1 837 115	1 845 889	5 022 199	9 883 066
Cash/cash equivalents at year end:	577 694 040	642 041 120	642 049 894	582 716 239	592 599 305

As can be seen from the above illustrations, the municipality's cash resources at year-end are positively affected by this special adjustments budget due to the virements that had to be approved during this adjustments budget.

Unforeseen and unavoidable expenditure

There was no unforeseen expenditure approved or incorporated in this budget since the original and mid-year adjustments budgets.

Section 2 - Budget Related Resolutions

SPECIAL ADJUSTMENT BUDGET 2021/2022 – 2023/2024

The following council resolutions pertaining to the consideration and approval of the Special Adjustments Budget are as follows:

RECOMMENDATION:

- (a) That it be noted that the Budget Steering Committee urgently convened to consider the explanations and motivations provided by the financial staff and responsible director as it relates to the adjustments;
- (b) That approval be granted to amend the high-level operating budget for 2021/2022 with no amendments to the outer years as follows:

	Original Budget 2021/22	Mid-Year Adj Budget 2021/22	Special Adj Budget 2021/22	Original Budget 2022/23	Original Budget 2023/24
Capital budget	166 435 729	166 040 448	166 040 448	132 744 732	136 678 848
Operating Expenditure	911 967 149	951 133 356	953 347 356	983 835 346	1 055 314 274
Operating Revenue	968 875 613	1 007 040 106	1 009 254 106	1 048 008 388	1 119 714 984
Budgeted (Surplus)/ Deficit	(56 908 464)	(55 906 750)	(55 906 750)	(64 173 042)	(64 400 709)
Less: Capital Grants, Donations & Development Charges	47 912 409	48 027 246	48 027 246	45 865 556	50 788 078
(Surplus)/ Deficit	(8 996 055)	(7 879 504)	(7 879 504)	(18 307 486)	(13 612 631)

- (c) That it be noted that the changes to the budget will have no impact on tariffs in respect of the 2021/2022 financial year or beyond and the budgeted net surplus of R7 879 504 will remain unchanged;
- (d) That the adjusted budget schedules as required by the Budget and Reporting Regulations be approved as set out in **(Annexure B: Budget Report and B-Schedules 2021/22 – 2023/24)**;
- (e) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (f) That the Service Delivery Budget Implementation Plan (SDBIP) where appropriate be amended accordingly.

Section 3 – Executive Summary

INTRODUCTION

This 2021/2022 special adjustments budget is in line with the MFMA and Municipal Budget and Reporting Regulations. The main reasons for this adjustments budget is that the municipality received an additional grant allocation from the provincial government to establish a Law Enforcement Reaction Unit, of which the detail of the funding was not confirmed at the time of the January 2022 Adjustments process. The reason for this special adjustments budget is to allocate the funding of R2 214 000 to the Department of Protection Services as per the promulgated Provincial Gazette Extraordinary (No.8547).

The Service Delivery and Budget Implementation Plan (SDBIP) will also be amended accordingly where appropriate.

4.1 Provision of basic services

There is no effect of the adjustments budget on the provision of basic services.

4.2 Effect of the adjustments budget

The adjustments in respect of the Operating Budget for 2021/2022 will have no effect on the gross budgeted surplus of R55 906 750 including capital grants and development charges. The adjustments will also have no effect on the budgeted net surplus excluding capital grants and development charges of R7 879 504. **At this juncture it is appropriate to emphasize that the aforementioned net surplus of R7 879 504 is the more appropriate measurement of budgeted surpluses or deficits** from a budgeted cash flow perspective.

4.3 Adjustment highlights

Fuller details of the various revenue and expenditure changes are shown in this document. The new projected forecasts for the MTREF are as follows:

OPERATING BUDGET

The net effect on the projected Operating Surplus/ (Deficit) for the 2021/2022 Special adjustments budget are illustrated below(unchanged):

Type (R)	2021/22 Original Budget	2021/22 Mid-Year Adj Budget	2021/22 Special Adj Budget	2022/23 Original Budget	2023/24 Original Budget
Revenue	955 083 440	993 247 933	995 461 933	1 032 896 647	1 103 288 820
Expenditure	898 174 977	937 341 184	939 555 184	968 723 605	1 038 888 110
Surplus/(Deficit)	56 908 464	55 906 750	55 906 750	64 173 042	64 400 709
Less: Capital Grants and Development charges	47 912 409	48 027 246	48 027 246	45 865 556	50 788 078
Surplus/(Deficit) excluding capital grants and development charges	8 996 055	7 879 504	7 879 504	18 307 486	13 612 631

The operational expenditure must be adjusted upwards by R2 214 000 and the operational revenue must be adjusted upwards by R2 214 000 as per the earlier explanations.

CAPITAL BUDGET

No adjustments was made to the capital budget.

Section 4 – Adjustment budget tables

Table B1 – Adjustments Budget Summary

WC015 Swartland - Table B1 Adjustments Budget Summary - 31 March 2022						
Description	Budget Year 2021/22				Budget Year +1 2022/23	Budget Year +2 2023/24
	Original Budget A	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands						
<u>Financial Performance</u>						
Property rates	138 386	–	–	140 332	150 854	159 643
Service charges	519 684	–	–	522 269	575 880	638 120
Investment revenue	37 706	–	–	37 769	36 526	33 355
Transfers recognised - operational	152 542	2 214	2 214	160 849	166 080	155 585
Other own revenue	58 853	–	–	86 215	57 691	65 798
Total Revenue (excluding capital transfers and contributions)	907 171	2 214	2 214	947 435	987 031	1 052 501
Employee costs	260 602	1 461	1 461	264 913	274 302	284 252
Remuneration of councillors	11 232	–	–	11 232	11 487	11 748
Depreciation & asset impairment	95 797	–	–	99 375	102 005	113 549
Finance charges	13 141	–	–	13 141	12 297	11 401
Inventory consumed and bulk purchases	332 223	(88)	(88)	338 362	379 996	435 327
Transfers and grants	3 851	–	–	3 891	3 774	3 952
Other expenditure	181 331	840	840	208 642	184 863	178 660
Total Expenditure	898 175	2 214	2 214	939 555	968 724	1 038 888
Surplus/(Deficit)	8 996	–	–	7 880	18 307	13 613
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	46 716	–	–	45 127	44 610	49 471
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental)	1 197	–	–	2 900	1 256	1 317
Surplus/(Deficit) after capital transfers & contributions	56 908	–	–	55 907	64 173	64 401
Share of surplus/ (deficit) of associate	–	–	–	–	–	–
Surplus/ (Deficit) for the year	56 908	–	–	55 907	64 173	64 401
<u>Capital expenditure & funds sources</u>						
Capital expenditure	166 436	–	–	166 040	132 745	136 679
Transfers recognised - capital	46 716	–	–	46 127	44 610	49 471
Borrowing	–	–	–	–	–	–
Internally generated funds	119 720	–	–	119 913	88 135	87 208
Total sources of capital funds	166 436	–	–	166 040	132 745	136 679
<u>Financial position</u>						
Total current assets	703 155	–	–	778 738	742 561	780 177
Total non current assets	2 157 863	–	–	2 148 952	2 179 812	2 193 770
Total current liabilities	146 380	–	–	125 398	147 247	148 114
Total non current liabilities	180 716	–	–	212 567	167 213	153 519
Community wealth/Equity	2 533 922	–	–	2 589 725	2 595 523	2 659 924
<u>Cash flows</u>						
Net cash from (used) operating	144 660	9	9	149 273	148 663	157 466
Net cash from (used) investing	(166 358)	–	–	(138 964)	(132 662)	(136 604)
Net cash from (used) financing	(10 979)	–	–	(8 463)	(10 979)	(10 979)
Cash/cash equivalents at the year end	577 694	9	9	642 050	582 716	592 599

WC015 Swartland - Table B1 Adjustments Budget Summary - 31 March 2022						
Description	Budget Year 2021/22				Budget Year +1 2022/23	Budget Year +2 2023/24
	Original Budget A	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands						
<u>Cash backing/surplus reconciliation</u>						
Cash and investments available	577 694	9	9	642 050	582 716	592 599
Application of cash and investments	219 553	–	–	207 922	205 705	186 916
Balance - surplus (shortfall)	358 141	9	9	434 128	377 011	405 683
<u>Asset Management</u>						
Asset register summary (WDV)	2 157 863	–	–	2 148 941	2 179 812	2 193 770
Depreciation	94 807	–	–	94 807	101 006	112 539
Renewal and Upgrading of Existing Assets	96 854	(7)	(7)	97 171	70 049	54 114
Repairs and Maintenance	57 497	87	87	58 995	61 664	83 955
<u>Free services</u>						
Cost of Free Basic Services provided	62 582	–	–	62 582	66 792	71 365
Revenue cost of free services provided	4 644	–	–	4 644	4 800	4 967
<u>Households below minimum service level</u>						
Water:	6	–	–	6	6	6
Sanitation/sew erage:	3	–	–	3	3	3
Energy :	1	–	–	1	1	1
Refuse:	13	–	–	13	13	13

Table B2 – Adjustments Budgeted Financial Performance (revenue and expenditure by standard classification)

WC015 Swartland - Table B2 Adjustments Budget Financial Performance (functional classification) - 31 March 2022							
Standard Description	Ref	Budget Year 2021/22				Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands	1, 4	A	F	G	H		
Revenue - Functional							
<i>Governance and administration</i>		239 681	–	–	259 028	252 432	263 024
Executive and council		295	–	–	295	299	304
Finance and administration		239 386	–	–	258 734	252 132	262 720
Internal audit		–	–	–	–	–	–
<i>Community and public safety</i>		84 005	2 214	2 214	97 159	90 578	66 696
Community and social services		11 725	–	–	12 789	11 956	12 363
Sport and recreation		4 438	–	–	4 669	3 297	3 552
Public safety		26 234	2 214	2 214	41 053	27 643	30 537
Housing		41 608	–	–	38 648	47 682	20 244
Health		–	–	–	–	–	–
<i>Economic and environmental services</i>		18 013	–	–	20 424	23 774	46 453
Planning and development		3 561	–	–	4 088	3 711	3 874
Road transport		14 453	–	–	16 336	20 063	42 579
Environmental protection		–	–	–	–	–	–
<i>Trading services</i>		613 353	–	–	618 820	666 080	727 081
Energy sources		383 738	–	–	384 780	428 024	481 703
Water management		92 270	–	–	93 033	112 025	111 088
Waste water management		90 720	–	–	92 082	76 628	81 284
Waste management		46 625	–	–	48 925	49 403	53 006
<i>Other</i>		31	–	–	31	33	35
Total Revenue - Functional	2	955 083	2 214	2 214	995 462	1 032 897	1 103 289
Expenditure - Functional							
<i>Governance and administration</i>		151 061	(761)	(761)	141 985	155 007	160 351
Executive and council		21 677	6	6	22 331	22 336	23 002
Finance and administration		127 417	(761)	(761)	117 747	130 603	135 188
Internal audit		1 967	(6)	(6)	1 907	2 068	2 161
<i>Community and public safety</i>		143 313	2 499	2 499	161 174	153 708	128 124
Community and social services		22 657	(46)	(46)	24 036	23 433	24 481
Sport and recreation		27 273	172	172	30 096	28 831	29 972
Public safety		62 940	2 375	2 375	76 480	66 015	68 613
Housing		30 442	(2)	(2)	30 562	35 429	5 058
Health		–	–	–	–	–	–
<i>Economic and environmental services</i>		64 574	207	207	67 019	66 963	90 352
Planning and development		13 868	–	–	13 164	14 173	14 297
Road transport		50 706	207	207	53 855	52 790	76 055
Environmental protection		–	–	–	–	–	–
<i>Trading services</i>		537 487	268	268	567 640	591 259	658 242
Energy sources		347 565	(125)	(125)	362 109	396 159	452 333
Water management		69 431	(3)	(3)	80 674	70 141	74 231
Waste water management		67 528	147	147	71 460	69 025	72 814
Waste management		52 963	250	250	53 397	55 934	58 863
<i>Other</i>		1 740	–	–	1 737	1 786	1 820
Total Expenditure - Functional	3	898 175	2 214	2 214	939 555	968 724	1 038 888
Surplus/ (Deficit) for the year		56 908	–	–	55 907	64 173	64 401

Table B3 – Adjustments Budgeted Financial Performance (revenue and expenditure by municipal vote)

WC015 Swartland - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - 31 March 2022								
Vote Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands								
Revenue by Vote	1							
Vote 1 - Corporate Services		11 506	12 463	–	–	12 463	11 443	11 684
Vote 2 - Civil Services		248 218	256 859	–	–	256 859	254 865	289 229
Vote 3 - Council		295	295	–	–	295	299	304
Vote 4 - Electricity Services		383 738	384 780	–	–	384 780	428 024	481 703
Vote 5 - Financial Services		227 643	244 765	–	–	244 765	245 402	250 865
Vote 6 - Development Services		47 074	44 873	–	–	44 873	54 225	27 318
Vote 7 - Municipal Manager		–	–	–	–	–	–	–
Vote 8 - Protection Services		36 609	49 214	2 214	2 214	51 428	38 637	42 186
Total Revenue by Vote	2	955 083	993 248	2 214	2 214	995 462	1 032 897	1 103 289
Expenditure by Vote	1							
Vote 1 - Corporate Services		41 476	38 286	–	–	38 286	42 690	44 423
Vote 2 - Civil Services		278 453	298 855	673	673	299 529	287 310	322 699
Vote 3 - Council		18 220	18 460	6	6	18 466	18 758	19 319
Vote 4 - Electricity Services		364 266	379 285	(196)	(196)	379 089	413 775	470 886
Vote 5 - Financial Services		59 521	53 946	(707)	(707)	53 239	60 939	62 797
Vote 6 - Development Services		53 057	53 534	–	–	53 534	58 633	28 824
Vote 7 - Municipal Manager		8 168	7 991	(6)	(6)	7 985	8 370	8 660
Vote 8 - Protection Services		75 013	86 985	2 443	2 443	89 429	78 248	81 280
Total Expenditure by Vote	2	898 175	937 341	2 214	2 214	939 555	968 724	1 038 888
Surplus/ (Deficit) for the year	2	56 908	55 907	–	–	55 907	64 173	64 401

Table B4 – Adjustments Budgeted Financial Performance (revenue and expenditure)

WC015 Swartland - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) - 31 March 2022								
Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands	1	A	A1	F	G	H		
Revenue By Source								
Property rates	2	138 386	140 332	–	–	140 332	150 854	159 643
Service charges - electricity revenue	2	369 764	370 364	–	–	370 364	416 855	469 929
Service charges - water revenue	2	75 190	75 585	–	–	75 585	78 956	82 902
Service charges - sanitation revenue	2	45 988	46 978	–	–	46 978	49 007	51 725
Service charges - refuse revenue	2	28 742	29 342	–	–	29 342	31 061	33 565
Rental of facilities and equipment		1 529	1 628	–	–	1 628	1 606	1 702
Interest earned - external investments		37 706	37 769	–	–	37 769	36 526	33 355
Interest earned - outstanding debtors		2 601	2 984	–	–	2 984	2 757	2 922
Dividends received		–	–	–	–	–	–	–
Fines, penalties and forfeits		23 591	32 671	–	–	32 671	25 003	26 501
Licences and permits		4 445	4 445	–	–	4 445	4 708	4 986
Agency services		5 699	5 699	–	–	5 699	6 040	6 403
Transfers and subsidies		152 542	158 635	2 214	2 214	160 849	166 080	155 585
Other revenue	2	10 776	11 701	–	–	11 701	12 119	12 802
Gains		10 214	27 088	–	–	27 088	5 457	10 482
Total Revenue (excluding capital transfers and contributions)		907 171	945 221	2 214	2 214	947 435	987 031	1 052 501
Expenditure By Type								
Employee related costs		260 602	263 451	1 461	1 461	264 913	274 302	284 252
Remuneration of councillors		11 232	11 232	–	–	11 232	11 487	11 748
Debt impairment		36 031	35 936	–	–	35 936	31 407	32 792
Depreciation & asset impairment		95 797	99 375	–	–	99 375	102 005	113 549
Finance charges		13 141	13 141	–	–	13 141	12 297	11 401
Bulk purchases - electricity		299 500	299 500	–	–	299 500	345 923	399 540
Inventory consumed		32 723	38 949	(88)	(88)	38 862	34 074	35 786
Contracted services		87 781	89 010	584	584	89 594	95 081	85 585
Transfers and subsidies		3 851	3 891	–	–	3 891	3 774	3 952
Other expenditure		48 433	48 804	256	256	49 060	49 585	50 893
Losses		9 086	34 052	–	–	34 052	8 791	9 390
Total Expenditure		898 175	937 341	2 214	2 214	939 555	968 724	1 038 888
Surplus/(Deficit)		8 996	7 880	–	–	7 880	18 307	13 613
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		46 716	45 127	–	–	45 127	44 610	49 471
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Transfers and subsidies - capital (in-kind - all)		1 197	2 900	–	–	2 900	1 256	1 317
Surplus/(Deficit) before taxation		56 908	55 907	–	–	55 907	64 173	64 401
Taxation						–		
Surplus/(Deficit) after taxation		56 908	55 907	–	–	55 907	64 173	64 401
Attributable to minorities						–		
Surplus/(Deficit) attributable to municipality		56 908	55 907	–	–	55 907	64 173	64 401
Share of surplus/ (deficit) of associate						–		
Surplus/ (Deficit) for the year		56 908	55 907	–	–	55 907	64 173	64 401

Table B5 – Adjustments Budgeted Capital Expenditure by vote, standard classification and funding

WC015 Swartland - Table B5 Adjustments Capital Expenditure Budget by vote and funding - 31 March 2022								
Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
Capital expenditure - Vote								
Multi-year expenditure to be adjusted	2							
Vote 1 - Corporate Services		-	-	-	-	-	-	-
Vote 2 - Civil Services		81 096	82 438	-	-	82 438	45 922	33 907
Vote 3 - Council		-	-	-	-	-	-	-
Vote 4 - Electricity Services		14 855	14 855	-	-	14 855	5 000	20 000
Vote 5 - Financial Services		-	-	-	-	-	-	-
Vote 6 - Development Services		13 100	8 293	-	-	8 293	15 800	19 760
Vote 7 - Municipal Manager		-	-	-	-	-	-	-
Vote 8 - Protection Services		-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	3	109 051	105 587	-	-	105 587	66 722	73 667
Single-year expenditure to be adjusted	2							
Vote 1 - Corporate Services		872	592	-	-	592	124	126
Vote 2 - Civil Services		37 373	39 305	-	-	39 305	51 240	44 325
Vote 3 - Council		10	10	-	-	10	10	572
Vote 4 - Electricity Services		10 503	11 039	3	3	11 042	10 190	12 800
Vote 5 - Financial Services		381	324	(3)	(3)	321	260	271
Vote 6 - Development Services		6 238	6 860	-	-	6 860	304	76
Vote 7 - Municipal Manager		10	10	-	-	10	10	12
Vote 8 - Protection Services		1 998	2 313	-	-	2 313	3 885	4 831
Capital single-year expenditure sub-total		57 385	60 454	-	-	60 454	66 023	63 012
Total Capital Expenditure - Vote		166 436	166 040	-	-	166 040	132 745	136 679
Capital Expenditure - Functional								
Governance and administration		14 850	16 471	1	1	16 472	1 134	2 404
Executive and council		20	20	-	-	20	20	584
Finance and administration		14 830	16 451	1	1	16 452	1 114	1 820
Community and public safety		6 469	6 869	-	-	6 869	5 732	6 594
Community and social services		150	170	-	-	170	632	100
Sport and recreation		4 321	4 386	-	-	4 386	1 215	1 663
Public safety		1 998	2 313	-	-	2 313	3 885	4 831
Economic and environmental services		47 068	47 359	(7)	(7)	47 352	59 442	66 237
Planning and development		12 578	9 827	(7)	(7)	9 820	1 927	1 267
Road transport		34 490	37 532	-	-	37 532	57 515	64 970
Trading services		98 049	95 342	6	6	95 347	66 437	61 444
Energy sources		23 321	23 755	-	-	23 755	14 388	32 105
Water management		9 925	9 599	-	-	9 599	29 275	20 437
Waste water management		62 940	60 677	6	6	60 682	16 564	5 286
Waste management		1 862	1 311	-	-	1 311	6 210	3 616
Total Capital Expenditure - Functional	3	166 436	166 040	-	-	166 040	132 745	136 679
Funded by:								
National Government		31 055	30 656	-	-	30 656	28 810	29 711
Provincial Government		15 661	14 471	-	-	14 471	15 800	19 760
Transfers and subsidies - capital (monetary)		-	1 000	-	-	1 000	-	-
Transfers recognised - capital	4	46 716	46 127	-	-	46 127	44 610	49 471
Borrowing		-	-	-	-	-	-	-
Internally generated funds		119 720	119 913	-	-	119 913	88 135	87 208
Total Capital Funding		166 436	166 040	-	-	166 040	132 745	136 679

Table B6 – Adjustments Budgeted Financial Position

WC015 Swartland - Table B6 Adjustments Budget Financial Position - 31 March 2022								
Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands								
ASSETS								
Current assets								
Cash		577 694	642 041	9	9	642 050	582 716	592 599
Call investment deposits	1	–	–	–	–	–	–	–
Consumer debtors	1	104 464	100 604	–	–	100 604	130 077	158 783
Other debtors		11 800	17 079	–	–	17 079	12 160	12 711
Current portion of long-term receivables		80	70	–	–	70	80	80
Inventory		9 117	18 944	(9)	(9)	18 935	17 528	16 004
Total current assets		703 155	778 738	–	–	778 738	742 561	780 177
Non current assets								
Long-term receivables		–	11	–	–	11	–	–
Investments		–	–	–	–	–	–	–
Investment property		32 979	32 855	75	75	32 930	31 903	30 764
Investment in Associate		–	–	–	–	–	–	–
Property, plant and equipment	1	2 123 350	2 114 513	(74)	(74)	2 114 440	2 146 647	2 162 042
Biological		–	–	–	–	–	–	–
Intangible		414	452	(1)	(1)	451	142	(156)
Other non-current assets		1 120	1 120	–	–	1 120	1 120	1 120
Total non current assets		2 157 863	2 148 952	–	–	2 148 952	2 179 812	2 193 770
TOTAL ASSETS		2 861 018	2 927 690	–	–	2 927 690	2 922 373	2 973 947
LIABILITIES								
Current liabilities								
Bank overdraft		–	–	–	–	–	–	–
Borrowing		10 018	8 761	–	–	8 761	10 018	10 018
Consumer deposits		17 048	17 048		–	17 048	17 915	18 781
Trade and other payables		109 835	88 279	–	–	88 279	109 835	109 835
Provisions		9 479	11 311	–	–	11 311	9 479	9 479
Total current liabilities		146 380	125 398	–	–	125 398	147 247	148 114
Non current liabilities								
Borrowing	1	84 257	90 723	–	–	90 723	72 411	60 566
Provisions	1	96 459	121 844	–	–	121 844	94 801	92 953
Total non current liabilities		180 716	212 567	–	–	212 567	167 213	153 519
TOTAL LIABILITIES		327 096	337 965	–	–	337 965	314 460	301 633
NET ASSETS	2	2 533 922	2 589 725	–	–	2 589 725	2 607 913	2 672 314
COMMUNITY WEALTH/EQUITY								
Accumulated Surplus/(Deficit)		2 306 584	2 365 545	–	–	2 365 545	2 358 462	2 413 242
Reserves		227 338	224 179	–	–	224 179	237 061	246 682
TOTAL COMMUNITY WEALTH/EQUITY		2 533 922	2 589 725	–	–	2 589 725	2 595 523	2 659 924

Table B7 – Adjustments Budgeted Cash Flows

WC015 Swartland - Table B7 Adjustments Budget Cash Flows - 31 March 2022								
Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands								
CASH FLOW FROM OPERATING ACTIVITIES								
Receipts								
Property rates		131 466	136 823	–	–	136 823	143 311	151 660
Service charges		496 199	511 520	–	–	511 520	549 735	609 022
Other revenue		38 479	31 969	–	–	31 969	36 213	43 031
Transfers and Subsidies - Operational	1	152 542	159 918	2 214	2 214	162 132	166 080	155 585
Transfers and Subsidies - Capital	1	46 716	44 845	–	–	44 845	44 610	49 471
Interest		37 706	37 769	–	–	37 769	36 526	33 355
Dividends		–	–	–	–	–	–	–
Payments								
Suppliers and employees		(743 542)	(758 634)	(2 205)	(2 205)	(760 839)	(813 857)	(871 384)
Finance charges		(11 055)	(11 055)	–	–	(11 055)	(10 180)	(9 324)
Transfers and Grants	1	(3 851)	(3 891)	–	–	(3 891)	(3 774)	(3 952)
NET CASH FROM/(USED) OPERATING ACTIVITIES		144 660	149 264	9	9	149 273	148 663	157 466
CASH FLOWS FROM INVESTING ACTIVITIES								
Receipts								
Proceeds on disposal of PPE		78	27 088	–	–	27 088	82	75
Decrease (increase) in non-current receivables		–	(11)	–	–	(11)	–	–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–
Payments								
Capital assets		(166 436)	(166 040)	–	–	(166 040)	(132 745)	(136 679)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(166 358)	(138 964)	–	–	(138 964)	(132 662)	(136 604)
CASH FLOWS FROM FINANCING ACTIVITIES								
Receipts								
Short term loans		–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–
Increase (decrease) in consumer deposits		867	–	–	–	–	867	867
Payments								
Repayment of borrowing		(11 846)	(8 463)	–	–	(8 463)	(11 846)	(11 846)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(10 979)	(8 463)	–	–	(8 463)	(10 979)	(10 979)
NET INCREASE/ (DECREASE) IN CASH HELD		(32 677)	1 837	9	9	1 846	5 022	9 883
Cash/cash equivalents at the year begin:	2	610 371	640 204	–	–	640 204	577 694	582 716
Cash/cash equivalents at the year end:	2	577 694	642 041	9	9	642 050	582 716	592 599

Table B8 – Adjustments Cash backed reserves/accumulated surplus reconciliation

WC015 Swartland - Table B8 Cash backed reserves/accumulated surplus reconciliation - 31 March 2022								
Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands								
Cash and investments available								
Cash/cash equivalents at the year end	1	577 694	642 041	9	9	642 050	582 716	592 599
Other current investments > 90 days		0	–	–	–	0	0	0
Non current assets - Investments	1	–	–	–	–	–	–	–
Cash and investments available:		577 694	642 041	9	9	642 050	582 716	592 599
Applications of cash and investments								
Unspent conditional transfers		16 850	2 387	–	–	2 387	16 850	16 850
Unspent borrowing		–	–		–	–	–	–
Statutory requirements		–	–		–	–	–	–
Other working capital requirements	2	(24 633)	(18 642)	–	–	(18 642)	(48 202)	(76 612)
Other provisions		–	–		–	–	–	–
Long term investments committed		–	–	–	–	–	–	–
Reserves to be backed by cash/investments		227 336	224 177	–	–	224 177	237 058	246 678
Total Application of cash and investments:		219 553	207 922	–	–	207 922	205 705	186 916
Surplus(shortfall)		358 141	434 119	9	9	434 128	377 011	405 683

Table B9 – Adjustments Budget Asset Management

WC015 Swartland - Table B9 Asset Management - 31 March 2022								
Description	Ref	Budget Year 2021/22					Budget Year	Budget Year
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	+1 2022/23 Adjusted Budget	+2 2023/24 Adjusted Budget
R thousands								
CAPITAL EXPENDITURE								
<u>Total New Assets to be adjusted</u>	1	69 582	68 863	7	7	68 870	62 695	82 565
Roads Infrastructure		11 081	12 840	–	–	12 840	28 206	32 265
Storm water Infrastructure		–	–	–	–	–	–	–
Electrical Infrastructure		15 571	16 055	7	7	16 062	5 438	20 569
Water Supply Infrastructure		5 778	5 102	–	–	5 102	4 239	4 372
Sanitation Infrastructure		2 482	1 207	–	–	1 207	1 572	2 083
Solid Waste Infrastructure		720	310	–	–	310	2 000	–
Infrastructure		35 632	35 514	7	7	35 521	41 455	59 288
Community Facilities		2 368	3 212	–	–	3 212	1 000	700
Sport and Recreation Facilities		1 400	2 854	–	–	2 854	–	–
Community Assets		3 768	6 066	–	–	6 066	1 000	700
Operational Buildings		10 880	11 560	–	–	11 560	–	–
Housing		10 776	7 180	–	–	7 180	1 833	1 169
Other Assets	6	21 656	18 740	–	–	18 740	1 833	1 169
Computer Equipment		1 587	1 759	3	3	1 762	1 233	1 120
Furniture and Office Equipment		348	353	(3)	(3)	350	272	280
Machinery and Equipment		2 319	2 339	–	–	2 339	5 890	4 877
Transport Assets		3 574	3 691	–	–	3 691	11 014	15 131
Land		700	400	–	–	400	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–
<u>Total Renewal of Existing Assets to be adjusted</u>	2	28 030	29 145	–	–	29 145	33 000	36 600
Roads Infrastructure		23 000	24 282	–	–	24 282	25 000	28 600
Storm water Infrastructure		–	–	–	–	–	–	–
Electrical Infrastructure		4 200	4 150	–	–	4 150	8 000	8 000
Infrastructure		27 200	28 432	–	–	28 432	33 000	36 600
Housing		830	713	–	–	713	–	–
Other Assets	6	830	713	–	–	713	–	–
<u>Total Upgrading of Existing Assets to be adjusted</u>	2a	68 824	68 032	(7)	(7)	68 026	37 049	17 514
Roads Infrastructure		–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	500	500
Electrical Infrastructure		2 600	2 600	(7)	(7)	2 593	–	–
Water Supply Infrastructure		4 100	4 450	–	–	4 450	25 306	16 014
Sanitation Infrastructure		59 741	58 741	–	–	58 741	11 243	1 000
Infrastructure		66 441	65 791	(7)	(7)	65 784	37 049	17 514
Community Facilities		–	–	–	–	–	–	–
Sport and Recreation Facilities		2 383	2 242	–	–	2 242	–	–
Community Assets		2 383	2 242	–	–	2 242	–	–
<u>Total Capital Expenditure to be adjusted</u>	4	166 436	166 040	–	–	166 040	132 745	136 679
Roads Infrastructure		34 081	37 122	–	–	37 122	53 206	60 864
Storm water Infrastructure		–	–	–	–	–	500	500
Electrical Infrastructure		22 371	22 805	–	–	22 805	13 438	28 569
Water Supply Infrastructure		9 878	9 552	–	–	9 552	29 545	20 386
Sanitation Infrastructure		62 222	59 947	–	–	59 947	12 816	3 083
Solid Waste Infrastructure		720	310	–	–	310	2 000	–
Infrastructure		129 272	129 737	–	–	129 737	111 504	113 402
Community Facilities		2 368	3 212	–	–	3 212	1 000	700
Sport and Recreation Facilities		3 783	5 096	–	–	5 096	–	–
Community Assets		6 151	8 308	–	–	8 308	1 000	700
Operational Buildings		10 880	11 560	–	–	11 560	–	–
Housing		11 606	7 893	–	–	7 893	1 833	1 169
Other Assets		22 486	19 453	–	–	19 453	1 833	1 169
Computer Equipment		1 587	1 759	3	3	1 762	1 233	1 120
Furniture and Office Equipment		348	353	(3)	(3)	350	272	280
Machinery and Equipment		2 319	2 339	–	–	2 339	5 890	4 877
Transport Assets		3 574	3 691	–	–	3 691	11 014	15 131
Land		700	400	–	–	400	–	–
TOTAL CAPITAL EXPENDITURE to be adjusted	4	166 436	166 040	–	–	166 040	132 745	136 679

WC015 Swartland - Table B9 Asset Management - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
ASSET REGISTER SUMMARY - PPE (WDV)	5	2 157 863	2 148 941	–	–	2 148 941	2 179 812	2 193 770
<i>Roads Infrastructure</i>		448 546	396 660	8	8	396 667	476 243	509 048
<i>Storm water Infrastructure</i>		116 862	113 135	(2)	(2)	113 133	112 422	107 487
<i>Electrical Infrastructure</i>		333 281	338 362	133	133	338 495	330 716	341 753
<i>Water Supply Infrastructure</i>		384 893	471 389	1	1	471 390	399 573	403 611
<i>Sanitation Infrastructure</i>		484 270	504 813	190	190	505 003	479 386	462 199
<i>Solid Waste Infrastructure</i>		11 684	18 806	–	–	18 806	3 569	(9 128)
<i>Information and Communication Infrastructure</i>		880	880	–	–	880	–	–
Infrastructure		1 780 416	1 844 045	330	330	1 844 375	1 801 909	1 814 971
Community Assets		151 777	52 732	201	201	52 933	146 286	141 060
Heritage Assets		1 120	1 120	–	–	1 120	1 120	1 120
Investment properties		32 979	32 855	75	75	32 930	31 903	30 764
Other Assets		69 022	77 000	–	–	77 000	69 260	67 663
Intangible Assets		414	452	(1)	(1)	451	142	(156)
Computer Equipment		5 862	4 960	2	2	4 962	5 740	5 373
Furniture and Office Equipment		(1 374)	1 856	(11)	(11)	1 845	(2 750)	(4 098)
Machinery and Equipment		13 619	14 848	(78)	(78)	14 770	17 551	20 264
Transport Assets		34 573	38 005	(598)	(598)	37 407	41 180	51 441
Land		69 456	81 067	80	80	81 147	67 471	65 368
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	2 157 863	2 148 941	–	–	2 148 941	2 179 812	2 193 770
EXPENDITURE OTHER ITEMS								
<u>Depreciation & asset impairment</u>		94 807	94 807	–	–	94 807	101 006	112 539
<u>Repairs and Maintenance by asset class</u>	3	57 497	58 908	87	87	58 995	61 664	83 955
<i>Roads Infrastructure</i>		5 140	5 111	24	24	5 135	5 196	24 830
<i>Storm water Infrastructure</i>		17 281	18 343	(8)	(8)	18 335	18 318	19 184
<i>Electrical Infrastructure</i>		2 729	2 709	–	–	2 709	2 901	3 031
<i>Water Supply Infrastructure</i>		1 705	1 705	(3)	(3)	1 702	1 478	1 803
<i>Sanitation Infrastructure</i>		5 334	5 334	(7)	(7)	5 326	5 009	5 190
<i>Solid Waste Infrastructure</i>		7 966	8 138	–	–	8 138	10 222	11 060
Infrastructure		40 155	41 339	6	6	41 344	43 124	65 098
Community Facilities		2 122	2 147	(19)	(19)	2 128	2 207	2 306
Sport and Recreation Facilities		1 164	1 133	(10)	(10)	1 123	1 441	1 238
Community Assets		3 286	3 280	(29)	(29)	3 251	3 648	3 544
Operational Buildings		990	1 009	–	–	1 009	1 039	1 092
Housing		754	864	–	–	864	887	597
Other Assets		1 744	1 874	–	–	1 874	1 926	1 689
Licences and Rights		4 226	4 226	–	–	4 226	4 475	4 621
Intangible Assets		4 226	4 226	–	–	4 226	4 475	4 621
Computer Equipment		316	316	–	–	316	319	407
Furniture and Office Equipment		77	78	(3)	(3)	75	69	71
Machinery and Equipment		1 282	1 327	6	6	1 333	1 304	1 280
Transport Assets		6 412	6 469	108	108	6 577	6 799	7 245
TOTAL EXPENDITURE OTHER ITEMS to be adjusted		152 304	153 715	87	87	153 802	162 670	196 494
<i>Renewal and upgrading of Existing Assets as % of total</i>		58.2%	58.5%			58.5%	52.8%	39.6%
<i>Renewal and upgrading of Existing Assets as % of depr</i>		102.2%	102.5%			102.5%	69.4%	48.1%
<i>R&M as a % of PPE</i>		2.7%	2.7%			2.7%	2.8%	3.8%
<i>Renewal and upgrading and R&M as a % of PPE</i>		7.2%	7.3%			7.3%	6.0%	6.3%

Note: Adjustments to the Asset Register Summary and Repairs and Maintenance are because of virements.

Table B10 – Adjustments Budget Basic service delivery measurement

WC015 Swartland - Table B10 Basic service delivery measurement - 31 March 2022								
Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
Household service targets	1							
<u>Water:</u>								
Piped water inside dwelling		65 744	65 744	-	-	66	65 744	65 744
Piped water inside yard (but not in dwelling)		6 464	6 464	-	-	6	6 464	6 464
Using public tap (at least min.service level)	2	110	110	-	-	0	110	110
Other water supply (at least min.service level)		316	316	-	-	0	316	316
<i>Minimum Service Level and Above sub-total</i>		72 634	72 634	-	-	73	73	73
Using public tap (< min.service level)	3			-	-	-	0	0
Other water supply (< min.service level)	3,4	5 644	5 644	-	-	6	5 644	5 644
No water supply				-	-	-	0	0
<i>Below Minimum Service Level sub-total</i>		5 644	5 644	-	-	6	6	6
Total number of households	5	78 278	78 278	-	-	78	78	78
<u>Sanitation/sewerage:</u>								
Flush toilet (connected to sewerage)		67 488	67 488	-	-	67 488	67 488	67 488
Flush toilet (with septic tank)		7 774	7 774	-	-	7 774	7 774	7 774
Chemical toilet		58	58	-	-	58	58	58
Pit toilet (ventilated)		74	74	-	-	74	74	74
Other toilet provisions (> min.service level)		-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		75 394	75 394	-	-	75 394	75 394	75 394
Bucket toilet		1 982	1 982	-	-	1 982	1 982	1 982
Other toilet provisions (< min.service level)		282	282	-	-	282	282	282
No toilet provisions		620	620	-	-	620	620	620
<i>Below Minimum Service Level sub-total</i>		2 884	2 884	-	-	2 884	2 884	2 884
Total number of households	5	78 278	78 278	-	-	78 278	78 278	78 278
<u>Energy:</u>								
Electricity (at least min. service level)		77 262	77 262	-	-	77 262	77 262	77 262
Electricity - prepaid (> min.service level)		-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		77 262	77 262	-	-	77 262	77 262	77 262
Electricity (< min.service level)		-	-	-	-	-	0	0
Electricity - prepaid (< min. service level)		-	-	-	-	-	0	0
Other energy sources		1 016	1 016	-	-	1 016	1 016	1 016
<i>Below Minimum Service Level sub-total</i>		1 016	1 016	-	-	1 016	1 016	1 016
Total number of households	5	78 278	78 278	-	-	78 278	78 278	78 278
<u>Refuse:</u>								
Removed at least once a week (min.service)		65 350	65 350	-	-	65 350	65 350	65 350
<i>Minimum Service Level and Above sub-total</i>		65 350	65 350	-	-	65 350	65 350	65 350
Removed less frequently than once a week		960	960	-	-	960	960	960
Using communal refuse dump		1 794	1 794	-	-	1 794	1 794	1 794
Using own refuse dump		9 726	9 726	-	-	9 726	9 726	9 726
Other rubbish disposal		410	410	-	-	410	410	410
No rubbish disposal		38	38	-	-	38	38	38
<i>Below Minimum Service Level sub-total</i>		12 928	12 928	-	-	12 928	12 928	12 928
Total number of households	5	78 278	78 278	-	-	78 278	78 278	78 278

WC015 Swartland - Table B10 Basic service delivery measurement - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
<u>Households receiving Free Basic Service</u>	15							
Water (6 kilolitres per household per month)		9 788	9 788	-	-	9 788	10 082	10 384
Sanitation (free minimum level service)		9 007	9 007	-	-	9 007	9 277	9 556
Electricity/other energy (50kw h per household per month)		8 442	8 442	-	-	8 442	8 695	8 956
Refuse (removed at least once a week)		9 351	9 351	-	-	9 351	9 631	9 920
<u>Cost of Free Basic Services provided (R'000)</u>	16							
Water (6 kilolitres per indigent household per month)		14 659	14 659	-	-	14 659	15 510	16 481
Sanitation (free sanitation service to indigent households)		26 750	26 750	-	-	26 750	28 623	30 626
Electricity/other energy (50kw h per indigent household)		5 415	5 415	-	-	5 415	5 957	6 552
Refuse (removed once a week for indigent households)		15 757	15 757	-	-	15 757	16 703	17 705
Cost of Free Basic Services provided - Informal		-	-	-	-	-	-	-
Total cost of FBS provided		62 582	62 582	-	-	62 582	66 792	71 365
<u>Highest level of free service provided</u>								
Property rates (R'000 value threshold)		105 000	105 000	-	-	105 000	105 000	105 000
Water (kilolitres per household per month)		6	6	-	-	6	6	6
Sanitation (Rand per household per month)		248.18	248.18	-	-	248.18	263.07	278.86
Electricity (kw per household per month)		50	50	-	-	50	50	50
Refuse (average litres per week)		139.28	139.28	-	-	139.28	149.73	160.96
<u>Revenue cost of free services provided (R'000)</u>	17							
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)		4 644	4 644	-	-	4 644	4 800	4 967
Total revenue cost of subsidised services provided		4 644	4 644	-	-	4 644	4 800	4 967

Note: No updated information available other than the 2016 Community survey data on the above household service targets.

PART 2 – SUPPORTING DOCUMENTATION

Section 5 – Measurable performance objectives and indicators

Changes to measurable performance objectives and indicators are included in the supporting tables (SB3) attached. These indicators are part of the indicators contained in the Service Delivery and Budget Implementation Plan, which again forms the basis of the performance contracts of the Municipal Manager and Senior Management.

WC015 Swartland - Supporting Table SB3 Adjustments to the SDBIP - performance objectives - 31 March 2022								
Description	Unit of measurement	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
<u>Improved quality of life for citizens</u>								
Manage Multi-Purpose Centres	Completion of projects	–	–	–	–	–	232	–
Manage Protection Services	Completion of projects	77	391	(14)	(14)	378	50	50
Manage Licensing and Registration Services	Completion of projects	368	381	–	–	381	–	726
Manage Traffic and Law Enforcement	Completion of projects	–	–	–	–	–	–	–
Manage Fire and Emergency Services	Completion of projects	1 554	1 541	14	14	1 554	3 835	4 055
<u>Inclusive economic growth</u>								
Facilitate economic development in the municipal	Completion of projects	–	–	–	–	–	–	–
<u>Quality and sustainable living environment</u>								
Manage Development Services	Completion of projects	40	40	–	–	40	42	44
Manage Human Settlements	Completion of projects	19 268	15 083	–	–	15 083	15 800	19 760
Manage the Caravan Park Yzerfontein	Completion of projects	30	30	–	–	30	30	32
<u>Caring, competent and responsive</u>								
Manage Corporate Services, Secretariat and	Completion of projects	722	422	–	–	422	24	26
Manage Properties, Contracts and Legal	Completion of projects	100	100	–	–	100	100	100
Manage Libraries	Completion of projects	50	70	–	–	70	–	–
Manage Marketing And Tourism	Completion of projects	–	–	–	–	–	–	–
Manage ICT Services	Completion of projects	2 037	2 139	3	3	2 142	803	695
Manage the Office of the Municipal Manager	Completion of projects	10	10	–	–	10	10	12
Manage Financial Administration	Completion of projects	56	41	(3)	(3)	38	28	30
Manage Finance (Credit Control, Income,	Completion of projects	325	283	–	–	283	232	241
Manage Council Expenses	Completion of projects	10	10	–	–	10	10	572
<u>Sufficient, affordable and well-run services</u>								
Manage Civil Engineering Services	Completion of projects	95	95	(7)	(7)	88	52	54
Manage Cemeteries	Completion of projects	–	–	–	–	–	300	–
Manage Parks and Recreational Areas	Completion of projects	1 308	1 373	–	–	1 373	1 185	1 631
Manage Proclaimed Roads	Completion of projects	–	–	–	–	–	–	–
Manage Sewerage	Completion of projects	808	819	–	–	819	3 223	2 177
Manage Waste Water Treatment Works	Completion of projects	60 661	59 391	–	–	59 391	11 243	500
Manage Sportsgrounds	Completion of projects	2 983	2 983	–	–	2 983	–	–
Manage Streets	Completion of projects	33 665	35 947	–	–	35 947	47 319	51 399
Manage Storm water	Completion of projects	60	60	6	6	66	562	564
Manage Water Storage	Completion of projects	5 338	6 200	–	–	6 200	27 040	17 462
Manage Municipal Property	Completion of projects	11 690	13 565	1	1	13 567	27	829
Manage Refuse Removal	Completion of projects	1 862	1 311	–	–	1 311	6 210	3 616
Manage Electrical Engineering Services	Completion of projects	350	350	–	–	350	350	360
Manage Electricity Distribution	Completion of projects	22 971	23 405	–	–	23 405	14 038	31 745
		166 436	166 040	–	–	166 040	132 745	136 679

Section 6 – Budget related policies

There are no changes to the budget related policies proposed in this special adjustments budget.

Section 7 – Overview of budget assumptions

Budget Assumptions

There are no changes to the budget assumptions proposed in this special adjustments budget.

Section 8 – Funding compliance

The adjustments budget is still cash – funded which is the first indicator of a “credible” budget. Funding levels remain positive as clearly depicted in Table B8. However, the municipality must continuously evaluate its cash position, especially the impact that the COVID-19 pandemic continue to have at least over the medium term.

Section 9 – Overview of budget funding

Funding the Budget

Section 18(1) of the MFMA states that an annual budget may only be funded from:

- Realistically anticipated revenues to be collected;
- Cash backed accumulated funds from previous years' surpluses not committed for other purposes; and
- Borrowed funds, but only for the capital budget referred to in section 17.

Achievement of this requirement in totality effectively means that a Council has 'balanced' its budget by ensuring that budgeted outflows will be offset by a combination of planned inflows as well as prior years' accumulated cash surpluses.

Section 10 – Expenditure on allocations and grant programmes

Grant allocations

Details of each grant to be received and spent are shown in the schedules SB7 to SB8 attached to the report.

Section 11 – Allocations and grants made by the Municipality

Allocations made by the Municipality

Refer to supporting schedule SB10 for allocations made. Total allocations are as follows:

	2021/2022 Original Budget	2021/2022 Mid-year Adj Budget	2021/2022 Special Adj Budget	2022/2023 Approved Budget	2023/2024 Approved Budget
External Entities	3 850 527	3 890 789	3 890 789	3 773 657	3 951 982

Any allocation made to an outside body must comply with the requirements of section 67 of the MFMA. This stipulates that before transferring funds to an outside organisation the Municipal Manager, as Accounting Officer, must be satisfied that the organisation or body has the capacity to comply with the agreement and has adequate financial management and other systems in place.

Section 12 – Councillor Allowances and employee benefits

Salaries, Allowances and Benefits

Details of Councillor Allowances and employee benefits are included in supporting table SB11 attached.

Section 13 – Monthly targets for revenue, expenditure and cash flow

Monthly Cash Flows by source

Supporting tables SB 12 to SB 17 show the adjusted monthly cash flows.

Section 14 – Adjustments to the quarterly service delivery and budget implementation plans – internal departments

Supporting table SB3 indicates the major adjustments.

Section 15 – Annual budgets and service delivery agreements – municipal entities and other external mechanisms

ENTITIES

The municipality does not have any entities.

Other Service Delivery Mechanisms

The municipality has service delivery agreements with external parties for the delivery of the Municipality's services.

Section 16 – Contracts having future budgetary implications

Section 33 stipulates that if approved total revenue are greater than R500 million, all operational costs of projects \geq than R 5 million per annum must be listed and in this scenario SM does not have any such additional operational costs.

Section 17 – Capital expenditure details

Capital expenditure details are listed in Supporting Table SB 18 to SB 19.

Section 18 - Supporting tables

Supporting Tables is listed below.

WC015 Swartland - Supporting Table SB1 Supporting detail to 'Budgeted Financial Performance' - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands								
<u>REVENUE ITEMS</u>								
<u>Property rates</u>								
Total Property Rates		143 030	144 976	–	–	144 976	155 653	164 610
Less Revenue Foregone (exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)		4 644	4 644	–	–	4 644	4 800	4 967
Net Property Rates		138 386	140 332	–	–	140 332	150 854	159 643
<u>Service charges - electricity revenue</u>								
Total Service charges - electricity revenue		375 179	375 779	–	–	375 779	422 812	476 482
Less Revenue Foregone (in excess of 50 kwh per indigent household per month)			–		–	–	–	–
Less Cost of Free Basis Services (50 kwh per indigent household per month)		5 415	5 415	–	–	5 415	5 957	6 552
Net Service charges - electricity revenue		369 764	370 364	–	–	370 364	416 855	469 929
<u>Service charges - water revenue</u>								
Total Service charges - water revenue		89 849	90 244	–	–	90 244	94 466	99 383
Less Revenue Foregone (in excess of 6 kilolitres per indigent household per month)			–		–	–		
Less Cost of Free Basis Services (6 kilolitres per indigent household per month)		14 659	14 659	–	–	14 659	15 510	16 481
Net Service charges - water revenue		75 190	75 585	–	–	75 585	78 956	82 902
<u>Service charges - sanitation revenue</u>								
Total Service charges - sanitation revenue		72 738	73 728	–	–	73 728	77 630	82 351
Less Revenue Foregone (in excess of free sanitation service to indigent households)			–		–	–		
Less Cost of Free Basis Services (free sanitation service to indigent households)		26 750	26 750	–	–	26 750	28 623	30 626
Net Service charges - sanitation revenue		45 988	46 978	–	–	46 978	49 007	51 725
<u>Service charges - refuse revenue</u>								
Total refuse removal revenue		44 500	45 100	–	–	45 100	47 764	51 270
Total landfill revenue		–	–		–	–	–	–
Less Revenue Foregone (in excess of one removal a week to indigent households)		–	–		–	–	–	–
Less Cost of Free Basis Services (removed once a week to indigent households)		15 757	15 757	–	–	15 757	16 703	17 705
Net Service charges - refuse revenue		28 742	29 342	–	–	29 342	31 061	33 565
<u>Other Revenue By Source</u>								
Fuel Levy			–		–	–		
Other Revenue		10 776	11 701	–	–	11 701	12 119	12 802
Total 'Other' Revenue	1	10 776	11 701	–	–	11 701	12 119	12 802

WC015 Swartland - Supporting Table SB1 Supporting detail to 'Budgeted Financial Performance' - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	A1	F	G	H		
EXPENDITURE ITEMS								
Employee related costs								
Basic Salaries and Wages		156 179	159 423	670	670	160 093	162 550	169 317
Pension and UIF Contributions		28 378	28 004	220	220	28 224	29 659	30 872
Medical Aid Contributions		12 546	12 145	234	234	12 378	13 528	14 587
Overtime		11 161	13 462	270	270	13 733	11 473	11 794
Performance Bonus		803	269	–	–	269	823	843
Motor Vehicle Allowance		7 316	6 465	–	–	6 465	7 311	7 311
Cellphone Allowance		808	904	2	2	905	808	808
Housing Allowances		1 823	972	12	12	984	1 876	1 931
Other benefits and allowances		27 620	27 839	54	54	27 893	28 821	30 028
Payments in lieu of leave		2 722	2 722	–	–	2 722	2 913	3 117
Long service awards		2 788	2 788	–	–	2 788	5 744	4 496
Post-retirement benefit obligations	4	8 458	8 458	–	–	8 458	8 796	9 148
sub-total		260 602	263 451	1 461	1 461	264 913	274 302	284 252
Less: Employees costs capitalised to PPE					–	–		
Total Employee related costs	1	260 602	263 451	1 461	1 461	264 913	274 302	284 252
Depreciation & asset impairment								
Depreciation of Property, Plant & Equipment		94 807	94 807	–	–	94 807	101 006	112 539
Capital asset impairment		989	4 568	–	–	4 568	999	1 009
Total Depreciation & asset impairment	1	95 797	99 375	–	–	99 375	102 005	113 549
Bulk purchases								
Electricity Bulk Purchases		299 500	299 500	–	–	299 500	345 923	399 540
Total bulk purchases	1	299 500	299 500	–	–	299 500	345 923	399 540
Transfers and grants								
Cash transfers and grants		3 851	3 891	–	–	3 891	3 774	3 952
Total transfers and grants		3 851	3 891	–	–	3 891	3 774	3 952
Contracted services								
Outsourced Services		16 067	17 250	62	62	17 312	19 220	21 311
Consultants and Professional Services		13 279	13 285	481	481	13 766	11 737	10 830
Contractors		58 434	58 475	41	41	58 516	64 124	53 444
Total contracted services		87 781	89 010	584	584	89 594	95 081	85 585
Other Expenditure By Type								
Contributions to 'other' provisions		8 500	8 500	–	–	8 500	8 500	8 500
Audit fees		2 898	2 898	–	–	2 898	3 043	3 195
Other Expenditure		37 034	37 406	256	256	37 662	38 041	39 198
Total Other Expenditure	1	48 433	48 804	256	256	49 060	49 585	50 893
Repairs and Maintenance	14							
Employee related costs		18 506	21 355	–	–	21 355	19 691	20 375
Inventory Consumed (Project Maintenance)		1 482	7 708	2	2	7 710	1 551	1 609
Contracted Services		32 368	33 597	85	85	33 682	35 003	56 375
Other Expenditure		5 142	5 513	–	–	5 513	5 420	5 597
Total Repairs and Maintenance Expenditure	15	57 497	68 173	87	87	68 260	61 664	83 955
Inventory Consumed								
Inventory Consumed - Water		17 811	22 989	–	–	22 989	18 879	20 012
Inventory Consumed - Other		14 913	15 960	(88)	(88)	15 873	15 195	15 774
Total Inventory Consumed & Other Material		32 723	38 949	(88)	(88)	38 862	34 074	35 786

WC015 Swartland - Supporting Table SB2 Supporting detail to 'Financial Position Budget' - 31 March 2022

Description	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
	Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands							
ASSETS							
<u>Consumer debtors</u>							
Consumer debtors	164 966	118 954	–	–	118 954	194 424	226 672
<u>Less: provision for debt impairment</u>	(60 502)	(18 349)	–	–	(18 349)	(64 347)	(67 890)
Total Consumer debtors	104 464	100 604	–	–	100 604	130 077	158 783
<u>Debt impairment provision</u>							
Balance at the beginning of the year	54 565	7 929	–	–	7 929	1 538	(3 527)
Contributions to the provision	5 937	2 015	–	–	2 015	3 845	3 543
Bad debts written off	–	(8 406)	–	–	(8 406)	(8 910)	(9 534)
Balance at end of year	60 502	1 538	–	–	1 538	(3 527)	(9 518)
<u>Inventory</u>							
<u>Water</u>							
Opening Balance	(4 089)	248	–	–	248	550	(2 371)
System Input Volume	19 592	29 081	–	–	29 081	20 767	22 013
Water Treatment Works	–	–	–	–	–	–	–
Bulk Purchases	19 592	29 081	–	–	29 081	20 767	22 013
Authorised Consumption	(17 811)	(22 989)	–	–	(22 989)	(18 879)	(20 012)
Billed Authorised Consumption	(17 811)	(22 989)	–	–	(22 989)	(18 879)	(20 012)
Billed Metered Consumption	(17 811)	(22 989)	–	–	(22 989)	(18 879)	(20 012)
Revenue Water	(17 811)	(22 989)	–	–	(22 989)	(18 879)	(20 012)
Billed Unmetered Consumption	–	–	–	–	–	–	–
UnBilled Authorised Consumption	–	–	–	–	–	–	–
Water Losses	(4 536)	(5 790)	–	–	(5 790)	(4 808)	(5 097)
Apparent losses	(544)	(695)	–	–	(695)	(577)	(612)
Unauthorised Consumption	(91)	(116)	–	–	(116)	(96)	(102)
Customer Meter Inaccuracies	(454)	(579)	–	–	(579)	(481)	(510)
Real losses	(3 992)	(5 096)	–	–	(5 096)	(4 231)	(4 485)
Leakage on Transmission and Distribution Main	(3 087)	(3 941)	–	–	(3 941)	(3 272)	(3 469)
Leakage and Overflows at Storage Tanks/Reservoirs	(452)	(577)	–	–	(577)	(479)	(508)
Leakage on Service Connections up to the point of supply	(226)	(288)	–	–	(288)	(239)	(254)
Data Transfer and Management Errors	(227)	(290)	–	–	(290)	(240)	(255)
Non-revenue Water	(4 536)	(5 790)	–	–	(5 790)	(4 808)	(5 097)
Closing Balance Water	(6 844)	550	–	–	550	(2 371)	(5 466)
Agricultural							
Opening Balance	–	–	–	–	–	–	–
Closing balance - Agricultural	–	–	–	–	–	–	–
Consumables							
Standard Rated							
Opening Balance	7 327	8 280	–	–	8 280	8 794	9 292
Acquisitions	5 712	24 295	11	11	24 306	5 548	5 759
Issues	(5 192)	(23 776)	(10)	(10)	(23 786)	(5 044)	(5 236)
Write-offs	(6)	(6)	–	–	(6)	(6)	(6)
Closing balance - Consumables Standard Rated	7 840	8 793	1	1	8 794	9 292	9 810
Zero Rated							
Opening Balance	–	18	–	–	18	973	1 872
Acquisitions	9 456	10 614	(107)	(107)	10 506	9 882	10 268
Issues	(8 597)	(9 649)	98	98	(9 551)	(8 984)	(9 334)
Closing balance - Consumables Zero Rated	860	983	(10)	(10)	973	1 872	2 805
Finished Goods							
Opening Balance	–	91	–	–	91	91	91
Closing balance - Finished Goods	–	91	–	–	91	91	91

WC015 Swartland - Supporting Table SB2 Supporting detail to 'Financial Position Budget' - 31 March 2022

Description	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
	Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands							
ASSETS							
Materials and Supplies							
Opening Balance	–	287	–	–	287	399	516
Acquisitions	1 236	1 233	–	–	1 233	1 284	1 325
Issues	(1 124)	(1 121)	–	–	(1 121)	(1 167)	(1 204)
Closing balance - Materials and Supplies	112	399	–	–	399	516	637
Work-in-progress							
Opening Balance	–	–	–	–	–	–	–
Closing balance - Work-in-progress	–	–	–	–	–	–	–
Housing Stock							
Opening Balance	7 148	8 127	–	–	8 127	8 127	8 127
Closing Balance - Housing Stock	7 148	8 127	–	–	8 127	8 127	8 127
Land							
Closing Balance - Land	–	–	–	–	–	–	–
Closing Balance - Inventory & Consumables	9 117	18 944	(9)	(9)	18 935	17 528	16 004
Property, plant & equipment							
PPE at cost/valuation (excl. finance leases)	4 393 508	4 348 100	(74)	(74)	4 348 027	4 518 512	4 647 131
Leases recognised as PPE	–	(665)	–	–	(665)	–	–
<u>Less: Accumulated depreciation</u>	<u>2 270 157</u>	<u>2 232 922</u>	<u>–</u>	<u>–</u>	<u>2 232 922</u>	<u>2 371 865</u>	<u>2 485 089</u>
Total Property, plant & equipment	2 123 350	2 114 513	(74)	(74)	2 114 440	2 146 647	2 162 042
LIABILITIES							
Current liabilities - Borrowing							
Current portion of long-term liabilities	10 018	8 761	–	–	8 761	10 018	10 018
Total Current liabilities - Borrowing	10 018	8 761	–	–	8 761	10 018	10 018
Trade and other payables							
Trade Payables	84 958	92 298	–	–	92 298	84 958	84 958
Other creditors	8 027	1 167	–	–	1 167	8 027	8 027
Unspent conditional transfers	16 850	2 387	–	–	2 387	16 850	16 850
VAT	–	(7 573)	–	–	(7 573)	–	–
Total Trade and other payables	109 835	88 279	–	–	88 279	109 835	109 835
Non current liabilities - Borrowing							
Borrowing	84 257	90 723	–	–	90 723	72 411	60 566
Total Non current liabilities - Borrowing	84 257	90 723	–	–	90 723	72 411	60 566
Provisions - non current							
Retirement benefits	57 934	71 056	–	–	71 056	54 159	50 234
Refuse landfill site rehabilitation	38 525	40 274	–	–	40 274	40 642	42 719
Other	–	10 514	–	–	10 514	–	–
Total Provisions - non current	96 459	121 844	–	–	121 844	94 801	92 953
CHANGES IN NET ASSETS							
Accumulated surplus/(Deficit)							
Accumulated surplus/(Deficit) - opening balance	2 277 506	2 323 588	–	–	2 323 588	2 331 845	2 396 019
Restated balance	2 277 506	2 323 588	–	–	2 323 588	2 331 845	2 396 019
Surplus/(Deficit)	56 908	55 907	–	–	55 907	64 173	64 401
Transfers to/from Reserves	(27 830)	(13 949)	–	–	(13 949)	(37 557)	(47 177)
Accumulated Surplus/(Deficit)	2 306 584	2 365 545	–	–	2 365 545	2 358 462	2 413 242
Reserves							
Housing Development Fund	3	2	–	–	2	3	3
Capital replacement	227 336	224 177	–	–	224 177	237 058	246 678
Total Reserves	227 338	224 179	–	–	224 179	237 061	246 682
TOTAL COMMUNITY WEALTH/EQUITY	2 533 922	2 589 725	–	–	2 589 725	2 595 523	2 659 924

WC015 Swartland - Supporting Table SB3 Adjustments to the SDBIP - performance objectives - 31 March 2022

Description	Unit of measurement	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
<u>Improved quality of life for citizens</u>								
Manage Community Development	Completion of projects	–	–	–	–	–	–	–
Manage Multi-Purpose Centres	Completion of projects	–	–	–	–	–	232	–
Manage Protection Services	Completion of projects	77	391	(14)	(14)	378	50	50
Manage Licensing and Registration Services	Completion of projects	368	381	–	–	381	–	726
Manage Traffic and Law Enforcement	Completion of projects	–	–	–	–	–	–	–
Manage Fire and Emergency Services	Completion of projects	1 554	1 541	14	14	1 554	3 835	4 055
<u>Inclusive economic growth</u>								
Facilitate economic development in the municipal	Completion of projects	–	–	–	–	–	–	–
<u>Quality and sustainable living environment</u>								
Manage Development Services	Completion of projects	40	40	–	–	40	42	44
Manage Planning and Valuations	Completion of projects	–	–	–	–	–	–	–
Manage Building Control	Completion of projects	–	–	–	–	–	–	–
Manage Human Settlements	Completion of projects	19 268	15 083	–	–	15 083	15 800	19 760
Manage the Caravan Park Yzerfontein	Completion of projects	30	30	–	–	30	30	32
<u>Caring, competent and responsive</u>								
Manage Corporate Services, Secretariat and	Completion of projects	722	422	–	–	422	24	26
Manage Human Resource Services	Completion of projects	–	–	–	–	–	–	–
Manage Properties, Contracts and Legal	Completion of projects	100	100	–	–	100	100	100
Manage Libraries	Completion of projects	50	70	–	–	70	–	–
Manage Marketing And Tourism	Completion of projects	–	–	–	–	–	–	–
Manage ICT Services	Completion of projects	2 037	2 139	3	3	2 142	803	695
Manage the Office of the Municipal Manager	Completion of projects	10	10	–	–	10	10	12
Manage Financial Administration	Completion of projects	56	41	(3)	(3)	38	28	30
Manage Finance (Credit Control, Income,	Completion of projects	325	283	–	–	283	232	241
Manage Council Expenses	Completion of projects	10	10	–	–	10	10	572
<u>Sufficient, affordable and well-run services</u>								
Manage Civil Engineering Services	Completion of projects	95	95	(7)	(7)	88	52	54
Manage Cemeteries	Completion of projects	–	–	–	–	–	300	–
Manage Parks and Recreational Areas	Completion of projects	1 308	1 373	–	–	1 373	1 185	1 631
Manage Proclaimed Roads	Completion of projects	–	–	–	–	–	–	–
Manage Sewerage	Completion of projects	808	819	–	–	819	3 223	2 177
Manage Waste Water Treatment Works	Completion of projects	60 661	59 391	–	–	59 391	11 243	500
Manage Sportsgrounds	Completion of projects	2 983	2 983	–	–	2 983	–	–
Manage Streets	Completion of projects	33 665	35 947	–	–	35 947	47 319	51 399
Manage Storm water	Completion of projects	60	60	6	6	66	562	564
Manage Swimming Pools	Completion of projects	–	–	–	–	–	–	–
Manage Water Provision	Completion of projects	–	–	–	–	–	–	–
Manage Water Storage	Completion of projects	5 338	6 200	–	–	6 200	27 040	17 462
Manage Municipal Property	Completion of projects	11 690	13 565	1	1	13 567	27	829
Manage Refuse Removal	Completion of projects	1 862	1 311	–	–	1 311	6 210	3 616
Manage Street Cleaning	Completion of projects	–	–	–	–	–	–	–
Manage Solid Waste Disposal (Landfill Sites)	Completion of projects	–	–	–	–	–	–	–
Manage Electrical Engineering Services	Completion of projects	350	350	–	–	350	350	360
Manage Electricity Distribution	Completion of projects	22 971	23 405	–	–	23 405	14 038	31 745
		166 436	166 040	–	–	166 040	132 745	136 679

WC015 Swartland - Supporting Table SB4 Adjustments to budgeted performance indicators and benchmarks - 31 March 2022						
Description of financial indicator	Basis of calculation	Budget Year 2021/22			Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Adjusted Budget	Adjusted Budget	Adjusted Budget
<u>Borrowing Management</u>						
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	2.8%	2.3%	2.3%	2.5%	2.2%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	3.3%	0.0%	2.7%	2.9%	2.6%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants	0.0%	0.0%	0.0%	0.0%	0.0%
<u>Safety of Capital</u>						
Gearing	Long Term Borrowing/ Funds & Reserves	37.1%	40.5%	40.5%	30.5%	24.6%
<u>Liquidity</u>						
Current Ratio	Current assets/current liabilities	5:1	6:1	6:1	5:1	5:1
Liquidity Ratio	Monetary Assets/Current Liabilities	4:1	5:1	5.1	4.0	4.0
<u>Revenue Management</u>						
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing	95.0%	95.0%	95.0%	95.0%	95.0%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	12.8%	12.5%	12.4%	14.4%	16.3%
<u>Creditors Management</u>						
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))	100.0%	100.0%	100.0%	100.0%	100.0%
Creditors to Cash and Investments		19.0%	13.7%	13.7%	18.8%	18.5%
<u>Other Indicators</u>						
Electricity Distribution Losses (2)	Total Volume Losses (kW)	12 096 519	11 755 767	11 755 767	11 873 324	11 992 058
	Total Cost of Losses (Rand '000)	15 784 639	16 731 717	16 731 717	16 899 034	17 068 025
	% Volume (units purchased and generated less units sold)/units purchased and generated	6%	6%	6%	6%	6%
Water Distribution Losses (2)	Total Volume Losses (kℓ)	779 450	1 103 212	1 103 212	1 114 244	1 125 386
	Total Cost of Losses (Rand '000)	5 035 247	5 287 009	5 287 009	5 339 879	5 393 278
	% Volume (units purchased and generated less units sold)/units purchased and generated	18%	21%	21%	21%	21%
Employee costs	Employee costs/(Total Revenue - capital revenue)	28.7%	27.9%	28.0%	27.8%	27.0%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	30.0%	29.1%	29.1%	29.0%	28.1%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	6.3%	6.2%	6.2%	6.2%	8.0%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	12.0%	11.9%	11.9%	11.6%	11.9%
<u>IDP regulation financial viability indicators</u>						
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	31.3%	32.6%	32.6%	35.3%	38.6%
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	11.5%	10.6%	10.6%	13.2%	15.1%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	8.9	9.6	9.6	8.2	7.8

WC015 Swartland - Supporting Table SB6 Adjustments Budget - funding measurement - 31 March 2022

R 2016/17 Chakana - Supporting table 2016/17 Payments Budget - Funding measures - 01 March 2022							
Description	Ref	MFMA section	Medium Term Revenue and Expenditure Framework				
			Original Budget	Prior Adjusted	Adjusted Budget	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands							
<u>Funding measures</u>							
Cash/cash equivalents at the year end - R'000	1	18(1)b	577 694	642 041	642 050	582 716	592 599
Cash + investments at the yr end less applications - R'000	2	18(1)b	358 141	434 119	434 128	377 011	405 683
Cash year end/monthly employee/supplier payments	3	18(1)b	8.9	9.6	9.6	8.2	7.8
Surplus/(Deficit) excluding depreciation offsets: R'000	4	18(1)	29 078	41 957	41 957	26 616	17 223
Service charge rev % change - macro CPIX target exclusive	5	18(1)a,(2)	3.4%	0.0%	4.1%	3.7%	3.8%
Cash receipts % of Ratepayer & Other revenue	6	18(1)a,(2)	94.3%	94.3%	94.3%	93.6%	94.2%
Debt impairment expense as a % of total billable revenue	7	18(1)a,(2)	5.5%	5.4%	5.4%	4.3%	4.1%
Capital payments % of capital expenditure	8	18(1)c;19	100.0%	100.0%	0.0%	0.0%	0.0%
Borrowing receipts % of capital expenditure (excl. transfers)	9	18(1)c	0.0%	0.0%	0.0%	0.0%	0.0%
Grants % of Govt. legislated/gazetted allocations	10	18(1)a	100.2%	99.7%	99.7%	100.2%	100.1%
R&M % of Property Plant & Equipment	13	20(1)(vi)	2.7%	2.7%	2.7%	2.8%	3.8%
Asset renewal % of capital budget	14	20(1)(vi)	16.8%	17.6%	17.6%	24.9%	26.8%

WC015 Swartland - Supporting Table SB7 Adjustments Budget - transfers and grant receipts - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. D	Total Adjusts. E	Adjusted Budget F	Adjusted Budget	Adjusted Budget
R thousands								
RECEIPTS:	1, 2							
<u>Operating Transfers and Grants</u>								
National Government:		112 178	112 178	–	–	112 178	120 819	125 016
Local Government Equitable Share		108 796	108 796	–	–	108 796	119 269	123 466
Finance Management	3	1 550	1 550	–	–	1 550	1 550	1 550
EPWP Incentive		1 832	1 832	–	–	1 832	–	–
				–	–	–		
Provincial Government:		40 062	45 043	2 214	2 214	47 257	44 928	30 353
Community Development: Workers		38	38	–	–	38	38	38
Human Settlements		26 560	26 366	–	–	26 366	31 410	–
Municipal Accreditation and Capacity Building Grant		252	252	–	–	252	264	264
Libraries		10 394	11 351	–	–	11 351	10 621	10 801
Proclaimed Roads Subsidy		175	175	–	–	175	175	15 130
Financial Management Support Grant: Student Bursaries	4	250	250	–	–	250	–	150
Establishment of a K9 Unit		2 393	4 511	–	–	4 511	2 420	3 820
WC Mun Energy Resilience Grant		–	400	–	–	400	–	–
Local Government Public Employment Support Grant		–	1 700	–	–	1 700	–	–
Thusong Grant		–	–	–	–	–	–	150
Establishment of a Law Enforcement Reaction Unit	5	–	–	2 214	2 214	2 214	–	–
District Municipality:		–	–	–	–	–	–	–
Total Operating Transfers and Grants	6	152 240	157 221	2 214	2 214	159 435	165 747	155 369
<u>Capital Transfers and Grants</u>								
National Government:		31 055	30 656	–	–	30 656	28 810	29 711
Municipal Infrastructure Grant (MIG)		22 700	22 301	–	–	22 301	23 810	24 711
Integrated National Electrification Programme (municipal)		8 355	8 355	–	–	8 355	5 000	5 000
			–	–	–	–		
Provincial Government:		15 661	16 412	–	–	16 412	15 800	19 760
Human Settlements		14 600	13 754	–	–	13 754	15 800	19 760
Libraries		50	50	–	–	50	–	–
Establishment of a K9 Unit		28	343	–	–	343	–	–
Sport Development		983	983	–	–	983	–	–
Non-Motorised Transport	5	–	1 282	–	–	1 282	–	–
District Municipality:		–	–	–	–	–	–	–
					–	–		
Other grant providers:		–	–	–	–	–	–	–
					–	–		
Total Capital Transfers and Grants	6	46 716	47 068	–	–	47 068	44 610	49 471
TOTAL RECEIPTS OF TRANSFERS & GRANTS		198 955	204 288	2 214	2 214	206 502	210 357	204 840

WC015 Swartland - Supporting Table SB8 Adjustments Budget - expenditure on transfers and grant programme - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. D	Total Adjusts. E	Adjusted Budget F	Adjusted Budget	Adjusted Budget
R thousands								
EXPENDITURE ON TRANSFERS AND GRANT PROGRAM:	1							
<u>Operating expenditure of Transfers and Grants</u>								
National Government:		112 178	112 178	–	–	112 178	120 819	125 016
Local Government Equitable Share		108 796	108 796	–	–	108 796	119 269	123 466
Finance Management		1 550	1 550	–	–	1 550	1 550	1 550
EPWP Incentive		1 832	1 832	–	–	1 832	–	–
Provincial Government:		40 062	46 135	2 214	2 214	48 349	44 928	30 353
Community Development: Workers		38	38	–	–	38	38	38
Human Settlements		26 560	26 366	–	–	26 366	31 410	–
Municipal Accreditation and Capacity Building Grant		252	252	–	–	252	264	264
Libraries		10 394	11 351	–	–	11 351	10 621	10 801
Proclaimed Roads Subsidy		175	175	–	–	175	175	15 130
Financial Management Support Grant: Student Bursaries		250	250	–	–	250	–	150
Establishment of a K9 Unit		2 393	5 603	–	–	5 603	2 420	3 820
WC Mun Energy Resilience Grant		–	400	–	–	400	–	–
Local Government Public Employment Support Grant		–	1 700	–	–	1 700	–	–
Thusong Grant		–	–	–	–	–	–	150
Establishment of a Law Enforcement Reaction Unit		–	–	2 214	2 214	2 214	–	–
Total operating expenditure of Transfers and Grants:		152 240	158 313	2 214	2 214	160 527	165 747	155 369
<u>Capital expenditure of Transfers and Grants</u>								
National Government:		31 055	30 656	–	–	30 656	28 810	29 711
Municipal Infrastructure Grant (MIG)		22 700	22 301	–	–	22 301	23 810	24 711
Integrated National Electrification Programme (municipal)		8 355	8 355	–	–	8 355	5 000	5 000
Provincial Government:		15 661	14 452	–	–	14 452	15 800	19 760
Human Settlements		14 600	11 794	–	–	11 794	15 800	19 760
Libraries		50	50	–	–	50	–	–
Establishment of a K9 Unit		28	343	–	–	343	–	–
Sport Development		983	983	–	–	983	–	–
Non-Motorised Transport		–	1 282	–	–	1 282	–	–
					–	–		
Total capital expenditure of Transfers and Grants		46 716	45 108	–	–	45 108	44 610	49 471
Total capital expenditure of Transfers and Grants		198 955	203 421	2 214	2 214	205 635	210 357	204 840

WC015 Swartland - Supporting Table SB10 Adjustments Budget - transfers and grants made by the municipality - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands								
Cash transfers to other Organisations								
<i>Old age homes</i>	4	1 532	1 532	–	–	1 532	1 636	1 747
<i>SPCA</i>		311	311	–	–	311	327	344
<i>NSRI</i>		33	33	–	–	33	35	37
<i>Museums</i>		232	232	–	–	232	244	257
<i>Bergriver Canoe Marathon</i>		30	30	–	–	30	30	54
<i>Tourism associations</i>		1 030	1 030	–	–	1 030	1 050	1 040
TOTAL CASH TRANSFERS TO OTHER ORGANISATIONS		3 169	3 169	–	–	3 169	3 322	3 479
TOTAL CASH TRANSFERS	5	3 169	3 169	–	–	3 169	3 322	3 479
Cash Transfers to Groups of Individuals								
<i>Bursaries:non-employees</i>	1	250	250	–	–	250	–	–
<i>Welfare organisations</i>		432	432	–	–	432	452	473
<i>Project Linked Support (Housing)</i>		–	40	–	–	40	–	–
TOTAL ALLOCATIONS TO INDIVIDUALS:		682	722	–	–	722	452	473
TOTAL NON-CASH TRANSFERS	5	–	–	–	–	–	–	–
TOTAL TRANSFERS		3 851	3 891	–	–	3 891	3 774	3 952

WC015 Swartland - Supporting Table SB11 Adjustments Budget - councillor and staff benefits - 31 March 2022

Summary of remuneration	Ref	Budget Year 2021/22				
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H
R thousands						
<u>Councillors (Political Office Bearers plus Other)</u>						
Basic Salaries and Wages		8 900	8 900	–	–	8 900
Pension and UIF Contributions		1 124	1 124	–	–	1 124
Medical Aid Contributions		187	187	–	–	187
Cellphone Allowance		1 021	1 021	–	–	1 021
Sub Total - Councillors		11 232	11 232	–	–	11 232
% increase			–			–
<u>Senior Managers of the Municipality</u>						
Basic Salaries and Wages		8 050	8 814	–	–	8 814
Pension and UIF Contributions		1 494	1 644	–	–	1 644
Medical Aid Contributions		488	518	–	–	518
Performance Bonus		803	269	–	–	269
Motor Vehicle Allowance		1 002	1 050	–	–	1 050
Cellphone Allowance		245	245	–	–	245
Other benefits and allowances		197	236	–	–	236
Payments in lieu of leave		31	31	–	–	31
Long service awards		36	36	–	–	36
Post-retirement benefit obligations	5	1 154	1 154	–	–	1 154
Sub Total - Senior Managers of Municipality		13 501	13 998	–	–	13 998
% increase			0			–
<u>Other Municipal Staff</u>						
Basic Salaries and Wages		148 129	150 609	670	670	151 279
Pension and UIF Contributions		26 884	26 360	220	220	26 580
Medical Aid Contributions		12 057	11 626	234	234	11 860
Overtime		11 161	13 462	270	270	13 733
Motor Vehicle Allowance		6 314	5 415	–	–	5 415
Cellphone Allowance		563	659	2	2	660
Housing Allowances		1 823	972	12	12	984
Other benefits and allowances		27 423	27 603	54	54	27 657
Payments in lieu of leave		2 691	2 691	–	–	2 691
Long service awards		2 752	2 752	–	–	2 752
Post-retirement benefit obligations	5	7 303	7 303	–	–	7 303
Sub Total - Other Municipal Staff		247 101	249 453	1 461	1 461	250 915
% increase						
Total Parent Municipality		271 833	274 683	1 461	1 461	276 144
TOTAL SALARY, ALLOWANCES & BENEFITS		271 833	274 683	1 461	1 461	276 144
% increase						
TOTAL MANAGERS AND STAFF		260 602	263 451	1 461	1 461	264 913

WC015 Swartland - Supporting Table SB12 Adjustments Budget - monthly revenue and expenditure (municipal vote) - 31 March 2022

Description	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands															
Revenue by Vote															
Vote 1 - Corporate Services	31	33	36	37	41	32	5 932	47	3 094	45	32	3 102	12 463	11 443	11 684
Vote 2 - Civil Services	38 329	13 365	11 537	11 913	13 363	38 146	33 981	14 087	24 931	13 312	13 190	30 706	256 859	254 865	289 229
Vote 3 - Council	21	24	25	26	26	23	23	24	21	23	23	33	295	299	304
Vote 4 - Electricity Services	33 558	36 756	31 143	31 517	30 020	31 964	33 372	29 272	34 465	31 105	31 853	29 756	384 780	428 024	481 703
Vote 5 - Financial Services	33 307	13 716	12 198	11 951	11 783	31 407	16 108	12 304	18 973	12 323	12 111	58 583	244 765	245 402	250 865
Vote 6 - Development Services	341	491	482	543	546	541	1 791	388	19 465	369	341	19 574	44 873	54 225	27 318
Vote 7 - Municipal Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 8 - Protection Services	841	874	940	1 008	926	780	3 565	907	2 658	932	885	37 112	51 428	38 637	42 186
Total Revenue by Vote	106 430	65 259	56 360	56 994	56 707	102 893	94 772	57 030	103 607	58 109	58 436	178 866	995 462	1 032 897	1 103 289
Expenditure by Vote															
Vote 1 - Corporate Services	2 402	2 792	2 804	2 897	3 837	2 510	3 653	2 722	2 750	2 978	2 721	6 222	38 286	42 690	44 423
Vote 2 - Civil Services	10 371	11 889	13 697	11 660	16 948	15 004	54 368	17 873	17 245	18 484	17 486	94 505	299 529	287 310	322 699
Vote 3 - Council	938	1 291	3 435	1 104	1 051	1 561	1 378	1 165	1 461	1 870	1 574	1 638	18 466	18 758	19 319
Vote 4 - Electricity Services	8 764	34 545	34 042	31 215	28 585	25 604	35 941	29 149	30 253	30 845	29 571	60 575	379 089	413 775	470 886
Vote 5 - Financial Services	3 104	3 355	4 063	3 850	5 147	3 564	3 930	3 633	3 640	4 084	3 967	10 902	53 239	60 939	62 797
Vote 6 - Development Services	1 883	2 061	2 269	2 091	2 997	1 954	8 716	6 254	6 182	6 880	6 784	5 462	53 534	58 633	28 824
Vote 7 - Municipal Manager	533	559	587	553	777	541	565	572	569	584	573	1 570	7 985	8 370	8 660
Vote 8 - Protection Services	3 389	4 127	4 547	4 133	6 474	4 162	4 978	4 532	4 315	4 479	4 779	39 514	89 429	78 248	81 280
Total Expenditure by Vote	31 385	60 619	65 444	57 502	65 816	54 899	113 529	65 898	66 415	70 203	67 455	220 389	939 555	968 724	1 038 888
Surplus/ (Deficit)	75 044	4 640	(9 083)	(508)	(9 109)	47 994	(18 758)	(8 869)	37 192	(12 094)	(9 020)	(41 523)	55 907	64 173	64 401

WC015 Swartland - Supporting Table SB13 Adjustments Budget - monthly revenue and expenditure (functional classification) - 31 March 2022

Description - Standard classification	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands															
Revenue - Functional															
Governance and administration	33 406	13 811	12 296	12 050	11 897	31 501	16 404	12 446	19 353	12 457	12 296	71 111	259 028	252 432	263 024
Executive and council	21	24	25	26	26	23	23	24	21	23	23	33	295	299	304
Finance and administration	33 385	13 787	12 271	12 023	11 871	31 478	16 381	12 422	19 332	12 434	12 273	71 078	258 734	252 132	262 720
Internal audit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community and public safety	261	318	279	345	356	433	10 615	272	24 554	279	232	59 213	97 159	90 578	66 696
Community and social services	105	107	108	110	114	106	5 916	120	2 935	117	106	2 946	12 789	11 956	12 363
Sport and recreation	105	158	116	179	183	275	1 951	90	707	103	75	727	4 669	3 297	3 552
Public safety	38	41	42	43	43	40	2 581	41	1 740	40	40	36 366	41 053	27 643	30 537
Housing	13	13	13	13	16	12	167	22	19 172	20	12	19 174	38 648	47 682	20 244
Health	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services	1 042	1 169	1 267	1 367	1 285	1 044	1 763	1 203	3 509	1 196	1 148	4 430	20 424	23 774	46 453
Planning and development	234	330	362	394	394	298	598	330	234	298	298	318	4 088	3 711	3 874
Road transport	808	839	905	973	891	746	1 165	873	3 276	898	850	4 112	16 336	20 063	42 579
Environmental protection	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trading services	71 718	49 959	42 516	43 230	43 165	69 913	65 987	43 105	56 186	44 173	44 757	44 109	618 820	666 080	727 081
Energy sources	33 558	36 756	31 143	31 517	30 020	31 964	33 372	29 272	34 465	31 105	31 853	29 756	384 780	428 024	481 703
Water management	12 916	6 785	4 762	5 281	6 713	13 345	7 429	7 107	8 824	6 806	6 641	6 424	93 033	112 025	111 088
Waste water management	15 776	3 847	4 033	3 847	3 847	15 296	22 655	3 909	7 389	3 745	3 745	3 995	92 082	76 628	81 284
Waste management	9 468	2 571	2 578	2 585	2 585	9 309	2 531	2 818	5 509	2 518	2 518	3 935	48 925	49 403	53 006
Other	2	2	2	2	3	2	4	4	3	3	2	3	31	33	35
Total Revenue - Functional	106 430	65 259	56 360	56 994	56 707	102 893	94 772	57 030	103 607	58 109	58 436	178 866	995 462	1 032 897	1 103 289

WC015 Swartland - Supporting Table SB13 Adjustments Budget - monthly revenue and expenditure (functional classification) - 31 March 2022

Description - Standard classification	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Virement Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands															
Expenditure - Functional															
Governance and administration	7 999	9 111	12 524	9 814	12 170	9 634	12 905	9 669	9 995	11 006	10 462	26 696	141 985	155 007	160 351
Executive and council	1 199	1 554	3 698	1 371	1 362	1 823	1 694	1 427	1 723	2 132	1 836	2 511	22 331	22 336	23 002
Finance and administration	6 666	7 402	8 645	8 304	10 549	7 673	11 068	8 100	8 134	8 721	8 483	24 001	117 747	130 603	135 188
Internal audit	133	154	181	140	259	138	142	141	138	153	142	184	1 907	2 068	2 161
Community and public safety	6 056	7 162	7 931	7 145	11 204	7 005	16 729	12 129	11 744	12 717	12 837	48 515	161 174	153 708	128 124
Community and social services	1 458	1 675	1 875	1 602	2 531	1 523	2 365	1 670	1 640	1 767	1 689	4 241	24 036	23 433	24 481
Sport and recreation	1 705	1 929	2 156	1 916	3 081	1 810	3 449	2 325	2 093	2 251	2 131	5 250	30 096	28 831	29 972
Public safety	2 703	3 354	3 681	3 420	5 280	3 478	4 145	3 738	3 620	4 299	4 624	34 139	76 480	66 015	68 613
Housing	190	204	220	206	312	195	6 770	4 396	4 391	4 401	4 394	4 884	30 562	35 429	5 058
Health	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services	2 144	2 485	2 854	2 489	3 482	2 463	19 128	5 306	4 922	5 213	4 991	11 543	67 019	66 963	90 352
Planning and development	862	961	1 082	997	1 442	903	949	973	931	1 012	957	2 097	13 164	14 173	14 297
Road transport	1 282	1 524	1 772	1 493	2 040	1 560	18 179	4 333	3 991	4 201	4 033	9 446	53 855	52 790	76 055
Environmental protection	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trading services	15 142	41 610	42 082	37 803	38 878	35 752	64 418	38 748	39 710	41 014	39 090	133 393	567 640	591 259	658 242
Energy sources	7 806	33 403	32 710	29 752	27 103	24 490	34 049	27 899	29 020	29 575	28 326	57 976	362 109	396 159	452 333
Water management	1 475	1 919	2 265	1 844	2 775	1 786	10 381	3 187	2 953	3 248	3 089	45 751	80 674	70 141	74 231
Waste water management	2 635	3 092	3 599	3 143	4 513	6 726	12 761	4 503	4 245	4 592	4 319	17 332	71 460	69 025	72 814
Waste management	3 226	3 195	3 508	3 064	4 487	2 750	7 228	3 159	3 492	3 598	3 355	12 334	53 397	55 934	58 863
Other	44	252	53	251	82	45	350	47	45	252	76	241	1 737	1 786	1 820
Total Expenditure - Functional	31 385	60 619	65 444	57 502	65 816	54 899	113 529	65 898	66 415	70 203	67 455	220 389	939 555	968 724	1 038 888
Surplus/ (Deficit) 1.	75 044	4 640	(9 083)	(508)	(9 109)	47 994	(18 758)	(8 869)	37 192	(12 094)	(9 020)	(41 523)	55 907	64 173	64 401

WC015 Swartland - Supporting Table SB14 Adjustments Budget - monthly revenue and expenditure - 31 March 2022

Description	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands															
Revenue By Source															
Property rates	12 455	13 138	11 610	11 333	11 126	10 991	11 613	11 621	11 613	11 613	11 613	11 605	140 332	150 854	159 643
Service charges - electricity revenue	31 164	36 739	31 126	31 500	30 003	29 629	32 997	29 255	29 629	31 088	31 836	25 398	370 364	416 855	469 929
Service charges - water revenue	6 275	6 561	4 557	5 058	6 490	6 848	7 205	6 848	6 633	6 583	6 418	6 110	75 585	78 956	82 902
Service charges - sanitation revenue	4 056	3 888	4 056	3 888	3 888	3 888	3 786	3 985	3 886	3 786	3 786	4 085	46 978	49 007	51 725
Service charges - refuse revenue	2 444	2 444	2 444	2 444	2 444	2 444	1 958	2 690	2 398	2 398	2 398	2 837	29 342	31 061	33 565
Rental of facilities and equipment	107	92	92	92	122	92	183	183	168	168	182	147	1 628	1 606	1 702
Interest earned - external investments	280	280	280	280	280	280	1 722	287	287	287	287	33 219	37 769	36 526	33 355
Interest earned - outstanding debtors	216	221	228	253	289	283	287	299	319	331	128	130	2 984	2 757	2 922
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	23	23	23	23	23	23	23	23	23	23	23	32 423	32 671	25 003	26 501
Licences and permits	311	347	409	400	391	320	387	369	422	396	347	347	4 445	4 708	4 986
Agency services	472	466	471	546	473	400	578	478	478	478	478	378	5 699	6 040	6 403
Transfers and subsidies	47 761	-	-	-	-	46 565	10 657	-	33 961	-	-	21 905	160 849	166 080	155 585
Other revenue	707	903	908	1 019	1 019	972	2 061	833	703	801	782	993	11 701	12 119	12 802
Gains	-	-	-	-	-	-	1 886	-	-	-	-	25 202	27 088	5 457	10 482
Total Revenue	106 271	65 101	56 202	56 836	56 548	102 734	75 342	56 872	90 520	57 951	58 277	164 780	947 435	987 031	1 052 501

WC015 Swartland - Supporting Table SB14 Adjustments Budget - monthly revenue and expenditure - 31 March 2022

Description	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands															
Expenditure By Type															
Employee related costs	18 471	19 672	19 750	19 647	30 981	19 693	19 849	19 520	19 668	20 376	20 351	36 936	264 913	274 302	284 252
Remuneration of councillors	876	876	876	876	876	876	876	1 022	1 022	1 022	1 022	1 011	11 232	11 487	11 748
Debt impairment	-	-	-	-	-	-	-	-	-	-	-	35 936	35 936	31 407	32 792
Depreciation & asset impairment	-	-	-	-	-	-	55 557	7 850	7 850	7 850	7 850	12 418	99 375	102 005	113 549
Finance charges	-	-	-	-	-	4 754	-	-	-	-	-	8 387	13 141	12 297	11 401
Bulk purchases - electricity	6 000	31 209	30 505	27 642	24 163	22 353	23 373	24 853	25 851	26 169	25 109	32 273	299 500	345 923	399 540
Inventory consumed	1 492	735	570	1 015	921	713	731	1 068	1 517	1 583	1 567	26 950	38 862	34 074	35 786
Contracted services	2 785	5 200	8 215	3 916	6 201	3 548	9 696	8 929	7 646	9 842	8 556	15 060	89 594	95 081	85 585
Transfers and subsidies	-	500	332	227	37	582	728	20	429	224	466	346	3 891	3 774	3 952
Other expenditure	1 762	2 427	5 197	4 179	2 637	2 380	2 720	2 637	2 431	3 137	2 534	17 019	49 060	49 585	50 893
Losses	-	-	-	-	-	-	-	-	-	-	-	34 052	34 052	8 791	9 390
Total Expenditure	31 385	60 619	65 444	57 502	65 816	54 899	113 529	65 898	66 415	70 203	67 455	220 389	939 555	968 724	1 038 888
Surplus/(Deficit)	74 886	4 482	(9 241)	(667)	(9 268)	47 835	(38 187)	(9 027)	24 105	(12 252)	(9 178)	(55 609)	7 880	18 307	13 613
Transfers and subsidies - capital (monetary allocations) (National /	-	-	-	-	-	-	19 271	-	12 928	-	-	12 928	45 127	44 610	49 471
Transfers and subsidies - capital (monetary allocations) (National /	158	158	158	158	158	158	158	158	158	158	158	1 158	2 900	1 256	1 317
Transfers and subsidies - capital (in-kind -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers &	75 044	4 640	(9 083)	(508)	(9 109)	47 994	(18 758)	(8 869)	37 192	(12 094)	(9 020)	(41 523)	55 907	64 173	64 401

WC015 Swartland - Supporting Table SB16 Adjustments Budget - monthly capital expenditure (municipal vote) - 31 March 2022

Description - Municipal Vote	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands															
Multi-year expenditure appropriation															
Vote 1 - Corporate Services	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 2 - Civil Services	6 600	7 596	7 400	7 650	7 171	5 000	5 750	10 117	7 317	6 583	6 583	4 671	82 438	45 922	33 907
Vote 3 - Council	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 4 - Electricity Services	50	400	1 100	1 300	1 200	1 600	1 100	1 450	4 700	1 100	555	300	14 855	5 000	20 000
Vote 5 - Financial Services	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 6 - Development Services	–	278	694	694	694	1 388	180	180	2 936	626	584	40	8 293	15 800	19 760
Vote 7 - Municipal Manager	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 8 - Protection Services	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Capital Multi-year expenditure sub-total	6 650	8 274	9 194	9 644	9 065	7 988	7 030	11 747	14 954	8 309	7 722	5 011	105 587	66 722	73 667
Single-year expenditure appropriation															
Vote 1 - Corporate Services	–	60	405	40	25	–	10	10	12	10	10	10	592	124	126
Vote 2 - Civil Services	350	(546)	3 515	4 585	6 759	5 819	2 968	5 020	5 328	4 385	1 102	20	39 305	51 240	44 325
Vote 3 - Council	–	–	2	–	2	–	2	2	2	–	–	–	10	10	572
Vote 4 - Electricity Services	82	237	308	745	4 138	866	527	911	1 595	577	508	547	11 042	10 190	12 800
Vote 5 - Financial Services	–	6	9	218	76	7	8	(3)	–	–	–	–	321	260	271
Vote 6 - Development Services	6	42	96	96	96	185	6	822	2 480	1 082	1 328	623	6 860	304	76
Vote 7 - Municipal Manager	–	–	2	–	2	–	2	2	2	–	–	–	10	10	12
Vote 8 - Protection Services	–	–	–	1 168	130	–	1	1	45	120	846	1	2 313	3 885	4 831
Capital single-year expenditure sub-total	438	(201)	4 337	6 852	11 228	6 878	3 524	6 765	9 464	6 174	3 795	1 201	60 454	66 023	63 012
Total Capital Expenditure	7 088	8 072	13 531	16 496	20 293	14 866	10 554	18 511	24 418	14 483	11 517	6 212	166 040	132 745	136 679

WC015 Swartland - Supporting Table SB17 Adjustments Budget - monthly capital expenditure (functional classification) - 31 March 2022

Description	Ref	Budget Year 2021/22											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
		Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Viremented Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Capital Expenditure - Functional																
Governance and administration		606	1 429	1 786	2 208	1 648	1 468	1 271	3 089	2 414	58	102	392	16 472	1 134	2 404
Executive and council		–	–	4	–	4	–	4	4	4	–	–	–	20	20	584
Finance and administration		606	1 429	1 782	2 208	1 644	1 468	1 267	3 085	2 410	58	102	392	16 452	1 114	1 820
Internal audit		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Community and public safety		268	363	618	1 835	758	860	414	429	220	233	859	14	6 869	5 732	6 594
Community and social services		–	60	–	40	10	–	10	10	10	10	10	10	170	632	100
Sport and recreation		268	303	618	628	618	860	403	417	166	103	3	3	4 386	1 215	1 663
Public safety		–	–	–	1 168	130	–	1	1	45	120	846	1	2 313	3 885	4 831
Housing		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		3	(960)	3 184	3 694	5 421	3 997	3 103	4 771	9 093	7 767	4 658	2 620	47 352	59 442	66 237
Planning and development		3	216	534	544	594	1 066	3	354	3 521	1 055	1 309	620	9 820	1 927	1 267
Road transport		–	(1 176)	2 649	3 149	4 827	2 932	3 100	4 417	5 572	6 712	3 349	2 000	37 532	57 515	64 970
Environmental protection		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Trading services		6 211	7 241	7 943	8 758	12 466	8 540	5 766	10 223	12 690	6 424	5 897	3 186	95 347	66 437	61 444
Energy sources		126	610	1 350	1 705	5 280	2 105	1 568	2 208	5 768	1 618	961	455	23 755	14 388	32 105
Water management		73	526	451	841	1 211	1 481	440	928	2 218	611	759	60	9 599	29 275	20 437
Waste water management		6 012	6 005	6 033	6 012	5 763	4 386	3 758	7 087	4 584	4 195	4 177	2 671	60 682	16 564	5 286
Waste management		–	100	110	200	212	568	–	–	120	–	–	–	1 311	6 210	3 616
Other		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Capital Expenditure - Functional		7 088	8 072	13 531	16 496	20 293	14 866	10 554	18 511	24 418	14 483	11 517	6 212	166 040	132 745	136 679

WC015 Swartland - Supporting Table SB18a Adjustments Budget - capital expenditure on new assets by asset class - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
Capital expenditure on new assets by Asset Class/Sub-class								
Infrastructure		35 632	35 514	7	7	35 521	41 455	59 288
Roads Infrastructure		11 081	12 840	–	–	12 840	28 206	32 265
Roads		11 081	12 840	–	–	12 840	28 206	32 265
Storm water Infrastructure		–	–	–	–	–	–	–
Electrical Infrastructure		15 571	16 055	7	7	16 062	5 438	20 569
MV Substations		200	200	–	–	200	–	15 000
MV Networks		14 855	14 855	–	–	14 855	5 000	5 000
LV Networks		516	1 000	7	7	1 007	438	569
Water Supply Infrastructure		5 778	5 102	–	–	5 102	4 239	4 372
Boreholes		–	–	–	–	–	740	–
Distribution		5 628	5 102	–	–	5 102	3 499	4 372
Distribution Points		150	–	–	–	150	–	–
PRV Stations		–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–
Sanitation Infrastructure		2 482	1 207	–	–	1 207	1 572	2 083
Pump Station		920	650	–	–	650	–	–
Reticulation		1 562	557	–	–	557	1 572	2 083
Solid Waste Infrastructure		720	310	–	–	310	2 000	–
Landfill Sites		720	310	–	–	310	2 000	–
Rail Infrastructure		–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–
Community Assets		3 768	6 066	–	–	6 066	1 000	700
Community Facilities		2 368	3 212	–	–	3 212	1 000	700
Cemeteries/Crematoria		–	–	–	–	–	300	–
Parks		700	700	–	–	700	700	700
Public Open spaces		1 668	2 512	–	–	2 512	–	–
Sport and Recreation Facilities		1 400	2 854	–	–	2 854	–	–
Indoor Facilities		800	2 113	–	–	2 113	–	–
Outdoor Facilities		600	741	–	–	741	–	–
Heritage assets		–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–
Other assets		21 656	18 740	–	–	18 740	1 833	1 169
Operational Buildings		10 880	11 560	–	–	11 560	–	–
Municipal Offices		10 880	11 560	–	–	11 560	–	–
Housing		10 776	7 180	–	–	7 180	1 833	1 169
Staff Housing		–	–	–	–	–	–	–
Social Housing		10 776	7 180	–	–	7 180	1 833	1 169
Biological or Cultivated Assets		–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–
Computer Equipment		1 587	1 759	3	3	1 762	1 233	1 120
Computer Equipment		1 587	1 759	3	3	1 762	1 233	1 120
Furniture and Office Equipment		348	353	(3)	(3)	350	272	280
Furniture and Office Equipment		348	353	(3)	(3)	350	272	280
Machinery and Equipment		2 319	2 339	–	–	2 339	5 890	4 877
Machinery and Equipment		2 319	2 339	–	–	2 339	5 890	4 877
Transport Assets		3 574	3 691	–	–	3 691	11 014	15 131
Transport Assets		3 574	3 691	–	–	3 691	11 014	15 131
Land		700	400	–	–	400	–	–
Land		700	400	–	–	400	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–
Total Capital Expenditure on new assets to be adjus	1	69 582	68 863	7	7	68 870	62 695	82 566

WC015 Swartland - Supporting Table SB18b Adjustments Budget - capital expenditure on renewal of existing assets by asset class - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
<u>Capital expenditure on renewal of existing assets by Asset Class/Sub-class</u>								
<u>Infrastructure</u>		27 200	28 432	–	–	28 432	33 000	36 600
Roads Infrastructure		23 000	24 282	–	–	24 282	25 000	28 600
Roads		23 000	24 282	–	–	24 282	25 000	28 600
Electrical Infrastructure		4 200	4 150	–	–	4 150	8 000	8 000
MV Substations		3 600	3 600	–	–	3 600	–	–
MV Switching Stations		–	–	–	–	–	–	–
MV Networks		–	–	–	–	–	–	–
LV Networks		600	550	–	–	550	8 000	8 000
Water Supply Infrastructure		–	–	–	–	–	–	–
Sanitation Infrastructure		–	–	–	–	–	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–
<u>Community Assets</u>		–	–	–	–	–	–	–
<u>Heritage assets</u>		–	–	–	–	–	–	–
<u>Investment properties</u>		–	–	–	–	–	–	–
<u>Other assets</u>		830	713	–	–	713	–	–
Housing		830	713	–	–	713	–	–
Staff Housing		830	713	–	–	713		
<u>Biological or Cultivated Assets</u>		–	–	–	–	–	–	–
<u>Intangible Assets</u>		–	–	–	–	–	–	–
<u>Computer Equipment</u>		–	–	–	–	–	–	–
Total Capital Expenditure on renewal of existing assets	1	28 030	29 145	–	–	29 145	33 000	36 600

WC015 Swartland - Supporting Table SB18c Adjustments Budget - expenditure on repairs and maintenance by asset class - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
Repairs and maintenance expenditure by Asset Class/Sub-class								
Infrastructure		40 155	41 339	6	6	41 344	43 124	65 098
Roads Infrastructure		5 140	5 111	24	24	5 135	5 196	24 830
Roads		5 073	5 044	12	12	5 056	5 127	24 759
Road Furniture		67	67	12	12	79	69	71
Storm water Infrastructure		17 281	18 343	(8)	(8)	18 335	18 318	19 184
Storm water Conveyance		17 281	18 343	(8)	(8)	18 335	18 318	19 184
Electrical Infrastructure		2 729	2 709	–	–	2 709	2 901	3 031
MV Substations		153	153	–	–	153	165	175
LV Networks		2 576	2 556	–	–	2 556	2 736	2 856
Capital Spares					–	–		
Water Supply Infrastructure		1 705	1 705	(3)	(3)	1 702	1 478	1 803
Reservoirs		1 102	1 102	(3)	(3)	1 098	1 135	1 169
Pump Stations		139	139	–	–	139	145	153
Distribution		465	465	–	–	465	198	482
Sanitation Infrastructure		5 334	5 334	(7)	(7)	5 326	5 009	5 190
Pump Station		939	939	(1)	(1)	938	967	997
Waste Water Treatment Works		4 394	4 394	(6)	(6)	4 388	4 041	4 194
Solid Waste Infrastructure		7 966	8 138	–	–	8 138	10 222	11 060
Landfill Sites		7 966	8 138	–	–	8 138	10 222	11 060
Rail Infrastructure		–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–
Community Assets		3 286	3 280	(29)	(29)	3 251	3 648	3 544
Community Facilities		2 122	2 147	(19)	(19)	2 128	2 207	2 306
Halls		387	361	–	–	361	404	423
Centres		1 470	1 546	–	–	1 546	1 544	1 621
Libraries		60	60	–	–	60	50	50
Cemeteries/Crematoria		105	105	(5)	(5)	100	109	113
Parks		100	75	(14)	(14)	61	100	100
Sport and Recreation Facilities		1 164	1 133	(10)	(10)	1 123	1 441	1 238
Indoor Facilities		100	100	–	–	100	100	100
Outdoor Facilities		1 064	1 033	(10)	(10)	1 023	1 341	1 138
Heritage assets		–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–
Other assets		1 744	1 874	–	–	1 874	1 926	1 689
Operational Buildings		990	1 009	–	–	1 009	1 039	1 092
Municipal Offices		990	1 009	–	–	1 009	1 039	1 092
Housing		754	864	–	–	864	887	597
Staff Housing		197	255	–	–	255	207	217
Social Housing		557	609	–	–	609	680	380
Biological or Cultivated Assets		–	–	–	–	–	–	–
Intangible Assets		4 226	4 226	–	–	4 226	4 475	4 621
Servitudes					–	–		
Licences and Rights		4 226	4 226	–	–	4 226	4 475	4 621
Computer Software and Applications		4 226	4 226	–	–	4 226	4 475	4 621
Computer Equipment		316	316	–	–	316	319	407
Computer Equipment		316	316	–	–	316	319	407
Furniture and Office Equipment		77	78	(3)	(3)	75	69	71
Furniture and Office Equipment		77	78	(3)	(3)	75	69	71
Machinery and Equipment		1 282	1 327	6	6	1 333	1 304	1 280
Machinery and Equipment		1 282	1 327	6	6	1 333	1 304	1 280
Transport Assets		6 412	6 469	108	108	6 577	6 799	7 245
Transport Assets		6 412	6 469	108	108	6 577	6 799	7 245
Total Repairs and Maintenance Expenditure to be	1	57 497	58 908	87	87	58 995	61 664	83 955

WC015 Swartland - Supporting Table SB18d Adjustments Budget - depreciation by asset class - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands								
<u>Depreciation by Asset Class/Sub-class</u>								
<u>Infrastructure</u>		79 925	78 160	–	–	78 160	84 809	93 761
Roads Infrastructure		24 434	24 908	–	–	24 908	25 508	28 060
Roads		23 776	24 081	–	–	24 081	24 791	27 271
Road Structures		188	352	–	–	352	205	226
Road Furniture		470	474	–	–	474	512	564
Capital Spares			–		–	–		
Storm water Infrastructure		4 698	4 744	–	–	4 744	4 941	5 435
Drainage Collection		841	849	–	–	849	917	1 008
Storm water Conveyance		3 857	3 895	–	–	3 895	4 024	4 426
Attenuation			–		–	–		
Electrical Infrastructure		13 056	13 530	–	–	13 530	14 231	15 654
Power Plants		3	3	–	–	3	3	3
HV Transmission Conductors		37	38	–	–	38	41	45
MV Substations		2 018	2 013	–	–	2 013	2 199	2 419
MV Switching Stations		1 188	1 206	–	–	1 206	1 294	1 424
MV Networks		7 325	7 431	–	–	7 431	7 984	8 783
LV Networks		2 267	2 619	–	–	2 619	2 471	2 718
Capital Spares		219	221	–	–	221	238	262
Water Supply Infrastructure		14 225	14 799	–	–	14 799	14 807	16 288
Dams and Weirs		275	277	–	–	277	286	314
Boreholes		15	15	–	–	15	16	18
Reservoirs		2 353	2 743	–	–	2 743	2 450	2 695
Pump Stations		579	579	–	–	579	604	664
Water Treatment Works		84	134	–	–	134	91	101
Bulk Mains		1 211	1 248	–	–	1 248	1 259	1 385
Distribution		9 709	9 803	–	–	9 803	10 101	11 112
Sanitation Infrastructure		16 238	16 396	–	–	16 396	17 700	20 270
Pump Station		15 496	15 645	–	–	15 645	16 890	18 579
Reticulation		743	751	–	–	751	810	1 691
Solid Waste Infrastructure		7 274	3 783	–	–	3 783	7 623	8 055
Landfill Sites		7 162	3 652	–	–	3 652	7 501	7 918
Waste Drop-off Points		112	132	–	–	132	122	137
<u>Community Assets</u>		5 008	6 061	–	–	6 061	5 459	6 880
Community Facilities		2 507	3 288	–	–	3 288	2 733	3 059
Halls		741	922	–	–	922	808	906
Centres		10	425	–	–	425	11	12
Clinics/Care Centres		527	530	–	–	530	575	644
Museums		16	16	–	–	16	17	19
Libraries		501	508	–	–	508	546	610
Cemeteries/Crematoria		340	375	–	–	375	370	417
Parks		–	33	–	–	33	–	–
Public Open Space		187	289	–	–	289	204	227
Nature Reserves		–	–	–	–	–	–	–
Public Ablution Facilities		180	180	–	–	180	197	218
Taxi Ranks/Bus Terminals		5	10	–	–	10	5	6
Capital Spares					–	–		
Sport and Recreation Facilities		2 501	2 773	–	–	2 773	2 726	3 820
Indoor Facilities		1 498	1 547	–	–	1 547	1 633	1 814
Outdoor Facilities		1 003	1 226	–	–	1 226	1 093	2 006
Capital Spares					–	–		
<u>Investment properties</u>		9	60	–	–	60	10	12
Revenue Generating		9	60	–	–	60	10	12
Improved Property		9	60	–	–	60	10	12

WC015 Swartland - Supporting Table SB18d Adjustments Budget - depreciation by asset class - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
R thousands								
<u>Other assets</u>		2 294	2 236	-	-	2 236	2 475	2 765
Operational Buildings		2 052	1 991	-	-	1 991	2 211	2 470
Municipal Offices		1 428	1 360	-	-	1 360	1 531	1 705
Workshops		23	23	-	-	23	25	28
Yards		-	5	-	-	5	-	-
Stores		601	603	-	-	603	655	736
Housing		242	245	-	-	245	264	295
Staff Housing		211	213	-	-	213	230	257
Social Housing		32	32	-	-	32	35	38
<u>Biological or Cultivated Assets</u>		-	-	-	-	-	-	-
Biological or Cultivated Assets					-	-		
<u>Intangible Assets</u>		226	230	-	-	230	246	271
Servitudes					-	-		
Licences and Rights		226	230	-	-	230	246	271
Computer Software and Applications		226	230	-	-	230	246	271
<u>Computer Equipment</u>		1 182	1 265	-	-	1 265	1 289	1 418
Computer Equipment		1 182	1 265	-	-	1 265	1 289	1 418
<u>Furniture and Office Equipment</u>		544	582	-	-	582	593	653
Furniture and Office Equipment		544	582	-	-	582	593	653
<u>Machinery and Equipment</u>		1 751	2 276	-	-	2 276	1 908	2 111
Machinery and Equipment		1 751	2 276	-	-	2 276	1 908	2 111
<u>Transport Assets</u>		3 868	3 937	-	-	3 937	4 216	4 669
Transport Assets		3 868	3 937	-	-	3 937	4 216	4 669
Total Depreciation to be adjusted	1	94 807	94 807	-	-	94 807	101 006	112 539

WC015 Swartland - Supporting Table SB18e Adjustments Budget - capital expenditure on upgrading of existing assets by asset class - 31 March 2022

Description	Ref	Budget Year 2021/22					Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class								
Infrastructure		66 441	65 791	(7)	(7)	65 784	37 049	17 514
Roads Infrastructure		-	-	-	-	-	-	-
Storm water Infrastructure		-	-	-	-	-	500	500
Storm water Conveyance		-	-	-	-	-	500	500
Electrical Infrastructure		2 600	2 600	(7)	(7)	2 593	-	-
MV Switching Stations		300	300	-	-	300	-	-
LV Networks		2 300	2 300	(7)	(7)	2 293	-	-
Water Supply Infrastructure		4 100	4 450	-	-	4 450	25 306	16 014
Pump Stations		1 000	1 000	-	-	1 000	-	-
Distribution		3 100	3 450	-	-	3 450	25 306	16 014
Sanitation Infrastructure		59 741	58 741	-	-	58 741	11 243	1 000
Waste Water Treatment Works		59 741	58 741	-	-	58 741	11 243	1 000
Community Assets		2 383	2 242	-	-	2 242	-	-
Community Facilities		-	-	-	-	-	-	-
Sport and Recreation Facilities		2 383	2 242	-	-	2 242	-	-
Outdoor Facilities		2 383	2 242	-	-	2 242	-	-
Total Capital Expenditure on upgrading of existing assets to be adjusted	1	68 824	68 032	(7)	(7)	68 026	37 049	17 514

WC015 Swartland - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget - 31 March 2022

Function	Project Description	Type	Asset Class	Asset Sub-Class	Medium Term Revenue and Expenditure Framework					
					Budget Year 2021/22		Budget Year +1 2022/23		Budget Year +2 2023/24	
					Original	Adjusted	Original	Adjusted	Original	Adjusted
R thousands					Budget	Budget	Budget	Budget	Budget	Budget
Parent municipality:										
<i>List all capital projects grouped by Function</i>										
Executive and council	Equipment : Council	New	Furniture and Office Equipment	Furniture and Office Equipment	10	10	10	10	12	12
Executive and council	Equipment : MM	New	Furniture and Office Equipment	Furniture and Office Equipment	10	10	10	10	12	12
Executive and council	Council: CK15265 Caravelle Kombi	New	Transport Assets	Transport Assets	-	-	-	-	560	560
Finance and administration	Equipment: Corporate	New	Furniture and Office Equipment	Furniture and Office Equipment	22	22	24	24	26	26
Finance and administration	Purchase of Die Kraaltjie, Transnet	New	Land	Land	400	400	-	-	-	-
Finance and administration	Purchase of land: Moorreesburg (E	New	Land	Land	100	-	-	-	-	-
Finance and administration	Purchase of land: Riebeeck Kasteel (New	Land	Land	200	-	-	-	-	-
Finance and administration	Repair Burnt Caretakers House: Mb	Renewal	Housing	Staff Housing	830	713	-	-	-	-
Finance and administration	Conversion / Operationalising of O	New	Operational Buildings	Municipal Offices	5 100	5 613	-	-	-	-
Finance and administration	Buildings: CK23064 Nissan NP300 H	New	Transport Assets	Transport Assets	-	-	-	-	800	800
Finance and administration	Buildings: New Painting Machine	New	Machinery and Equipment	Machinery and Equipment	35	36	-	-	-	-
Finance and administration	Backup Solution	New	Computer Equipment	Computer Equipment	-	-	120	120	-	-
Finance and administration	Monitor Replacements	New	Computer Equipment	Computer Equipment	-	-	45	45	-	-
Finance and administration	New Server SM virtual environment	New	Computer Equipment	Computer Equipment	500	-	-	-	-	-
Finance and administration	Communications and infrastructure	New	Operational Buildings	Municipal Offices	430	430	-	-	-	-
Finance and administration	Communications and infrastructure	New	Operational Buildings	Municipal Offices	450	450	-	-	-	-
Finance and administration	Meterreading Handhelds	New	Machinery and Equipment	Machinery and Equipment	110	41	-	-	-	-
Finance and administration	Finance: CK30046 Toyota Etios	New	Transport Assets	Transport Assets	-	-	232	232	-	-
Finance and administration	Finance: New Sedan Motor Vehicle	New	Transport Assets	Transport Assets	215	242	-	-	-	-
Finance and administration	Finance: CK40700 Citi Golf 310	New	Transport Assets	Transport Assets	-	-	-	-	241	241
Finance and administration	Terminals	New	Computer Equipment	Computer Equipment	40	40	-	-	40	40
Finance and administration	Equipment: Information Technology	New	Machinery and Equipment	Machinery and Equipment	70	70	70	70	75	75
Finance and administration	Printers	New	Computer Equipment	Computer Equipment	60	60	60	60	60	60
Finance and administration	DeskTops	New	Computer Equipment	Computer Equipment	155	155	148	148	140	140
Finance and administration	Notebooks	New	Computer Equipment	Computer Equipment	252	854	280	280	300	300
Finance and administration	Scanner Replacements	New	Computer Equipment	Computer Equipment	80	80	80	80	80	80
Finance and administration	Equipment: Financial	New	Furniture and Office Equipment	Furniture and Office Equipment	56	41	28	28	30	30
Finance and administration	Equipment : Buildings & Maintenance	New	Machinery and Equipment	Machinery and Equipment	26	24	27	27	29	29
Finance and administration	Chatsworth: Social Economic Facili	New	Sport and Recreation Facilities	Indoor Facilities	800	2 113	-	-	-	-
Finance and administration	Conversion / Operationalising of O	New	Other assets	Municipal Offices	4 900	5 066	-	-	-	-
Community and social services	Equipment: Libraries (MRF)	New	Furniture and Office Equipment	Furniture and Office Equipment	50	70	-	-	-	-
Community and social services	Equipment Corporate: Buildings & S	New	Furniture and Office Equipment	Furniture and Office Equipment	100	100	100	100	100	100
Community and social services	New Cemetery: Chatsworth	New	Community Facilities	Cemeteries/Crematoria	-	-	300	300	-	-
Community and social services	Thusong Centre: CK18244 Nissan T	New	Transport Assets	Transport Assets	-	-	232	232	-	-

WC015 Swartland - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget - 31 March 2022

Function	Project Description	Type	Asset Class	Asset Sub-Class	Medium Term Revenue and Expenditure Framework					
					Budget Year 2021/22		Budget Year +1 2022/23		Budget Year +2 2023/24	
					Original	Adjusted	Original	Adjusted	Original	Adjusted
R thousands					Budget	Budget	Budget	Budget	Budget	Budget
Parent municipality:										
<i>List all capital projects grouped by Function</i>										
Sport and recreation	Equipment: YZF Caravan Park	New	Machinery and Equipment	Machinery and Equipment	30	30	30	30	32	32
Sport and recreation	Ward Committee Projects	New	Community Facilities	Parks	700	700	700	700	700	700
Sport and recreation	Equipment: Parks	New	Machinery and Equipment	Machinery and Equipment	60	60	62	62	64	64
Sport and recreation	Upgrading of Sports Grounds: Darling	Upgrading	Sport and Recreation Facilities	Outdoor Facilities	2 000	2 000	-	-	-	-
Sport and recreation	Parks: CK16683 Nissan NP300	New	Transport Assets	Transport Assets	-	-	-	-	336	336
Sport and recreation	Parks: CK17851 Nissan UD35A	New	Transport Assets	Transport Assets	548	613	-	-	-	-
Sport and recreation	Parks: CK30905 John Deere Tractor	New	Machinery and Equipment	Machinery and Equipment	-	-	-	-	438	438
Sport and recreation	Parks: CK41465 John Deere Tractor	New	Machinery and Equipment	Machinery and Equipment	-	-	423	423	-	-
Sport and recreation	Parks: CK43400 Trailer with Roller	New	Machinery and Equipment	Machinery and Equipment	-	-	-	-	93	93
Sport and recreation	Upgrading: Darling Combination C	Upgrading	Sport and Recreation Facilities	Outdoor Facilities	208	156	-	-	-	-
Sport and recreation	Upgrading: Kalbaskraal Combination	Upgrading	Sport and Recreation Facilities	Outdoor Facilities	176	86	-	-	-	-
Sport and recreation	Construction: Chatsworth Combination	New	Sport and Recreation Facilities	Outdoor Facilities	600	741	-	-	-	-
Public safety	Equipment : K9 Unit	New	Machinery and Equipment	Machinery and Equipment	28	56	-	-	-	-
Public safety	Equipping Donated Vehicles for K9 Unit	New	Machinery and Equipment	Machinery and Equipment	-	48	-	-	-	-
Public safety	Branding and dog kennels for vehicles	New	Machinery and Equipment	Machinery and Equipment	-	19	-	-	-	-
Public safety	Equipment: Protection	New	Machinery and Equipment	Machinery and Equipment	49	49	50	50	50	50
Public safety	Equipment : Fire Fighting	New	Machinery and Equipment	Machinery and Equipment	150	137	160	160	135	135
Public safety	Traffic: CK31936 Corolla	New	Transport Assets	Transport Assets	368	381	-	-	-	-
Public safety	Traffic: CK41293 Toyota Hilux DC 2.5	New	Transport Assets	Transport Assets	-	-	-	-	726	726
Public safety	Fire: CK27542 Tata LPTA 713 (Replacement)	New	Transport Assets	Transport Assets	-	-	3 675	3 675	-	-
Public safety	Fire: CK32736 Nissan Hardbody (Replacement)	New	Transport Assets	Transport Assets	1 404	1 404	-	-	-	-
Public safety	Fire: CK38172 Nissan Cabstar (Replacement)	New	Transport Assets	Transport Assets	-	-	-	-	3 920	3 920
Public safety	Fire Arms: K9 Unit	New	Machinery and Equipment	Machinery and Equipment	-	220	-	-	-	-
Planning and development	Equipment : Civil	New	Machinery and Equipment	Machinery and Equipment	95	95	52	52	54	54
Planning and development	Equipment : Development Services	New	Machinery and Equipment	Machinery and Equipment	40	40	42	42	44	44
Planning and development	Kalbaskraal Housing Project	New	Housing	Social Housing	-	430	1 000	1 000	563	563
Planning and development	Riebeeck Kasteel Housing Project	New	Housing	Social Housing	-	968	-	-	-	-
Planning and development	Malmesbury De Hoop Housing Project	New	Housing	Social Housing	8 600	5 253	-	-	-	-
Planning and development	Malmesbury De Hoop Serviced Sites	New	Housing	Social Housing	-	-	563	563	606	606
Planning and development	Darling Serviced Sites (Prof Fees)	New	Housing	Social Housing	276	529	-	-	-	-
Planning and development	Chatsworth Serviced Sites (Prof Fees)	New	Housing	Social Housing	1 500	-	270	270	-	-
Planning and development	Riebeeck Kasteel Fencing (CRR)	New	Community Facilities	Public Open spaces	1 668	289	-	-	-	-
Planning and development	Riebeeck Kasteel Fencing (DHS)	New	Community Facilities	Public Open spaces	-	839	-	-	-	-
Planning and development	Kalbaskraal Fencing	New	Community Facilities	Public Open spaces	-	562	-	-	-	-
Planning and development	Riebeeck Wes Fencing	New	Community Facilities	Public Open spaces	-	822	-	-	-	-

WC015 Swartland - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget - 31 March 2022

Function	Project Description	Type	Asset Class	Asset Sub-Class	Medium Term Revenue and Expenditure Framework					
					Budget Year 2021/22		Budget Year +1 2022/23		Budget Year +2 2023/24	
					Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	Original Budget	Adjusted Budget
R thousands										
Parent municipality:										
<i>List all capital projects grouped by Function</i>										
Road transport	Roads Swartland: Resealing of Roads	Renewal	Roads Infrastructure	Roads	19 177	19 576	25 000	25 000	22 000	22 000
Road transport	Roads Swartland: Resealing of Roads	Renewal	Roads Infrastructure	Roads	3 823	3 424	-	-	6 600	6 600
Road transport	Roads Swartland: New Roads	New	Roads Infrastructure	Roads	7 555	7 555	500	500	6 500	6 500
Road transport	Ward Committee Projects	New	Roads Infrastructure	Roads	700	700	700	700	700	700
Road transport	Roads: CK41130 Isuzu KB 250 Tippi	New	Transport Assets	Transport Assets	410	410	-	-	-	-
Road transport	Public Transport: Non-motorised In	Renewal	Roads Infrastructure	Roads	-	1 282	-	-	-	-
Road transport	Housing: Kalbaskraal Serviced Sites	New	Roads Infrastructure	Roads	-	-	-	-	6 159	6 159
Road transport	Roads Swartland: New Roads (MIG)	New	Roads Infrastructure	Roads	-	-	8 810	8 810	9 111	9 111
Road transport	Upgrading of N7/Voortrekker North	New	Roads Infrastructure	Roads	2 000	2 000	8 000	8 000	2 382	2 382
Road transport	Roads: CK18925 UD85	New	Transport Assets	Transport Assets	-	-	-	-	925	925
Road transport	Roads: CK15928 Dezzi Grader	New	Machinery and Equipment	Machinery and Equipment	-	-	4 309	4 309	-	-
Road transport	Roads: CK274 Caterpillar	New	Machinery and Equipment	Machinery and Equipment	-	-	-	-	3 181	3 181
Road transport	Malmesbury De Hoop Serviced Sites	New	Roads Infrastructure	Roads	-	-	6 889	6 889	7 413	7 413
Road transport	Darling Serviced Sites (Streets & St	New	Roads Infrastructure	Roads	826	1 585	-	-	-	-
Road transport	Chatsworth Serviced Sites (Streets &	New	Roads Infrastructure	Roads	-	-	3 307	3 307	-	-
Road transport	Silvertown IBS (Prof Fees)	New	Housing	Social Housing	400	-	-	-	-	-
Road transport	Construction of side walks and recr	New	Roads Infrastructure	Roads	-	1 000	-	-	-	-
Energy sources	Minisubstations: Swartland	Renewal	Electrical Infrastructure	MV Substations	3 600	3 600	-	-	-	-
Energy sources	Swartland LV Upgrading	Renewal	Electrical Infrastructure	LV Networks	1 600	1 600	-	-	-	-
Energy sources	Substation Fencing: Swartland	Upgrading	Electrical Infrastructure	MV Substations	200	200	-	-	-	-
Energy sources	Riebeeck Kasteel Low cost housing c	New	Electrical Infrastructure	LV Networks	150	150	-	-	-	-
Energy sources	Kalbaskraal Low cost housing deve	New	Electrical Infrastructure	LV Networks	50	50	-	-	-	-
Energy sources	Malmesbury Security Operational C	New	Computer Equipment	Computer Equipment	500	500	500	500	500	500
Energy sources	Equipment: Electric	New	Machinery and Equipment	Machinery and Equipment	350	350	350	350	360	360
Energy sources	Replacement of obsolete air conditi	New	Furniture and Office Equipment	Furniture and Office Equipment	100	100	100	100	100	100
Energy sources	Saamstaan/De Hoop: 389 plot deve	New	Electrical Infrastructure	MV Networks	6 500	6 500	-	-	-	-
Energy sources	New Connections: Electricity Meters	New	Electrical Infrastructure	LV Networks	316	800	438	438	569	569
Energy sources	Saamstaan/De Hoop: 1600 plot hous	New	Electrical Infrastructure	MV Networks	8 355	8 355	5 000	5 000	5 000	5 000
Energy sources	132/11kV Eskom Schoonspruit subs	New	Electrical Infrastructure	MV Substations	-	-	-	-	15 000	15 000
Energy sources	ELECT Renewal of old/aging electric	Renewal	Electrical Infrastructure	LV Networks	-	-	8 000	8 000	8 000	8 000
Energy sources	Malmesbury Polebox Replacement	Renewal	Electrical Infrastructure	LV Networks	200	150	-	-	-	-
Energy sources	Replace oil metering units (Darling	Upgrading	Electrical Infrastructure	MV Switching Stations	300	300	-	-	-	-
Energy sources	Streetlight Network Upgrade: Darlin	Upgrading	Electrical Infrastructure	LV Networks	100	100	-	-	-	-
Energy sources	Caravan Park Kiosk Replacement: Y	Renewal	Electrical Infrastructure	LV Networks	100	100	-	-	-	-
Energy sources	Protection Relay Upgrade: Swartlan	Renewal	Electrical Infrastructure	LV Networks	300	300	-	-	-	-
Energy sources	Jakaranda RMU - N7 feeder cable: M	Upgrading	Electrical Infrastructure	LV Networks	250	250	-	-	-	-
Energy sources	Park Close Mount Pleasant feeder c	Upgrading	Electrical Infrastructure	LV Networks	350	350	-	-	-	-
Energy sources	Elec: CK24542 Isuzu FRR500 & Cra	New	Transport Assets	Transport Assets	-	-	-	-	1 456	1 456
Energy sources	Elec: CK29443 Isuzu N Series & Cra	New	Transport Assets	Transport Assets	-	-	-	-	1 120	1 120

WC015 Swartland - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget - 31 March 2022

Function	Project Description	Type	Asset Class	Asset Sub-Class	Medium Term Revenue and Expenditure Framework					
					Budget Year 2021/22		Budget Year +1 2022/23		Budget Year +2 2023/24	
					Original	Adjusted	Original	Adjusted	Original	Adjusted
R thousands					Budget	Budget	Budget	Budget	Budget	Budget
Parent municipality:										
<i>List all capital projects grouped by Function</i>										
Water management	Bulk water infrastructure	Upgrading	Water Supply Infrastructure	Distribution	500	1 103	600	600	600	600
Water management	Water: Upgrading water reticulation	Upgrading	Water Supply Infrastructure	Distribution	100	100	100	100	100	100
Water management	Riebeeck Wes Square: New Borehole	New	Water Supply Infrastructure	Distribution Points	150	–	–	–	–	–
Water management	Equipment : Water	New	Machinery and Equipment	Machinery and Equipment	47	47	49	49	51	51
Water management	Housing: Kalbaskraal Serviced Sites	New	Water Supply Infrastructure	Distribution	–	–	–	–	1 350	1 350
Water management	Malmesbury De Hoop Housing Proj	New	Water Supply Infrastructure	Distribution	3 000	3 000	–	–	–	–
Water management	New Connections: Water Meters	New	Water Supply Infrastructure	Distribution	541	600	664	664	797	797
Water management	Water Network Expansion and New	New	Water Supply Infrastructure	Boreholes	2 000	2 000	1 120	1 120	–	–
Water management	Water networks: Upgrades and Rep	Upgrading	Water Supply Infrastructure	Distribution	–	–	2 218	2 218	–	–
Water management	Water networks: Upgrades and Rep	Upgrading	Water Supply Infrastructure	Distribution	–	–	–	–	500	500
Water management	Upgrading: Ongegund Water Suppl	New	Water Supply Infrastructure	Distribution	–	–	421	421	–	–
Water management	Water: CK10564 Toyota Hilux 3.0 D	Upgrading	Transport Assets	Transport Assets	1 000	1 000	–	–	–	–
Water management	Rudimentary Services: Silvertown	Upgrading	Water Supply Infrastructure	Distribution	800	1 150	4 000	4 000	4 000	4 000
Water management	Swartland System System S3.3 & S3	Upgrading	Water Supply Infrastructure	Distribution	–	–	5 000	5 000	5 000	5 000
Water management	Swartland System System S3.3 & S3	Upgrading	Water Supply Infrastructure	Distribution	–	–	3 586	3 586	2 414	2 414
Water management	Wesbank I1/4 to Wesbank Reservoir	Upgrading	Water Supply Infrastructure	Distribution	–	–	3 782	3 782	4 000	4 000
Water management	Wesbank I1/4 to Wesbank Reservoir	Upgrading	Water Supply Infrastructure	Distribution	200	200	1 000	1 000	–	–
Water management	Riebeeck Kasteel supply S2.4	Upgrading	Water Supply Infrastructure	Distribution	–	–	500	500	–	–
Water management	De Hoop Supply SMW1.1 - CRR	Upgrading	Water Supply Infrastructure	Distribution	–	–	4 000	4 000	–	–
Water management	De Hoop Supply SMW1.2 - MIG	New	Water Supply Infrastructure	Distribution	–	–	1 510	1 510	1 625	1 625
Water management	Malmesbury De Hoop Serviced Sites	New	Water Supply Infrastructure	Distribution	187	359	–	–	–	–
Water management	Darling Serviced Sites (Water)	New	Water Supply Infrastructure	Distribution	–	–	725	725	–	–
Water management	Chatsworth Serviced Sites (Water)	New	Water Supply Infrastructure	Distribution	1 400	–	–	–	–	–
Water management	Malmesbury De Hoop - 395 (Waterm	New	Water Supply Infrastructure	Distribution	–	40	–	–	–	–
Waste water management	Sewerage Works: Moorreesburg (CR	Upgrading	Sanitation Infrastructure	Waste Water Treatment Works	38 587	37 587	10 437	10 437	–	–
Waste water management	Sewerage Works: Moorreesburg (M	Upgrading	Sanitation Infrastructure	Waste Water Treatment Works	16 433	15 850	–	–	–	–
Waste water management	Sewerage Works: Darling (CRR)	Upgrading	Sanitation Infrastructure	Waste Water Treatment Works	2 276	2 276	806	806	–	–
Waste water management	Sewerage Works: Darling (MIG)	Upgrading	Sanitation Infrastructure	Waste Water Treatment Works	2 445	3 028	–	–	–	–
Waste water management	Housing: Kalbaskraal Serviced Sites	New	Sanitation Infrastructure	Reticulation	–	–	–	–	928	928
Waste water management	Equipment : Sewerage Telemetry	New	Sanitation Infrastructure	Reticulation	150	150	36	36	38	38
Waste water management	Equipment : Sewerage	New	Machinery and Equipment	Machinery and Equipment	28	28	30	30	32	32
Waste water management	Sewerage: CK18173 Nissan NP300	New	Transport Assets	Transport Assets	315	321	–	–	–	–
Waste water management	Stormwater Network	Upgrading	Storm water Infrastructure	Storm water Conveyance	–	–	500	500	500	500
Waste water management	Equipment: Streets and Stormwater	New	Machinery and Equipment	Machinery and Equipment	60	60	62	62	64	64
Waste water management	Sewerage Works: Koringberg	Upgrading	Sanitation Infrastructure	Waste Water Treatment Works	–	–	–	–	500	500
Waste water management	Malmesbury: New Macerator	New	Sanitation Infrastructure	Pump Station	920	650	–	–	–	–
Waste water management	Sewerage: CK11942 Nissan NP300	New	Transport Assets	Transport Assets	315	321	–	–	–	–
Waste water management	Sewerage: CK14612 Nissan UD290 R	New	Transport Assets	Transport Assets	–	–	1 550	1 550	–	–
Waste water management	Sewerage: CK31209 UD330	New	Transport Assets	Transport Assets	–	–	–	–	1 607	1 607
Waste water management	Sewerage: New Vacuum Tanker exte	New	Transport Assets	Transport Assets	–	–	1 607	1 607	–	–
Waste water management	Upgrading of bulk collectors: Darlin	Upgrading	Sanitation Infrastructure	Waste Water Treatment Works	–	–	–	–	500	500
Waste water management	Malmesbury De Hoop Serviced Sites	New	Sanitation Infrastructure	Reticulation	–	–	1 038	1 038	1 117	1 117
Waste water management	Darling Serviced Sites (Sewerage)	New	Sanitation Infrastructure	Reticulation	212	407	–	–	–	–
Waste water management	Chatsworth Serviced Sites (Sewerag	New	Sanitation Infrastructure	Reticulation	–	–	498	498	–	–
Waste water management	Silvertown IBS (Sewerage)	New	Sanitation Infrastructure	Reticulation	1 200	–	–	–	–	–

WC015 Swartland - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget - 31 March 2022										
Function	Project Description	Type	Asset Class	Asset Sub-Class	Medium Term Revenue and Expenditure Framework					
					Budget Year 2021/22		Budget Year +1 2022/23		Budget Year +2 2023/24	
					Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	Original Budget	Adjusted Budget
R thousands										
Parent municipality:										
List all capital projects grouped by Function										
Waste management	Equipment : Refuse bins, traps, ski	New	Machinery and Equipment	Machinery and Equipment	120	120	150	150	150	150
Waste management	Equipment : Refuse Removal	New	Machinery and Equipment	Machinery and Equipment	22	22	24	24	26	26
Waste management	Dumping site Moorreesburg: Fenci	New	Solid Waste Infrastructure	Landfill Sites	720	310	-	-	-	-
Waste management	Boreholes for Landfill sites	New	Water Supply Infrastructure	Boreholes	-	-	740	740	-	-
Waste management	Chipper and Trailer	New	Machinery and Equipment	Machinery and Equipment	1 000	858	-	-	-	-
Waste management	Fencing: Highlands (10 ha)	New	Solid Waste Infrastructure	Landfill Sites	-	-	2 000	2 000	-	-
Waste management	Refuse: CK27606 Nissan UD40	New	Transport Assets	Transport Assets	-	-	517	517	-	-
Waste management	Refuse: CK38712 Nissan UD350	New	Transport Assets	Transport Assets	-	-	2 780	2 780	-	-
Waste management	Refuse: CK43134 Nissan UD35A	New	Transport Assets	Transport Assets	-	-	-	-	558	558
Waste management	Refuse: CK37359 Nissan UD330	New	Transport Assets	Transport Assets	-	-	-	-	2 883	2 883
					166 436	166 040	132 745	132 745	136 679	136 679

Section 19 – Municipal Manager’s quality certification

I, J Scholtz, Municipal Manager of Swartland Municipality, hereby certify that the adjustments budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the adjustments budget and supporting documents are consistent with the Integrated Development Plan of the Municipality.

J. J. SCHOLTZ

Municipal Manager of Swartland Municipality (WC 015)

Signature



Date

24/3/2022

ITEM 8.3 OF THE AGENDA OF A COUNCIL MEETING TO BE HELD ON 31 MARCH 2022

SUBJECT: ADOPTION OF THE PREVIOUS COUNCIL'S 2017-2022 IDP (WITH AMENDMENTS) AS WELL AS THE AREA PLANS

1. BACKGROUND AND DISCUSSION


The previous council's 2017-2022 IDP with amendments as well as the five area plans are circulated under separate cover.

In terms of section 25(3)(a) of the Municipal Systems Act (Act 32 of 2000) a newly elected municipal council may adopt the integrated development plan (IDP) of its predecessor, but before taking a decision it must comply with section 29(1)(b)(i), (c) and (d). This section is quoted below (note the strikethrough subsections that are not applicable):

Section 29 Process to be followed. (1) *The process followed by a municipality to draft its IDP, including its consideration and adoption of the draft plan, must -*

- ~~(a) be in accordance with a predetermined programme specifying time-frames for the different steps;~~
- (b) *through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for -*
 - (i) *the local community to be consulted on its development needs and priorities;*
 - ~~(ii) the local community to participate in the drafting of the integrated development plan; and~~
 - ~~(iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;~~
- (c) *provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
- (d) *be consistent with any other matters that may be prescribed by regulation.*

In terms of section 25(3)(b) a newly elected municipal council that adopts the IDP of its predecessor **with amendments**, must effect the amendments in accordance with the process referred to in section 34(b) - quoted below.

The newly elected council already decided at their first Council meeting on  November 2021 to follow the section 25(3)(a) option of adopting the predecessors IDP for another year up to the end of June 2023.

Section 34(b). *A municipal council may amend its integrated development plan in accordance with a prescribed process (see next paragraph).*

2. PROCESS FOR AMENDING IDP's

Regulation 3 of the Municipal Planning and Performance Management Regulations, 2001 prescribes the following process for amending IDP's:

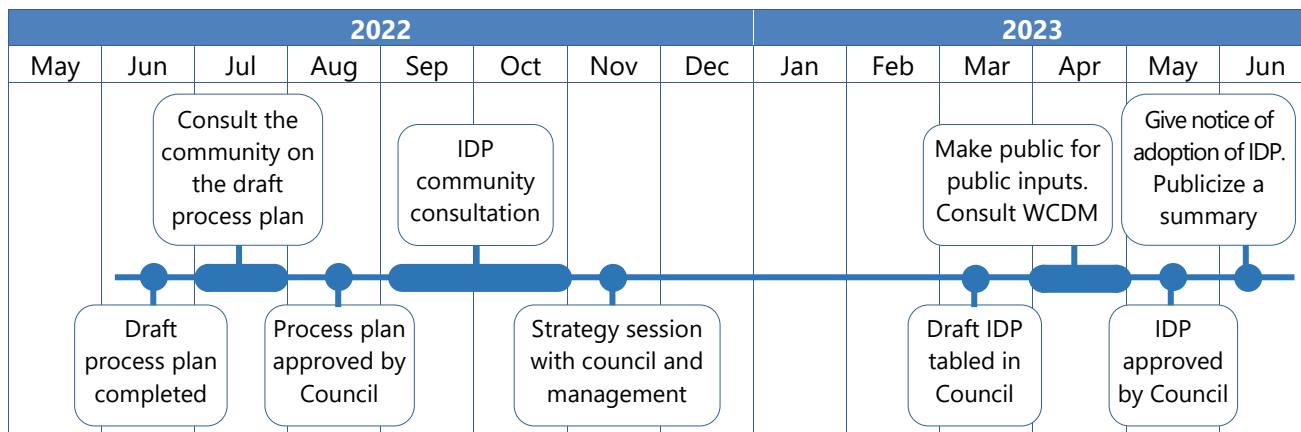
- Only a member or committee of a municipal council may introduce a proposal for amending the IDP in the council.
- Any proposal for amending the IDP must be accompanied by a **memorandum** setting out the reasons for the proposal.
- An amendment to the IDP must be adopted by a decision taken by the council in accordance with the rules and orders of the council.

- No amendment to the IDP may be adopted by the municipal council unless -
 - all the members of the council have been given reasonable notice;
 - the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment;
 - the municipality has consulted the district municipality on the proposed amendment and has taken all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.

(The memorandum referred to in the second bullet above is attached as ANNEXURE 1)

3. COMPILATION OF NEW 2023-2027 IDP

The Council will commence with the compilation of its new IDP in terms of Section 25(1) of the MSA in June 2022 for adoption in May 2023. The process is shown in the diagram below.



This adopted new IDP will take effect on 1 July 2023 and will be for a four year term until the end of June 2027, which is the year following the next municipal elections in 2026.

4. LEGISLATION

The following legislation is applicable:

- Municipal Systems Act, Nr 32 of 2000, Sections 25, 29 and 34
- Municipal Finance Management Act, Nr 56 of 2003, Sections 21, 24 and 53
- Municipal Planning and Performance Management Regulations, 2001

5. LINK TO THE IDP

Not applicable

6. FINANCIAL IMPLICATION

None

7. AANBEVELING / RECOMMENDATION

(a) Dat die Raad kennis neem van die wysigings aan die vorige Raad se 2017-2022 Geïntegreerde Ontwikkelingsplan (GOP) en hersiening van die areaplanne wat ter tafel gelê is in terme van artikel 17(3) van die MFMA; en

(b) dat 'n publieke konsultasieproses gedurende April 2022 gevolg word.

(a) That the Council take cognisance of the amendments to the previous Council's 2017-2022 Integrated Development Plan (IDP) and revision of the area tabled in terms of section 17(3) of the MFMA; and

(b) that a public consultation process be followed during April 2022.

(get) J J Scholtz

MUNISIPALE BESTUURDER

MUNICIPAL MANAGER

DATUM: 31 Maart 2022



Swartland Municipality

MEMORANDUM IN TERMS OF REGULATION 3(2)(A) OF THE MUNICIPAL PLANNING AND PERFORMANCE MANAGEMENT REGULATIONS, 2001

Amendments to the Integrated Development Plan for 2017-2023

May 2022

Sections that are updated or amended

Section	Page
Forewords	
▪ Executive Mayor, Harold Cleophas <i>[Replaced]</i>	
▪ Municipal Manager, Joggie Scholtz <i>[Updated]</i>	
Covid-19 <i>[Updated]</i>	4
Chapter 1: Introduction	5
1.3 Fourth generation IDP <i>[Updated]</i>	5
1.4 Adoption of the IDP of its predecessor by the newly elected council <i>[Replaced]</i>	5
Chapter 2: Context	13
2.1 Swartland municipal area at a glance <i>[Updated]</i>	13
Chapter 3: The planning process	14
3.2 Five-year cycle of the IDP (extended to six years) <i>[Updated]</i>	
3.4 Process of adopting the IDP of its predecessor by the newly elected council <i>[Replaced]</i>	14
Chapter 4: The Organisation	15
4.2 The council and council committees <i>[Updated]</i>	15
Chapter 5: International, national and provincial policy directives	16
5.1 Sustainable Development Goals <i>[Improved]</i>	16
5.2(a) National Development Plan - November 2011 <i>[Improved]</i>	
5.3(b) Western Cape Joint District and Metro Approach <i>[Updated]</i>	17
Chapter 6: District and Local Municipal level policy directives	18
6.2 West Coast District Implementation Plan <i>[Updated]</i>	18
Chapter 7: The strategy	23
7.4(d) Top ten risks facing the Municipality <i>[Updated]</i>	23
7.4 Strategic Goals 1-5 <i>[Updated]</i>	24
Chapter 8: Financial planning and budgets	43
8.3 Swartland Municipality's budgets <i>[Updated]</i>	50
8.4 Swartland Municipality's financial allocations <i>[Updated]</i>	52
8.5 Provincial spending in the Swartland municipal area <i>[Updated]</i>	53
Annexure 1: Swartland profile <i>[Updated with figures from the 2021 MERO and SEP reports]</i>	56
Annexure 3: Status of sector plans and policies <i>[Updated]</i>	65

Forewords

Executive Mayor, Harold Cleophas

The foreword of the previous executive mayor is replaced by a foreword by the new Executive Mayor.

Municipal Manager, Joggie Scholtz

The following two paragraphs are changed:

The Municipality has since the 2010/2011 financial year achieved nine clean audits. For the financial years 2017/2018 and 2018/2019 we achieved an unqualified audit with one finding. This shows that Swartland is still one of the best managed municipalities in South Africa, with management and staff that are dedicated to meet and maintain high standards of performance at all times.

The average spending over the previous eight years was 92.01% of the capital budget and 95.54% of the operating budget. The Municipality has also managed to collect on average 102.3% of all revenue budgeted in the previous eight financial years, which is testimony to a good payment culture in the adverse economic climate in which the Municipality has had to operate for several years now.

Covid-19

The following paragraph is changed:

1 March 2022: *In South Africa 19.1 million individuals were vaccinated. This is 47.9% of the total adult population of 18 years and older (39.8 million). In the Western Cape 2.8 million individuals were vaccinated. This is 55.4% of the total Western Cape's adult population of 18 years and older (4.98 million).*

Chapter 1: Introduction

1.3 Fourth generation IDP

The date in last sentence changes to 30 June 2023.

The first generation IDP dealt with the period 2002-2007, the second generation IDP with the period 2007-2012 and the third generation IDP with the period 2012-2017. Municipalities entered the fourth five-year IDP cycle with the municipal elections in August 2016. The new council that was constituted after the elections immediately started preparing a new five year IDP. This fourth generation IDP will be effective from 1 July 2017 up to 30 June 2023.

1.4 Adoption of the IDP of its predecessor by the newly elected council

The whole of section 1.4 (Annual review of the IDP) is replaced by this new section.

Chapter 2: Context

2.1 Swartland municipal area at a glance

Updated with figures from the 2021 MERO and SEP reports.

Chapter 3: The planning process

3.2 Five-year cycle of the IDP (extended to six years)

The period of the predecessor's IDP is extended to six years.

3.4 Process of adopting the IDP of its predecessor by the newly elected council

The whole of section 3.4 (Annual process followed) is replaced by this new section.

Chapter 4: The Organisation

4.2 The council and council committees

The councillor information is replaced by the information of the newly elected Council.

Chapter 5: International, national and provincial policy directives

5.1 Sustainable Development Goals

The layout of this section is improved.

5.2 National policy directives

(a) NATIONAL DEVELOPMENT PLAN (NDP) - NOVEMBER 2011

The contents of this section is improved.

5.3 Provincial policy directives

(b) WESTERN CAPE JOINT DISTRICT AND METRO APPROACH

Updated.

Chapter 6: District and Local Municipal policy directives

6.2 West Coast District Implementation Plan

Updated.

Chapter 7: The strategy

7.4 The Municipality's five year strategy

(d) TOP TEN RISKS FACING THE MUNICIPALITY

The top ten risks are replaced by the following:

- 1 In-migration and population growth
- 2 Community safety and law compliance
- 3 Lack of capacity in respect of infrastructure
- 4 Insufficient preparation for disasters
- 5 Potential developers not investing in Swartland
- 6 Ageing infrastructure
- 7 Inadequate management and IT systems
- 8 Non-compliance
- 9 Insufficient revenue from tax base and trading services to meet all other service demands
- 10 Uninvolved clients

STRATEGIC GOAL 1: IMPROVED QUALITY OF LIFE FOR CITIZENS

(a) CURRENT STATE OF AFFAIRS

Updated with the latest figures from the 2021 MERO and SEP reports.

(c) ACTION PLAN

- Under strategic objective 1.12 the target in respect of *the learners licence centre in Darling* has been reached.
- Under strategic objective 1.13 the target in respect of *the establishment of four neighbourhood watches* has been reached.

(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 1

Updated in accordance with the Municipality's Risk Register.

(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 1

Updated with 2022/2023 budget figures.

(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 1

Updated with 2022/2023 budget figures.

STRATEGIC GOAL 2: INCLUSIVE ECONOMIC GROWTH

(a) CURRENT STATE OF AFFAIRS

Updated with the latest figures from the 2021 MERO and SEP reports.

(c) ACTION PLAN

Under strategic objective 2.7 the following strategic initiatives with its KPI and target is deleted:
"Do product assessment and compile a development and marketing strategy for the Swartland"

(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 2

Updated in accordance with the Municipality's Risk Register.

(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 2

Updated with 2022/2023 budget figures.

(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 2

Updated with 2022/2023 budget figures.

STRATEGIC GOAL 3: QUALITY AND SUSTAINABLE LIVING ENVIRONMENT

(c) ACTION PLAN

- Under strategic objective 3.3 the target in respect of the *registration of stewardship programme with Cape Nature on municipal land* has been reached.
- Under strategic objective 3.9 the following strategic initiatives with its KPI and target is deleted:
"Appoint credible social housing institution to build and manage social housing"
- Under strategic objective 3.10 the target in respect of the *title restoration programme in cooperation with Human Settlements* has been reached.

(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 3

Updated in accordance with the Municipality's Risk Register.

(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 3

Updated with 2022/2023 budget figures.

(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 3

Updated with 2022/2023 budget figures.

STRATEGIC GOAL 4: CARING, COMPETENT AND RESPONSIVE INSTITUTIONS, ORGANISATIONS AND BUSINESS

(a) CURRENT STATE OF AFFAIRS

Updated with the latest figures from the 2021 MERO and SEP reports.

(c) ACTION PLAN

- Under strategic objective 4.4 the target in respect of the *revision and implementation of ward committee constitution* has been reached.
- Under strategic objective 4.6 the target in respect of *a handover procedure to newly appointed Manager, Internal Audit* has been reached.
- Under strategic objective 4.7 the strategic initiative *Review of Long Term Financial Plan* is deleted.
- Under strategic objective 4.10 the target is changed from June 2022 to June 2023.
- Strategic objective 4.11 is moved to Goal 3 and combined with strategic objective 3.10.

(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 4

Updated in accordance with the Municipality's Risk Register.

(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 4

Updated with 2022/2023 budget figures.

(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 4

Updated with 2022/2023 budget figures.

STRATEGIC GOAL 5: SUFFICIENT, AFFORDABLE AND WELL-RUN SERVICES

(a) CURRENT STATE OF AFFAIRS

The following paragraph is updated:

Roads:

There are 332 km surfaced roads in the Swartland Municipal Area (2.15 million m²) with a total asset value of R568.31 billion. The maintenance requirement is to reseal roads every 12 years. This equates to 179 252 m² or R26.53 million per year.

On average 128 103 m² was resealed per year and the average spending on resurfacing over the past 5 years was R16.531 million per year. In 2022 the total backlog in resurfacing R260 million.

(c) ACTION PLAN

- Under strategic objective 5.5 the strategic initiative is changed as follows:

Review and maintain master plans and facilitate budget approval.

(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 5

Updated in accordance with the Municipality's Risk Register.

(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 5

Updated with 2022/2023 budget figures.

(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 5

Updated with 2022/2023 budget figures.

Chapter 8: Financial planning and budgets

8.3 Swartland Municipality's budgets

Updated with 2022/2023 budget figures.

8.4 Swartland Municipality's financial allocations

(a) THE DIVISION OF REVENUE BILL (DORA)

Updated with the information in Government Gazette 45903 of 11 February 2022.

(b) PROVINCIAL GAZETTE EXTRAORDINARY 8566 OF 14 MARCH 2022

Updated with the information in Provincial Gazette Extraordinary 8566 of 14 March 2022.

8.5 Provincial spending in the Swartland municipal area

Updated with the information obtained from the publication *Western Cape Government's Budget Estimates of Provincial Revenue and Expenditure 2021, Provincial Treasury, 14 March 2022.*

Annexure 1: Swartland profile

The following sections are updated with figures from the 2021 MERO and SEP reports:

1.2 Education

1.3 Health

1.4 Poverty

1.7 Crime

1.8 The economy

Annexure 3: Status of sector plans and policies

Updated with information received from the different departments.



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services
25 March 2022

5/1/1/1 – 2022/23

5/1/1/2 – 2022/23

5/1/4

ITEM 8.4 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 31 MAART 2022

ONDERWERP: A: TERTAFELLEGGING VAN DIE KONSEP MEERJARIGE KAPITAAL EN BEDRYFSBEGROTINGS, GEWYSIGDE BEGROTINGS EN VERWANTE BELEIDE, EIENDOMSBELASTINGKOERSE, TARIWE EN ANDER HEFFINGS VIR 2022/2023; 2023/2024 EN 2024/2025 VIR DOELEINDES VAN DIE PUBLIEKE DEELNAME PROSES

SUBJECT: A: TABLING OF THE DRAFT MULTI YEAR CAPITAL AND OPERATING BUDGETS, AMENDED BUDGET AND RELATED POLICIES, PROPERTY TAX RATES, TARIFFS AND OTHER CHARGES FOR 2022/2023; 2023/2024 AND 2024/2025 FOR SPECIFIC PURPOSES OF GIVING EFFECT TO PUBLIC PARTICIPATION

1. BACKGROUND

Prior to the tabling of the Draft budget, comprehensive workshops and engagements took place with the various directorates to ensure that effect is given to organisation wide quality sustainable service delivery in a bid to ensure value for money to all of Swartland Municipality's citizens. The objective in the main was to ensure efficiencies in directorates and to more importantly give effect to sound expenditure management and cost containment. This proved very challenging given the limitations placed on tariff increases compared to the MTREF's operational expenditure requirements and the fact that very little scope exists for additional savings given the municipality's proven corporate culture in respect of cost containment. It is becoming increasingly challenging to fund community and other services by way of the municipality's basket of basic services and revenue generated through municipal property taxes. Our historical approach to budgets required serious re-invention and consideration given the prevailing economic conditions.

The budget steering committee had an engagement on 15 March 2022 to consolidate and consider all the input and to provide an opportunity for the Chief Financial Officer to workshop the Draft 2022-2023 MTREF. The Budget Steering Committee recommended this draft 2022-2023 MTREF budget to the Executive Mayor for consideration at the mayoral committee meeting to be held on 25 March 2022.

The following were highlighted in National Treasury Budget Circulars 112 and 115 (dated 6 December 2021 and 4 March 2022) to inform the Draft 2022-2023 MTREF

The South African economy and inflation targets

The National Treasury projects real economic growth of 5.1 per cent in 2021, following an expected contraction of 6.4 per cent in 2020. Real GDP growth is expected to moderate to 1.8 per cent in 2022, 1.6 per cent in 2023 and 1.7 per cent in 2024. South Africa experienced its largest recorded decline in economic output in 2020 due to the strict COVID-19 lockdown. Real GDP contracted by 7.2 per cent in 2020 compared to 0.1 per cent increase in 2019. It is expected to increase by 6.2 per cent in 2021/22 and moderate by an average increase of 1.7 per cent over the 2022/23 MTEF. The main risks to the economic outlook are slowdown in economic growth. The evolution of COVID-19 and slow progress in vaccine rollout reinforces uncertainty and poses risks to economic recovery.

Slow implementation of structural reforms continues to weigh on business confidence and private investment. Electricity supply constraints, which could worsen over the short term, are a drag on economic growth. In contrast, progress on energy reforms poses upside risks to fixed investment and the overall economic outlook.

The world economy is expected to grow by 4.4 per cent this year. This is lower than the 4.9 per cent that was anticipated when tabling the medium-term budget policy statement (MTBPS). The Omicron variant of the coronavirus caused many countries to impose restrictions to manage its spread. In addition, continued imbalances in global value chains have limited the pace of the world's economic recovery. The South African economy has not been shielded from these global developments. National Treasury has revised South Africa's economic growth estimate for 2021 to 4.8 per cent, from 5.1 per cent at the time of the MTBPS.

To maximise the value of spending, government needs to contain costs, more especially consumption related spending, exercise prudent and compliant financial management, and eradicate wasteful treatment of public funds and resources. Compensation of employees remains a major cost pressure. It remains critical for municipalities to adhere to compensation ceilings, manage headcounts proactively and conduct staff audit to ensure the staff complement is aligned to the approved organogram. This will assist government to improve its fiscal position.

Headline inflation is expected to remain between 3 to 6 per cent target range over the 2022/23 MTEF.

The Macro-economic forecasts as illustrated below:

Table 1: Macroeconomic performance and projections, 2020 - 2025					
Fiscal year	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Estimate	Forecast		
CPI Inflation	2.9%	4.5%	4.8%	4.4%	4.5%

Key focus areas for the 2022/23 budget process

- Transfers to local government will be increased by R17.8 billion, including R9.3 billion from the local government equitable share, R1.5 billion from the general fuel levy and R6.9 billion in direct conditional grants over the 2022 MTEF period. The local government equitable share formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the 2022 MTEF period. Over the 2022 MTEF period, direct transfers to municipalities will grow above inflation, at an annual average rate of 7.9 per cent. Direct conditional grants grow at an annual average rate of 5.3 per cent over the MTEF, while the Local Government Equitable Share (LGES) grows faster, at an annual average rate of 10.3 per cent over the same period.
- Municipalities are advised to refer to the guidance (refer to the email sent by CoGTA to all municipalities on 20 October 2021) provided through the joint National Treasury/ Department of Cooperative Governance/ South African Local Government Association (NT/DCoG/SALGA) Joint Circular No.1 on the transitional measures in relation to the IDP consultation process.
- Similar to the rest of government, **municipalities face a difficult fiscal environment**. The **weak economic growth** has put **pressure on consumers' ability to pay for services**, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, Water Boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them and eliminate wasteful and non-core spending.
- National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other customers while ensuring the financial sustainability of the municipality. The Consumer Price Index (CPI) inflation **is forecasted to be within the lower limit of the 3 to 6 per cent target band**; therefore, municipalities are required **to justify all increases in excess of the projected inflation target for 2022/23 MREF** in their budget narratives and pay careful attention to

tariff increases across all consumer groups. In addition, municipalities should include a detail of their revenue growth assumptions for the different service charges in the budget narrative.

- The **emphasis is on municipalities** to comply with Section 18 of the MFMA and ensure that they **fund their 2022/23 MTREF budgets from realistically anticipated revenues** to be collected. Municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this is a fundamental reason for municipalities not attaining their desired collection rates. It is **essential that municipalities reconcile their most recent valuation roll data to that of the billing system** to ensure that revenue anticipated from property rates are accurate. Municipalities are also advised to **enforce a culture of payment** for services through their normal **credit control processes**.
- The **National Energy Regulator of South Africa (NERSA)** is responsible for price determination of the bulk costs for electricity. Bulk electricity costs are consistently much higher than inflation, having gone as high as 17.8 per cent in the 2021/22 municipal financial year. Eskom's need for increased funding means that over the period ahead they are applying for much higher tariff increases. In their Multi-Year Price Determination (MYPD 5) application Eskom requested approval for municipal bulk tariff increases of 20.5 per cent in 2022/23, 15 per cent in 2023/24 and 10 per cent in 2024/25. NERSA rejected this revenue application at the end of September 2021 and in October 2021 ESKOM filed an application in the High Court to review NERSA's decision. Following the deliberations, NERSA has approved a 9.6 per cent tariff increase for Eskom starting from April 2022 and this figure accounts for a 3.49 per cent increase in 2022/23. **The draft increase for bulk purchases is 8.61% and an increase of 7.75% for electricity sales.**
- The **Salary and Wage Collective Agreement** for the period 01 July 2021 to 30 June 2024 dated 15 September 2021 through the agreement that was approved by the Bargaining Committee of the Central Council in terms of Clause 17.3 of the Constitution should be used when budgeting for employee related costs for the 2022/23 MTREF. In terms of the agreement, all employees covered by this agreement shall receive with effect from 01 July 2022 and 01 July 2023 an **increase based on the projected average CPI** percentages for 2022 and 2023. The forecasts of the Reserve Bank, in terms of the January 2022 and January 2023, shall be used to determine the projected average CPI. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once-a-year manual salary disbursement, in order to root out ghost employees.
- Municipalities are advised to budget for the **actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits** of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also take into account the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councilors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from the councilor(s) concerned.

Funding choices and management issues

Municipalities are under pressure to generate revenue as a result of the economic landscape, the COVID-19 pandemic, weak tariff setting and increases in key cost drivers to provide basic municipal services. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2022/23 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- Address service delivery failures by ensuring adequate maintenance, upgrading and renewal of existing assets to enable reliable service delivery;

- The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act, 2000 which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control and fix water infrastructure to enable the sustainable provision of water;
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation;
- Unsustainable growth of the salary bill resulting in a potential multiplier effect on future tariff increases.

2. LEGISLATIVE RESPONSIBILITIES

2.1 Section 16(2) : MFMA

"... the Mayor of the municipality must table the annual budget at a **Council meeting** at least 90 days before the start of the financial year."

Artikel 16(2) : MFMA

"... die Burgemeester van die munisipaliteit moet die jaarlikse begroting ten minste **90 dae** voor die aanvang van die begrotingsjaar by 'n **raadsvergadering** ter tafel lê."

2.2 Section 24(1) : MFMA

"The municipal Council must at least **30 days** before the start of the budget year consider approval of the annual budget."

Artikel 24(1) : MFMA

"Die raad van 'n munisipaliteit moet ten minste **30 dae** voor die aanvang van die begrotingsjaar goedkeuring van die jaarlikse begroting oorweeg."

2.3 Section 160(2)(b) (c): Constitution

"The following functions may not be delegated by a Municipal Council:
... the approval of budgets and tariffs."

Artikel 160(2)(b)(c): Grondwet

"Die volgende funksies mag nie deur die Munisipale Raad gedelegeer word nie:
... die goedkeuring van begrotings en tariewe."

2.4 Section 160(3)(a) Constitution

"A majority of the members of a Municipal Council must be present before a vote may be taken on any matter."

Artikel 160(3)(a) Grondwet

"Dat die meerderheid Munisipale Raadslede teenwoordig moet wees voordat stemming geneem word oor enige saak."

2.5 Section 19: MFMA

"A municipality may spend money on a capital project only if the money for the project, excluding the cost of feasibility studies conducted by or on behalf of the municipality has been appropriated in the capital budget; section 33 has been complied with and the sources of funding are available and have not been committed"

Artikel 19: MFMA

"'n Munisipaliteit kan geld aan 'n kapitaalprojek bestee, slegs indien die geld vir die projek, uitgesonderd die koste van uitvoerbaarheidstudies deur of namens die munisipaliteit gedoen in die kapitaalbegroting is; artikel 33 aan voldoen is en die befondsingsbronne beskikbaar is en nie vir ander doeleindes geoormerk is nie"

2.6 Section 33: MFMA

"A municipality may enter into a contract which will impose financial obligations on the municipality beyond a financial year, but if the contract will impose financial obligations on the municipality beyond the three years covered in the annual budget for that financial year, it may do so only if....."

Artikel 33: MFMA

“ 'n Munisipaliteit kan 'n kontrak sluit wat die finansiële verpligtinge op die munisipaliteit sal lê na die einde van 'n finansiële jaar, maar indien die kontrak finansiële verpligtinge op die munisipaliteit sal lê na die einde van die drie jaar wat die jaarlikse begroting vir daardie finansiële jaar gedek word, kan die munisipaliteit so kontrak sluit deur die slegs indien.....”

3. DOCUMENTATION

3.1 Attached hereto (**Annexure A: 2022/23 – 2024/25 Draft Budget and Tariff File**) find the **Draft** Capital and Operating budget for 2022/2023 as prepared by the Chief Financial Officer, and the multi-year operating and capital budgets for 2023/2024 and 2024/2025.

3.2 Attached hereto (**Annexure B: 2022/23– 2024/25 Capital Projects i.t.o Sec 19**) find the **Draft** individual capital projects over the threshold envisaged i.t.o Sec 19 having cognisance of Sec 33 of the MFMA.

3.3 **BUDGETS AND MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2022/2023 REFORMS**

Attached hereto (**Annexure C: Budget Report and A-Schedules 2022/23– 2024/25**), find the prescribed budget reforms as per MFMA Circulars No.107 and No.108 in accordance with the regulations.

3.4 **OUTSTANDING DEBTORS**

(**Annexure A: 2022/23 – 2024/25 Draft Budget and Tariff File**) contains the outstanding debtors as at 28 February 2022.

3.5 **INVESTMENTS & EXTERNAL LOAN REGISTER**

(**Annexure A: 2022/23– 2024/25 Draft Budget and Tariff File**) contains the Investments and External loan register as at 28 February 2022.

3.6 **BUDGET RELATED POLICIES**

Also attached hereto (**Annexure D: Draft Amendments to Budget & Related Policies 2022/2023**) find the draft amended budget and related policies for 2022/23.

Below is a list of the budget and related policies and by-laws, indicating whether amendments by way of track changes were effected, for draft approval by Council:

No.	Policy/Plan Name	Reviewed (Yes / No)	Amended (Yes / No)
1.	Tariff Policy	Yes	Yes
2.	Property Rates Policy	Yes	Yes
3	Property Rates By-law	Yes	No
4.	Credit Control and Debt Collection Policy Schedule and By-Law	Yes	No
5.	Indigent Policy	Yes	No
6.	Cash Management and Investment Policy	Yes	Yes
7.	Asset Management Policy	Yes	Yes
8.	Fleet Management Policy	Yes	Yes
9.	Supply Chain Management Policy	Yes	Yes

No.	Policy/Plan Name	Reviewed (Yes / No)	Amended (Yes / No)
10.	Budget Implementation Policy	Yes	No
11.	Funding and Reserves Policy	Yes	No
12.	Debt and Borrowing Policy	Yes	No
13.	Virement Policy	Yes	No
14.	Travel and Subsistence Policy	Yes	Yes
15.	Cost Containment Policy	Yes	No

4. AREAS COVERED DURING THE BUDGET STEERING COMMITTEE MEETING:

- Struggling South African Economy
- **Conservative budgeting w.r.t the revenue budget and therefore the amounts in years 2 and 3 of the MTREF are indicative only and not fixed, mainly to mitigate the risks given the global and local poor economic conditions. In this regard expenditure will have to be curbed with careful monitoring of budget performance and payment rates**
- Key focus risk areas for the 2022/23 Budget process
- Extensive revenue modelling informing tariff increases to ensure services are delivered **sustainably and cost reflective** over the longer term with emphasis on the impact of increases on disposable income levels given the dire state of the economy
- Expenditure and Revenue Consolidation and audited basis informing growth from 2021-2022 to 2022-2023
- Revenue streams from trading and economic services insufficient, given the impact of Capital budget programs and Indigents on the Operating account
- Future operational cost of 2 800 housing opportunities, Landfill sites cost of compliance and Rehabilitation, ± R52.6mil capital & R26.9mil operating
- Further initiatives will need to be considered for revenue growth, revenue protection and preventing revenue leakage going forward.

To ensure compliance with the Budget and Reporting Regulations, the Budget Steering Committee gave effect to their technical advisory role in strengthening local government finances at a meeting that was held on the 15th of March 2022.

5. HIGH-LEVEL DISCUSSION / MOTIVATION

That the Executive Mayoral Committee recommends the approval of the draft capital, operating and balance sheet budgets, amendments to the budget and related policies, property tax rates, tariffs and other charges for the 2022/2023; 2023/2024 and 2024/2025 financial years to council for draft approval.

5.1 CAPITAL BUDGET

The total draft Capital budget for 2022/2023 amounts to **R 203 752** million with around **R 116 643** million invested from Council's own funds in year 1 and the total application of capital investment over the three fiscal years amounting to **R 555 767** million. An increase of **R 120 303** million from the previous approved adjusted MTREF of **R 435 464** million. The ongoing investment in revenue generating and other bulk infrastructure is important as an economic stimulant given the multiplier effect that infrastructure investment has on the local economy and more-over now than ever before. The leveraging of these investments in creating jobs remains a key consideration bearing in mind the impact the capital budget have on the operating account.

HOUSING PROJECTS

Note: The allocations in the provincial gazette for housing projects in year 2 and 3 are indicative at this stage because of **provincial commitments not yet guaranteed.**

CAPITAL PROJECTS ABOVE THE THRESHOLD AS ENVISAGED BY SECTION 19 OF THE MFMA

SECTION 19 (1) requires that council consider the operational costs over the MTREF and beyond prior to approving these capital projects:

- (1) "A municipality may spend money on a capital project only if-
- (a) the money for the project, excluding the cost of feasibility studies conducted by or on behalf of the municipality, has been appropriated in the capital budget referred to in section 17 (2);
 - (b) the project, including the total cost, has been approved by the council;
 - (c) section 33 has been complied with, to the extent that this section may be applicable to the project; and
 - (d) the sources of funding have been considered, are available and have not been committed for other purposes."

FINANCING SOURCES	Draft Budget 2022/2023	Draft Budget 2023/2024	Draft Budget 2024/2025
Capital Replacement Reserve (CRR)	R 116 643 433	R 122 483 903	R 130 244 472
Municipal Infrastructure Grant (MIG)	R 33 810 000	R 24 711 000	R 25 670 000
Dept. Human Settlements	R 20 059 000	R 33 600 000	R 5 000 000
Integrated National Electrification Programme (INEP)	R 17 600 000	R 5 000 000	R 5 225 000
RSEP	R 1 200 000		
Contributions / Donations	R 14 360 000		
Dept. Cultural Affairs and Sport	R 50 000		
Community Safety Grant	R 30 000	R 40 000	R 40 000
GRAND TOTAL	R 203 752 433	R 185 834 903	R 166 179 472

SECTION 19 (2) requires the following:

- (2) "Before approving a capital project in terms of subsection (1) (b), the council of a municipality must consider-
- (a) the projected cost covering all financial years until the project is operational; and
 - (d) the future operational costs and revenue on the project, including municipal tax and tariff implications."

SECTION 19 (3) requires the following:

- (3) "A municipal council may in terms of subsection (1) (b) approve capital projects below a prescribed value either individually or as part of a consolidated capital programme."

5.2 OPERATING BUDGET

The operating expenditure budget will increase from **R 951 133** million to **R 1 026 602** million resulting in approximate growth of **7.9%**. The operating revenue budget will increase from **R 1 007 040** million to **R 1 104 984** million (including operating and capital grant allocations) resulting in year on year growth of **9.7%**. The relationship between the growth in realistically generated revenue compared to the growth in expenditure is however becoming problematic over the medium to longer term and much will have to be done to curb expenditure and grow other revenue sources to ensure longer term financial sustainability.

IMPORTANT NOTE: *Council, the public and other stakeholders must take note that the Adjustment budget revenue and expenditure figures, as well as the Draft budget growth figures as reported in the A-schedules and Budget Report to National and Provincial Treasury which forms part of the budget documentation, will differ considerably from the figures mentioned above, due to the fact that departmental charges are accounted for differently. The end result however in respect of the overall surpluses over the MTREF remains unchanged.*

The total salary budget is envisaged to increase from **R 274 683** million to **R 302 236** million (10.03% increase) to make provision for nationally determined annual adjustments in salaries, other benefits such as medical aid and pension contributions. Provision also had to be made for critical posts.

TRAINING BUDGET

The Skills Development Act, Act 97 of 1998, determines that a public service employer in **the national and provincial spheres of government** must budget for at least one per cent of its payroll for the training and education of its employees. This provision does not refer to the local sphere of government, but has nevertheless been applied by the Municipality for many years now. The Department of Labour however after an enquiry in this regard indicated verbally that less may be budgeted, provided that the payment of the 1% levy payable to SARS in terms of said act is not to be deviated from.

A concerted effort was again made to limit this expenditure in an attempt to keep tariffs within the limits of the reduced realistically anticipated revenue streams, with an amount of R 2 036 894 budgeted for training in the 2022/23 operating budget, which constitutes 0.70% of the Municipality's salary budget (excluding councillor remuneration) and will be limited to around 0.70% for the outer MTREF financial years. This budget is considered more than sufficient to provide for training needs within the Municipality given the historic and current training programmes already covered, **but more-over the necessitated curbing of expenditure given the worsening disposable income levels of the paying public during this severe economic downturn.**

SALARY BUDGET

That Council takes note of the increases of the Directors that are contractually linked to the other personnel, which is negotiated and determined at a national level:

- In respect of all personnel, an increase of **4.9%** for 2022/2023; **4.4%** for 2023/2024 and **4%** for the 2024/2025 financial years, excluding the increase in other benefits that are applicable and the annual 2.5% notch increase where applicable;
- All salary adjustments are adequately budgeted for;
- Provision has been made for a **3%** increase for political office bearers which is within the mid band of the inflation targets set by the South African Reserve Bank (SARB).

It further be noted that due to a lack of sufficiently generated internal funds, no provision could be made for the redemption shortage in respect of the overlapping of the redemption of loans to external banks and the life span of assets.

PROPERTY TAXES AND TARIFFS OF TRADINGS SERVICES

The average draft increases in property taxes and tariffs for the 2022/2023 financial year are as follows:

- Property Rates - **4.9%** (detail of main property categories per recommendation (g) for the property tax rate:- cent in the Rand)
 - **6.5%** All other properties (excluding agricultural properties used for bona fide agricultural activities and vacant land)
- Electricity - **7.75%** (NERSA in the process of considering same- please refer to the detailed electricity tariffs found in the Tariff listing)
- Refuse Removal - **7.5% due to the service being rendered at a loss**
- Sewerage - **5.9%**
- Water - **4.5%** for the first 15kls thereafter – **5.9%** for residential consumers.
4.8% increase for all businesses, sport clubs and **5.9%** for government institutions, please consult the tariff listing for the detail .

Normal Water Tariff Increases	2021/22	2022/23	Increases %	Increases (R)
Residential:				
• Network charge	R67.14	R70.16	4.5%	R3.02
• 0 – 6kl	R5.21	R5.44	4.5%	R0.23
• 7 – 10kl	R8.94	R9.34	4.5%	R0.40
• 11 – 15kl	R17.12	R17.89	4.5%	R0.77
• 16 – 20kl	R21.70	R22.98	5.9%	R1.28
• 21 - 25kl	R32.49	R34.08	5.9%	R1.90
• 26 - 35kl	R47.94	R50.77	5.9%	R2.83
• 36kl and above	R89.40	R94.67	5.9%	R5.27
Business/ Commercial/ Industrial/ etc.				
• Network charge	R113.85	R119.31	4.8%	R5.46
• From 1kl and above – R/Tariff per kl	R22.36	R23.43	4.8%	R1.07
• Sport Clubs	R23.70	R24.84	4.8%	R1.14
• Schools and Government Institutions	R24.86	R26.33	5.9%	R1.47

5.3 PROPERTY RATES AND SERVICE CHARGES ASSUMPTIONS

The objective with the exercise of tariff determination was to ensure that trade and economic services show surpluses over the next three to five years in order to sustain quality service delivery to which our consumers in the Swartland area have become accustomed to, but more importantly to finance some other community services and the refurbishment/ renewal of council's bulk infrastructure. This was however not possible with refuse removal which is rendered at a loss.

Every effort was made during the extensive income modelling exercise to apply the principles of zero based budgeting where appropriate. Items such as fuel, tyres, and bulk purchases inclusive of post-retirement benefits were repeatedly verified against past performance and the implementation of improved practices in a bid to realise potential further reductions and savings.

Property Rates

The draft proposed property rates increases for the 2022/23 financial year is **4.9%** for residential properties and **6.5%** for business and state owned properties. Increases over the remaining MTREF period, is limited to **5.9%** for residential properties and **6.9%** for business and state owned properties. Over the MTREF additional streams were factored in as a result of the implementation of the new general valuation envisaged for the 2024/25 financial year. Limited growth is forecasted for the years beyond the MTREF.

Electricity Tariffs

On 14 March 2022 NERSA issued a media statement confirming the electricity tariff increase of 9.61% for Eskom customers effective 1 April 2022 and determined the tariff increase for the purchase of electricity by municipalities at **8.61%** as from 1 July 2022. It was indicated in the media statement that the tariff increase guideline applicable for municipal customers will be issued in due course. At this stage the preliminary estimation of the nominal increase for selling of electricity based on a projected inflation rate of 5.7%, is **7.75%**. In line with the approach adopted in previous financial years, the lower consumption block of the residential prepaid tariff is increased by a lower percentage of 7.3%. The shortfall is recovered from the proposed higher increase of 8% of the energy components of the bulk industrial tariffs which are expected to remain lower than the NERSA benchmark. The proposed tariff increases of the municipal tariffs are preliminary and subject to revision upon receipt of the tariff benchmark guidelines from NERSA. **Please consult the detailed tariff listing for the proposed draft increases.**

That Council for now abide with the electricity tariffs that are submitted, bearing in mind that it is still subject to NERSA's draft approval.

Water Tariffs

The draft water tariff increases are :- **4.5%** for the first 15kls thereafter a **5.9%** increase for residential consumers, a **4.8%** increase for all businesses and sport clubs and **5.9%** for schools and government institutions. The draft tariff increases, which are above the estimated headline inflation rate, are needed given the extent of water infrastructure investment required over the MTREF compounded by illegal connections and an increase in consumption to the south towards Cape Town.

Refuse Removal

The draft tariff increase of **7.5%**, which is above the headline inflation rate, is needed to deliver the service effectively and to eventually phase out the deficit over the longer term due to the current economic conditions. The additional percentage of 2.7% above headline inflation is equal to R3.76 per month and needed to ensure that the cost of providing the service is fully funded over the longer term as the service is currently rendered at a loss. Over the remaining MTREF period, the increase remain 7.5% to phase out the deficit over the longer term.

Sanitation

The draft tariff increase of **5.9%** that is above the headline inflation rate is needed to deliver the service effectively and to prevent that the service does not operate at a deficit in the new 2022/23 MTREF. This will further support critical upgrades of the wastewater treatment works in Moorreesburg and Darling due for completion in 2022/23 without the need to take-up a capital loan.

Council will also revert to the single part tariff for sanitation as was the case in 2020-2021 and the prior years.

6. **POTENTIAL AND REAL RISKS IMPACTING FINANCIAL PLANNING OVER THE MTREF AND ULTIMATELY THE REVENUE MODELLING EXERCISE FORMING THE BASIS FOR THE MTREF:**

- Pressure on supply and demand as a result of the Ukraine and Russia conflict, compounding local inflation in the form of Food and Fuel increases which could potential see the SARB increasing the REPO rate;
- Weaker exchange rates already resulted in an increase in the fuel account;
- Slower recovery of the economy;
- The upward pressure and multiplier effect of increases in staff salaries.

RECOMMENDATIONS

1. **The following recommendations by the Executive Mayoral Committee held on 25 March 2022, for consideration by Council on 31 March 2022 for purposes of public participation. Final approval shall only take place on 26 May 2022.**

- That council takes note that the costs as envisaged by Section 19 (2)(a)(b) were derived after consultation with the respective director(s) who has confirmed the costs as per **(Annexure A: 2022/23 – 2024/2025 Draft Budget and Tariff File)** and consider same;
- That council prior to approving the capital projects above R50 million as listed in **(Annexure B: 2022/23 – 2024/25 Capital Projects ito Sec 19)**, first consider the projected cost covering all financial years until the project is operational and the future operational costs and revenue on the project, including municipal tax and tariff implications;
- That council considers the funding sources linked to council's capital program and take note that these funding sources are available and have not been committed for other purposes;

FINANCING SOURCES	Draft Budget 2022/2023	Draft Budget 2023/2024	Draft Budget 2024/2025
Capital Replacement Reserve (CRR)	R 116 643 433	R 122 483 903	R 130 244 472
Municipal Infrastructure Grant (MIG)	R 33 810 000	R 24 711 000	R 25 670 000
Dept. Human Settlements	R 20 059 000	R 33 600 000	R 5 000 000
Integrated National Electrification Programme (INEP)	R 17 600 000	R 5 000 000	R 5 225 000
RSEP	R 1 200 000		
Contributions / Donations	R 14 360 000		
Dept. Cultural Affairs and Sport	R 50 000		
Community Safety Grant	R 30 000	R 40 000	R 40 000
GRAND TOTAL	R 203 752 433	R 185 834 903	R 166 179 472

- That council deemed it appropriate to consider the entire capital program excluding the 3 contractually combined projects above R 50 million as the aforementioned capital program's operational cost, inclusive of future costs will be covered by the rates regime and the normal cost centres found in the operational budget;

- (e) That council approves the capital projects as part of its consolidated capital program as per **(Annexure A: 2022/23 – 2024/25 Draft Budget and Tariff File)**;
- (f) That the draft high-level multi-year Capital and Operating budgets in respect of the 2022/23 – 2024/25 financial years, be approved as draft, in accordance with sections 16, 17 and 19 of the MFMA to allow for public participation;

	Original Budget 2021/22	Adjustments Budget 2021/22	Draft Budget 2022/23	Draft Budget 2023/24	Draft Budget 2024/25
Capital budget	166 435 729	166 040 448	203 752 433	185 834 903	166 179 472
Operating Expenditure	911 967 149	951 133 356	1 026 601 605	1 055 394 402	1 135 542 535
Operating Revenue	968 875 613	1 007 040 106	1 104 983 965	1 113 176 083	1 174 467 869
Budgeted (Surplus)/ Deficit	(56 908 464)	(55 906 750)	(78 382 360)	(57 781 681)	(38 925 335)
Less: Capital Grants & Contributions	47 912 409	48 027 246	87 109 000	63 351 000	35 935 000
(Surplus)/ Deficit	(8 996 055)	(7 879 504)	8 726 640	5 569 319	(2 990 335)

- (g) That council approves the notice given in terms of section 14(1) and (2) of the Local Government: Municipal Property Rates Act, 2004, to levy the draft property tax rates, exemptions and rebates on property reflected in the schedule below and in the property rates policy for the 2022/2023 financial year with effect from 1 July 2022, for purposes of allowing for public participation;

Category of property	Rate ratio	(c/R) rate determined for the relevant property category
Residential properties	1: 1	0,5624
Business and Commercial properties	1: 1,4586	0,8203
Industrial properties	1: 1,4586	0,8203
Agricultural properties	1: 0,25	0,1406
Mining properties	1: 1,4586	0,8203
Public Service Infrastructure	1: 0,25	0,1406
Properties owned by an organ of state and used for public service purposes	1: 1,4586	0,8203
Public Benefit Organisations	1: 0	0,0000
Vacant properties	1: 1,3470	0,7575
Municipal properties	1: 0	0,0000
Conservation Areas	1: 0	0,0000
Protected Areas	1: 0	0,0000
National Monuments	1: 0	0,0000
Informal Settlements	1: 0	0,0000

Exemptions and Reductions

- **Residential Properties:** For all residential properties, the municipality will not levy a rate on the first R15 000 of the property's market value. The R15 000 is the statutory impermissible rate as per section 17(1)(h) of the Municipal Property Rates Act.

Rebates in respect of a category of owners of property are as follows:

- **Indigent owners:** 100 per cent rebate will be granted to registered indigents in terms of the Indigent Policy to a maximum valuation of R105 000;
- **Qualifying senior citizens and disabled persons:** A rebate to an amount equal to the rates payable on the first amount of the valuation of such property to a limit of R300 000.

NB: Please refer to the municipality's property rates policy in respect of all rebates offered.

- (h) That council approve the draft tariff structures and charges for water, refuse removal, sewerage and other sundry charges as set out in **(Annexure A: 2022/23 – 2024/25 Draft Budget and Tariff File)** for purposes of allowing for public participation;
- (i) That council approve the electricity tariffs as draft for the 2022/2023 financial year, **bearing in mind that it is still subject to NERSA's final approval;**
- (j) That the annual budget tables as required by the Budget and Reporting Regulations be approved as set out in **(Annexure C: Budget Report and A-Schedules 2022/23 – 2024/25);**
- (k) That the **amendments** to the budget and related policies as set out in **(Annexure D: Draft Amendments to Budget & Related Policies 2022/23)** hereto, be approved for purposes of soliciting the views and comment from the public;
- (l) That the training budget limited to **0,70%** of the salary budget in the amount of **R2 036 894** for the 2022/2023 financial year be approved as draft;
- (m) That Council takes note of the increases of the Directors that are contractually linked to the other personnel, which is negotiated and determined at a national level:
 - In respect of all personnel, an increase of **4.9%** for 2022/2023; **4.4%** for 2023/2024 and **4%** for the 2024/2025 financial years, excluding the increase in other benefits that are applicable and the annual 2.5% notch increase where applicable;
 - All salary adjustments are adequately budgeted for;
 - Provision has been made for a **3%** increase for political office bearers which is within the mid band of the inflation targets set by the South African Reserve Bank (SARB).
- (n) That Council takes note of the budgeted operating surpluses and that the budget is "cash-funded" as a result of cash reserves in table A8, the total expenditure growth of **7.9%** from the current to the new financial year and the revenue streams with growth in revenue of **9.7% (only 5.9% excluding capital grant income)** for the MTREF period as well as the cash flow statement as per **(A-schedule A7)** for the next three financial years;
 - the budgeted risk factor for cash coverage for operating expenses are **8.3 months** for 2022/23, **8.3 months** for 2023/24 and **7.6 months** for the 2024/25 financial year (this can materially be impacted but not possible to determine scientifically at this stage);
 - over the next three financial years the planning is such that operating net deficits are envisaged for 2022/23 to an amount of **R 8 726 640**, for 2023/24 an amount of **R 5 569 319** and for 2024/25 a surplus of **R 2 990 335 (excluding capital grant income)**, which is manageable within the risk appetite of the municipality supported by the improved payment rates.
- (o) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms **(Annexure E: 2022/23 NT and PT Budget Circulars)** in the context of the reporting requirements to Provincial and National Treasury;

- (p) That Council take note that the budget was prepared in the new mSCOA Version 6.6 as required by National Treasury but that the mSCOA data strings could not be uploaded for verification purposes to ensure perfect alignment at the time of finalising the budget due to technical issues experienced by the NT's system of validation;
- (q) That the process of soliciting public input, views or comments into the draft budget, **revised** budget and related policies (limited to the revisions from the previous year) and budget documents, inclusive of the property taxes and tariffs to close at 12 midday on **29 April 2022**.

for purposes of completeness and implementation the English version of the recommendations will be relied upon.

AANBEVELINGS

1. **Die volgende aanbevelings deur die Uitvoerende Burgemeesterskomitee gehou op 25 Maart 2022, vir oorweging deur die Raad op 31 Maart 2022 vir doeleindes van publieke deelname. Finale goedkeuring sal eers plaasvind op 26 Mei 2022.**

- (a) Dat die Raad kennis neem dat die koste soos beoog deur Artikel 19 (2)(a)(b) verkry is na konsultasie met die onderskeie direkteur(e) wie die koste bevestig het soos per **(Annexure A: 2022/23 – 2024/25 Draft Budget and Tariff File)** en oorweeg dieselfde;
- (b) Dat die Raad voor die goedkeuring van die kapitaal projekte bo R50 miljoen soos gelys in **(Annexure B: 2022/23 – 2024/25 Capital Projects ito Sec 19)**, eers die geprojekteerde koste wat alle finansiële jare dek totdat die projek in werking is; en die toekomstige bedryfskoste en inkomste op die projek, met inbegrip van belasting- en tarief-implikasies oorweeg;
- (c) Dat die Raad die befondsingsbronne oorweeg wat verband hou met die raad se kapitaalprogram en daarop let dat die befondsingsbronne beskikbaar is en nie vir ander doeleindes geoormerk is nie;

FINANCING SOURCES	Draft Budget 2022/2023	Draft Budget 2023/2024	Draft Budget 2024/2025
Capital Replacement Reserve (CRR)	R 116 643 433	R 122 483 903	R 130 244 472
Municipal Infrastructure Grant (MIG)	R 33 810 000	R 24 711 000	R 25 670 000
Dept. Human Settlements	R 20 059 000	R 33 600 000	R 5 000 000
Integrated National Electrification Programme (INEP)	R 17 600 000	R 5 000 000	R 5 225 000
RSEP	R 1 200 000		
Contributions / Donations	R 14 360 000		
Dept. Cultural Affairs and Sport	R 50 000		
Community Safety Grant	R 30 000	R 40 000	R 40 000
GRAND TOTAL	R 203 752 433	R 185 834 903	R 166 179 472

- (d) Dat die Raad dit toepaslik geag het om die totale kapitaalprogram te oorweeg, uitgesluit die 3 individuele projekte bo R50 miljoen aangesien die voorgenoemde kapitaalprogram se operasionele koste, insluitend die toekomstige koste wat gedek sal word deur belasting en die normale kostesentrums soos in die bedryfsbegroting;

- (e) Dat die Raad die kapitaalprojekte as deel van die gekonsolideerde kapitaalprogram goedkeur soos per **(Annexure A: 2022/23 – 2024/25 Draft Budget and Tariff File)**;
- (f) Dat die konsep hoë-vlak meerjarige Kapitaal- en Bedryfsbegrotings ten opsigte van die 2022/23 tot 2024/25 finansiële jare goedgekeur word as finaal, in ooreenstemming met artikel 16, 17 en 19 van die MFMA om publieke deelname toe te laat;

	Oorspronklike Begroting 2021/22	Aansuiwerings begroting 2021/22	Konsep Begroting 2022/23	Konsep Begroting 2023/24	Konsep Begroting 2024/25
Kapitaalebegroting	166 435 729	166 040 448	203 752 433	185 834 903	166 179 472
Bedryfsuitgawes	911 967 149	951 133 356	1 026 601 605	1 055 394 402	1 135 542 535
Bedryfsinkomste	968 875 613	1 007 040 106	1 104 983 965	1 113 176 083	1 174 467 869
Begrote (Surplus)/ Tekort	(56 908 464)	(55 906 750)	(78 382 360)	(57 781 681)	(38 925 335)
Minus: Kapitaal Toekenning en Bydraes	47 912 409	48 027 246	87 109 000	63 351 000	35 935 000
(Surplus)/ Tekort	(8 996 055)	(7 879 504)	8 726 640	5 569 319	(2 990 335)

- (g) Dat daar inbeginsel goedkeuring verleen word vir die kennisgewing ingevolge artikel 14(1) en (2) van die Plaaslike Regering: Wet op Munisipale Eiendomsbelasting, 2004 ten opsigte van die heffing van konsep eiendomsbelastingkoerse, vrystellings en afslag op eiendomme soos gespesifiseer in die onderstaande skedule en in die eiendomsbelastingbeleid vir die 2022/2023 finansiële jaar, vir doeleindes van die publieke deelnameproses;

Category of property	Rate ratio	(c/R) rate determined for the relevant property category
Residential properties	1: 1	0,5624
Business and Commercial properties	1: 1,4586	0,8203
Industrial properties	1: 1,4586	0,8203
Agricultural properties	1: 0,25	0,1406
Mining properties	1: 1,4586	0,8203
Public Service Infrastructure	1: 0,25	0,1406
Properties owned by an organ of state and used for public service purposes	1: 1,4586	0,8203
Public Benefit Organisations	1: 0	0,0000
Vacant properties	1: 1,3470	0,7575
Municipal properties	1: 0	0,0000
Conservation Areas	1: 0	0,0000
Protected Areas	1: 0	0,0000
National Monuments	1: 0	0,0000
Informal Settlements	1: 0	0,0000

Exemptions and Reductions

- **Residential Properties:** For all residential properties, the municipality will not levy a rate on the first R15 000 of the property's market value. The R15 000 is the statutory impermissible rate as per section 17(1)(h) of the Municipal Property Rates Act.

Rebates in respect of a category of owners of property are as follows:

- **Indigent owners:** 100 per cent rebate will be granted to registered indigents in terms of the Indigent Policy to a maximum valuation of R105 000;
- **Qualifying senior citizens and disabled persons:** A rebate to an amount equal to the rates payable on the first amount of the valuation of such property to a limit of R300 000.

NB: Please refer to the municipality's property rates policy in respect of all rebates offered.

- (h) Dat die Raad die konsep tariefstrukture en heffings vir water, vullisverwydering, riool en ander diverse heffings soos uiteengesit in **(Annexure A: 2022/23 – 2024/25 Draft Budget and Tariff File)** goedkeur met die doel om publieke deelname toe te laat;
- (i) Dat die Raad die voorgestelde elektrisiteitstariewe as konsep goedkeur vir die 2022/23 finansiële jaar, met inagneming dat dit onderhewig is aan finale goedkeuring deur NERSA;
- (j) Dat die jaarlikse begrotingstabelle soos vereis deur die Begrotings- en Rapporteringsregulasies en uiteengesit is in **(Annexure C: Budget Report and A-Schedules 2022/23 – 2023/24)** goedgekeur word;
- (k) Dat die **wysigings** aan die begrotings- en verwante beleide soos vervat in **(Annexure D: Draft Amendments to Budget & Related Policies 2022/23)**, goedgekeur word met die doel vir die publiek se menings en kommentaar;
- (l) Dat die opleidingsbegroting beperk is tot **0,70%** van die salarisbegroting ten bedrae van **R 2 036 894** vir die 2022/23 finansiële jaar as konsep goedgekeur word;
- (m) Dat die Raad kennis neem dat die verhogings vir die Direkteure kontraktueel gekoppel is aan die ander personeel wat op nasionale vlak onderhandel en bepaal word:
 - Ten opsigte van alle personeel, 'n verhoging van **4.9%** vir 2022/2023; **4.4%** vir die 2023/2024 en **4%** vir 2024/2025 finansiële jare, uitgesluit die toename in ander voordele wat van toepassing is en die jaarlikse 2,5% kerkverhoging waar van toepassing;
 - Daar is voldoende begroot vir alle salarisaanpassings;
 - Voorsiening is gemaak vir 'n **3%** verhoging vir politieke ampsbekleërs wat val binne die middelband van die inflasietekens soos bepaal deur die Suid-Afrikaanse Reserwebank (SARB).
- (n) Dat die Raad kennis neem van die begrote bedryfssurplusse en dat die begroting “kontant gefinansier” word as gevolg van die kontantreserwes in tabel A8, die totale groei in uitgawes van **7.9%** vanaf die huidige na die nuwe finansiële jaar en die inkomstebronne met 'n groei in inkomste van **9.7% (slegs 5.9% kapitale toekennings uitgesluit)** vir die MTREF periode, sowel as die kontantvloei-staat soos per **(A-schedule: A7)** vir die volgende drie finansiële jare;
 - die risikofaktor vir kontantdekking vir bedryfsuitgawes is **8.3 maande** vir 2022/23, **8.3 maande** vir 2023/24 en **7.6 maande** vir die 2024/25 finansiële jaar (dit kan wesenlik beïnvloed word, maar op hierdie stadium is dit nie moontlik om wetenskaplik te bepaal nie);
 - oor die volgende drie finansiële jare is die beplanning van so 'n aard dat netto bedryfstekorte verwag word vir 2022/23, 'n bedrag van **R 8 726 640**, vir 2023/24 'n bedrag van **R 5 569 319** en 'n bedryfssurplus vir 2024/25, 'n bedrag van **R 2 990 335 (kapitale toekennings uitgesluit)**, wat bestuurbaar is binne die risiko-aptit van die munisipaliteit en gerugsteun word deur die verbeterde betaalkoerse.

- (o) Dat die Direkteur: Finansiële Dienste voldoen aan die vereistes van die Begrotingsomsendbriewe en –formate (**Annexure E: 2022/23 NT and PT Budget Circulars**) in die konteks van die verslagdoeningsvereistes aan Provinsiale en Nasionale Tesourie;
- (p) Dat die Raad kennis neem dat die begroting opgestel is in die nuwe mSCOA Weergawe 6.6 soos vereis deur Nasionale Tesourie maar dat die mscoa datastring nie vir verifikasie doeleindes opgelaaï kon word om perfekte belyning te verseker tydens die finalisering van die begroting nie, weens tegniese probleme wat die NT stelsel ondervind;
- (q) Dat die proses van publieke insette, of kommentaar op die konsep begroting, **hersiende** begroting en verwante beleide (beperk tot die hersienings van die vorige jaar) en begrotingsdokumente, belasting koerse op eiendomme en tariewe op **29 April 2022** sluit.

vir die volledigheid en implementering sal op die Engelse weergawe van die aanbevelings staat gemaak word.

(get) M Bolton

DIREKTEUR: FINANSIËLE DIENSTE



Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager
2022-03-31

2/4/4
WYK: Nvt

ITEM _8.5_ OF THE AGENDA OF A COUNCIL MEETING TO BE HELD ON 31 MARCH 2022

ONDERWERP: KONSEP 2022/2023 DIENSLEWERING- EN BEGROTINGIMPLEMENTERINGSPLAN (SDBIP)
SUBJECT: DRAFT 2022/2023 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

1. BACKGROUND AND DISCUSSION

Section 1 of the Municipal Finance Management Act (Act 56 of 2003) (MFMA) defines service delivery and budget implementation plan (SDBIP) as a detailed plan for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate -

- (a) projections for each month of -
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter.

The purpose of the SDBIP is to support the Municipality's management to achieve service delivery targets as well as the spending of the capital budget within given timeframes.

3. LEGISLATION

The following regulations of the Municipal Budget and Reporting Regulations (GN 393 of 17 April 2009) apply-

Regulation 14

- (2) When complying with section 68 of the MFMA, the municipal manager must submit the draft municipal **service delivery and budget implementation plan** to the mayor together with the annual budget to be considered by the mayor for **tabling** in terms of section 16(2) of the MFMA.
- (3) For effective planning and implementation of the annual budget, the draft municipal **service delivery and budget implementation plan** may form part of the budget documentation and be **tabled** in the municipal council if so recommended by the Budget Steering Committee.

Regulation 15

- (3) When submitting the annual budget to the National Treasury and the relevant provincial treasury in terms of section 22(b)(i) of the MFMA, the municipal manager must also submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form (b) the **draft service delivery and budget implementation plan**.

MFMA Section 16(2): In order for a municipality to comply with subsection (1), the mayor of the municipality must **table** the annual budget at a council meeting at least 90 days before the start of the budget year.

4. ALIGNMENT TO THE IDP

The IDP and the SDBIP are linked through Chapter 7 of the IDP which is also included in the SDBIP as well as the annual budget which is included in both documents. The budget is informed by the strategy and objectives of the IDP.

5. FINANCIAL IMPLICATION

None

6. AANBEVELING / RECOMMENDATION

- (a) Dat die Raad kennis neem van die aangehegte konsep 2022/2023 Dienslewering- en Begrotingimplementeringsplan (SDBIP) wat in terme van regulasie 14 van die Munisipale Begroting en Rapportering Regulasies ter tafel gelê is; en
- (b) dat die SDBIP in terme van regulasie 15 van die Munisipale Begroting en Rapportering Regulasies aan Nasionale Tesourie en Provinsiale Tesourie voorgelê word.
- (a) That the Council take cognisance of the draft 2022/2023 Service Delivery and Budget Implementation Plan (SDBIP) tabled in terms of regulation 14 of the Municipal Budget and Reporting Regulations; and*
- (b) that the SDBIP be submitted to National Treasury and Provincial Treasury in terms of regulation 15 of the Municipal Budget and Reporting Regulations.*

(get) J J Scholtz

MUNISIPALE BESTUURDER / MUNICIPAL MANAGER



Swartland Municipality

2022-2023

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

Draft March 2022

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1. INTRODUCTION

The SDBIP provides the vital link between the executive mayor, council and the administration and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that ensures that appropriate information is circulated internally and externally for purposes of monitoring the execution of the budget, performance of senior management and achievement of the strategic objectives set by council.

The SDBIP is essentially the management and implementation tool which sets in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality will provide such services and the inputs and financial resources to be used. The SDBIP indicates the responsibilities and outputs for each of the managers in the top management team, the inputs to be used, and the time deadlines for each output. The SDBIP therefore determines the performance agreements of the municipal manager and directors, including the outputs and deadlines for which they will be held responsible. The SDBIP further provides all expenditure information (for capital projects and services) per municipal ward, so that each output can be broken down per ward, where this is possible, to support ward councillors in service delivery information.

The SDBIP is also a vital monitoring tool for the executive mayor and council to monitor the in-year performance of the municipal manager and for the municipal manager to monitor the performance of directors and division heads in the municipality within the financial year. This enables the executive mayor and municipal manager to be pro-active and take remedial steps in the event of poor performance.

2. LEGAL REFERENCE

Section 1 of the Municipal Finance Management Act (Act 56 of 2003) (MFMA) defines service delivery and budget implementation plan (SDBIP) as a detailed plan for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate -

- (a) projections for each month of -
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter.

The purpose of the SDBIP is to support the Municipality's management to achieve service delivery targets as well as the spending of the capital budget within given timeframes.

Regulation 14 of the Municipal Budget and Reporting Regulations (April 2009) determines that -

- (2) when complying with section 68 of the MFMA, the municipal manager must submit the draft SDBIP to the executive mayor together with the annual budget to be considered by the executive mayor for tabling at a council meeting in terms of section 16(2) of the MFMA (i.e. at least 90 days before the start of the budget year); and
- (3) for effective planning and implementation of the annual budget, the draft SDBIP may form part of the budget documentation and be tabled at the council meeting if so recommended by the Budget Steering Committee.

Regulation 15(3) of the Municipal Budget and Reporting Regulations determines that, when submitting the annual budget to the National Treasury and the relevant provincial treasury in terms of section 22(b) (i) of the MFMA, the municipal manager must also submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form, the draft SDBIP.

In terms of Section 69 of the MFMA the draft SDBIP must be submitted to the executive mayor within 14 days after the approval of an annual budget (in May annually) and in terms of Section 53 the final SDBIP must be approved by the executive mayor within 28 days after the approval of the annual budget.

3. THREE YEAR CAPITAL BUDGET PER DEPARTMENT

Department	Division / Service	2022/2023	2023/2024	2024/2025
Office of the Municipal Manager	Equipment MM	10 000	12 000	12 000
	Equipment Council	10 000	12 000	12 000
	Council: CK15265 Combi 2.5		649 000	
	Council: CK1 M/Benz E200			488 750
Subtotal		20 000	673 000	512 750
Civil Engineering Services	Equipment	52 000	54 000	56 000
	Parks and Amenities	1 708 000	2 258 500	1 819 000
	Sewerage	4 856 000	2 660 000	6 924 000
	Sports Fields	10 600 000	0	54 700
	Roads	59 457 500	48 715 500	30 527 500
	Storm water	312 000	314 000	316 000
	Water Provision	27 229 027	17 562 278	18 885 243
	Buildings and Maintenance	2 026 800	963 500	1 080 000
	Cleaning Services	4 785 756	6 732 125	33 650 227
	Waste water treatment plants	12 243 350	0	1 000 000
	Swimming Pools	700 000	12 000 000	0
	Cemeteries	0	200 000	0
Subtotal		123 970 433	91 459 903	94 312 670
Corporate Services	General, Secretariat and Records as well as Ward Committees	9 404 000	26 000	28 000
	Administration: Properties and Contracts	100 000	100 000	100 000
	Communication and Public Relations	50 000	0	0
Subtotal		9 554 000	126 000	128 000
Development Services	Equipment	42 000	44 000	46 000
	Community Development	262 500	0	0
	Built Environment	2 060 000	0	0
	Human Settlements	20 859 000	33 600 000	15 400 000
	Caravan Park Yzerfontein	30 000	32 000	430 750
Subtotal		23 253 500	33 676 000	15 876 750
Electrical Engineering Services	General and equipment	350 000	360 000	380 000
	ICT Services	3 004 000	880 000	799 000
	Operations, Maintenance and Construction	42 650 000	58 050 000	51 605 000
Subtotal		46 004 000	59 290 000	52 784 000
Financial Services	Financial Services General	710 500	385 000	319 500
Subtotal		710 500	385 000	319 500
Protection Services	Traffic and Law Enforcement	80 000	90 000	2 100 802
	Fire and Emergency Services	160 000	135 000	145 000
Subtotal		240 000	225 000	2 245 802
TOTAL		203 752 433	185 834 903	166 179 472

4. THREE YEAR CAPITAL BUDGET PER IDP STRATEGIC GOAL

Strategic Goal	2022/2023	%	2023/2024	%	2024/2025	%
1: Improved quality of life for citizens	502 500	0.2%	225 000	0.1%	2 245 802	1.4%
2: Inclusive economic growth	0	0.0%	0	0.0%	0	0.0%
3: Quality and sustainable living environment	22 991 000	11.3%	33 676 000	18.1%	15 876 750	9.6%
4: Caring, competent and responsive institutions, organisations and business	13 288 500	6.5%	2 064 000	1.1%	1 759 250	1.1%
5: Sufficient, affordable and well-run services	166 970 433	81.9%	149 869 903	80.6%	146 297 670	88.0%
TOTAL	203 752 433	100.0%	185 834 903	100.0%	166 179 472	100.0%

5. TEN LARGEST CAPITAL PROJECTS - 2022/2023

PROJECT	BUDGET	SOURCE(S) OF FINANCE
Resealing of roads - Swartland	25 000 000	CRR
De Hoop project 389 plot Housing development(Electricity)	18 600 000	CRR (R1 000 000), MIG (R17 6000 000)
Construction: Side walks and Recreational nodes (Ilinge Lethu & Wesbank)	14 000 000	CRR
Sewerage Moorreesburg	11 437 000	CRR
Upgrading of Sports Fields: Darling and Chatsworth	10 000 000	CRR
132/11kV Eskom Schoonspruit substation, 132kV transmission line and servitudes	10 000 000	CRR
Malmesbury De Hoop Serviced Sites (Streets and stormwater)	9 637 560	DHS
New roads - Swartland	9 310 000	CRR (R500 000), MIG (R8 810 000)
Purchase of Building: Erf 2738 Malmesbury	9 200 000	CRR
Swartland Water System S3.3 & S3.4 Panorama to Wesbank I1/4 - CRR	8 650 000	CRR (R3 650 000), MIG (R5 000 000)

The ten largest capital projects represent a total budget of R125 834 560 which is 61.8% of the total capital budget.

ANNEXURE 1
Monthly projections of revenue and expenditure to be collected for each source

Description	Budget Year 2022/23												Medium Term Revenue & Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2022/23	Budget Year +1 2023/24	Budget Year +2 2024/25
R thousand															
Revenue By Source															
Property rates	12 259	12 259	12 259	12 259	12 259	12 419	12 419	12 419	12 419	12 419	12 419	12 419	148 224	161 499	177 887
Service charges - electricity revenue	36 512	37 998	38 199	33 338	32 495	27 193	38 319	30 045	31 049	32 414	31 611	32 495	401 667	434 094	469 133
Service charges - water revenue	5 724	8 144	7 184	7 032	7 032	7 423	8 163	6 081	7 070	4 950	5 991	5 992	80 786	85 829	91 008
Service charges - sanitation revenue	4 187	4 216	4 232	4 227	4 253	4 284	4 291	4 319	4 303	4 348	4 366	4 363	51 390	54 099	56 944
Service charges - refuse revenue	2 606	2 634	2 624	2 637	2 683	2 614	2 668	2 688	2 756	2 684	2 712	2 688	31 991	34 626	37 473
Rental of facilities and equipment	136	136	136	136	136	136	136	136	136	136	136	136	1 627	1 725	1 828
Interest earned - external investments	295	214	262	254	263	1 760	332	299	351	337	312	30 987	35 667	35 739	38 017
Interest earned - outstanding debtors	292	212	259	251	260	321	328	296	347	333	308	252	3 458	3 925	4 469
Fines, penalties and forfeits	22	22	22	22	22	22	22	22	22	22	22	34 366	34 607	36 676	38 869
Licences and permits	334	414	508	484	372	242	440	395	335	482	431	341	4 778	5 061	5 360
Agency services	430	524	642	612	470	306	556	499	424	609	544	424	6 040	6 403	6 787
Transfers and subsidies	27 935	–	34 913	–	–	56 861	–	–	51 541	–	–	15 007	186 257	160 102	179 486
Other revenue	934	1 424	646	1 477	733	1 620	1 643	1 172	1 999	861	964	2 036	15 508	16 423	17 390
Gains	149	230	103	238	117	1 162	266	189	324	138	155	12 807	15 877	13 626	13 881
Total Revenue (excluding capital transfers)	91 815	68 425	101 988	62 967	61 095	116 362	69 581	58 558	113 072	59 733	59 969	154 311	1 017 875	1 049 825	1 138 533
Expenditure By Type															
Employee related costs	21 871	21 871	21 871	21 871	35 012	21 916	21 876	21 871	21 871	21 871	21 871	37 212	290 985	307 433	325 920
Remuneration of councillors	938	938	938	938	938	938	938	938	938	938	938	938	11 251	11 558	11 874
Debt impairment	–	–	–	–	–	–	–	–	–	–	–	37 654	37 654	41 297	44 724
Depreciation & asset impairment	–	–	–	35 522	8 880	8 880	8 880	8 880	8 880	8 880	8 880	8 880	106 565	118 609	131 596
Finance charges	–	–	–	–	–	6 180	–	–	–	–	–	6 180	12 361	11 773	11 150
Bulk purchases - electricity	15 855	39 456	37 661	24 797	24 265	24 099	22 769	23 767	24 265	26 492	20 675	48 298	332 400	362 582	395 504
Inventory consumed	3 947	3 947	3 947	3 947	3 947	3 947	3 947	3 947	3 947	3 947	3 947	3 947	47 363	50 440	54 131
Contracted services	8 455	8 191	7 239	6 288	9 512	9 067	9 512	12 682	11 097	7 926	8 455	7 662	106 086	65 884	70 248
Transfers and subsidies	23	1 279	436	339	23	326	581	23	23	278	356	203	3 888	3 926	4 071
Other expenditure	3 672	3 953	3 494	3 570	4 591	4 453	3 570	6 121	5 356	4 846	4 081	3 570	51 277	53 554	56 294
Losses	–	–	–	–	–	–	–	–	–	–	–	26 772	26 772	28 338	30 030
Total Expenditure	54 761	79 634	75 586	97 272	87 168	79 806	72 074	78 228	76 377	75 178	69 203	181 316	1 026 602	1 055 394	1 135 543
Surplus/(Deficit)	37 053	(11 209)	26 402	(34 304)	(26 072)	36 556	(2 493)	(19 671)	36 696	(15 446)	(9 233)	(27 005)	(8 727)	(5 569)	2 990
Transfers and subsidies - capital	–	–	29 100	–	–	18 187	–	–	18 187	–	–	7 275	72 749	63 351	35 935
Transfers and subsidies - capital	–	–	3 590	–	–	3 590	–	–	3 590	–	–	3 590	14 360	–	–
Transfers and subsidies - capital (in-kind)	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit)	37 053	(11 209)	59 092	(34 304)	(26 072)	58 333	(2 493)	(19 671)	58 473	(15 446)	(9 233)	(16 140)	78 382	57 782	38 925

ANNEXURE 2
Monthly projections of expenditure (operating and capital) and revenue for each vote

Description	Budget Year 2022/23												Medium Term Revenue & Expenditure Framework		
R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2022/23	Budget Year +1 2023/24	Budget Year +2 2024/25
Revenue by Vote															
Vote 1 - Corporate Services	27	32	3 025	34	26	3 019	34	30	3 024	29	29	3 016	12 324	11 554	12 080
Vote 2 - Civil Services	38 217	15 619	32 990	14 540	14 340	48 400	15 827	13 620	43 535	12 401	13 526	34 781	297 796	283 401	302 998
Vote 3 - Council	18	28	12	29	14	31	32	23	39	17	19	39	299	305	312
Vote 4 - Electricity Services	39 208	38 022	45 251	33 363	32 508	33 725	38 346	30 065	37 077	32 430	31 628	34 330	425 953	446 433	482 414
Vote 5 - Financial Services	13 072	13 025	33 234	13 117	12 963	36 079	13 469	13 295	33 883	13 299	13 272	44 540	253 248	274 239	304 471
Vote 6 - Development Services	464	697	17 380	723	368	14 656	802	577	14 837	429	478	11 665	63 075	42 104	13 842
Vote 7 - Municipal Manager	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 8 - Protection Services	809	1 002	2 787	1 162	876	2 230	1 070	948	2 456	1 128	1 018	36 803	52 289	55 139	58 352
Total Revenue by Vote	91 815	68 425	134 677	62 967	61 095	138 139	69 581	58 558	134 849	59 733	59 969	165 176	1 104 984	1 113 176	1 174 468
Expenditure by Vote to be appropriated															
Vote 1 - Corporate Services	2 851	3 158	2 769	3 349	4 432	3 702	3 264	3 332	3 196	3 233	2 998	4 958	41 241	43 400	45 579
Vote 2 - Civil Services	16 806	16 760	16 251	44 097	29 383	30 009	24 286	26 226	25 376	23 916	23 960	60 102	337 171	352 705	380 764
Vote 3 - Council	1 331	2 302	1 723	1 380	1 416	1 681	1 634	1 563	1 490	1 429	1 671	1 423	19 042	19 926	20 813
Vote 4 - Electricity Services	18 548	42 233	40 256	33 137	29 980	28 646	26 900	28 841	29 036	30 993	24 941	58 076	391 588	424 702	462 487
Vote 5 - Financial Services	4 519	4 556	4 399	4 465	6 713	4 663	4 602	5 324	5 063	4 742	4 628	14 073	67 747	71 557	75 579
Vote 6 - Development Services	5 463	5 378	5 019	5 281	7 220	5 708	5 992	7 226	6 627	5 465	5 629	312	65 320	32 587	33 420
Vote 7 - Municipal Manager	648	648	641	638	940	652	654	684	672	652	651	1 431	8 910	9 299	9 759
Vote 8 - Protection Services	4 594	4 598	4 529	4 926	7 083	4 745	4 742	5 033	4 918	4 748	4 726	40 941	95 583	101 220	107 142
Total Expenditure by Vote	54 761	79 634	75 586	97 272	87 168	79 806	72 074	78 228	76 377	75 178	69 203	181 316	1 026 602	1 055 394	1 135 543
Surplus/(Deficit)	37 053	(11 209)	59 092	(34 304)	(26 072)	58 333	(2 493)	(19 671)	58 473	(15 446)	(9 233)	(16 140)	78 382	57 782	38 925

Description R thousand	Budget Year 2022/23												Medium Term Revenue & Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year	Budget Year +1	Budget Year +2
Multi-year expenditure to be appropriated															
Vote 1 - Corporate Services	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 2 - Civil Services	500	4 500	6 000	10 000	12 600	7 900	7 710	11 706	9 023	6 832	1 500	8 000	86 272	76 007	63 670
Vote 3 - Council	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 4 - Electricity Services	1 500	1 500	1 500	1 600	2 500	3 000	2 000	3 500	4 000	4 000	4 000	1 500	30 600	48 000	36 225
Vote 5 - Financial Services	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 6 - Development Services	2 374	–	–	200	897	350	200	2 923	2 629	2 629	2 629	2 629	17 459	15 100	15 400
Vote 7 - Municipal Manager	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 8 - Protection Services	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Capital multi-year expenditure sub-total	4 374	6 000	7 500	11 800	15 997	11 250	9 910	18 130	15 652	13 461	8 129	12 129	134 331	139 107	115 295
Single-year expenditure to be appropriated															
Vote 1 - Corporate Services	–	–	–	9 250	200	12	–	60	6	10	–	16	9 554	126	128
Vote 2 - Civil Services	50	350	360	3 115	4 497	10 544	861	3 495	1 313	1 510	1 304	10 300	37 699	15 453	30 643
Vote 3 - Council	–	–	–	2	2	2	2	2	–	–	–	–	10	661	501
Vote 4 - Electricity Services	251	951	2 901	771	2 821	551	511	4 371	995	781	351	151	15 404	11 290	16 559
Vote 5 - Financial Services	–	6	216	478	6	6	–	–	–	–	–	–	711	385	320
Vote 6 - Development Services	1 138	20	166	2 798	629	217	186	209	176	207	51	–	5 795	18 576	477
Vote 7 - Municipal Manager	–	–	2	2	2	2	2	–	–	–	–	–	10	12	12
Vote 8 - Protection Services	–	–	–	75	–	15	–	–	70	15	65	–	240	225	2 246
Capital single-year expenditure sub-total	1 438	1 326	3 644	16 490	8 157	11 349	1 561	8 136	2 560	2 523	1 771	10 467	69 422	46 728	50 884
Total Capital Expenditure	5 812	7 326	11 144	28 290	24 153	22 599	11 471	26 266	18 211	15 984	9 899	22 596	203 752	185 835	166 179

ANNEXURE 3

Quarterly projections of service delivery targets and performance indicators for each vote

The pages that follow contain the following reports:

Annexure 3A: Performance indicators and benchmarks (operating budget)

Annexure 3B: 2018/2019 KPIs and targets from the IDP

Annexure 3C: Generic KPIs and targets for Municipal Manager and Directors

Annexure 3D: Targets and projected expenditure for each capital budget item

ANNEXURE 3A
Performance indicators and benchmarks

Description of financial indicator	Basis of calculation	Current Year 2021/22		2022/23 Medium Term Revenue & Expenditure Framework		
		Original Budget	Adjusted Budget	Budget Year 2022/23	Budget Year +1 2023/24	Budget Year +2 2024/25
<u>Borrowing Management</u>						
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	2.8%	2.3%	2.3%	2.1%	1.8%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	3.3%	2.7%	2.8%	2.4%	2.2%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	0.0%	0.0%	0.0%	0.0%	0.0%
<u>Safety of Capital</u>						
Gearing	Long Term Borrowing/ Funds & Reserves	37.1%	40.5%	30.9%	23.7%	18.1%
<u>Liquidity</u>						
Current Ratio	Current assets/current liabilities	5:1	6:1	6:1	6:1	6:1
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	5:1	6:1	6:1	6:1	6:1
<u>Revenue Management</u>						
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing	95%	95%	95%	95%	95%
<u>Creditors Management</u>						
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA's 65(e))	100.0%	100.0%	100.0%	100.0%	100.0%
<u>Other Indicators</u>						
Electricity Distribution Losses (2)	Total Volume Losses (kW)	12 096 519	11 755 767	12 096 519	12 217 484	12 339 659
	Total Cost of Losses (Rand '000)	15 784 639	16 731 717	17 308 534	18 521 862	19 820 245
	% Volume (units purchased and generated less units sold)/units purchased and generated	6.0%	6.0%	6.0%	6.0%	6.0%
Water Distribution Losses (2)	Total Volume Losses (kℓ)	779 450	1 103 212	1 213 533	1 225 668	1 237 925
	Total Cost of Losses (Rand '000)	5 035 247	5 287 009	7 839 424	7 996 212	8 156 136
	% Volume (units purchased and generated less units sold)/units purchased and generated	18.0%	21.0%	21.0%	21.0%	21.0%
Employee costs	Employee costs/(Total Revenue - capital revenue)	28.7%	27.9%	28.6%	29.3%	28.6%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	30.0%	29.1%	29.7%	30.4%	29.7%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	6.3%	6.2%	6.3%	5.9%	6.0%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	12.0%	11.9%	11.7%	12.4%	12.5%
<u>IDP regulation financial viability indicators</u>						
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	31.3%	32.6%	18.2%	18.7%	20.2%
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for	11.5%	10.6%	21.2%	23.2%	24.9%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational	8.9	9.6	8.3	8.3	7.6

ANNEXURE 3B
KPIs and targets from the 2017-2023 IDP

Strategic Goal 1: Improved quality of life for citizens

Strategic Objectives	Strategic Initiatives	Key Performance Indicators	Targets
1.1 Facilitate access to the economy	Support local economic development through skills and enterprise development	Number of SMME training sessions	1 per quarter
	Engagement with formal business on SMME support	Annual engagement held	Yes (annually by June)
1.6 Coordinate social development internally and externally with partners.	Promote the coordination of social development through partnerships:		
	▪ Internally: Internal Social Development Committee to identify additional action plans in each department that contributes to social development	Agreement reached on additional action plans in each department	Yes (annually by June)
1.8 Increase the effectiveness of the municipal traffic & law enforcement service	Effective traffic and law enforcement execution by using our own Automated Number Plate Recognition (ANPR) Bus	Number of reports on progress submitted to the portfolio committee	10 per annum
1.9 Integrated Crime Prevention / Safety stakeholder collaboration	Effective safety partnerships in terms of the Integrated Safety Strategy through an MOU with all role-players, especially SAPS	Report on progress submitted to the Mayoral Committee	Yes (annually by June)
1.10 Prevent and manage land invasion. Monitor informal settlements.	Effective operation and monitoring by Traffic and Law Enforcement Division	Number of reports on progress submitted to the Portfolio Committee	10 per annum
1.11 Ensure that infrastructure development, resources and equipment are available to deliver an effective Protection Service to all communities in the Swartland	An effective operational Protection Service	Lobby budget to expand the current Firefighting and Emergency resources	Yes (annually by November)
		Lobby budget to expand the current Law Enforcement resources	Yes (annually by November)
1.12 Extension of service delivery of Protection Services	Extension of learners licence centres for Darling and Riebeek Valley	Learners licence centres operational in Darling and Riebeek Valley subject to a budget allocation and approval from the National Department of Transport	Yes Riebeek Valley: July 2022
1.13 Swartland Safety Initiative	An effective Swartland Community Safety Forum	Reports submitted to the Mayoral Committee	Yes (annually by June)
	Support the four Community Police Forums	Attend CPF meetings and activities	Yes (Quarterly)

Strategic Goal 2: Inclusive economic growth

Strategic Objectives	Strategic Initiatives	Key Performance Indicators	Targets
2.1 Relevant stakeholders systematically improve local competitive advantages	Gain commitment from key stakeholders to collaborate systematically to strengthen local competitive advantages.	Number of key stakeholder groups actively contributing to improved competitive advantage	15 by end of Dec 2022
2.2 Well located, serviced sites and premises available for commercial and industrial investors	Ensure adequate supply of land and services for commercial and industrial premises.	Number of well located, serviced industrial sites available.	20 by end of Dec 2022
2.4 Local markets work better to increase opportunity for local small businesses	Establish a local business opportunity network incl. a local business directory	Number of opportunities advertised / shared with Swartland businesses.	100 by end of Dec 2022
2.5 Easier for farmers to add and grow new / promising business models	New (more enabling) Spatial Development Framework	Number of key constraints to growth removed.	3 by end of Dec 2022
2.6 Easier for local citizens to access economic opportunity	Establish an information portal pointing to best information sources including local support services	Number of unique visitors (local, with more than 1 page view)	400 by end of Dec 2022
2.7 Increase tourism visitors and brand the Swartland as a good place to live, work and play	Finalise (and implement) a more effective tourism destination marketing and development business model	Model implemented	Yes (by June 2024)

Strategic Goal 3: Quality and sustainable living environment

Strategic Objectives	Strategic Initiatives	Key Performance Indicators	Targets
3.9 Maintain a balance between non-paying and paying households through the increased provision of affordable housing, Finance Linked Individual Subsidy Programme (FLISP) housing, Gap housing and social housing.	Obtain land use rights and secure funding for FLISP housing, affordable housing and social housing	Funding application to DHS submitted	By June 2023

Strategic Goal 4: Caring, competent and responsive institutions, organisations and business

Strategic Objectives	Strategic Initiatives	Key Performance Indicators	Targets
4.6 Identify risks and implement preventative and corrective controls	Risk Management responsibilities assigned to Internal Audit as part of their consulting service to management	Updated Internal Audit Charter which include risk management facilitation role	By June 2023
	Assign Disciplinary Committee responsibilities to four newly appointed members	Appointment of new members for the Disciplinary Committee over a period of six months for continuity	By December 2022
	Maintain an effective independent Performance and Risk Audit Committee as per legislation (Appoint for three years, but can extend for six years)	Appointment of new members for the PRA Committee over a period of three years for continuity	Annually by June
4.7 Sound long-term financial planning including making the right investment decisions	Review budget related policies for purposes of insuring relevance and alignment to Budget Circular	Review completed	Annually by March
4.10 Accomplish effective and efficient HR management	Implement data analysis procedure for future municipal needs to identify corrective and preventative actions and to improve HR management function's effectiveness and efficiency as well as external benchmarking to identify continuous improvement opportunities	Data analysis implemented subject to funding	Yes (by June 2023)
4.12 Maximising administrative and operational efficiency i.t.o. legislative prescripts	Automation of System of Delegation linked to organogram	Automated system implemented	By June 2023

Strategic Goal 5: Sufficient, affordable and well-run services

Strategic Objectives	Strategic Initiatives	Key Performance Indicators	Targets
5.2 Maintenance and upgrading that sustain and improve the current condition of surfaced roads	Investigate and report to council annually on the status quo condition of surfaced roads	Report submitted to the Portfolio Committee	Yes (annually by end of Sep)
	Inform budgetary processes of funding requirement for maintenance and upgrading of surfaced roads.	Budget requirements calculated and budget informed	Yes (annually by end of Nov)
5.3 Ensure sufficient civil services capacity for planned developments	Review and maintain master plans in accordance with the most recent growth model information	Master plans reviewed and maintained	Yes (annually by end of March)
5.4 Maintenance, upgrading and extension that sustain the current condition of civil infrastructure	Inform budgetary processes of funding requirement for maintenance, renewal, upgrading, extension and refurbishment of civil infrastructure	Budget requirements calculated and budget informed	Yes (annually by end of November)
5.5 Ensure that a budget is submitted to provide sufficient electricity capacity for planned developments (built environment) that are feasible	Review and maintain master plans and facilitate budget approval	Master plans reviewed and maintained	Yes (annually by end of June)
5.6 Maintenance and upgrading that sustain and improve the current condition of electrical infrastructure	Inform budgetary processes of funding requirement for maintenance, renewal, upgrading, extension and refurbishment of electrical infrastructure	Budget and motivation submitted to budget office (minimum 6% of annual electricity revenue allocation is a Nersa license condition)	Yes (annually by end of November)
5.7 Provide electricity cost effectively	Provide competitive tariffs for industrial consumers in support of economic growth	Approval of tariffs by Nersa	Annually before end of June
	Maintain energy losses at an acceptable level	% total energy losses (technical + non-technical)	Maintain the annual average below 8%

ANNEXURE 3C
Generic KPIs and targets for Municipal Manager and Directors

MUNICIPAL MANAGER

The performance objectives, KPI's, annual targets and risks in the following table are applicable to the Municipal Manager:

Perf Objectives	Key Performance Indicators	Targets
09-0001: Liaison with business role-players	Annual event with local business held	Yes (before end of June)
09-0003: Sound management	Number of monthly management meetings held	At least 10 p.a.
09-0004: Legally compliant procurement	Number of appeals against the municipality regarding the awarding of tenders that were upheld	0 maximum
09-0005: Performance and financial monitoring	Number of monthly performance and financial assessments done	Qtr 1: 3 per quarter Qtr 2: 2 per quarter Qtr 3: 3 per quarter Qtr 4: 3 per quarter
09-0006: Annual report compilation and approval	Annual Report as required by MFMA (121) tabled	Yes (annually by end of January)
	Annual Report as required by MFMA (121) approved	Yes (annually by end of March)
09-0007: Council decision implementation	% of due council decisions initiated	100%
09-0008: Monitoring the IDP / Budget process	Number of months that the IDP / Budget process schedule were checked	At least 10 p.a.
09-0009: Functional macro-structure maintained	Annual review of the macro-structure completed	Yes (before end of June)
09-0012: LED fund management	% of the LED funds actually spent	90% for the year
10-0040: MFMA Section 131(1): Ensure that any issues raised by the Auditor-General in an audit report are addressed	% of issues raised by the Auditor-General in an audit report addressed	100%
19-0015: Training needs of staff	Training needs of staff identified and provided to HR at meetings held with all departments during November annually	Yes (annually by Nov)
NEW: Hand-over report for new council	A hand-over report that can be tabled at the first meeting of the newly elected council completed	By end of September 2021

GENERAL INDICATORS IN TERMS OF THE MUNICIPAL PLANNING AND PERFORMANCE MANAGEMENT REGULATIONS, 2001

Perf Objectives	Key Performance Indicators	Targets
14-0029: General KPI: % of capital budget spent on capital projects identified for a particular financial year in terms of the municipality's IDP	% of capital budget spent	Between 90% and 105%
14-0026: General KPI: Jobs created through municipality's LED initiatives including capital projects	Number of jobs created through Municipality's capital projects (contracts > R200 000)	100 for the year

ALL DIRECTORS

The performance objectives, KPI's and targets in the following table are on a management level and are applicable to all the directors:

Perf Objective	KPI	Target
Capital expenditure in line with budget and time frames	% of capital budget spent	Between 95%and 105%
Capital project implementation	Average % completion of capital projects	90%for the year
Operating expenditure in line with budget and time frames	% of operating budget spent	Between 90% and 100%
Workforce training roll-out	% of planned training sessions according to the Workplace Skills Plan realised	100%
Council decision implementation	% of due council decisions initiated	100%
Performance and financial monitoring	Number of monthly performance assessments and reconciliation of departmental records of expenditure with finance records done	Qtr 1: 3 per quarter Qtr 2: 2 per quarter Qtr 3: 3 per quarter Qtr 4: 3 per quarter
Annual report inputs provided by departments	Departmental input to the annual report submitted by due date	Yes
Budget inputs provided by departments	Budget requests provided to financial department in accordance with the budget time schedule	Yes
Assignments from the municipal manager completed	Number of written warnings received from municipal manager	0 maximum
Correspondence addressed in a timely manner	% of all correspondence recorded by Collaborator less than 60 days old	100.0%
Equal employment opportunity management	% of employment opportunities applied for appropriate equity appointments	100% cumulative by end of June annually
Procurement in line with legal process	% compliance with SCM policy with the exception of approved deviations	100%
Audit issues resolved	% internal audit queries for which an action plan was submitted within 10 working days	100%
	% internal actions implemented within agreed time frame	100%
	% of Auditor General's queries (comafs) for which an action plan was submitted within 5 working days	100%
	% of Auditor General's findings implemented within agreed time frame	100%
Risk identification and control implementation	Confirmations of risk assessment done	Yes (bi-annually by Nov and May)
	% of Risk Action Plans implemented in accordance with the agreed time frame	100% (bi-annually by Nov and May)
	Chief Risk Officer / Internal Audit informed of any newly identified risks	Yes
	Chief Risk Officer / Internal Audit informed of any changes in work procedures	Yes

Perf Objective	KPI	Target
	Chief Risk Officer / Internal Audit informed of any incidents where controls have failed (loss control register update)	Yes
Invocoms held	Number of invocoms held	Qtr 1: 3 per quarter Qtr 2: 2 per quarter Qtr 3: 3 per quarter Qtr 4: 3 per quarter
Average duration of vacancies reduced	Average duration of vacancies after decision was taken by management to fill the post	3 months maximum
Productive workforce	% of person days lost per month due to sick leave	4% pm maximum
EPWP monitoring (not applicable to Financial Services)	Number of Full Time Equivalents (FTE's) for the financial year	103 for the whole organisation
	Number of work opportunities created during the financial year	296 for the whole organisation
Assets safeguarding	A condition assessment and a review of the remaining useful life of all assets in the department done and a certification in this regard provided to the Head Asset Management.	Yes (by June annually)
	All moveable assets that became unusable or that were lost or stolen reported immediately in the prescribed manner to the Head: Asset Management	Yes
Communication Strategy implementation	All planned communication activities for the next financial year in terms of the Communication Strategy submitted to the Director Corporate Services	Yes (annually by end of June)
	Number of reports on all communication activities undertaken by the department submitted to the Director Corporate Services	1 per quarter
Issuing of safety clothing	All safety clothing issued	Yes (by end of March)
Spending of grants	% spending of grants	100% by end of June
Ensure that accurate revenue estimates are prepared in relation to operating requirements	Projected tariff increases determined for the budget of the new financial year	Yes (annually by February)
Ensure timeous submission of capital payment invoices and payment certificates to the Finance Department	Due date for last capital payment invoices and payment certificates to be submitted to the Finance Department	Annually by 9 July
Training needs of staff	Training needs for staff identified and provided to HR at meetings held with all departments during November annually	Yes (annually by November)

SPECIFIC DIRECTORS

Over and above the performance objectives, KPI's and targets in the preceding table, the under mentioned are only applicable to the specific directors as indicated:

Director Financial Services

Perf Objective	KPI	Target
General indicators in terms of the municipal planning and performance management regulations, 2001		
09-0096: Ensure general financial viability	% outstanding service debtors to revenue	Norm = 20%
	Cost coverage	Norm = 1-3 months
	% debt coverage	Norm = 45%
14-0025: Indigent households (qualifying households earning equal or less than R4515 per month or as per the CFO's discretionary powers) with access to free basic services	% of indigent households with access to free basic services	100.0%

Director Civil Engineering Services

Perf Objective	KPI	Target
12-0086: Improved water sustainability	% total water losses	Maintain the annual average below 17%
General indicators in terms of the municipal planning and performance management regulations, 2001		
14-0023: Improved access to water, sanitation and refuse removal	% of urban households with access to basic level of water (at least piped (tap) water within 200 meters from dwelling)	100.0%
	% of urban households with access to basic level of sanitation (at least a flush toilet, chemical toilet or pit toilet with ventilation (VIP))	100.0%
	% of households with access to basic level of solid waste removal (households registered for refuse removal service which receive a service once a week)	100.0%

Director Electrical Engineering Services

Perf Objective	KPI	Target
General indicators in terms of the municipal planning and performance management regulations, 2001		
14-0024: Improved access to electricity	% of urban households with access to electricity	100.0%

Director Protection Services

Perf Objective	KPI	Target
16-0004: Effective monitoring of informal settlements	Report to Portfolio Committee on any new informal dwellings / structures erected	Yes - monthly

Director Corporate Services

Perf Objective	KPI	Target
16-0009: Promote employment equity through continuous planning	Review of employment equity plan as a result of any major event or restructuring that occurred during the financial year	Yes (by end of June)
General indicators in terms of the municipal planning and performance management regulations, 2001		
14-0027: People from employment equity target groups employed	% of people from employment equity target groups appointed for the month in terms of the Municipality's approved Employment Equity plan	100.0%
14-0028: Budget spent on implementing the workplace skills plan	% of the municipality's training budget actually spent on implementing its workplace skills plan (cumulative)	At least 90%

ANNEXURE 3D
Targets and projected expenditure for each capital budget item

NOTE: SCHEDULES AND PROJECTED EXPENDITURES PER PROJECT WILL BE INSERTED WITH THE FINAL SDBIP IN JUNE 2021

ANNEXURE 4
Ward information for expenditure and service delivery

Project Ref	Project Description	Budget 2021/2022
WARDS 1 & 2		
13-0008	Waste water treatment works (WWTW) Moorreesburg	11 437 000
22-0046	Purchase of land parcels: Koringberg	180 000
WARDS 3 & 12		
21-0015	Riebeek Kasteel water supply S2.4	1 000 000
WARD 4		
17-0075	Upgrading of sports grounds: Darling and Chatsworth	10 000 000
21-0023	Chatsworth Serviced sites (Professional fees)	300 000
WARDS 5 & 6		
16-0044	Equipment: YZF caravan park	30 000
17-0075	Upgrading of sports grounds: Darling and Chatsworth	10 000 000
18-0004	Sewerage Darling	806 350
22-0051	Darling GAP housing	1 000 000
22-0048	Skate Park: Darling	1 200 000
22-0049	Tenstile Netting over seating area of Amphitheatre: Darling	260 000
22-0050	Irrigation: Darling Amphitheatre	260 000
22-0034	Darling GAP 36 serviced erven development. Electrical bulk supply, infrastructure and connections	2 000 000
WARD 7		
22-0053	Kalbaskraal: Purchasing of Transnet Land	2 400 000
WARDS 8, 9, 10 & 11		
17-0044	Saamstaan/De Hoop project - 395 plot housing development: Electrical Bulk supply, Infrastructure and connections	18 600 000
22-0036	Malmesbury llinge Lethu. Formalisation of 220 erven for Blocks A & B Informal areas. Electrical bulk supply, infrastructure and connections	3 000 000
22-0054	Phola Park (A,B & C) Basic Services	800 000
21-0040	Construction: Sidewalks and Recreational nodes (llinge Lethu & Wesbank)	14 000 000
19-0012	Wesbank l1/4 to Wesbank water reservoir supply SMW.B6	7 368 226
VARIOUS WARDS		
18-0018	Malmesbury De Hoop Project (Professional fees)	2 335 000
19-0023	Malmesbury security operational centre	700 000
21-0005	Upgrading of N7/Voortrekker Northern Interchange	8 000 000
21-0013	Swartland Water System S3.3 & S3.4 Panorama to Wesbank	8 650 000
21-0019	Malmesbury De Hoop Serviced Sites (Professional Fees)	841 440
21-0020	Malmesbury De Hoop Serviced Sites (Sewerage)	1 402 400
21-0021	Malmesbury De Hoop Serviced Sites (Water)	2 103 600
21-0022	Malmesbury De Hoop Serviced Sites (Streets and storm water)	9 637 560

Project Ref	Project Description	Budget 2021/2022
21-0033	Electricity: 132/11kV Eskom Schoonspruit substation, 132kV transmission line and servitudes	10 000 000
21-0034	Water: De Hoop Supply SMW1.1	4 500 000
21-0042	Malmesbury De Hoop (395 Water Meters)	39 000
22-0013	Security lighting: Wesbank Sport Grounds	600 000
22-0012	Swimming Pool: Wesbank	700 000
22-0005	Sewerage Malmesbury: Security Fencing – Irrigation Pump Station	800 000
22-0021	Water: Generator for Wesbank Water Tower and Boosters	1 000 000
22-0033	Wesbank Sports Fields: Repair of vandalised flood lighting	200 000
ALL WARDS		
Electricity Distribution		
19-0030	Electricity: Swartland LV upgrading	750 000
20-0020	Electricity: MV upgrading Swartland	1 000 000
19-0031	Electricity: substation fencing	200 000
19-0044	Electricity: Connections: Electricity Meters (New/Replacements)	800 000
20-0021	Electricity: Replace obsolete air conditioners	100 000
21-0009	Electricity: Protection Relay Upgrade: Swartland	4 500 000
22-0030	Electricity: Streetlight, kiosk and polebox replacement: Swartland	500 000
22-0021	Electricity: Protection and Scada Upgrading: Swartland	300 000
Cleansing		
21-0035	Refuse: Boreholes for Landfill sites	740 000
ICT Services		
11-0105	IT: Scanner replacements	80 000
11-0106	IT: equipment	70 000
13-0053	IT: server SM virtual environment	1 100 000
14-0028	IT: printers	60 000
14-0029	IT: desktops	225 000
14-0030	IT: notebooks	484 000
20-0022	IT: Backup solution	660 000
20-0023	IT: Monitor replacements	45 000
22-0038	IT: Recording of telephone calls	180 000
22-0039	IT: Projector: Town hall	70 000
22-0040	IT: UPS Replacement	30 000

Project Ref	Project Description	Budget 2021/2022
Parks and recreation		
17-0079	Parks: ward committee projects	1 100 000
Roads and storm water		
09-0004	Resealing/upgrading of roads and sidewalks (Swartland)	25 000 000
09-0009	Storm water network (Swartland)	250 000
16-0015	New roads	9 310 000
17-0080	Roads: ward committee projects	1 100 000
Sewerage		
09-0003	Sewerage: telemetry	36 000
21-0032	Sewerage: New Vacuum Tanker extend capacity	1 995 000
Municipal Property		
20-0032	Buildings: Fitting of Council Chambers (Std Bank Building)	2 000 000
Water Distribution		
12-0013	Water: upgrading/replacement water reticulation network	3 337 712
17-0082	Water: upgrading of water reticulation network: PRV's, flow control, zone metering	100 000
18-0072	Water: new connections: water meters	664 089
19-0011	Bulk water infrastructure	500 000
22-0018	Water: Electrofusion Welding machine (replacement)	60 000
Properties, Contracts and Legal Administration		
22-0047	Purchase of Building: Erf 2738 Malmesbury	9 200 000
Financial Services		
22-0041	Finance: Indigent Screening Solution	420 000
Equipment		
09-0021ac	Equipment Civil Services	52 000
16-0006	Equipment Buildings & Maintenance	26 800
11-0058	Equipment Parks	62 000
19-0016	Equipment: refuse bins, traps, skips (Swartland)	150 000
11-0059	Equipment Refuse Removal	24 000
10-0114	Equipment Sewerage	30 000
11-0060	Equipment Streets and Storm Water	62 000
11-0062	Equipment Water	49 000
09-0021ad	Equipment Corporate	24 000
17-0069	Equipment Libraries	50 000
09-0024	Equipment Corporate: Halls and buildings	100 000
09-0021aa	Equipment Council	10 000
09-0021ab	Equipment Municipal Manager	10 000
11-0097	Equipment Development Services	42 000
11-0096	Equipment Electricity	350 000

Project Ref	Project Description	Budget 2021/2022
09-0021af	Equipment Finance	28 000
10-0138	Equipment Traffic and Law Enforcement	50 000
10-0139	Equipment Fire and Emergency Services	160 000
18-0068	Equipment: K9 Unit	30 000
Vehicles		
-	Vehicles Roads	2 047 500
-	Vehicles Thusong Centre	262 500
-	Vehicles Refuse	3 871 756
-	Vehicles Sewerage	1 995 000
-	Vehicles Finance	262 500
TOTAL		203 752 433

ANNEXURE 5

DCoG MFMA Circular No 88 indicators applicable to local municipalities for 2021/22 (pilot)

The following indicators are applicable to local municipalities. Each indicator is introduced on a readiness scale of Tier 1 - Tier 4 per municipal category. Only Tier 1 and Tier 2 indicators apply for the 2021/22 pilot on the grounds of their readiness as prescribed indicators given methodological and data availability considerations. The greyed-out outcome indicators are not Tier 1 or Tier 2 but are shown for reference purposes.

MFMA Circular No. 88 of 30 November 2017 provides the following clarity in respect of **outcome** and **output** indicators:

*"In line with the original intention of the SDBIPs, this circular seeks to clarify that the **SDBIP** should only be concerned with performance information that speaks to "products or services" directly produced or delivered within the control of the municipality, **otherwise known as outputs**. The targets set for these indicators should therefore be informed by the resourcing allocation derived from the prioritisation and strategic direction set out in the IDP. Similarly, the **IDP** should be concerned primarily with the **outcomes** and set targets in relation to these over the medium term."*

Indicator readiness tier classification system

Tier 1	Indicator conceptually clear, established methodology and standards available and data regularly produced.
Tier 2	Indicator conceptually clear, established methodologies and some standards but there is variability in interpretation and systems available to support. Data are not yet regularly produced across all stakeholders.
Tier 3	Indicator for which there is agreed conceptual value, but not yet a common established methodology and standards for data to be produced.
Tier 4	Indicator for which there is an identified need, but not yet conceptual agreement between stakeholders and this is a placeholder for a future indicator.

Energy and Electricity

Outcome	Outcome Indicators	Output Indicators
EE1. Improved access to electricity	<i>EE1.1 Percentage of households with access to electricity</i>	EE1.11 Number of dwellings provided with connections to mains electricity supply by the municipality
EE3. Improved reliability of electricity service	<i>EE3.1 System Average Interruption Duration Index</i>	EE3.11 Percentage of unplanned outages that are restored to supply within industry standard timeframes
	<i>EE3.2 Customer Average Interruption Duration Index</i>	EE3.21 Percentage of planned maintenance performed
EE4. Improved energy sustainability	EE4.4 Percentage total electricity losses	NO OUTPUT INDICATOR PROPOSED

Environment and waste

Outcome	Outcome Indicators	Output Indicators
ENV3. Increased access to refuse removal	<i>ENV3.1 Percentage of households with basic refuse removal services or better</i>	ENV3.11 Percentage of known informal settlements receiving basic refuse removal services
ENV4. Biodiversity is conserved and enhanced	<i>ENV4.2 Ecosystem/vegetation type protection level</i>	ENV4.11 Percentage of biodiversity priority area within the municipality
ENV5. Coastal and inland water resources maintained	ENV5.1 Recreational water quality (coastal)	INDICATOR NOT APPLICABLE
	ENV5.2 Recreational water quality (inland)	INDICATOR NOT APPLICABLE

Sound financial management

MFMA Circular No. 71 has previously identified 32 indicators suitable for municipalities and municipal entities issued in terms of Section 216(1)(c) of the Constitution and Section 2 of the MFMA. The circular gives guidance on financial norms and standards to ensure sound and sustainable management of fiscal and financial affairs in municipalities and municipal entities. In order to ensure consistency and complementarity between reform processes with the pre-existing directive, and with acknowledgement of the benefit of inter-departmental co-ordination on this matter, the application of 32 financial management indicators in MFMA Circular No. 71 in local municipalities continues. However, National Treasury has indicated it will be revisiting these indicators in the near future in line with the broader reform agenda.

Fire and disaster services

Outcome	Outcome Indicators	Output Indicators
FD1. Mitigated effects of fires and disasters	<i>FD 1.1 Number of fire related deaths per 100 000 population</i>	FD 1.11 Percentage compliance with the required attendance time for structural firefighting incidents

Governance

Outcome	Outcome Indicators	Output Indicators
GG1. Improved municipal capability	GG1.1 Percentage of municipal skills development levy recovered	NO OUTPUT INDICATOR PROPOSED
	GG1.2 Top management stability	GG1.21 Staff vacancy rate GG1.22 Percentage of vacant posts filled within 3 months
GG2. Improved municipal responsiveness	GG2.1 Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan)	GG2.11 Percentage of ward committees with 6 or more ward committee members (excluding the ward councillor) GG2.12 Percentage of wards that have held at least one councillor-convened community meeting
	GG2.2 Attendance rate of municipal council meetings by recognised traditional and Khoi-San leaders	NO OUTPUT INDICATOR PROPOSED
	<i>GG2.3 Protest incidents reported per 10 000 population</i>	GG2.31 Percentage of official complaints responded to through the municipal complaint management system
GG3. Improved municipal administration	GG3.1 Audit Outcome	GG3.11 Number of repeat audit findings GG3.12 Percentage of councillors who have declared their financial interests
		GG4.11 Number of agenda items deferred to the next council meeting
GG4. Improved council functionality	GG4.1 Percentage of councillors attending council meetings	GG5.11 Number of active suspensions longer than three months GG5.12 Quarterly salary bill of suspended officials
GG5. Zero tolerance of fraud and corruption	<i>GG 5.1 Number of alleged fraud and corruption cases reported per 100 000 population</i>	

Housing and community facilities

Outcome	Outcome Indicators	Output Indicators
HS3. Increased access to and utilisation of social and community facilities	HS3.5 Percentage utilisation rate of community halls	NO OUTPUT INDICATOR PROPOSED
	HS3.6 Average number of library visits per library	NO OUTPUT INDICATOR PROPOSED
	HS3.7 Percentage of municipal cemetery plots available	NO OUTPUT INDICATOR PROPOSED

Local economic development

Outcome	Outcome Indicators	Output Indicators
LED1. Growing inclusive local economies	<i>LED1.1 Gross Value Added (GVA) by the municipality per capita</i>	LED1.11 Percentage of total municipal operating expenditure spent on contracted services physically residing within the municipal area
	<i>LED1.2 Employment rate in the municipal area</i>	LED1.21 Number of work opportunities created through Public Employment Programmes (incl. EPWP, CWP and other related employment programmes)
LED2. Improved levels of economic activity in municipal economic spaces	<i>LED 2.1 Rates revenue as a percentage of the total revenue of the municipality</i>	LED 2.12 Percentage of the municipality's operating budget spent on indigent relief for free basic services
LED3. Improved ease of doing business within the municipal area	<i>LED3.1 Average cost to a business to apply for a construction permit with a municipality</i>	LED3.11 Average time taken to finalise business license applications
	<i>LED 3.3 R-value of investment inflows</i>	LED3.31 Average number of days from the point of advertising to the letter of award per 80/20 procurement process
		LED3.32 Percentage of municipal payments made to service providers who submitted complete forms within 30-days of invoice submission

Transport and roads

Outcome	Outcome Indicators	Output Indicators
TR6. Improved quality of municipal road network	<i>TR6.1 Percentage of fatal crashes attributed to road and environmental factors</i>	TR6.11 Percentage of unsurfaced road graded
		TR6.12 Percentage of surfaced municipal road lanes which has been resurfaced and resealed
		TR6.13 KMs of new municipal road lanes built
	TR6.2 Number of potholes reported per 10kms of municipal road network	TR6.21 Percentage of reported pothole complaints resolved within standard municipal response time

Water and sanitation

Outcome	Outcome Indicators	Output Indicators
WS1. Improved access to sanitation	<i>WS1.1 Percentage of households with access to basic sanitation</i>	WS1.11 Number of new sewer connections meeting minimum standards
WS2. Improved access to water	<i>WS2.1 Percentage of households with access to basic water supply</i>	WS2.11 Number of new water connections meeting minimum standards
WS3. Improved quality of water and sanitation services	WS3.1 Frequency of sewer blockages per 100 KMs of pipeline	WS3.11 Percentage of callouts responded to within 24 hours (sanitation/wastewater)
	WS3.2 Frequency of water mains failures per 100 KMs of pipeline	WS3.21 Percentage of callouts responded to within 24 hours (water)
	WS3.3 Frequency of unplanned water service interruptions	NO OUTPUT INDICATOR PROPOSED
WS4. Improved quality of water (incl. wastewater)	WS4.1 Percentage of drinking water samples complying to SANS241	
	WS4.2 Percentage of wastewater samples compliant to water use license conditions	
WS5. Improved water sustainability	WS5.1 Percentage of non-revenue water	NO OUTPUT INDICATOR PROPOSED
	WS5.2 Total water losses	
	<i>WS5.3 Total per capita consumption of water</i>	WS5.31 Percentage of total water connections metered
	WS5.4 Percentage of water reused	NO OUTPUT INDICATOR PROPOSED

Compliance indicators

The following indicators are for planning and reporting for compliance purposes. No target setting is required for these indicators or questions.

Ref.	Indicator
C1 (GG)	Number of signed performance agreements by the MM and section 56 managers:
C2 (GG)	Number of Mayoral Committee meetings held:
C3 (GG)	Number of Council portfolio committee meetings held:
C4 (GG)	Number of MPAC meetings held:
C5 (GG)	Number of recognised traditional leaders within your municipal boundary
C6 (GG)	Number of formal (minuted) meetings between the Mayor, Speaker and MM were held to deal with municipal matters:
C7 (GG)	Number of formal (minuted) meetings - to which all senior managers were invited- held:
C8 (GG)	Number of councillors completed training:
C9 (GG)	Number of municipal officials completed training:
C10 (GG)	Number of work stoppages occurring:
C11 (GG)	Number of litigation cases instituted by the municipality:
C12 (GG)	Number of litigation cases instituted against the municipality:
C13 (GG)	Number of forensic investigations instituted:

Ref.	Indicator
C14 (GG)	Number of forensic investigations conducted:
C15 (GG)	Number of days of sick leave taken by employees:
C16 (GG)	Number of permanent employees employed
C17 (GG)	Number of temporary employees employed:
C18 (GG)	Number of approved demonstrations in the municipal area:
C19 (GG)	Number of recognised traditional and Khoi-San leaders in attendance (sum of) at all council meetings:
C20 (ENV)	Number of permanent environmental health practitioners employed by the municipality:
C21 (ENV)	Number of approved environmental health practitioner posts in the municipality
C22 (GG)	Number of Council meetings held:
C23 (GG)	Number of disciplinary cases for misconduct relating to fraud and corruption:
C24 (GG)	Number of council meetings disrupted
C25 (GG)	Number of protests reported
C26 (GG)	R-value of all tenders awarded
C27 (GG)	Number of all awards made in terms of Section 36 of the MFMA Municipal Supply Chain Management Regulations:
C28 (GG)	R-value of all awards made in terms of Section 36 of the MFMA Municipal Supply Chain Management Regulations:
C29 (LED)	Number of approved applications for rezoning a property for commercial purposes:
C30 (GG)	Number of business licenses approved:
C31 (GG)	Number of approved posts in the municipality with regard to municipal infrastructure:
C32 (GG)	Number of positions filled with regard to municipal infrastructure:
C33 (GG)	Number of tenders over R200 000 awarded:
C34 (GG)	Number of months the Municipal Managers' position has been filled (not Acting):
C35 (GG)	Number of months the Chief Financial Officers' position has been filled (not Acting):
C36 (GG)	Number of vacant posts of senior managers:
C37 (GG)	Number of approved posts in the treasury and budget office:
C38 (GG)	Number of filled posts in the treasury and budget office:
C39 (GG)	Number of approved posts in the development and planning department:
C40 (GG)	Number of filled posts in the development and planning department
C41 (GG)	Number of approved engineer posts in the municipality:
C42 (GG)	Number of registered engineers employed in approved posts
C43 (GG)	Number of engineers employed in approved posts:
C44 (GG)	Number of disciplinary cases in the municipality:
C45 (GG)	Number of finalised disciplinary cases:

Ref.	Indicator
C46 (ENV)	Number of approved waste management posts in the municipality:
C47 (ENV)	Number of waste management posts filled:
C50 (WS)	Number of approved water and wastewater management posts in the municipality:
C51 (WS)	Number of filled water and wastewater management posts:
C52 (HS)	Number of maintained sports fields and facilities
C53 (HS)	Square meters of maintained public outdoor recreation space
C54 (HS)	Number of municipality-owned community halls
C56 (EE)	Number of customers provided with an alternative energy supply (e.g. LPG or paraffin or biogel according to supply level standards)
C57 (EE)	Number of registered electricity consumers with a mini grid-based system in the municipal service area
C58 (EE)	Total non-technical electricity losses in MWh (estimate)
C59 (EE)	Number of municipal buildings that consume renewable energy
C60(WS)	Total number of sewer connections
C61 (WS)	Total number of chemical toilets in operation
C62 (WS)	Total number of Ventilation Improved Pit Toilets (VIPs)
C63 (WS)	Total volume of water delivered by water trucks
C67 (FD)	Number of paid full-time firefighters employed by the municipality
C68 (FD)	Number of part-time and firefighter reservists in the service of the municipality
C69 (FD)	Number of 'displaced persons' to whom the municipality delivered assistance
C71 (LED)	Number of procurement processes where disputes were raised
C73 (FD)	Number of structural fires occurring in informal settlements
C74 (FD)	Number of dwellings in informal settlements affected by structural fires (estimate)
C76 (LED)	Number of SMMEs and informal businesses benefitting from municipal digitisation support programmes rolled out directly or in partnership with other stakeholders
C77 (LED)	B-BBEE Procurement Spend on Empowering Suppliers that are at least 51% black owned based
C78 (LED)	B-BBEE Procurement Spend on Empowering Suppliers that are at least 30% black women owned
C79 (LED)	B-BBEE Procurement Spend from all Empowering Suppliers based on the B-BBEE Procurement
C86 (LED)	Number of households in the municipal area registered as indigent
C89 (GG)	Number of meetings of the Mayoral Committee postponed due to lack of quorum

Compliance questions

The following are compliance questions requiring a periodic response from municipalities in open-text format.

No.	Compliance Questions
Q1.	Does the municipality have an approved Performance Management Framework?
Q2.	Has the IDP been adopted by Council by the target date?
Q3.	Does the municipality have an approved LED Strategy?
Q4.	What are the main causes of work stoppage in the past quarter by type of stoppage?
Q5.	How many public meetings were held in the last quarter at which the Mayor or members of the Mayoral committee provided a report back to the public?
Q6.	When was the last scientifically representative community feedback survey undertaken in the municipality?
Q7.	What are the biggest causes of complaints or dissatisfaction from the community feedback survey? Indicate the top four issues in order of priority.
Q8.	Please list the locality, date and cause of each incident of protest within the municipal area during the reporting period:
Q9.	Does the municipality have an Internal Audit Unit?
Q10.	Is there a dedicated position responsible for internal audits?
Q11.	Is the internal audit position filled or vacant?
Q12.	Has an Audit Committee been established? If so, is it functional?
Q13.	Has the internal audit plan been approved by the Audit Committee?
Q14.	Has an Internal Audit Charter and Audit Committee charter been approved and adopted?
Q15.	Does the internal audit plan set monthly targets?
Q16.	How many monthly targets in the internal audit plan were not achieved?
Q17.	Does the Municipality have a dedicated SMME support unit or facility in place either directly or in partnership with a relevant role-player?
Q18.	What economic incentive policies adopted by Council does the municipality have by date of adoption?
Q19.	Is the municipal supplier database aligned with the Central Supplier Database?
Q20.	What is the number of steps a business must comply with when applying for a construction permit before final document is received?
Q22.	Please list the name of the structure and date of every meeting of an official IGR structure that the municipality participated in this quarter:
Q23.	Where is the organisational responsibility for the IGR support function located within the municipality (inclusive of the reporting line)?
Q24.	Is the MPAC functional? List the reasons why if the answer is not 'Yes'.
Q25.	Has a report by the Mayoral Committee on all decisions it has taken been submitted to Council this financial year?



Verslag Ω Ingxelo Ω Report

Department of the Director: Corporate Services
25 February 2022

ITEM 8.6 OF THE AGENDA OF A COUNCIL MEETING WHICH SHALL BE HELD ON 31 MARCH 2022

SUBJECT: NOTICE OF APPROVAL OF THE ORGANISATIONAL STRUCTURE WITH EFFECT FROM 1 MARCH 2022 TAKING INTO ACCOUNT AMENDMENTS TO THE DEPARTMENT PROTECTION SERVICES

1. BACKGROUND

1.1 Section 66 of the Municipal Systems Amendment Act, 2011 determines that the organisational structure must be approved by the municipal manager.

1.2 The organisational structure is hereby submitted to the Council for noting the approval by the Municipal Manager with effect from 1 March 2022 taking into account amendments to the organisational structure regarding Protection Services which are motivated below.

1.3 Protection Services

Law Enforcement Reaction Unit (20 posts): The Western Cape (WC) safety plan recognise the lack of public trust, lack of social cohesion and high levels of crime and violence as key determinants to achieve safer communities. The high murder rate, including the key drivers of crime lays the basis of the problem statement to reduce crime. The focus area identified within the Western Cape safety plan is to enhance the capacity and effectiveness of policing and law enforcement through the deployment of additional law enforcement officers, data-led, evidence base policing and strengthen crime prevention partnerships with non-governmental role players and rural safety structures. The resourcing of the law enforcement reaction unit aims to tackle safety and social challenges relating to crime prevention, crime combatting and protest actions which are prevalent in the Swartland, West Coast and Western Cape. Department of Community Safety (DOCS) and Swartland Municipality have entered into partnership to develop a local capacity for a Reaction Unit at municipal level to assist all local municipalities on the West Coast with support to address these challenges. This agreement is supported by a transfer agreement that has been signed by the relevant authorities that guides the development of the business plan. The business plans supports the implantation of the local authority safety and security plans. This unit also is a support and extension to SAPS with the execution of their mandate as per the Constitution.

The new Reaction Unit as part of the Law Enforcement Division in Protection Services will be established to protect lives, improve community and property safety and to minimize land invasions within the Swartland. The members of the unit will work directly with the public as peace officers to enforce municipal regulations and by-laws as well as other laws, ordinances and regulations pertaining to local government and maintain law and order in the Swartland. Two shifts, each consisting of one (1) Supervisor (T10) and nine (9) posts of Law Enforcement Officers (T7) are proposed for this purpose. The two shifts will be stationed in Moorreesburg but will be deployed across the whole Swartland Area.

The job descriptions of the aforementioned posts were benchmarked and will be submitted for formal evaluation by the West Coast Job Evaluation Unit and audited by the SALGA Western Cape Provincial Audit Committee.

See Annexure A for the proposed amendments.

On 17 February 2022 the Local Labour Forum resolved to recommend the amendments for approval.

2. LEGISLATION

Section 66 of the Local Government: Municipal Systems Act (Act 32 of 2000).

3. **ALIGNMENT TO THE IDP**

In terms of Chapter 7 of the IDP this amendment to the organisational structure is aligned to Strategic Goal 3, namely An Effective, Efficient, Motivated and Appropriately Skilled Work Force.

4. **FINANCIAL IMPLICATION**

The financial implication of the amendments are summarised below:

Summary	Financial Implication
Salaries: Total cost of employment	R 5 650 000.00
Uniforms	R 100 000.00
Once off Training	R 150 000.00
Overtime and Standby	R 400 000.00
Estimated operation costs	R 6 300 000.00

The amount was provided for in the 2021/22 operating budget for this amendment as funded by the Provincial Department of Community Safety.

5. **RECOMMENDATION**

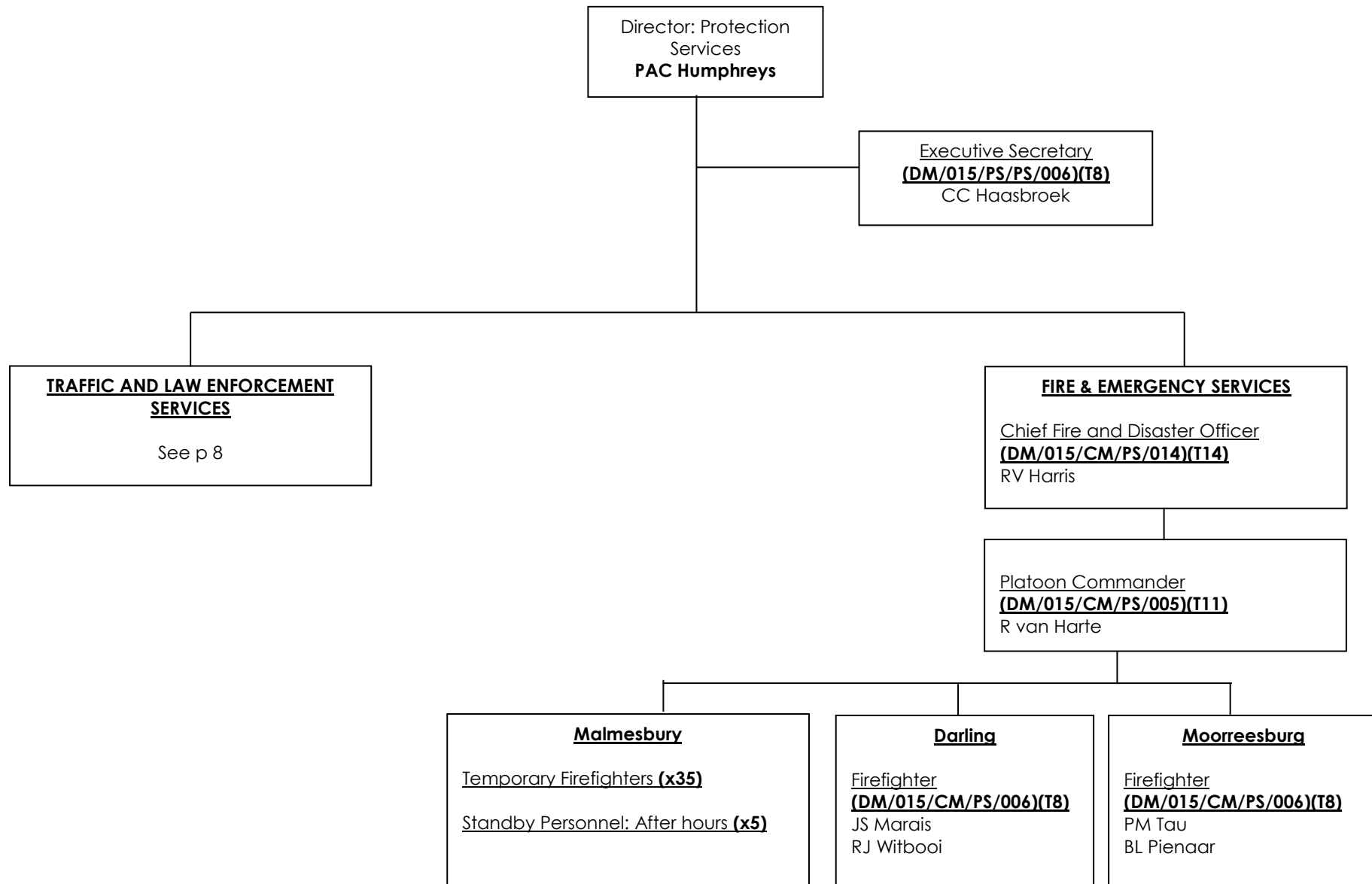
- (a) That Council take note of the organisational structure as approved by the Municipal Manager taking into account the amendments with regard to Protection Services for implementation with effect from 1 March 2022.

(get) J J Scholtz

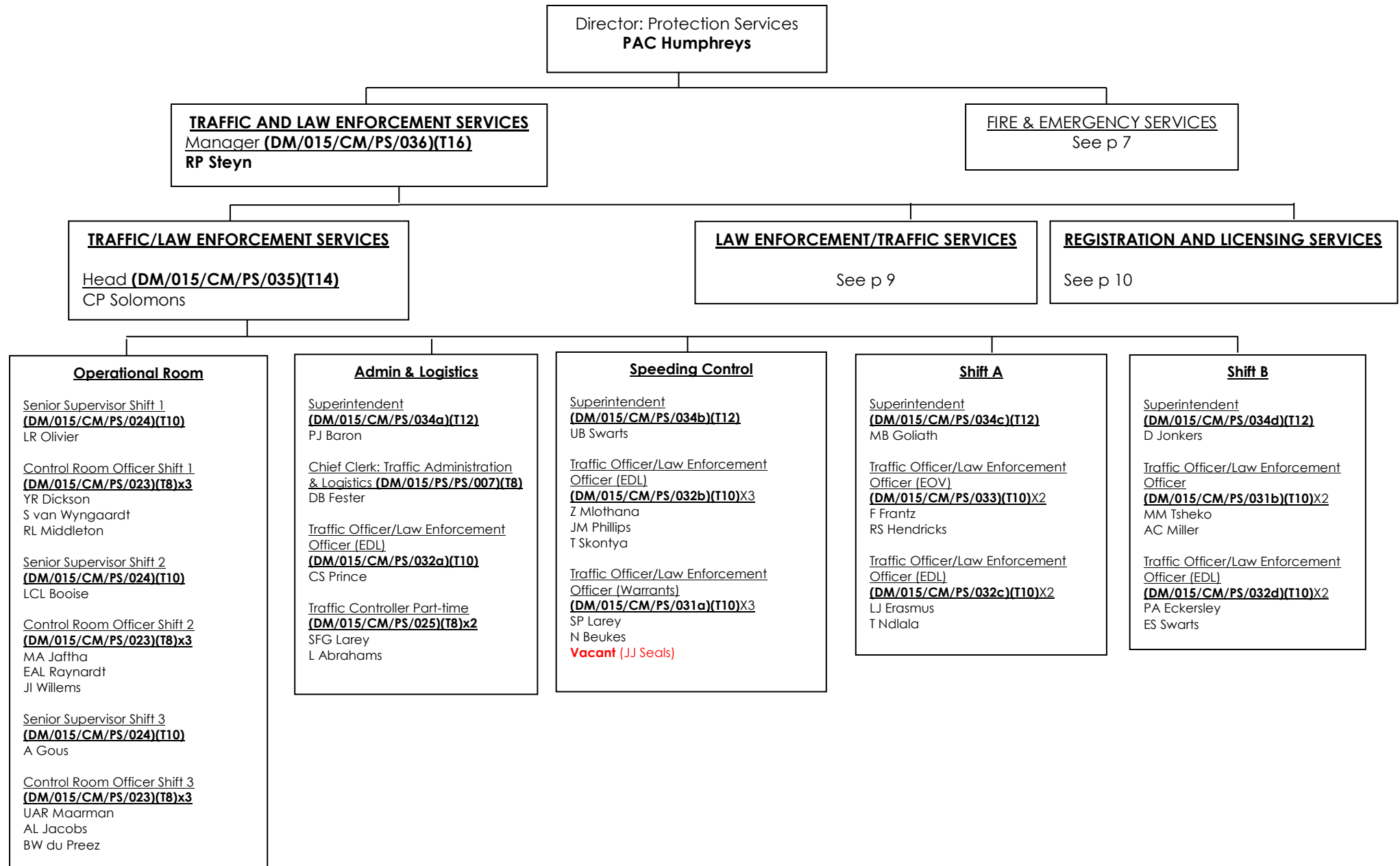
MUNICIPAL MANAGER

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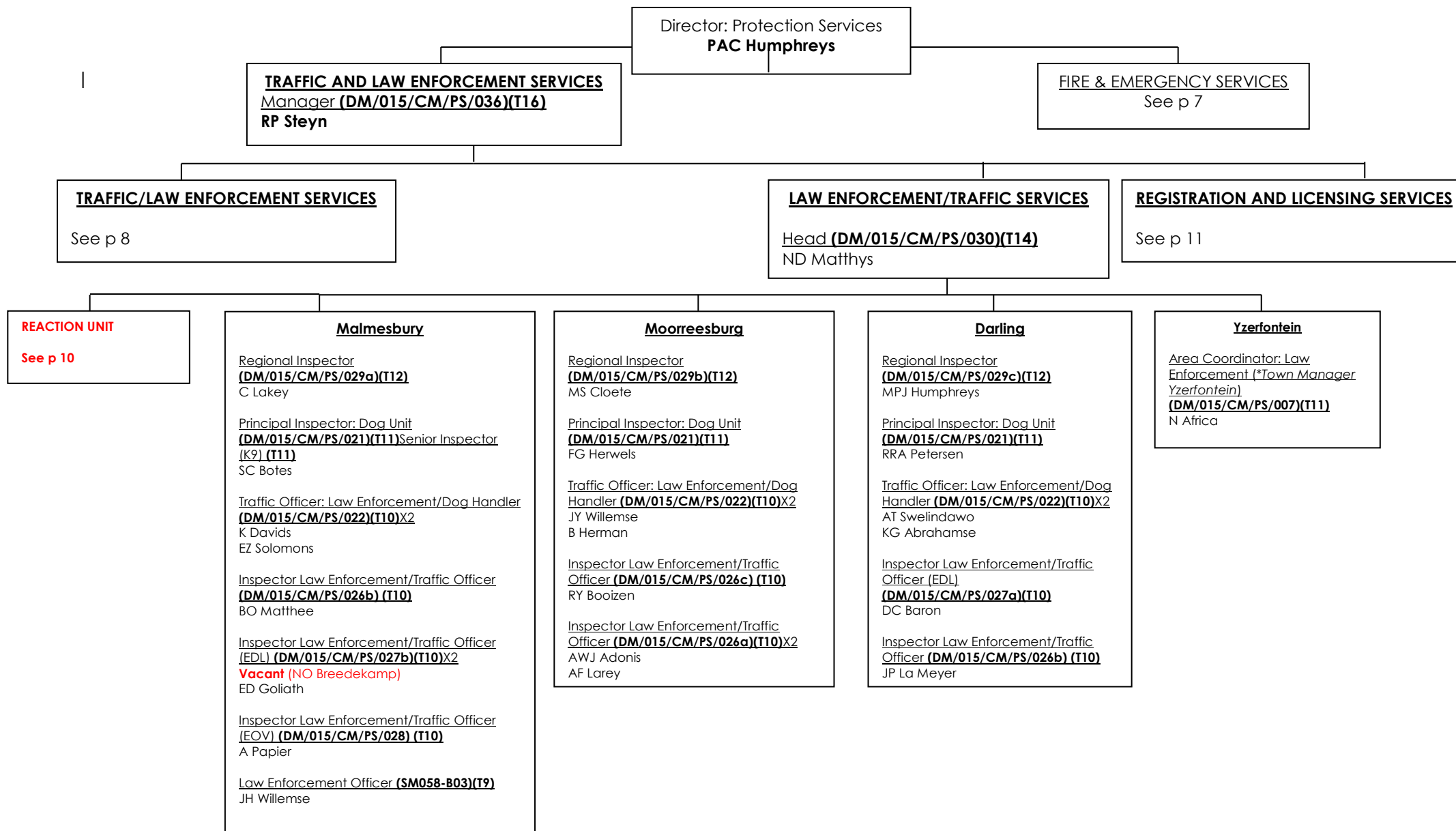
PROTECTION SERVICES

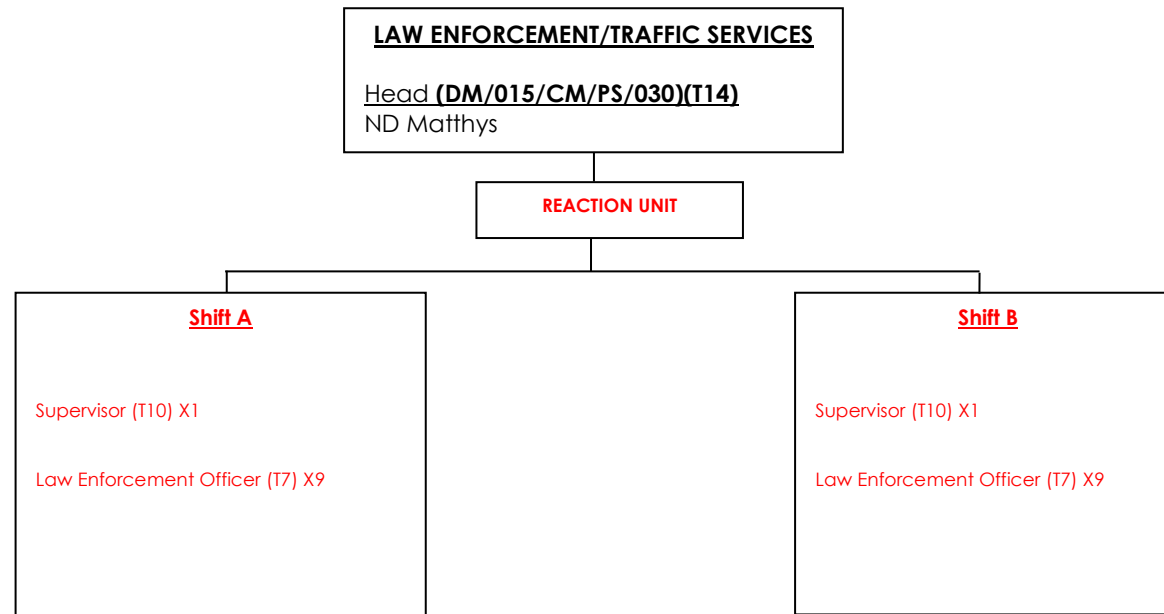


PROTECTION SERVICES



PROTECTION SERVICES

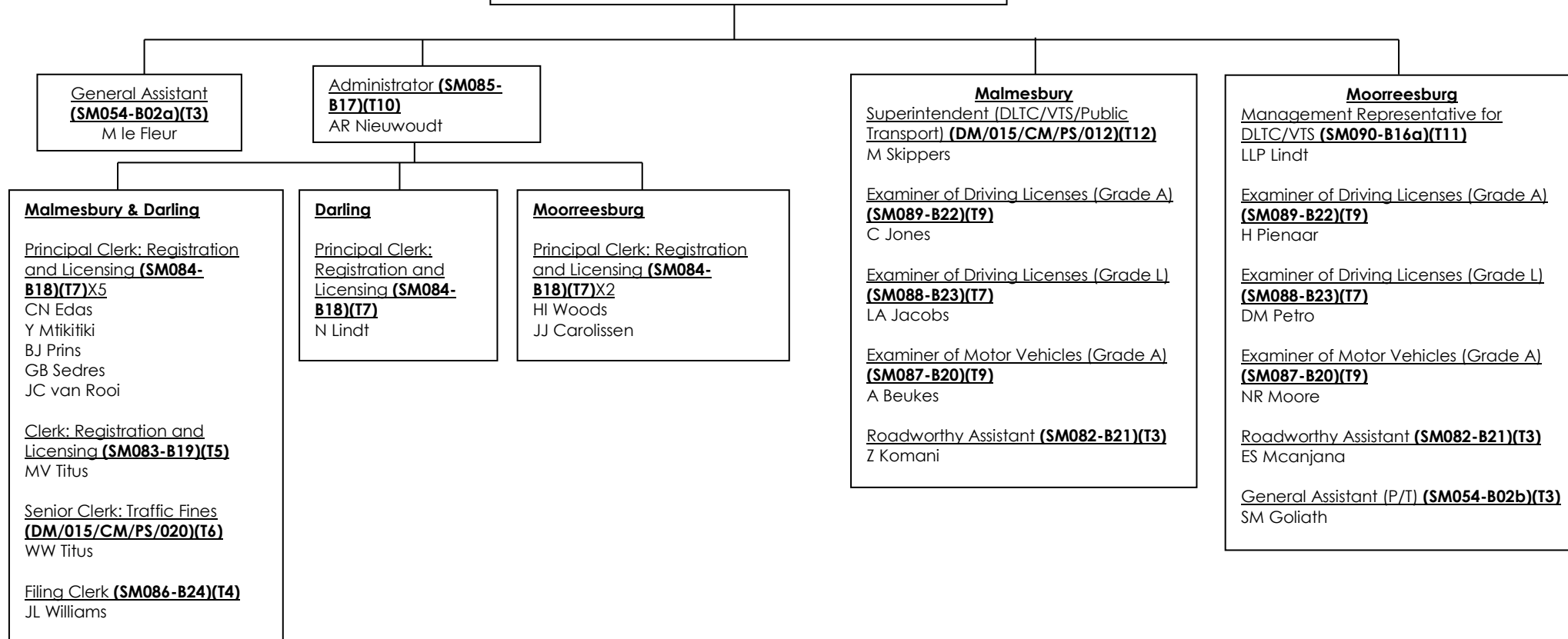




PROTECTION SERVICES

REGISTRATION AND LICENSING SERVICES

Head: Traffic Administration **(DM/015/CM/PS/013)(T14)**
HS Mouton





Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
25 Februarie 2022

4/3/B; 4/3/1
WYK: n/a

ITEM 8.7 VAN DIE AGENDA VAN 'N RAADSVERGADERING WAT GEHOU SAL WORD OP 31 MAART 2022

SUBJECT: (1) REPORTING OF A SECTION 56 VACANCY: MR R DU TOIT
(2) FILLING OF SECTION 56 MANAGER POST: DIRECTOR ELECTRICAL ENGINEERING SERVICES
(3) APPOINTMENT OF A SELECTION PANEL

1. PURPOSE OF THE REPORT

- 1.1 To inform Council of the vacancy that will occur due to Mr Roelof du Toit's retirement on 30 June 2022, to get Council approval for the filling of the post: Director Electrical Engineering Services and the appointment of a selection panel.

2. COMMENTS: MUNICIPAL MANAGER

2.1 Reporting of a section 56 vacancy: Mr R du Toit

- (a) Mr Du Toit turned 65 on 5 October 2021 and in terms of his service contract he had to retire at the end of the calendar year in which he turns 65 years of age.
- (b) In terms of section 41(2) of the Regulations on Appointment and Conditions of Employment of Senior Managers, a municipal council may, after consultation with the MEC for local government, and upon good cause shown, apply in writing to the Minister, for a waiver of the requirement in regulation 41(1) in the case of a person with scarce skills for effective service delivery by the municipality. Council approved on 23 June 2021 that an application be made for exemption from the age limit in respect of the Director: Electrical Engineering Services for a period of six months from 1 January 2022 until 30 June 2022, which application was directed to the Provincial Minister of Local Government in support of the application to CoGTA.
- (c) On 20 August 2021 the Provincial Minister of Local Government, MEC AW Bredell confirmed his support to Council's decision to extend the employment contract subject to the approval of the age waiver by the National Minister.
- (d) The application was submitted to the National Minister of Cooperative Governance and Traditional Affairs on 27 August 2021, but to date no response was received. The application was followed up in writing on a monthly basis with no response. In the mean time, Mr du Toit officially retired on 31 December 2021 and he was appointed on a fixed contract for the period 1 January 2022 to 30 June 2022 although no response was received from the National Minister.
- (e) As part of our succession planning it is important to pro-actively commence with the process to fill this vacancy so that we can utilize the services of Mr du Toit in a mentorship role for the new incumbent.

2.2 Filling of a section 56 Manager post

- (a) Section 54A and 56 of the Systems Act (Act 32 of 2000) provides the conditions relating to the filling of vacancies.
- (b) The National Minister published the Regulations on Appointment and Conditions of Employment for Senior Managers GNR 583 GG 37245 on 17 January 2014 (hereafter referred to as the Regulations). The Regulations prescribe detailed processes and procedures (including timelines) for the recruitment, appointment and conditions of employment for Senior Managers.
- (c) The Minister also prescribed the remuneration packages of Senior Managers in the form of the Upper Limit of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers in GG 43122 dated 20 March 2020.
- (d) The Minister of Finance issued the Municipal Regulations on Minimum Competency Levels as GNR 493, in GG 29967 dated 15 June 2007, in terms of section 168 of the Municipal Finance Management Act, Act No.56 of 2003.
- (e) When the post of a senior manager becomes vacant (or is due to become vacant) the Municipal Manager must upon the receipt of the notification, obtain approval from Council at the next Council meeting or at a special Council meeting for the filling of the post.
- (f) The remuneration – as referred to in par (c) above – has already been mentioned. There is sufficient budget to fill the post. The post is a key post and it is therefore necessary that it be filled as soon as possible. The post of Director Electrical Engineering Services is on the approved organogram and necessary to fulfil the strategic objectives in the IDP.
- (g) Attached hereto as an Annexure is a Process Plan to appoint a Director Electrical Engineering Services. The vacancy must be advertised in a newspaper circulating nationally and in the Western Cape Province, within 14 days of Councils approval.

2.3 Appointment of a selection panel

- (a) A municipal council must appoint a selection panel to make recommendations for the appointment of candidates to vacant Senior Manager posts.

The selection panel for the appointment of a municipal manager must consist of at least three and not more than five members, constituted as follows –

- the mayor – who will be the chairperson, or his or her delegate;
- a councillor designated by the municipal council; and
- at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

- (b) The selection panel **for the appointment of a manager directly accountable to a municipal manager** must consist of at least three and not more than five members comprising of –

- the municipal manager – who will be the chairperson;
- a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
- at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

A panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process, and must recuse him or herself from the selection panel if there is any conflict of interest.

The Western Cape Department of Local Government issued a guidance document on the interpretation of the regulations on appointment and conditions of employment of Senior Managers. With regard to the appointment of a selection panel, a Senior Counsel legal opinion was obtained

which stipulated that there may only be one councillor serving on a selection panel appointed to consider candidates for a vacant post of a manager directly accountable to the Municipal Manager.

- (c) It is therefore recommended that the panel consist of the following members, namely –
- Mr Joggie Scholtz – Municipal Manager
 - One councillor to be nominated by Council who must be a member of the mayoral committee or a councillor who is the portfolio head of the relevant portfolio
 - A Director Electrical Engineering Services of a neighbouring municipality namely Drakenstein Municipality

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

Strategic Goal 5: Services

Sufficient, affordable and well-run services.

Due to the fact that this is such a strategic post it will be maintained in its current format with the new 5 year IDP.

4. **FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

There is sufficient provision made in the budget to fill the post and to accommodate Mr du Toit in a mentorship role.

5. **AANBEVELING / RECOMMENDATION**

- (a) Dat daar kennis geneem word van die vakature wat sal ontstaan in die pos van Direkteur Elektriese Ingenieursdienste met die aftrede van mnr Roelof du Toit einde Junie 2022.
That notice is taken of the vacancy that will arise in the post of Director of Electrical Engineering Services with the retirement of Mr Roelof du Toit at the end of June 2022.
- (b) Dat die Raad goedkeuring verleen en bevestig dat die makro personeelstruktuur soos aangetoon op die goedgekeurde organisasiestruktuur, in ooreenstemming is met die GOP en dat die pos van Direkteur Elektriese Ingenieursdienste relevant is en benodig word ten einde die strategiese doelwitte van die GOP te bereik.
That the Council approve and confirm that the macro personnel structure as shown on the approved organizational structure, is in line with the IDP and the post of Director Electrical Engineering Services is relevant and needed to achieve the strategic objectives of the IDP.
- (c) Dat die Raad goedkeur dat die pos van Direkteur Elektriese Ingenieursdienste gevul word en dat goedkeuring verleen word vir die vul daarvan en advertering, – in ooreenstemming met die aangehegte advertensie en die regulasies.
That it be approved that the post of Director Electrical Engineering Services be filled and that approval be granted for filling and advertising - in accordance with the attached advertisement and regulations.
- (d) Dat die pos gevul word op 'n allesinsluitende "koste-vir-maatskappy" pakket in ooreenstemming met die bepalings van die bo-perk ("upper limits") vir Senior Bestuurders, ingevolge die 20 Maart 2020 kennisgewing, of soos gewysig.
That the post is filled on an all-inclusive "cost to company" package in accordance with the provisions of the upper limits for senior managers, in terms of 20 March 2020 notice, or as amended.
- (e) Dat die Raad die keuringspaneel bestaande uit die volgende persone goedkeur –
- (h) Die Munisipale Bestuurder - mnr Joggie Scholtz (Voorsitter van paneel)
 - (ii) Een raadslid wat deur die Raad genomineer word wat 'n lid van die burgemeesterskomitee of die portefeuljevoorsitter van die betrokke portefeulje moet wees

- (iii) Direkteur Elektriese Ingenieursdienste van 'n buurmunisipaliteit, naamlik Drakenstein Munisipaliteit.

That the selection panel consisting of the following persons, be approved –

- (i) *The Municipal Manager - Mr. Joggie Scholtz (Chairperson of the panel)*
(ii) *One councillor to be nominated by Council who must be a member of the mayoral committee or a councillor who is the portfolio head of the relevant portfolio*
(iii) *Director Electrical Engineering Services of a neighbouring municipality, namely Drakenstein Municipality*

- (f) Dat daar kennis geneem word dat 'n diensverskaffer deur die Munisipale Bestuurder aangestel sal word om te help met die werwing- en keuringsproses vir die aanstel van 'n Direkteur Elektriese Ingenieursdienste.

That it be noted that a service provider will be appointed by the Municipal Manager to assist in the recruitment and selection process for the appointment of a Director Electrical Engineering Services.

- (g) Dat daar kennis geneem word van die prosesplan soos hierby aangeheg en dat dit as sulks goedgekeur word.

That the process plan attached hereto be noted and approved.

- (h) Dat goedkeuring verleen word dat mnr Roelof du Toit in 'n mentorskaprol aangewend word na die aanstelling van sy opvolger, vir die oorblywende tydperk van sy kontrakperiode, onderhewig daaraan dat hy ook vir ander take, funksies en verantwoordelikhede aangewend word, soos en wanneer benodig.

That approval be granted that Mr Roelof du Toit is used in a mentorship role after the appointment of his successor for the remaining period of his contract period, provided that he also be used for other tasks, functions and responsibilities, as and when required.

(get) J J Scholtz

MUNISIPALE BESTUURDER

sdj



Swartland Municipality, with its head office in Malmesbury, services the towns of Malmesbury, Yzerfontein, Moorreesburg, Darling, Koringberg, Abbotsdale, Kalbaskraal, Chatsworth, Riverlands, Riebeek West and Riebeek Kasteel.

The hub of the Swartland offers you the best of two worlds. You work and live in a tranquil, rural environment with all the modern amenities at hand. When you want to get away from it all, Cape Town is barely 60 km away, while various resorts along the picturesque West Coast are literally just around the corner.

The Municipality currently offers the following vacancies to suitably qualified and equipped persons:



Director: Electrical Engineering Services (DE 1/22)
(Stationed in Malmesbury)

Salary Scale: R972 648-R1 257 894 per annum – Total Cost of Employment, in terms of Upper Limit notice of 20 March 2020 (Category 4 municipality) or as applicable at date of appointment
The successful candidate will be employed permanently.

The core functions of the successful incumbent shall be: Electrical Operations, Maintenance and Construction; Electrical Design and Planning; Information Management; Strategic Management; Financial Management and Human Resource Management.

Minimum Requirements

- Bachelor of Science Degree in Electrical Engineering / Bachelor of Engineering (Electrical) / Bachelor of Technology in Electrical Engineering or equivalent – NQF 7.
- A minimum of seven years relevant experience at senior and middle management level of which at least two years must be at senior management level or as programme/project manager and have proven successful institutional transformation within public or private sector. Three to four years must be at professional/management level engineering management experience.
- Registration with the Engineering Council of South Africa (ECSA) as Professional Engineer (Electrical) or Professional Engineering Technologist (Electrical).
- Government Certificate of Competency (GCC) as required in terms of the General Machinery Regulations, 1988.
- Good knowledge and understanding of relevant policy and legislation and a good understanding of institutional governance systems and performance management.
- Extensive knowledge of the public office environment.
- Must be able to formulate engineering master planning, project management and implementation.
- Understanding of council operations and delegation of powers, as well as
 - Electrical Operations, Maintenance and Construction
 - Electrical Design and Planning
 - Information, Communication and Technology Management
- Good knowledge of Supply Chain Management Regulations and the Framework for Preferred Procurement Policy (Act 5 of 2000).
- Core competencies as contained in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, 17 January 2014.
- Certificate in Municipal Finance Management (SAQA qualification ID 48965) as prescribed in Regulation 493 dated 15 June 2007.
- Competency areas for senior managers in municipalities in terms of the Municipal Regulations on Minimum Competency Levels issued in terms of the Local Government: Municipal Finance Management Act, 2003: Strategic leadership and management, strategic financial management, operational financial management, governance, ethics and values in financial management, financial and performance reporting, risk and change management, project management, legislation, policy and implementation, stakeholder relations, supply chain management, audit and assurance.
- Computer skills.
- Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape.
- South African Citizen.
- A valid Code B driver's license.

- Own transport.

PLEASE NOTE:

- 1 Appointment will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups including those with disabilities in the Municipality.
2. It would be expected of candidates to be subjected to thorough evaluations. Previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal- and credit record. The candidate will be required to disclose all financial interests. Original qualification certificates must be produced at any resultant interviews.
3. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on appointment and conditions of employment of Senior Managers.
4. Swartland Municipality meets the requirements of the Protection of Personal Information Act, Act 4 of 2013 and has adopted an applicable Privacy Policy in this regard. Applicants hereby grant permission that their personal information is filed and processed.

Commencement of duties: As soon as possible.

Closing date for applications: 20 April 2020 at 12h00.

Full details and the prescribed application form can be requested telephonically from Ms S de Jongh at 022 487 9400 or on our website at www.swartland.org.za. All applications must be submitted with a detailed CV (maximum 6 pages), certified copies of qualifications, ID document and driver's license, the names and e-mail addresses of three references from current and previous employers and a fully completed official application form, must be addressed to the Human Resources Division, Private Bag X52, Malmesbury, 7299. ONLY hard-copy applications will be considered. No faxed or electronic applications will be accepted. Fraudulent qualifications or documentation will immediately disqualify an applicant. If an applicant has not received any feedback within six weeks of the closing date, it can be assumed that the application has been unsuccessful. Only short-listed candidates will be contacted. Council reserves the right not to make an appointment.

Late application will not be considered. Canvassing of Councillors for the purpose of being appointed is not permitted, and proof hereof will result in disqualification.

Swartland Municipality is committed to Employment Equity and endorses the principles of Affirmative Action. Disabled persons are therefore encouraged to apply.

Munisipaliteit
Municipality
Umasipala

**PROSESPLAN VIR DIE AANSTEL VAN
MUNISIPALE BESTUURDER
PROCESS PLAN FOR THE APPOINTMENT OF
MUNICIPAL MANAGER**

	Handeling / aksie <i>Action</i>	Datum / <i>Date</i>	Verantwoordelike persoon / <i>Responsible person</i>
1	Rapportering van vakature aan Raad en verkryging van Raadsgoedkeuring om die vakature te vul <i>Reporting vacancy to Council and obtaining Council approval to fill the vacancy</i>	28 Maart 2022 <i>28 March 2022</i>	MB MM
2	Goedkeuring van inhoud van advertensie ingevolge die goeie praktykkode van Provinsiale Departement van Plaaslike Regering <i>Approval of content of advertisement in terms of the code of good practice of Department of Local Government</i>	28 Maart 2022 <i>28 March 2022</i>	MB en HR MM and HR
3	Advertering van die vakature – binne 14 dae na Raadsgoedkeuring <i>Advertising the vacancy - within 14 days after Council approval</i>	Advertensie moet verskyn op 3 April 2022 <i>Advertisements will appear on 3 April 2022</i>	DK DC (Director Corporate Services)
4	Sluitingsdatum van 'n minimum van 14 dae na datum van advertensie en 'n maksimum van 30 dae <i>Closing date for a minimum of 14 days from the date of advertisement and a maximum of 30 days</i>	Woensdag, 20 April 2022 <i>Wednesday, 20 April 2022</i>	DK DC
5	Aanstel van diensverskaffer om te help met die werwing, keuring en evaluasieproses <i>Appointment of service provider to assist in the recruitment, selection and evaluation process</i>	Na 28 Maart 2022 <i>After 28 March 2022</i>	DK en HR DC and HR
6	Aanwys van aanstellingspaneel <i>Appointment of appointment panel</i>	28 Maart 2022 <i>28 March 2022</i>	MB MM
7	Samestelling van die langlys van aansoeke ontvang <i>Composition of the longlist of applications received</i>	Vanaf 21 April 2022 (finaliseer op 26 April 2022) <i>From 21 April 2022, to be finalised by 26 April 2022</i>	HR en diensverskaffer HR and service provider
8	Kortlysting van kandidate, welke proses binne 30 dae moet geskied na sluitingsdatum van die advertensie <i>Shortlisting of candidates, which process must be made within 30 days after the closing date of the advertisement</i>	Week van 3 Mei 2022 <i>Week of 3 May 2022</i>	HR, diensverskaffer en paneel HR, Service Provider and panel

	Handeling / Action	Datum / Date	Verantwoordelike persoon / Responsible person
9	“Screening” van kortlys kandidate binne 21 dae na voltoering van die kortlystingsproses <i>Screening of shortlisted candidates within 21 days after fulfillment of the shortlisting process</i>	Week van 3 Mei 2022 <i>Week of 3 May 2022</i>	HR en diensverskaffer <i>HR and service provider</i>
10	Aanstellingspaneel moet onderhoude voer binne 21 dae na voltoering van die “screening” <i>After fulfillment of the screening the appointment panel should conduct interviews within 21 days</i>	Week van 16 Mei 2022 <i>Week of 16 May 2022</i>	Paneel en diensverskaffer <i>Panel and service provider</i>
11	Verslag en aanbeveling aan die RAAD, Raad neem besluit <i>Report and recommendation to the Council, the Council decides</i>	Raadsvergadering op 26 Mei 2022 <i>Council meeting on 26 May 2022</i>	DK, HR, Speaker en diensverskaffer <i>DC, HR, Speaker and service provider</i>
12	Binne 14 dae na Raadsbesluit moet die Provinsiale Minister in kennis gestel word <i>The Provincial Minister shall be notified within 14 days of Council Decision</i>	9 Junie 2022 <i>9 June 2022</i>	DK DC

ITEM 8.8 VAN DIE AGENDA VAN 'N GEWONE RAADS VERGADERING WAT GEHOUSAL WORD OP 31 MAART 2022

ONDERWERP:	AANVAARDING VAN (1) VERWYSINGSRAAMWERK EN (2) WERKPROGRAM VAN DIE MUNISIPALE PUBLIEKE VERANTWOORDBAARHEIDSKOMITEE (MPAC)
SUBJECT:	ADOPTION OF (1) TERMS OF REFERENCE AND (2) WORK PROGRAM OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)

1. BACKGROUND/DISCUSSION / AGTERGROND/BEREDENERING

The MPAC was previously established by means of a Circular (C32 of 15/3/2006) issued by National Treasury and was therefore not a statutory obligation.

In terms of Section 79A of the Structures Amendment Act, Act 3 of 2021, the municipal council must establish a committee called the municipal public accounts committee. The mayor or executive mayor, deputy mayor or executive deputy mayor, any member of the executive committee, any member of the mayoral committee, speaker, whip and municipal officials are not allowed to be members of the municipal public accounts committee.

At the 1st meeting of the Swartland Municipal Council held on 16 November 2021 the MPAC was established consisting of the following members:

- Cllr E C O'Kennedy (chairperson)
- Ald M van Zyl
- Cllr I S le Minnie
- Cllr D C Pypers
- Cllr C Daniels
- Cllr P E Soldaka
- Cllr A A Duda (appointed at a later stage, after the resignation of cllr Gaika)

1.1 MPAC: Terms of Reference

It was further resolved by the Municipal Council that the Terms of Reference for the MPAC be drafted in accordance with section 79A (a) to (e) and tabled to Council for approval.

The draft Terms of Reference (attached as **Annexure A**) was discussed at a MPAC-meeting held on 27 January 2022 and be recommended to Council for consideration and approval.

1.2 MPAC: Work Program

The MPAC Work Program (attached as **Annexure B**) was discussed at a MPAC-meeting held on 11 March 2022 and be recommended to Council for consideration and approval.

2. LEGISLATION / WETGEWING

Local Government: Municipal Structures Amendment Act, Act No. 3 of 2021 – date of commencement, 1 November 2021.

3. ALIGNMENT TO THE IDP / KOPPELING AAN DIE GOP

N/a

4. FINANCIAL IMPLICATION / FINANSIËLE IMPLIKASIE

N/a

5. RECOMMENDATION

- (a) That the Terms of Reference of the Municipal Public Accounts Committee (MPAC) be approved by Council;
- (b) That the MPAC Work Program be approved by Council to be incorporated in the meeting/activity schedule of Council.

AANBEVELING

- (a) *Dat die Verwysingsraamwerk van die Munisipale Publieke Verantwoordbaarheidskomitee (MPAC) deur die Raad goedgekeur word;*
- (b) *Dat die MPAC Werkprogram deur die Raad goedgekeur word en opneem word in die vergadering-/aktiwiteitskedge van die Raad.*

(get) J J Scholtz

MUNICIPAL MANAGER



MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)

TERMS OF REFERENCE

Approved by Council:

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1. INTRODUCTION

- 1.1 Council is vested with the responsibility to oversee the performance of the municipality, as required by the Constitution, the Local Government: Municipal Finance Management Act (Act 56 of 2003), the Local Government: Municipal Structures Act (Act 117 of 1998) and the Local Government: Municipal Systems Act (Act 32 of 2000). The oversight responsibility of council is particularly important for the process of considering annual reports.
- 1.2 Given the processes required by council to effectively undertake its oversight role, the establishment of a Municipal Public Accounts Committee (MPAC) in accordance with section 79A of the Structures Act will provide the appropriate mechanism in which council could fulfil its oversight responsibilities.
- 1.3 The purpose of the MPAC is to serve as an oversight committee to exercise oversight over the executive obligations of council. The MPAC will assist council to hold the executive to account, and to ensure the efficient and effective use of municipal resources. By so doing, the MPAC will help to increase council and public awareness of the financial and performance issues of the municipality.

2. INSTITUTIONAL CONTEXT

- 2.1 The MPAC is established in terms of section 79A of the Structures Act and performs an oversight function on behalf of council and is not a duplication of other committees of council, such as the audit committee (audit committee means the audit committee envisaged in section 166 of the MFMA).
- 2.2 In accordance with section 79A of the Structures Act the functions of the MPAC must be determined by Council and must include the following:
 - (a) review the Auditor-General's reports and comments of management and the audit committee and make recommendations to the municipal council, if necessary;
 - (b) review internal monthly audit reports together with comments from management and the audit committee and make recommendations to the municipal council, if necessary;
 - (c) initiate and develop the oversight report on annual reports contemplated in section 129 of the MFMA;
 - (d) attend to and make recommendations to the municipal council on any matter referred to it by the municipal council, a committee of the council, a member of this committee, and the municipal manager; and
 - (e) on its own initiative, subject to the direction of the municipal council, investigate and report to the municipal council on any matter affecting the municipality.
- 2.3 The MPAC can request the support of the internal auditors (advisory) when necessary.
- 2.4 The MPAC reports directly to Council through the Speaker of the municipality and interfaces with the other committees of council through the Speaker, where relevant.

- 2.5 The Swartland Municipality By-Law relating to the Rules for the Conduct of Meetings apply to the MPAC.

3. FUNCTIONS OF THE MPAC

- 3.1 The MPAC must be allowed to interrogate the following financial aspects addressed in the MFMA in order to fulfill its functions:

Section 16 of MFMA	:	Report to Council if an annual budget has not been compiled and submitted to Council;
Section 29 of MFMA	:	(i) Interrogate unforeseen and unavoidable expenditure as reported to the MPAC with proof of the necessary appropriation in the adjustments budget. (ii) After consideration of the matter, the MPAC must report to Council on the matter;
Section 32 of MFMA	:	(i) Interrogate unauthorised, irregular or fruitless expenditure incurred by the Council, Executive Mayor, Councillors or officials, as reported to the MPAC. (ii) The Accounting Officer must report to the MPAC on all steps taken to authorise or certify or recover or write off the expenditure, as well as whether any criminal action was instituted. (iii) In the case of any irregular expenditure or any fruitless and wasteful expenditure incurred by the Swartland Municipality, the MPAC will have the right to call upon the Executive Mayor, and/or the Accounting Officer of the Swartland Municipality to appear before it to provide information or clarity. (iv) The MPAC must report to Council on the appropriateness of action taken;
Section 52 of MFMA	:	Comment on the quarterly report of the Executive Mayor (implementation of the budget and the financial state of affairs of the Municipality);
Section 71 and 72 of MFMA	:	Comment on the monthly budget statements and mid-year budget and performance assessment;
Section 124 of MFMA	:	Ensure that the relevant disclosures concerning councillors, directors and officials were made in the financial statements;
Section 126 of MFMA	:	Monitoring the submission and auditing of annual financial statements;

Section 127 of MFMA : (i) Evaluate and consider the content of the Annual Report, including the reviewing of information relating to past recommendations made on the Annual Report, in order to assist with the conclusion of matters that may not be finalised. This relates to current in-year reports, including the quarterly, mid-year and annual reports;
(ii) Invite, receive and consider inputs from councillors on the Annual Report;
(iii) Consider written comments received on the Annual Report from the public consultation process;

Section 129 of MFMA : Initiate, compile and develop the Oversight Report on Annual Report no later than two (2) months from the date of which the Annual Report was tabled in Council;

Section 131 of MFMA : Review the Auditor-General's reports and comments of management and the audit committee and make recommendations to the Council;

Section 166 of MFMA : Review a quarterly summary of internal audit reports together with comments from management and the audit committee and make recommendations to the Council;

3.2 The MPAC must further be allowed to interrogate the following aspect addressed in the Systems Act and Local Government: Municipal Planning and Performance Management Regulations in order to fulfill its functions:

Sections 25 and 34 : Monitoring whether the Executive Mayor has initiated a review of the IDP, post elections and annually thereafter. If such review is not done, the MPAC must report it to Council.

Sections 39 and 40 : Monitoring the implementation of performance management plan/system;

Regulation 6 : Monitoring that the annual budget is informed by the IDP.

3.3 General functions of the MPAC may include:

3.3.1 Attend to and make recommendations to the Council on any matter referred to it by the Council, the Mayoral Committee, a Committee of Council, a member of such a Committee, a Councillor and the Municipal Manager.

3.3.2 On its own initiative, subject to the direction of the Municipal Council, investigate and report to the Municipal Council on any matter affecting the Swartland Municipality.

3.3.3 To promote good governance, transparency and accountability on the use of municipal resources.

3.3.4 To recommend or undertake any investigation within its area of responsibility, after reviewing any investigation report already undertaken by the Swartland Municipality or the Audit Committee.

3.3.5 To perform any other functions assigned to it through a resolution of Council within its area of responsibility.

4. COMPOSITION AND MEMBERSHIP

4.1 The MPAC is a committee of council established under section 79A of the Structures Act and, similar to other committees of council should comprise solely of councillors appointed by resolution of a full council meeting.

4.2 The MPAC shall comprise of the members of the Administration and Finance Portfolio Committee, excluding the office-bearers, namely the Executive Mayor and Deputy Mayor, the Executive Mayoral Committee members and the Speaker.

4.3 Care should be taken that councillors represent a wide range of experience and expertise available in council and represent various political affiliations.

4.4 Councillors serving on MPAC should be appointed for a term which corresponds to the term of sitting council. When a councillor resigns or is transferred from the committee, the resignation must be in writing and council must appoint a replacement by resolution at the next scheduled full council meeting.

4.5 The names of councillors serving on MPAC will be published in the annual report.

4.6 The MPAC is not prevented from undertaking its activities while awaiting the appointment of a new member, subject to a quorum being present.

4.7 The quorum for all meetings shall be 50% of the total composition of the MPAC plus one member.

4.8 The Council may remove a MPAC member by way of a Council resolution.

4.9 The Municipal Council may dissolve the MPAC at any time by way of a Council resolution.

5. CHAIRING OF MPAC

5.1 The Chairperson of the MPAC is to be appointed by a council resolution and council must take into consideration the requirements of transparency, ethical behaviour and general good governance prescripts.

5.2 In deciding on the Chairperson, the council may consider appointing councillors from parties other than the majority party in Council. In the case of Swartland Municipality the chairperson of the MPAC (a section 79 committee) is not a so-called “full time” position. (Only apply to municipalities with more than 40 councillors).

- 5.3 If the Chairperson is absent from a meeting, the members present must elect a member from the meeting to chair that particular meeting.

6. MEETING SCHEDULE/WORK PROGRAMME

- 6.1 The MPAC must develop its work programme annually and link such programme to the overall planning cycle of council and conclude with the evaluation of the Annual Report and the recommendations to council when adopting the Oversight Report on the Annual Report.
- 6.2 The meetings of the MPAC should be included in the annual calendar of Council and the notice requirements should be similar to those of other committees of Council taking into consideration the timeframes in the MFMA for preparation and adoption of the Oversight Report on the Annual Report.
- 6.3 Meetings of the MPAC should be open to the public, in terms of section 160(7) of the Constitution of the Republic of South Africa, 1996, and may only close its sittings when it is reasonable to do so having regard to the nature of the business being transacted and the prescriptions of the Protection of Personal Information Act, 2013 (Act No 4 of 2013) (PoPIA).
- 6.4 The MPAC has the authority to determine if a matter should be closed to the public, after discussion amongst its members.
- 6.5 The media may also have access to the MPAC meetings, subject to the nature of the business being transacted and the prescriptions of the Protection of Personal Information Act, 2013 (Act No 4 of 2013) (PoPIA).
- 6.6 The Auditor-General and designated representatives from the Internal Audit Unit of the Swartland Municipality must be invited to all the MPAC activities and meetings and have free access to all meetings (whether dealing with open or closed matters). It is not an imperative that these roleplayers attend every meeting of the MPAC.

7. REPORTING

- 7.1 The MPAC will report to council on the activities of the committee. The report must include detail of its activities of the preceding and current financial years, the number of meetings held, the membership of the committee and key resolutions taken in the annual report.
- 7.2 Reports of the MPAC must be submitted by the Chairperson to the Speaker who must table such reports in the next meeting of the Council.
- 7.3 The committee must discuss and adopt its report for Council in accordance with the procedures for tabling matters in council defined in the standing rules of council.
- 7.4 The MPAC should report to full council at least bi-annually and may bring items before Council as and when necessary.
- 7.5 The full Council must deliberate on the recommendations from the MPAC, at a meeting open to the public, when it is reasonable to do so having regard to the nature of the business being

discussed and the prescriptions of the Protection of Personal Information Act, 2013 (Act No 4 of 2013) (PoPIA).

7.6 Council must evaluate the performance of MPAC on an annual basis.

8. ADMINISTRATIVE SUPPORT

8.1 In order for the MPAC to be effective in executing its functions, the MPAC must be supported by officials to co-ordinate and to render a secretarial service.

8.2 The Administration, through the Municipal Manager, must ensure adequate resources are made available to support the MPAC.

8.3 All requests for assistance from MPAC members must be submitted in writing by the Chairperson of the MPAC to the Municipal Manager or his/her duly delegated official.

8.4 Any requests for documentation and information must be made in writing by the Chairperson of the MPAC to the Municipal Manager or his/her duly delegated official.

8.5 Formal agendas and minutes of MPAC meetings must be prepared by a staff member, identified by the Municipal Manager, under the guidance of the Chairperson.

9. MONITORING BY MPAC

9.1 The MPAC shall develop a monitoring mechanism in line with the approved work programme to determine if actions have been taken to implement its recommendations.

9.2 The responses to reports are to be provided to the MPAC as soon as possible after the date of the resolution together with the recommendations to which they relate.

LEGISLATION		DELEGATION	SCOPE	Meeting Agenda Items					Reports to be submitted to MPAC regularly				
				October	January	April	July	ADHOC	Type of Report	Monthly	Quarterly	Annually	Adhoc
1	MUNICIPAL FINANCE MANAGEMENT ACT (MFMA)	UNFORESEEN AND UNAVOIDABLE EXPENDITURE (SECTION 29)	The Committee must interrogate: <ul style="list-style-type: none"> any unforeseen and unavoidable expenditure incurred must be reported to the MPAC after condonation has been considered by Council; proof of the necessary appropriation in an adjustment budget must be provided when requested by the MPAC. 					x	Report that served at Council				x
2		UNAUTHORIZED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE (SECTION 32)	The Committee must interrogate: <ul style="list-style-type: none"> any unauthorized, irregular or fruitless and wasteful expenditure by the council, the executive mayor, executive committee or any political office bearer of the municipality must also be reported to the MPAC; the municipal manager must report to the MPAC on all steps taken to either authorize or certify the payment or to recover or write off the expenditure; 	x				x	Report that served at Council				x
3		THE QUARTERLY REPORT OF THE MAYOR ON THE IMPLEMENTATION OF THE BUDGET AND THE STATE OF AFFAIRS OF THE MUNICIPALITY / SDBIP (SECTION 52(D))	The Committee to comment on: <ul style="list-style-type: none"> a copy of the quarterly report of the mayor on the implementation of the budget and the state of affairs of the municipality must be submitted to the MPAC; the MPAC must report any matter of concern regarding the report of the mayor to the council. 	x (2 Reports)	x	x		x	Quarterly S 52 report		x		
4		MONTHLY BUDGET STATEMENTS (SECTION 71)	The Committee must interrogate: <ul style="list-style-type: none"> the monthly budget statement submitted to the mayor must be submitted to the Chairperson of the MPAC monthly (e-mail will suffice) and to the members at the scheduled MPAC meetings; the MPAC must interrogate the statement and report any matter of concern on the statement to the council (if any). 	x				x (12 Reports)	Monthly S 71 Report	x			
5		MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT (SECTION 72)	The Committee must interrogate: <ul style="list-style-type: none"> the mid-year budget and performance assessment report submitted to the mayor must be submitted to the MPAC; the MPAC must interrogate the assessment and submit its comments on the assessment to the council, if any. 	x					Mid-Year S 72 report				x

LEGISLATION		DELEGATION	SCOPE	Meeting Agenda Items					Reports to be submitted to MPAC regularly				
				October	January	April	July	ADHOC	Type of Report	Monthly	Quarterly	Annually	Adhoc
6		DISCLOSURES CONCERNING COUNCILLORS, DIRECTORS AND OFFICIALS (SECTION 124)	<p>The Committee must interrogate:</p> <ul style="list-style-type: none"> The MPAC must ensure that the following disclosures were made in the financial statements: salaries, allowances and benefits of political office bearers and Councillors of the municipality; arrears owed by individual Councillors by the municipality for more than 90 days. 					x	Draft AFS				x
7		SUBMISSION AND AUDITING OF ANNUAL FINANCIAL STATEMENTS (SECTION 126)	<p>The Committee must interrogate:</p> <ul style="list-style-type: none"> copies of the financial statements submitted to the A-G must be submitted to the MPAC as well as proof of submission thereof to the A-G; MPAC should consider the minutes of the Audit Committee of the meeting in which they considered and commented on the Annual Financial Statements. Where there are matters for concern not raised by the Audit Committee, the MPAC should report it to Council; where the MPAC has not been provided with the financial statements or with proof that it has been submitted to the A-G it must be reported to the council. 					x	Draft AFS				x
8		SUBMISSION OF THE ANNUAL REPORT (SECTION 127)	<p>The Committee must interrogate:</p> <ul style="list-style-type: none"> the annual report must be submitted to the MPAC no later than two weeks after the date required for submission to the council; where the annual report is not submitted to the council as required, the MPAC must be provided with a copy of the written explanations of the mayor as submitted to the council; where neither the annual report nor the explanation has been submitted, the MPAC must report same to the council; and the MPAC must monitor that the annual report has been submitted to the A-G, as well as the provincial government departments required and has been published for comment. 	x					Draft Annual Report				x
9		ISSUES RAISED BY THE AUDITOR GENERAL IN AUDIT REPORTS (SECTION 131)	<p>The Committee must interrogate:</p> <ul style="list-style-type: none"> the MPAC must be provided with the report prepared to address issues raised by the A-G and with any quarterly updates on the report where applicable. 	x					Final AG Report				x

LEGISLATION		DELEGATION	SCOPE	Meeting Agenda Items					Reports to be submitted to MPAC regularly				
				October	January	April	July	ADHOC	Type of Report	Monthly	Quarterly	Annually	Adhoc
10		AUDIT COMMITTEE (SECTION 166)	<p>The Committee must interrogate:</p> <ul style="list-style-type: none"> the MPAC must ensure that the municipality at all times have an operational audit committee; all audit reports received from the audit committee need to be submitted to the MPAC to assist it in its functions and to capacitate the MPAC; where no audit committee has been appointed or where the audit committee is not operative, the MPAC must report this to the council. 	x		x		x	Audit Committee Bi-annual and Annual Report to Council				x
11	THE MUNICIPAL SYSTEMS ACT	REVIEW OF THE IDP POST ELECTIONS (SECTION 25)	<p>The Committee must interrogate:</p> <ul style="list-style-type: none"> MPAC must monitor whether the Executive mayor initiated the review of the IDP post elections; Where the review is not done, the MPAC must report same to the council. 					x (Post- election only)	Report to Council				x
12		ANNUAL REVIEW OF THE IDP (SECTION 34)	<p>The Committee must interrogate:</p> <ul style="list-style-type: none"> MPAC must monitor whether the Executive Mayor initiated the annual review of the IDP; Where the review is not done, the MPAC must report same to the council. 	x					Draft IDP			x	
13		PERFORMANCE MANAGEMENT PLAN (SECTION 39)	<p>The Committee must interrogate:</p> <ul style="list-style-type: none"> MPAC must monitor whether the Municipality has an annual performance management system; Where the system is not operational, the MPAC must report same to the council. 	x					Quarterly Section 52 report		x		
14		MONITOR THAT THE ANNUAL BUDGET IS INFORMED BY THE IDP (REGULATION 6 OF THE LOCAL GOVERNMENT: MUNICIPAL PLANNING AND PERFORMANCE MANAGEMENT REGULATIONS)	<p>The Committee must interrogate:</p> <ul style="list-style-type: none"> MPAC must monitor whether the draft annual budget is being prepared and monitor that it is informed by the IDP adopted by the municipal council; Where the draft annual budget is not aligned with the IDP, the MPAC must report same to the municipal council. 	x					Draft Budget				x

LEGISLATION		DELEGATION	SCOPE	Meeting Agenda Items					Reports to be submitted to MPAC regularly				
				October	January	April	July	ADHOC	Type of Report	Monthly	Quarterly	Annually	Adhoc
15		MONITORING THAT ALL DECLARATION OF INTEREST FORMS ARE COMPLETED BY COUNCILLORS ON AN ANNUAL BASIS (SECTION 54 READ WITH ITEM 7 OF SCHEDULE 1)	<p>The Committee must interrogate:</p> <ul style="list-style-type: none"> MPAC must monitor whether all Councillors have completed their declaration of interest forms and update it annually; Where declaration of interest forms have not be completed or updated same must be reported to the municipal council. 		x	x			Annually				x



Verslag ♦ Inxelo ♦ Report

Kantoor van die Munisipale Bestuurder
23 Maart 2022

15/1/1; 17/17/1/1
WYK: alle

ITEM 8.9 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 31 MAART 2022

ONDERWERP: HERAFBAKENING VAN MUNISIPALE GRENSE SUBJECT: MUNICIPAL BOUNDARY REDETERMINATION

1. BACKGROUND

- 1.1 The Municipal Demarcation Board (MDB) determines municipal boundaries in accordance with the Municipal Demarcation Act, 1998 and other appropriate legislation enacted in terms of Chapter 7 of the Constitution.
- 1.2 The MDB had released Circular 1/2021, where it was indicated that it will be opening the municipal boundary redeterminations process after the Local Government Elections in 2021. Stakeholders and members of the public who wish to submit proposals to determine or re-determine municipal boundaries has the opportunity to do so from beginning of November 2021 to 31 March 2022.
- 1.3 The motivation report that is to be submitted with requests for the re-determination of boundaries is quite comprehensive and require various areas to be covered in detail, as summarized in the table appended hereto as **Annexure A**. It requires, inter alia, that the affected municipalities and communities must be consulted, as well as SALGA and other relevant stakeholders.
- 1.4 It is proposed that, should this Council wish to submit proposals regarding the possible re-determination of boundaries in future, the process be commenced with in order to submit a report for future consideration by the MDB.
- 1.5 Council is therefore requested to nominate specific areas or wards, if any, which should be considered for future exclusion or inclusion in the Swartland (WC015) municipal area; alternatively, to appoint a work group comprising of both councillors and administrative staff, to investigate and to submit a recommendation to Council.

For consideration

(get) J J Scholtz

MUNISIPALE BESTUURDER

Mst/raadsitems, SM5/March 2022/MDB municipal boundary re-determination

ANNEXURE A

Impact	<ol style="list-style-type: none"> 1. Estimated impact on budgets of affected municipalities; 2. Estimated impact on the equitable share of the affected municipalities; 3. Estimated impact on any grants that the affected municipalities receive from national & provincial programmes; 4. Estimated impact on the tax base of the affected municipalities; 5. Estimated impact on the infrastructure of the affected municipalities; 6. Estimated impact on the grading of the affected municipalities; 7. Estimated impact on the number of councillors of the affected municipalities; 8. Estimated impact on the administrations and human resources of the affected municipalities; 9. Estimated impact on the transfer of assets and liabilities between the affected municipalities.
Consultation	<ol style="list-style-type: none"> 1. Consultation with affected persons and institutions (MEC for Local Government; affected municipalities; SALGA; communities/community organisations; other organisations, institutions or individuals). 2. Include all the written comments received and provide inputs from the municipality.
Demarcation objectives – section 24 criteria (i.e. what is the benefit of incorporating the proposal)	<ol style="list-style-type: none"> 1. How will it assist in the provision of a democratic & accountable government? 2. How will it improve the provision of services in an equitable & sustainable manner? 3. How will it promote a safe & healthy environment? 4. How will it enable effective local government? 5. How will it enable integrated development? 6. Will the affected municipal areas have a tax base as inclusive as possible of users of municipal services in the affected municipalities?
Factors – section 25 criteria	<ol style="list-style-type: none"> a. Demographic data (total population, population density, registered voters per ward, population divided into income groups, age & gender composition). b. Patterns of human settlement (<i>availability & location of settlements & housing projects, formal, informal, urban & rural areas</i>); c. Migration (<i>residential distribution & patterns, current settlement pattern, rural housing strategy</i>); d. Employment (<i>location of employment opportunities, employed people, unemployed, main employment categories, no of people dependant on grants</i>); e. Commuting & dominant transport movements (<i>dominant transport movements & passenger movements, average time from place of residence & work, availability of transport & commuter infrastructure, daily mode of transport, transport development plans in place</i>); f. Spending (<i>spending patterns of consumers & location; main towns & main economic activities, types of goods & services</i>); g. Amenities, recreational facilities & infrastructure (schools,

clinics & health facilities, courts, police stations & prisons, road infrastructure available, functional roads linkages, electricity, housing, water & sanitation infrastructure, types of amenities & recreational facilities);

- h. **Commercial & industrial linkages** (commercial & industrial nodes, extent to which municipalities are dependent on other municipal areas for goods & services);
- i. **Compactness & integration of areas** (demonstrate social & economic integration);
- j. **Assessment of revenue base and expenditure, liquidity, financial management capacity & audit findings** (total operating & capital budget & expenditure, own income, debt servicing costs, liquidity ratio, outstanding debtors/collection rate & cash flow, influence on viability & creditworthiness, grants & subsidies, financial management capacity, tariff structure, payment levels of municipal rates & service charges, credit control measures, asset registers & insurance policies);
- k. **Administrative capacity** (number of staff, staff per capita, number of councillors, organisational structure & alignment to local government functions, % vacant & filled positions, specify posts by registered professionals, engineers, town planners etc., levels of remuneration, wards & operational ward committees);
- l. **IT capacity** (information technology systems & data & information management systems);
- m. **Sharing & distribution of financial resources** (financial & administrative resources shared, optimisation of financial & administration resources, address inequalities and backlogs in services);
- n. **Provincial, District and municipal boundaries, including wards and voting district boundaries** (describe impact on these boundaries, including enumerator area);
- o. **Traditional boundaries** (traditional authority areas);
- p. **Existing & functional boundaries** (magisterial, police, health, education etc.) (functional boundaries & how it will be affected);
- q. **Land use, social, economic & transport planning** (current & future land use, social, economic & transport planning enhancements, quality of roads, amendments to SDF & IDP);
- r. **Coordination of municipal, provincial & national programmes** (impact on these programmes, proposed adjustments of programmes, financial, infrastructure & human resource implications, impact on local economic development programmes & strategies);
- s. **Topographical, environmental & physical characteristics of area** (existing barriers to movement of people, overcome by boundary change);
- t. **Municipal creditworthiness** (improved viability & creditworthiness);
- u. **Council members & existing staff of existing municipalities** (impact on members of municipal councils, staff etc.);
- v. **Rationalisation of municipalities** (assist in rationalising municipalities to improve service delivery, effectiveness & efficiency).

Financial & Human resources & Infrastructure capacity (section 85 of MSA)	<ol style="list-style-type: none"> 1. List functions being performed by each affected municipalities, indicate staff, budget & infrastructure available per function; 2. List functions that affected district municipalities perform on behalf of affected local municipalities; 3. List functions performed by each affected local municipality on behalf of the district municipality; 4. List functions being performed by each affected district municipality on behalf of each of the affected local municipalities; 5. List functions being performed by external service providers in terms of service agreements for each of the affected municipalities; 6. Provide an overview of the impact on the financial & human resource capacity, and infrastructure of each of the affected municipalities.
Additional information required (Metro motivation which I've included due to the City motivating for certain areas to be included in their boundary. If we want to object, we will have to motivate in line with these considerations as well)	<ol style="list-style-type: none"> 1. Conurbation (<i>total population of proposed metropolitan core & fringe areas; population density; projected annual population growth rate; annual % change in population; peri-urban & rural areas with strong social & economic linkages & estimated population; informal settlements with linkages to cities/towns & estimated population; settlement & density patterns; pockets of rural areas</i>); 2. Intense movement of people, goods & services; 3. Extensive development; 4. Multiple business districts & industrial areas; 5. Economic activities & diversity; 6. Single area for which integrated development is desirable; 7. Demonstrate the strong interdependent social & economic linkages between its constituent units.

ITEM 8.10 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOUSAL WORD OP 31 MAART 2022

ONDERWERP:	RESULTAAT VAN VERKIESING VAN WYKSKOMITEES EN VERWANTE AANGELEENTHEDE
SUBJECT:	RESULT OF ELECTION OF WARD COMMITTEES AND RELATED MATTERS

1. BACKGROUND/DISCUSSION / AGTERGROND/BEREDENERING

Council resolved on 16 November 2021 to establish ward committees in terms of Section 72 of the Structures Act.

The Rules and Procedures for Ward Committees, based on the geographical model, was adopted by Council on 9 December 2021.

1.1 Elections of ward committees

The nominations process concluded on 21 January 2022 and a total of 175 nominations were received. Elections were held in 12 voting districts and the establishment of ward committees in the various wards are summarised as follows:

Ward	No. of members elected unopposed	No. of members elected during the elections	No. of vacancies
1	6	0	4
2	0	8	2
3	1	7	2
4	0	6	4
5	4	5	1
6	4	5	1
7	0	8	2
8	5	0	5
9	10	0	0
10	0	10	0
11	0	10	0
12	5	0	5
Total	35	59	26

1.2 Establishment of sub-committee for Ward 4

The election scheduled for Ward 4: VD 97710138 (Chatsworth) on Wednesday, 16 February 2022 was disrupted by residents of Silvertown and could not take place. It was decided, in collaboration with the Speaker and the ward councillor to accommodate a representation from Silvertown on the ward committee of Ward 4. The Rules and Procedures for Ward Committees allows for the establishment of a sub-committee and it was requested to appoint two (2) representatives from Silvertown to serve on the sub-committee.

The election was re-scheduled for Wednesday, 9 March 2022 and was concluded successfully.

1.3 Vacancies

Paragraph 10(2) of the Rules and Procedures for Ward Committees determines that the remaining vacancies (after an election) must be filled as soon as possible following the first meeting of the ward committee, by way of co-optation by the ward committee.

Ward councillors were requested to finalise the co-optation process at the 1st meeting in order to fill the vacancies as soon as possible and allow for all new ward committee members to participate in the induction session on Saturday, 9 April 2022.

1.4 Remuneration of ward committees

In terms of section 77 of the Structures Act no remuneration is payable to members of a ward committee – neither shall a member be entitled to be reimbursed for any expenditure incurred by him or her, be it expenditure incurred in the course of the execution of his or her duties or not.

Council resolved on 9 December 2021 as follows:

- “(a) That, as proposed by cllr BJ Penxa, the payment of a sitting fee of R500,00/meeting and R3,50/km if traveling more than 10 km to the meeting be approved, subject to an investigation being conducted to increase the sitting fee to R1000,00 / meeting and the travel costs to R4,50/km if traveling more than 10 km to the meeting;
- (b) That an additional attendance fee of R250,00/meeting and R3,50/km if traveling further than 10km to the venue is paid to ward committee members for the attendance of block meetings and where the ward committee member is a representative of council, subject to the submission of the necessary evidence.”

Municipalities in the West Coast District area, as well as Mossel Bay Municipality and Overstrand Municipality, were contacted regarding the remuneration of ward committees. The norm is between R350,00 to R500,00 with no municipality paying more than R500.

1.4 Role of members of the Executive Mayoral Committee, chairpersons of Portfolio Committees and PR councillors

Paragraph 20 of the Rules and Procedures for Ward Committees determines as follows:

- “(1) The Speaker may, in consultation with the Mayor and whips of the different political parties in Council, allocate members of the Executive Mayoral Committee, chairpersons of Portfolio Committees and PR councillors for the respective ward committees.
- (2) Members of the Executive Mayoral Committee, chairpersons of Portfolio Committees and PR councillors shall in their capacity as members of the Council, be allowed to attend meetings of the ward committee and shall be allowed to participate in the deliberations but shall not have the right to vote.
- (3) In general PR councillors must be allowed to assist and complement the work of the ward councillors.
- (4) Both the ward councillor and PR councillor(s) in a ward should develop mutually respectful working relations, such that there is a role for the PR councillors, but on the other hand, PR councillors are expected to respect the legal prerogative of ward councillors and not interfere.”

The allocation of councillors to the various ward committees must be considered in order to assist the ward councillor to ensure fully functional ward committees.

2. WETGEWING / LEGISLATION

Section 152(1)(e) of the Constitution, read with sections 72 to 78 of the Structures Act, gives a direct mandate to municipalities to encourage the involvement of communities and community organisations in the matters of the municipality and to establish participatory systems.

Sections 8(g) and (h), 9(f) and 72 of the Structures Act empower municipalities to establish ward participatory systems as a mechanism to enhance participatory democracy in local government.

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

Strategic Goal 4: Caring, competent and responsive institutions, organisations and business.
Strategic Objective 4.4: More informed and effective ward councillors and ward committees

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

Adequate funding is available in the multi-year budget for the remuneration of ward committees.

5. RECOMMENDATION

- (a) That cognisance be taken that the process to establish ward committees is concluded and that the remaining vacancies, 26 in total, will be filled through co-optation as soon as possible;
- (b) That cognisance be taken that an induction session for ward councillors and ward committee members will be held in the Town Hall, Malmesbury on Saturday, 9 April 2022 at 08:45;
- (c) That, considering the survey amongst municipalities in the West Coast and others, the remuneration of ward committees be approved by Council as follows:
 - (i) the payment of an attendance fee of R500,00/meeting and R3,50/km if traveling more than 10 km to the meeting;
 - (ii) the payment of an additional attendance fee of R250,00/meeting and R3,50/km if traveling further than 10km to the venue for the attendance of block meetings and where the ward committee member is a representative of council, subject to the submission of the necessary evidence;
- (d) That the two (2) members of the sub-committee of Ward 4 be remunerated on the same basis as in paragraph (b) as a once-off arrangement and that the remuneration of any other member of a sub-committee shall in future be considered on merit;
- (e) That the allocation of councillors as determined by paragraph 20 of the Rules and Procedures of Ward Committees be considered by the Speaker, in collaboration with ward councillors at a later stage, in order to assist the ward councillor in ensuring fully functional ward committees.

AANBEVELING

- (a) Dat kennis geneem word dat die proses afgehandel is om wykskomitees op die been te bring en dat die oorblywende vakatures, 26 in totaal, so spoedig moontlik deur middel van koöptering gevul sal word;
- (b) Dat kennis geneem word dat 'n induksie sessie vir wyksraadslede en wykskomiteeledede gehou sal word in die Stadsaal, Malmesbury op Saterdag, 9 April 2022 om 08:45;
- (c) Dat, met in ag neming van die opname wat gemaak is onder munisipaliteite in die Weskus en andere, die vergoeding van wykskomiteeledede as volg goedgekeur word:
 - (i) die betaling van 'n sittingsfooi van R500,00/vergadering en R3,50/km indien daar verder as 10 km na 'n vergadering gereis word;
 - (ii) die betaling van 'n addisionele sittingsfooi van R250,00/vergadering en R3,50/km indien daar verder as 10 km na 'n vergadering gereis word vir die bywoning van blokvergaderings of waar die betrokke wykskomiteelid 'n verteenwoordiger van die Raad is, onderhewig aan die voorlegging van die nodige bewyse;
- (d) Dat die twee lede van die sub-komitee van Wyk 4 op dieselfde basis vergoed word as in paragraaf (b), onderhewig daaraan dat dit 'n eenmalige reëling is, en dat die vergoeding van enige ander lid van 'n sub-komitee in die toekoms op meriete beoordeel sal word;
- (e)/...

5./...

- (e) Dat die allokering van raadslede soos bepaal in paragraaf 20 van die Reëls en Prosedures vir Wykskomitees op 'n latere stadium deur die Speaker, in oorleg met die wyksraadslid, oorweeg word ten einde die wyksraadslid te ondersteun om die optimale funksionering van wykskomitees te verseker.

(get) M S Terblanche

MUNISIPALE BESTUURDER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
10 Maart 2022

7/1/1/1
WYK: NVT

ITEM 8.11 VAN DIE AGENDA VAN 'N RAADSVERGADERING WAT GEHOU SAL WORD
OP 31 MAART 2022

SUBJECT: WATER SERVICE DELIVERY AGREEMENT: IFTHFIFTH ADDENDUM

1. PURPOSE OF THE REPORT

The purpose of the report is to seek authorization from the Executive Mayoral Committee that approval be granted for the existing Service Delivery Agreement with the West Coast District Municipality, Swartland Municipality and Saldanha Bay Municipality, to be extended for a **further term of three years**, with effect from 1 July 2022 until 30 June 2025 and that the Municipal Manager be authorized to sign the Fifth Addendum to the Service Delivery Agreement.

2. BACKGROUND

- 2.1 Before 2003 the West Coast District Municipality (WCDM) was the authority responsible for the supply of water to the municipalities of Swartland, Saldanha Bay and Bergrivier. These municipalities were however appointed as Water Services Authorities (WSAs) by the Minister of Water Affairs on 13 June 2003, which shifted the responsibility for water supply/provision from the WCDM to the B Municipalities. This appointment meant that all assets, liabilities and staff involved with the treatment and distribution of water were to be transferred to the B Municipalities. However, this never took place.
- 2.2 The parties involved believed the service was rendered effectively and the WCDM was appointed in terms of section 78 of the Municipal Systems Act as the Water Services Provider (WSP). An agreement was subsequently concluded between the WCDM and the other local authorities, which agreement determined as follows:
 - The status quo is maintained. The WCDM takes responsibility for the treatment and distribution of water, whereas the B Municipalities purchase water at a bulk tariff;
 - The process in terms of section 78 was completed and the WCDM was then appointed in terms of a Service Delivery Agreement during July 2006, for a ten year term which expired end June 2016.
- 2.3 Since assets were never transferred to the B municipalities, the WCDM was responsible to raise loans in order to finance capital projects.
- 2.4 The WCDM's loan ability was limited, and not many further loans could be raised to finance future projects. The need was expressed for a study to be conducted by an independent consultant in order to determine whether the existing agreement between the WCDM and the said B Municipalities still represents the best option (July 2014). In line with this report, it was then agreed that the assets be taken over from the WCDM and that permission be granted to the WCDM to proceed with the unbundling and division of assets. This was to be done in terms of further legislation which in the meantime (2008) came into effect, i.e. the Municipal Asset Transfer Regulations.

- 2.5 In view of the above, the municipal council resolved that an Addendum 1 to the existing agreement be concluded for a further period of one year, with effect from 1 July 2016 until 30 June 2017. It was furthermore resolved by the Council that Addendum 2 be concluded for a further year, i.e. from 1 July 2018 until 30 June 2019, that Addendum 3 be concluded for a further year from 1 July 2019 until 30 June 2020 and Addendum 4 was approved and concluded from 1 July 2020 until 30 June 2022. The request now is that Addendum 5 to the Service Delivery Agreement be considered for an extended period until 30 June 2025.
- 2.6 Extensive discussions since 2006 took place between the parties, and it was agreed – as a result of many variables and due to changed circumstances since – that another section 78 investigation should be conducted in order to explore whether the service could not perhaps be provided more sustainably through an external mechanism. For this purpose the municipalities' capacity and potential further capacity to furnish the skills, expertise and resources necessary for the provision of the service would inter alia be assessed.
- 2.7 The proposed fifth addendum is attached as **Annexure A**.
- 2.8 The matter was discussed between all Mayors and Municipal Managers at the recent DCF held during February 2022. The matter was supported by all.

3. LEGISLATION

- 3.1 The criteria and process for deciding on mechanisms to provide municipal services is determined by section 78 of the Municipal Systems Act, whereas the unbundling of assets is regulated by the 2008 Municipal Asset Transfer Regulations. The Section 78 Investigation was done and completed during 2018, but ended in a deadlock between the four Municipalities where Saldanha Bay Municipality did not agree on the outcome

4. FINANCIAL AND OTHER IMPLICATIONS

- 4.1 The outcome of the negotiations between the parties towards a mutually acceptable service delivery option as identified by the section 78 investigation will determine the future financial implications for the Municipality.

5. RECOMMENDATION

- (a) That approval be granted for the existing Service Delivery Agreement with the West Coast District Municipality, Swartland, Bergrivier and Saldanha Bay Municipalities, to be extended for a further term of three years, with effect from 1 July 2022 until 30 June 2025.
- (b) That the Municipal Manager be authorized to sign the Fifth Addendum to the Service Delivery Agreement.

(get) J J Scholtz

MUNICIPAL MANAGER

FIFTH ADDENDUM TO THE SERVICE DELIVERY AGREEMENT

1. Parties

The parties to this fifth addendum are:

- 1.1 the West Coast District Municipality ("**District Municipality**");
- 1.2 the Swartland Municipality;
- 1.3 the Bergrivier Municipality; and
- 1.4 the Saldanha Bay Municipality (the parties in 1.2 to 1.4 collectively the "**Local Municipalities**"),

(Each a "**Party**" and collectively the "**Parties**").

2. Introduction

- 2.1 The District Municipality and the Local Municipalities previously entered into the following agreements:
 - 2.1.1 a written service delivery agreement on or about 15 July 2008 ("**Original Agreement**"); and
 - 2.1.2 a written addendum to the Original Agreement entitled "Addendum to the Service Delivery Agreement, on or about 23 June 2016 ("**First Addendum**") for the further extension of the agreement for a further one (1) year;
 - 2.1.3 a written second addendum to the Original Agreement entitled "Second Addendum to the Service Delivery Agreement", on or about 23 May 2017 ("**Second Addendum**") for the further extension of the agreement for a further two (2) years;
 - 2.1.4 a written third addendum to the Original Agreement entitled "Third Addendum to the Service Delivery Agreement", on or about 19 July 2019 ("**Third Addendum**") for the further extension of the agreement for a further one (1) year;
 - 2.1.5 a written fourth addendum to the Original Agreement entitled "Fourth Addendum to the Service Delivery Agreement", on or about 10 July 2020 ("**Fourth Addendum**") for the further extension of the agreement for a further two (2) years;
 - 2.1.6 (The Original Agreement as amended by the First, Second, Third and Fourth Addendums hereinafter referred to as the "**Agreement**").
- 2.2 The District Municipality and the Local Municipalities wish to amend the Agreement further on the terms and conditions set out in this fifth addendum.

3. Amendment

- 3.1 The Agreement is hereby amended by deletion of the text “16 (*sixteen*)” in the second line of clause 7.1 and replacing it with “19 (*nineteen*)”.

4. General

- 4.1 Words and phrases defined in the Agreement bear corresponding meanings in the addendum, unless clearly inconsistent with or otherwise defined in this addendum.
- 4.2 Save as amended in terms of this addendum, the provisions of the Agreement shall remain unchanged and binding upon the Parties.
- 4.3 In the event of a conflict between the provisions of this addendum and the Agreement, the provisions of this addendum shall take precedence and be duly implemented by the Parties.
- 4.4 No variation of this addendum shall affect the terms hereof unless such variation shall be reduced to writing and signed by each of the parties.
- 4.5 This addendum contains the entire agreement between the Parties relating to the matters recorded herein and no Party shall be bound by any undertakings, representations, warranties, promises or the like not recorded in this addendum.
- 4.6 This addendum may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one Instrument.

Signed at _____ on _____ 2022.

Witness _____ for WEST COAST DISTRICT MUNICIPALITY

1. Duly authorised and warranting such authority

2.

Signed at _____ on _____ 2022.

Witness _____ for SALDANHA BAY MUNICIPALITY

1. _____
Duly authorised and warranting such authority
2. _____

Signed at _____ on _____ 2022.

Witness _____ for SWARTLAND MUNICIPALITY

1. _____
Duly authorised and warranting such authority
2. _____

Signed at _____ on _____ 2022.

Witness _____ for BERGRIVIER MUNICIPALITY

1. _____
Duly authorised and warranting such authority
2. _____



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
22 Januarie 2020

3/2/2
WYK: NVT

ITEM 8.12 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 31 MAART 2022

ONDERWERP:	MOSIE ONTVANG VANAF GOOD: ONDERVERDELING EN VERVREEMDING VAN ERF 12421, MALMESBURY
SUBJECT:	<i>MOTION RECEIVED FROM GOOD: SUBDIVISION AND ALIENATION OF ERF 12421, MALMESBURY</i>

1. **AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION**

The attached motion dated 9 March 2022 (received by the Municipal Manager on 14 March 2022) was submitted by GOOD, Cllr J R Papier, in terms of section 36 of the Swartland Municipality: By-law Relating to the Rules for the Conduct of Meetings (PP 7501, dated 2 October 2015).

The motion deals with the alleged fraudulent and corrupt transaction that involved the alienation of Erf 12421, Malmesbury by Swartland Municipality to the ACVV.

2. **WETGEWING / LEGISLATION**

By-law Relating to the Rules for the Conduct of Meetings (PP 7501, dated 2 October 2015).

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

N/a

4. **FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

N/a

Vir oorweging / For consideration.

(get) J J Scholtz

MUNISIPALE BESTUURDER



Councillor Jeremy Papier
10 Malva Street
Moorreesburg
7310
09/03/2022

The Speaker
Swartland Municipality
Malmesbury

Re: Notice of Motion

Dear Speaker

**NOTICE OF MOTION IN TERMS OF SECTION 36 OF THE BY-LAW RELATING TO
THE
RULES FOR THE CONDUCT OF MEETINGS**

That this Council resolve to appoint an independent forensic investigation into whether the transaction that involved the subdivision and alienation of erf 12421 Malmesbury by the Swartland Municipality was fraudulent and corrupt.

Evidence was previously handed to MEC Anton Bredell who referred it to the Speaker of this Council. The Speaker failed to conduct an investigation.

The prima facie evidence, which will be made available to an independent forensic investigator, indicates that:

1. The transaction involved the alienation (sale) of 6823 square meters of municipal land, situated in Malmesbury, ostensibly to the ACVV which is a social services nonprofit entity, for the sum of R88 700.
2. As a non-profit social services entity the ACVV was able to request a discounted sales price for the land, which it did.
3. ACVV was fronting for a private company, Better Beginnings Malmesbury (Pty) Ltd and its Director/Shareholder, Elize Weyers, who were the real purchasers of



the land but who would not have been entitled to a discounted purchase price, nor enjoyed the rapid alienation process.

4. At the time of the transaction and all the decision making, by the Mayoral Committee of the Council, the Mayor of Swartland Municipality was Tijmen van Essen and the Chairperson of the ACVV in Malmesbury was his wife Doedtje Van Essen.
5. Mrs Van Essen was later replaced as the ACVV Chairperson by Maryke Van Essen, their daughter.
6. The network and connections are obvious as are the conflicts of interest.

The forensic investigation should investigate:

- a. The role of the former Mayor, Cllr T Van Essen;
- b. Whether the ACVV received preferential treatment with the process and timeframes linked to the transaction;
- c. Whether the Swartland Municipality suffered any financial loss and if so what amount;
- d. Whether the transaction should be set aside by a high court application;
- e. If not, whether the Municipality should claim any losses, if so what amount and from whom;
- f. Whether any Municipal employee is guilty of any misconduct and should face disciplinary charges;
- g. Whether the Municipal Manager should lay criminal charges against any person/s involved in the transaction.



.....
GOOD PR Councillor
Jeremy Papier
0832920435