



Notice is hereby given in terms of Section 29 of the Local Government: Municipal Structures Act, Act 117 of 1998, that a **COUNCIL MEETING** of the 2021/2026 term of the Garden Route District Municipality will be held at the CA Robertson Council Chambers and **via Zoom**, on **TUESDAY, 26 APRIL 2022** at **11:00** to consider the items as set out in the agenda.

*Kennis geskied hiermee ingevolge Artikel 29 van die Wet op Plaaslike Regering: Munisipale Strukture, 1998, Wet 117 van 1998, dat 'n **RAADSVERGADERING** van die 2021/2026 termyn van die Garden Route Distriksmunisipaliteit gehou sal word in die CA Robertson Raadsaal en **via Zoom** op **DINSDAG, 26 APRIL 2022** om **11:00** ten einde oorweging aan die items soos in die agenda uiteengesit, te skenk.*

KuKhutshwe isaziso ngokwemiqathango yoMhlathi 29 woRhulumente Basekhaya: Umthetho Wezolawulo loMasipala, 1998, uMthetho 117 wango 1998, sokuba **INTLANGANISO** yexesha lika 2021/2026 loMasipala Wesithili se Garden Route izakubanjwa kwiGumbi leBhunga iCA Robertson, naku **Zoom NGOLWESIBINI, 26 KUTSHAZIMPHUZI 2022** ngentsimbi ye **11:00** ukuqwalasela imiba ebekwe kwi agenda.

ALD GR WOLMARANS
SPEAKER
SPEAKER
SOMLOMO

MG STRATU
Municipal Manager
Munisipale Bestuurder
Mphathi Masipala

Date: 11 April 2022

AGENDA

1. OPENING AND WELCOMING / OPENING EN VERWELKOMING / UVULO NOLWAMKELO
2. SILENT PRAYER / STILLE GEBED / UMTHANAZO OTHULEYO
3. ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO
 - 3.1 COUNCILLORS PRESENT / RAADSLEDE TEENWOORDIG / OOCEBA ABAKHOYO
 - 3.2 COUNCILLORS WITH LEAVE / RAADSLEDE MET VERLOF / OOCEBA ABAKWIKHEFU
 - 3.3 COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OOCEBA ABANGEKHO KWIKHEFU
4. NOTING OF THE PROVISIONS OF SCHEDULE 7 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL STRUCTURES AMENDMENT ACT, 2021 / KENNISNAME VAN DIE VOORSKRIFTE VAN SKEDULE 7 (GEDRAGSKODE VIR RAADSLEDE) VAN DIE PLAASLIKE REGERING MUNISIPALE AANGEPASTE STRUKTURE WET, 2021 / UQWALASELO LWEMITHETHO-NEMIMISELO YOLUHLU 7 (INDLELA YOKUZIPHATHA KOOCEBA) LOMTHETHO WORHULUMENTE BASEKHAYA WESIMO SOMASIPALA OLUNGISIWEYO WANGO 2021
5. DISCLOSURE OF INTERESTS BY COUNCILLORS AND OFFICIALS / VERKLARING VAN BELANGE DEUR RAADSLEDE EN AMPTENARE / UKUCHAZWA KOMDLA NGOOCEBA KUNYE NAMAGOSA

6	COMMUNICATIONS BY THE EXECUTIVE MAYOR / MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / UNXIBELELWANO LUKA SODOLOPHU	
7	COMMUNICATIONS BY THE SPEAKER / MEDEDELINGS DEUR DIE SPEAKER / UNXIBELELWANO LUKASOMLOMO	
8	COMMUNICATIONS BY THE MUNICIPAL MANAGER / MEDEDELINGS DEUR DIE MUNISIPALE BESTUURDER / UNXIBELELWANO LOMPHATHI MASIPALA	
9	APPROVAL OF MINUTES OF COUNCIL MEETING / GOEDKEURING VAN NOTULES VAN RAADSVERGADERING / UKUPHUNYEZWA KWEMIZUZU YENTLANGANISO YEBHUNGA	
9.1	Council meeting dated 29 March 2022 / Raadsvergadering gedateer 29 Maart 2022 / Imizuzu yentlanganiso yeBhunga yangomhla 29 KweyoKwindla 2022	7 – 46
10.	MINUTES OF MAYORAL COMMITTEE MEETING AND SECTION 79 COMMITTEES (FOR NOTIFICATION) / NOTULES VAN BURGEMEESTERSKOMITEEVERGADERINGS EN ARTIKEL 79 KOMITEES (VIR KENNISNAME) / IMIZUZU YEKOMITI KASODOLOPHU NEZINYE IKOMITI ZOMHLATHI 79 (ITHATHELWE INGQALELO)	

10.1	Mayoral Committee meeting dated 21 February 2022 / <i>Uitvoerende Burgemeesterskomiteevergadering gedateer 21 Februarie 2022 / Imizuzu yentlanganiso Yekomiti Kasodolophu ngomhla 21 KweyoMdumba 2022</i>	47 -67
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C.1	None / Geen / Asikho	
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<p>SECTION H</p> <p>REPORTS FROM THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT / ITEMS VANAF DIE BEPLANNING EN EKONOMIESE DIENSTE DEPARTEMENT / IMIBA YESEBE LEZICWANGCISO KUNYE NOPHULISO LOQOQOSHO</p>		
H.1	None / Geen / Asikho	
<p>SECTION I</p> <p>NOTICE OF URGENT MOTIONS / KENNISGEWING VAN DRIGENDE MOSIES / ISAZISO SEZIPHAKAMISO</p>		
I.1	None / Geen / Asikho	

SECTION J		
NOTICES OF MOTIONS / KENNISGEWING VAN MOSIES / ISAZISO SEZIPHAKAMISO		
J.1	None / Geen / Asikho	
SECTION K		
IN CLOSED SESSION / IN GESLOTE SESSIE / KWI-SASHONI YASEKHUSINI		
K.1	None / Geen / Asikho	
	CLOSURE / SLUITING / UQUKUNJELO	

Ald M Booysen
 Ald GR Wolmarans
 Ald G van Niekerk
 Ald P Terblanche
 Ald S De Vries
 Cllr / Rdl / Ceba CN Lichaba
 Cllr / Rdl / Ceba NV Gungubele
 Cllr / Rdl / Ceba J Hoogbaard
 Cllr / Rdl / Ceba JG Meiring
 Cllr / Rdl / Ceba CA Swart
 Cllr / Rdl / Ceba K Malooi
 Cllr / Rdl / Ceba C Scheepers
 Cllr / Rdl / Ceba B van Noordwyk
 Cllr / Rdl / Ceba CP Taute
 Cllr / Rdl / Ceba M Draghoender
 Cllr / Rdl / Ceba D Acker
 Cllr / Rdl / Ceba JC Lambaatjeen
 Cllr / Rdl / Ceba LSS van Rooyen
 Cllr / Rdl / Ceba JR Canary
 Cllr / Rdl / Ceba RJ Hector
 Cllr / Rdl / Ceba SM Toto
 Ald V Gericke
 Ald IC Kritzinger
 Cllr / Rdl / Ceba DL Cronje
 Cllr / Rdl / Ceba HRT Stroeibel
 Cllr / Rdl / Ceba TC Matika
 Cllr / Rdl / Ceba NT Seti
 Cllr / Rdl / Ceba N Ndayi
 Cllr / Rdl / NA Tswenga
 Ald RH Ruiters
 Cllr / Rdl / Ceba M Kannemeyer
 Cllr / Rdl / Ceba A Barker
 Cllr / Rdl / Ceba MA Mkonto
 Cllr / Rdl / Ceba JJ Cornelius
 Cllr / Rdl / Ceba A Steenkamp (as
 of 29 March 2022)



Minutes of a **Council meeting of**
the 2021/2026 term of

Garden Route District Council held at the **CA Robertson Council Chambers**, and via **Zoom** on
Tuesday, 29 March 2022 at 11:00

Notule van 'n Raadsvergadering van
die 2021/2026 termyn

*van Garden Route Distriksraad gehou in die **CA Robertson Raadsaal** en via **Zoom***
*op **Dinsdag, 29 Maart 2022** om **11:00***

Imizuzu **Yentlanganiso yeBhunga**

yexesha 2021/2026 yoMasipala Wesithili se Garden Route
nebibanjwe kwiGumbi **leBhunga CA Robertson**, kunye **nango Zoom**, ngo **NgoLwesibini, 29**
KweyoKwindla 2022 ngo **11:00**

1. OPENING AND WELCOMING / OPENING EN VERWELKOMING / UVULO NOLWAMKELO

The Speaker, Ald GR Wolmarans welcomed everybody present and thanked them for their attendance.

2. SILENT PRAYER / STILLE GEBED / UMTHANDAZO OTHULEYO

A moment of silence was observed.

3. ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO

3.1 COUNCILLORS PRESENT / RAADSLEDE TEENWOORDIG /OOCEBA ABAKHOYO

Ald M Booysen	DA
Ald GR Wolmarans	DA
Cllr / Rdl / Ceba J Hoogbaard	DA
Cllr / Rdl / Ceba K Malooi	DA
Cllr / Rdl / Ceba P Terblanche	DA
Cllr / Rdl / Ceba CA Swart	DA
Cllr / Rdl / Ceba JG Meiring	DA
Cllr / Rdl / Ceba CN Lichaba	ANC
Ald S De Vries	ANC
Cllr / Rdl / Ceba NV Gungubele	ANC
Cllr / Rdl / Ceba C Scheepers	GOOD
Cllr / Rdl / Ceba D Acker	VFP
Cllr / Rdl / Ceba JJ Cornelius	ICOSA
Ald IC Krtizinger	George Municipality
Ald V Gericke	George Municipality
Cllr / Rdl / Ceba D L Cronje	George Municipality
Cllr / Rdl / Ceba GJ van Niekerk	George Municipality
Cllr / Rdl / Ceba RJ Hector	George Municipality
Cllr / Rdl / Ceba SM Toto	George Municipality
Cllr / Rdl / Ceba B van Noordwyk	Hessequa Municipality
Cllr / Rdl / Ceba CP Taute	Hessequa Municipality
Cllr / Rdl / Ceba NA Tswengwa	Knysna Municipality
Cllr / Rdl / Ceba TC Matika	Knysna Municipality
Cllr / Rdl / Ceba HRT Stroebel	Knysna Municipality
Cllr / Rdl / Ceba NT Seti	Bitou Municipality

Cllr / Rdl / Ceba N Ndayi	Bitou Municipality
Ald RH Ruiters	Mossel Bay Municipality
Cllr / Rdl / Ceba A Barker	Mossel Bay Municipality
Cllr / Rdl/ Ceba M Kannemeyer	Mossel Bay Municipality
Cllr / Rdl / Ceba MA Mkonto	Mossel Bay Municipality
Cllr / Rdl / Ceba JC Lambaatjeen	Oudtshoorn Municipality
Cllr / Rdl / Ceba S van Rooyen	Oudtshoorn Municipality
Cllr / Rdl / Ceba J Canary	Oudtshoorn Municipality
Cllr / Rdl / Ceba AW Steenkamp	Kannaland Municipality

OFFICIALS / AMPTENARE / AMAGOSA

Mr / Mnr / Mnu L Menze	Acting Municipal Manager
Ms / Me / Nkzn B Holtzhausen	Executive Manager Corporate Services
Mr / Mnr / Mnu J-W de Jager	Executive Manager Financial Services
Mr / Mnr / Mnu J Compion	Acting Executive Manager: Community Services
Mr JG Daniels	Executive Manager Roads and Transport Services
Mr / Mnr / Mnu S Maqekeni	Manager Integrated Support Services & Legal Compliance
Mr / Mnr / Mnu T Loliwe	Strategic Manager in the Office of the Municipal Manager
Ms / Me / Nkzn N Davids	Manager Legal Service
Mr / Mnr / Mnu G Otto	Manager Disaster Management
Mr / Mnr / Mnu K Nieuwoudt	Manager ICT
Ms / Me / Nksnz L Hoek	Manager BTO
Mr / Mnr / Mnu T Mpuru	Manager SCM, Stores & Data
Ms / Me / Nksnz N Klaas	Manager Human Resources
Ms / Me / Nkzn IG Saaiman	Manager Performance Management
Ms / Me / Nkzn M James	District IDP Manager
Mr / Mnr/ Mnu S Dladla	Chief of Staff in the Office of the Mayor
Ms / Me / Nksnz L Hoek	Manager BTO, AFS & Assets
Mr / Mnr / Mnu J Stander	Manager Income, Bank, Recon & Remuneration
Mr / Mnr / Mnu P Dongi	Manager Project Management
Mr / Mnr / Mnu D Stoffels	Acting Fire Chief
Mr / Mnr / Mnu H Pieters	Snr Communications Officer
Ms / Me / Nksnz R Matthews	Chief: Committee Officer

Mr / Mnr / Mnu B Desha	Snr Committee Officer / Translator / Interpreter
Ms / Me / Nksnz C van Wyngaardt	Committee Officer
Ms / Me / Nksnz L James	Risk Management Manager
Mr / Mnr / Mnu J Mkunqwana	Manager Human Settlements
Ms / Me / Nksnz S Simms	Manager Human Settlements
Mr / Mnr / Mnu R Dyantyi	Manager EPWP
Mr / Mnr / Mnu R Alberts	Chief Systems & Support Officer
Mr / Mnr / Mnu J Gie	District Waste Management Officer
Mr / Mnr / Mnu A Leewie	General Worker Roads Department
Mr / Mnr / Mnu P James	Grader Operator Roads Department
Ms / Me / Nksn R Le Roux	Cashier / Clerk De Hoek Resorts

3.2 **COUNCILLORS AND OFFICIALS WITH LEAVE / RAADSLEDE EN AMPTENARE MET VERLOF / OCEBA ABAKWIKHEFU**

Ald M Draghoender PBI

3.3 **COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OCEBA ABANGEKHO**

None / Geen / Asikho

NB: REPORT C.1 ON THE AGENDA WAS DEALT WITH FIRST.

E.1 **INAUGURATION OF NEW COUNCILLOR: GARDEN ROUTE DISTRICT COUNCIL: CLLR ALETTHA STEENKAMP / INHULDIGING VAN NUWE RAADSLID: RDL ALETTHA STEENKAMP / UKUNGENISWA KOCEBA EZIKHUNDLENI: IBHUNGA LESITHILI SE GARDEN ROUTE: UCEBA ALETTHA STEENKAMP**

Refer: Report dated 09 March 2022 from the Acting Municipal Manager (L Menze)(pg 984-990)

RESOLVED

- 5.1 That cognizance be taken of the notice from the IEC, dated 09 March 2022.
- 5.2 That the following Councillor be inaugurated as a Councillor of the Garden Route District Council:
 - 5.2.1 That Cllr. Alettha Wilhelmina Steenkamp, be inaugurated as a Councillor of the Garden Route District Council with effect from 09 March 2022.
- 5.3. That Cllr. Alettha Wilhelmina Steenkamp be requested to take the Oath of Office, as required in terms the Municipal Structures Act, 1998.

BESLUIE

- 5.1. *Dat kennis geneem word van die kennisgewings van die OVK, gedateer 09 Maart 2022.*
- 5.2 *Dat die volgende Raadslid Alettha Wilhelmina Steenkamp ingesweer word as Raadslid van die Garden Route Distriksmunisipaliteit:*
- 5.2.1 *Dat Rdl. Alettha Wilhelmina Steenkamp met ingang vanaf 09 Maart 2022 as Raadslid van die Gardenroute Distriksmunisipaliteit ingehuldig word.*
- 5.3 *Dat Rdl. Alettha Wilhelmina Steenkamp , versoek word om 'n eed van die kantoor te neem, soos vereis ingevolge die Wet op Munisipale Strukture, 1998.*

ISIGQIBO

- 5.1 Sesokuba kuthathelwe ingqalelo isaziso se IEC, sangomhla wama 09 kweyoKwinlda 2022.
- 5.2 Sesokuba abaCeba balandelayo bangeniswe kwizikhundla zokuba goCeba beBhunga Lesithili se Garden Route:
- 5.2.1 Sesokuba uCeba. Alettha Wilhelmina Steenkamp , angeniswe kwisi khundla sokuba nguCeba weBhunga loMasipala Wesithili se Garden Route ukususela ngomhla wama 09 KweyoKwindla 2022.
- 5.3 Sesokuba uCeba. Alettha Wilhelmina Steenkamp , acelwe ukuba athathe Isifungo se Ofisi njengoko kufunwa yi Municipal Structures Act, 1998.

NB: The following Councillors congratulated and welcomed Cllr A Steenkamp with her inauguration: Ald M Booysen, Ald S de Vries, Cllr C Scheepers.

4. **NOTING OF THE PROVISIONS OF SCHEDULE 7(CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL STRUCTURES ACT, 2000 / KENNISNAME VAN DIE VOORSKRIFTE VAN SKEDULE 7 (GEDRAGSKODE VIR RAADSLEDE) VAN DIE PLAASLIKE REGERING MUNISIPALE STRUKTUREWET, 2000 / UQWALASELO LWEMITHETHO-NEMIMISELO YOLUHLU 7 (INDLELA YOKUZIPHATHA KOOCEBA) UMTHETHO WEZOLAWULO LOMASIPALA WORHULUMENTE WASEKHAYA, 2000**

The Code of conduct was noted.

5. **DISCLOSURE OF INTERESTS BY COUNCILLORS AND OFFICIALS / VERKLARING VAN BELANGE DEUR RAADSLEDE EN AMPTENARE / UKUCHAZWA KOMDLA NGOOCEBA KUNYE NAMAGOSA**

Ald M Booysen declared his interest regarding item E.7 on the agenda.

NB: The Speaker requested that the certificate handover ceremony takes place:

A certificate was handed out to Ms Regina le Roux, a staff member who worked at De Hoek Resort. Ms le Roux has been working for Council from 1996 and retired on 28 February 2022.

A certificate was handed out to Mr Apools Lewie who has been working for Council for 40 years.

The roaming trophy for the best grader operator was handed over to Mr Paul James. Mr James was the winner of the trophy out of 16 participants.

The Speaker, Ald M Booysen, Cllr CN Lichaba and the Acting Municipal Manager congratulated the staff members.

6. **COMMUNICATIONS BY THE EXECUTIVE MAYOR / MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / UNXIBELELWANO LUKA SODOLOPHU**

The Executive Mayor communicated the following:

The Executive Mayor expressed his concern regarding the war that is currently going on between the Ukraine and Russia, especially the loss of lives and the destruction of infrastructure.

The Executive Mayor condemned the war. The Executive Mayor said that because of this unrest, food and petrol prices will increase and that the poorest of poor will be affected by the situation.

The Executive Mayor reported that our area has been invaded by millions of locusts. The destruction that is being caused, especially to farmers and even at De Hoek resort, by the locust will still be felt for a long time. The Executive Mayor reported that the GRDM has a partnership with the Cater Care Program (Francois Ferreira Academy) out of this project 22 students graduated on 10 March 2022 f] and wished them well with their careers.

The Executive Mayor reported that engagements with representatives of the business chambers took place recently and one of the outcomes, was that one of the SEDA's rented space at the Garden Route Mall for SMME's to display and sell some of their products. These types of interventions are steps that the GRDM is pursuing to turn the economy around. The Executive Mayor also reported that the Deputy Mayor, Adv G van Niekerk was recently part of engagements with international investors who have shown interest in our district. Once more information is available it will be shared with all Councillors.

The Executive Mayor reported that a Climate Change Adaptation Workshop took place in partnership with CSSIR to gear the GRDM for the repercussions of climate change. The Executive Mayor thanked all the fire fighters from the GRDM, George, Mossel Bay and all other surrounding municipalities who tended to the fires that took place in our area and also tended to road accidents.

Under the communication of the Executive Mayor, Cllr C Scheepers communicated the following:

Cllr C Scheepers condemned the invasion of Ukraine and expressed his disappointment in the level of racism that was displayed towards certain people when they had to be evicted out of the warzone.

Under the communication of the Executive Mayor, Ald V Gericke communicated the following:

Ald V Gericke, on behalf of the PBI, also condemned the violence that was displayed during the invasion of Ukraine, as well as all the wars that are happening all over the world.

Ald V Gericke said that he will always support the development of SMME's and is aware of the display of products by SMME's at the Garden Route Mall, but unfortunately one of the SMME's visited him and informed him that during the display one of the business owners sold a lot of his products, but when he went to book another table at the Garden Route Mall, the deposit for the table was R12 000 and when he wanted to pay the amount, the management of Garden Route Mall refused because of the food products that he is selling. According to the Mall management, allowing him to sell would have interfered with the other foods outlets at the Mall. Ald V Gericke requested that intervention take place in order for the SMME's to also be afforded opportunities to display and sell their products.

Under the communication of the Executive Mayor, Ald S de Vries communicated the following:

Ald S de Vries, on behalf of the ANC also condemned the violence and destruction that is taking place in the Ukraine. Ald S de Vries mentioned that the GRDM has relationships with one of the cities that was attacked and that he still has contacts with one of the residents via social media. Ald S de Vries congratulated the Economic Development Department and Corporate Services Department with regard to the work that is being done to assist SMME's, and also the level of training that is provided to them. Ald S de Vries also thanked the fire fighters for their efforts to contain the fire that took place in our area.

**7. COMMUNICATIONS BY THE SPEAKER / MEDEDELINGS DEUR DIE SPEAKER
/ UNXIBELELWANO LUKASOMLOMO**

The Speaker, Ald G Wolmarans communicated the following:

The Speaker requested that Councillors who do not receive the email from the Financial Services Department regarding when S&T Claims are being paid must please communicate their names to her office, in order to request the finance department to add their names to the distribution list.

The Speaker reported that on the day of the Workshop that took place on 25 March 2022, , there were cigarette ashes on the window in the ladies bathrooms located on the ground floor . She requested the Acting Municipal Manager to send out communications that smoking by Councillors and officials in the bathrooms is not allowed.

The Speaker extended her congratulations to the Councillors who are going to celebrate their birthdays during the month of April: Cllr C Scheepers – 03 April; Cllr K Malooi – 08 April, Ald P Terblanche – 28 April and Cllr S Toto on 29 April.

**8. COMMUNICATIONS BY THE ACTING MUNICIPAL MANAGER / MEDEDELINGS DEUR DIE
WAARNEMENDE MUNISIPALE BESTUURDER / UNXIBELELWANO LOMPHATHI MASIPALA**

The Acting Municipal Manager, Mr L Menze communicated the following:

Mr L Menze informed the Councillors that the Institutional Strategic Session is going to take place from 20 – 22 April 2022 and that all the logistics will be communicated soon to all Councillors and officials.

Mr L Menze reported that an application was made to COGTA for the GRDM to become a Water Services Authority and feedback was received from COGTA on the morning of the Council meeting today advising the GRDM that a Section 78 Assessment has to be done. In the correspondence, CoGTA has advised that it will avail officials to assist the GRDM with the process.

Mr Menze reported that COGTA apologized for the delay in response because the GRDM submitted the application in 2018 already.

Mr L Menze reported that a report is included in the addendum, from the Roads and Transport Planning Department regarding the additional funding that was received from the Department of Transport and public works to the amount of R47 million to augment the current allocation that the GRDM received.

Mr L Menze reported that an amount of R14 million was gazetted from the Department of Energy for the Energy Demand System, Promoting energy efficiency and that our District is the only District in South Africa to receive the allocation. According to Mr Menze, that grant will be used to upgrade the lights, aircons, etc to be more energy efficient. This will be implemented at all GRDM offices, resorts, etc.

Mnr L Menze commented that the comments received from Ald V Gericke will be investigated regarding the SMME's. Mr L Menze reported that Mr Alex Qunta (Provincial Manager of SEDA) is going to have discussions with the management of the Garden Route Mall regarding permanent space for SMME's.

9. APPROVAL OF MINUTES OF COUNCIL MEETING / GOEDKEURING VAN NOTULES VAN RAADSVERGADERING / UKWAMKELWA KWEMIZUZU YENTLANGANISO ZEBHUNGA

9.1 COUNCIL MEETING DATED 21 FEBRUARY 2022 / RAADSVERGADERING GEDATEER 21 FEBRUARIE 2022 / INTLANGANISO YEBHUNGA NGOMHLA 21 KWEYOMDUMBA 2022 (PG 9-36)

RESOLVED

That the minutes of the Council meeting dated 21 February 2022, be approved.

BESLUIT

Dat die notule van die Raadsvergadering gedateer 21 Februarie 2022, goedgekeur word.

ISIGQIBO

Sesokuba imizuzu yentlanagniso yeBhunga yangomhla 21 kweyoMdumba 2022 iphunyezwe.

10. **MINUTES OF MAYORAL COMMITTEE MEETING/ SECTION 79 COMMITTEES AND OTHER COMMITTEES (FOR NOTIFICATION) / NOTULE VAN DIE BURGEMEESTERSKOMITEEVERGADERING/ ARTIKEL 79 KOMITEES EN ANDER KOMITEES (VIR KENNISNAME) / IMIZUZU YEKOMITI KASODOLOPHU KUNYE NEZINYE IKOMITI ZOMHLATHI 79 (ITHATHELWE INGQALELO)** (pg 50-77)

10.1 **MAYORAL COMMITTEE DATED 24 JANUARY 2022 / UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING GEDATEER 21 FEBRUARIE 2022 / / IMIZUZU YENTLANGANISO YEKOMITI KASODOLOPHU NGOMHLA 24 KWEYEMQUNGU 2022 (PG 37-54)**

RESOLVED

That the minutes of the Executive Mayoral Committee meeting dated 24 January 2022, be noted.

BESLUIT

Dat kennis geneem word van die notule van die Uitvoerende Burgemeesterskomitee wat plaasgevind het op 25 Januarie 2022

.ISIGQIBO

Sesokuba imizuzu yentlanganiso yeKomiti kaSodolophu nenibanjwe ngomhla 24 kweyoMqungu 2022, ithathelwe ingqalelo.

10.2 **GOVERNANCE COMMITTEE DATED 06 DECEMBER 2021 / HUISKOMITEE VERGADERING GEDATEER 06 DESEMBER 2021 / IMIZUZU YENTLANGANISO YEKOMITI YEZOLAWULO NGOMHLA 06 KWEYOMNGA 2021 (PG 55 -61)**

RESOLVED

That the minutes of the Governance Committee meeting dated 06 December 2021, be noted.

BESLUIT

Dat kennis geneem word van die notule van die Huiskomitee wat plaasgevind het op 06 Desember 2021.

ISIGQIBO

Sesokuba imizuzu yentlanganiso yeKomiti Yezolawulo yangomhla 06 kweyoMnga 2021, ithathelwe inqalelo.

NB: Cllr S van Rooyen left the meeting at 11:45

NB: The Multiparty requested a caucus. The meeting paused at 11:40 and resumed at 12:00.

11. STANDING ITEMS / STAANDE ITEMS / IMIBA EMISIWEYO

11.1 APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR FEBRUARY 2022 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR FEBRUARIE 2022 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA KWEYOMDUMBA 2022

Refer: Report dated 09 March 2022 from the Executive Manager Corporate Services (B Holtzhausen)(pg 62-72)

RESOLVED

That the information on the appointments, service exits and labour relations matters for February 2022, be noted.

BESLUIT

Dat kennis geneem word van die aanstellings, uitdienstredings, gelykindiensnemingspraktyke en arbeidsverhoudinge inligting vir Februarie 2022.

ISIGQIBO

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga KweyoMdumba 2022 kuthathelwe inqalelo.

A. REPORTS FROM THE SPEAKER / VERSLAE VANAF DIE SPEAKER / IMIBA EVELA KU SOMLOMO

A.1 REPORT ON THE COUNCIL RESOLUTION REGISTER FOR THE MONTHS OF JANUARY 2022 UNTIL FEBRUARY 2022 / VERSLAG RAKENDE DIE RAADSRESOLUSIE REGISTER VIR DIE MAANDE JANUARIE 2022 TOT FEBRUARIE 2022 / INGXELO NGOLUHLU LWEZIGQIBO ZEBHUNGA KWIXESHA LENYANGA YOMQUNGU 2022 UKUYA KWEYOMDUMBA 2022

Refer: Report dated 09 March 2022 from the Speaker (Ald GR Wolmarans)(pg 73-83)

RESOLVED

That Council takes note of the report on the execution of Council resolutions for the period of January until February 2022.

BESLUIT

Dat die Raad kennis neem van die Raads Resolusie Register vir die periode van Januarie tot Februarie 2022.

ISIGQIBO

Sesokuba iBhunga lithathele ingqalelo isimo sezigqibo zeBhunga kwixesha lenyanga yoMqungu 2022 ukuya kweyoMdumba 2022.

A.2 REPORT ON THE ATTENDANCE OF COUNCIL, COMMITTEE MEETINGS AND WORKSHOPS FOR THE PERIOD JANUARY 2022 UNTIL FEBRUARY 2022 BY COUNCILLORS / VERSLAG RAKENDE DIE BYWONING VAN RAAD, KOMITEEVERGADERINGS EN WERKSWINKELS VIR DIE PERIODE JANUARIE 2022 TOT FEBRUARIE 2022 / INGXELO NGOKUZINYASWA KWENTALANGANISO ZEBHUNGA, EZEKOMITI NAKUNYE NEWORKSHOP KWIXESHA LANGOMHLA KWEYEMQUNGU 2022 UKUYA KUMHLA KWEYEMDUMBA 2022 NGOOCEBA

Refer: Report dated 09 March 2022 from the Speaker (Ald GR Wolmarans)(pg 84-91)

RESOLVED

1. That Council takes note of the report.
2. That the abbreviations on the report change to read as follow: P for present; A for Absent, AWL for Absent with leave and AWOL for Absent without Leave.

BESLUIE

1. Dat die Raad kennis neem van die verslag.
2. Dat die afkortings op die verslag verander word om as volg te lees: P for present; A for Absent, AWL for Absent with leave and AWOL for Absent without Leave.

ISIGQIBO

1. Sesokuba iBhunga lithathele ingqalelo.
2. Sesokuba izishunqulelo zamagama atshinshwe ngokulandelayo; P for present; A for Absent, AWL for Absent with leave and AWOL for Absent without Leave.

**B. REPORTS FROM THE EXECUTIVE MAYOR / VERSLAE VANAF DIE UITVOERENDE
BURGEMEESTER / IMIBA EVELA KUSODOLOPHU**

**B.1. DRAFT BUDGET 2022/2023 MTREF (MEDIUM TERM REVENUE AND EXPENDITURE
FRAMEWORK) / KONSEP BEGROTING 2022/2023 MEDIUM TERMYN INKOMSTE EN UITGAWE
RAAMWERK (MTIUR) / UYILO LOLWABIWO-MALI 2022/2023 MTREF (INGENISO YEXESHA
ELIFUTSHANE KUNYE NENDLELA YENCITHO)**

Refer: Report dated 19 March 2022 from the Executive Mayor (ALD M Booysen)(pg 92-599)

RESOLVED

That Council approve the following resolutions:

- 1) That the draft annual budget of Garden Route District Municipality for the financial year 2022/23 as set out in the schedules contained in Section 4 and Annexure A be noted:
 - (i) Table A1 Consolidated Budget Summary;
 - (ii) Table A2 Consolidated Budget Financial Performance (by standard classification);
 - (iii) Table A3 Consolidated Budget Financial Performance (by municipal vote);
 - (iv) Table A4 Consolidated Budget Financial Performance (revenue and expenditure); and
 - (v) Table A5 Consolidated Budget Capital Expenditure (by municipal vote and funding source)
 - (vi) Table A6 Consolidated Budget Financial Position;
 - (vii) Table A7 Consolidated Budget Cash Flows

- (viii) Table A8 Consolidated Cash backed reserves/ accumulated surplus
 - (ix) Table A9 Consolidated Asset Management
 - (x) Table A10 Consolidated basic service delivery measurement
- 2) That Council takes note of the Operating Revenue Budget of R 486,408,845.
 - 3) That Council takes note of the Operating Expenditure budget of R 486,163,291.
 - 4) That Council takes note of the Capital budget of R 142,470,680.
 - 5) That Council takes note that R 175,236,262 operating income and expenditure as approved by Department of Public Transport for the Roads agency function has been included in the Total Operating budget as per recommendation 1 – 4.
 - 6) That Council takes note of the tariffs for all services. (Annexure B)
 - 7) That Council takes note of the amended budget related policies that have been reviewed and that have been amended, namely:
 - Tariff Policy (Annexure C)
 - Funding and Reserve Policy (Annexure G)
 - SCM Policy (Annexure H as approved in item D.3)
 - Borrowing Policy (Annexure K)
 - Preferential Procurement Policy (Annexure L as approved in item D.3)
 - 8) That council takes note of the following policies that have been reviewed and remained unchanged, namely:
 - Longterm Financial Management Policy (Annexure D)
 - Budget policy (Annexure E)
 - Asset Management Policy (Annexure F)
 - Credit Control and Debt Collection Policy and Bylaw (Annexure I)
 - Banking, Cash Management and Investment Policy (Annexure J)
 - Petty Cash Policy (Annexure M)
 - Cost Containment Policy (Annexure M)
 - 9) That Council takes note of the following Budget Circulars, namely:
 - MFMA Circular No 112 (Annexure O)
 - MFMA Circular No 115 (Annexure P)

Dat die Raad die volgende aanbevelings aanvaar:

1. *Dat die Raad kennis neem van die meerjarige konsepbegroting vir Garden Route Distrik Munisipaliteit vir die finansiële jaar 2022/2023 soos uiteengesit in seksie 4 van die begrotingsverslag en Aanhangsel A:*
 - (i) *Tabel A1 Gekonsolideerde begrotings opsomming;*
 - (ii) *Tabel A2 Gekonsolideerde Begrotings Finansiële prestasie (volgens standard klassifikasie);*
 - (iii) *Tabel A3 Gekonsolideerde Begrotings Finansiële Prestasie (volgens munisipale segment);*
 - (iv) *Tabel A4 Gekonsolideerde Begrotings Finansiële Prestasie (Inkomste en Uitgawes)*
 - (v) *Tabel A5 Gekonsolideerde Kapitale Begrotings uitgawes (volgens munisipale segment en befondsing bron)*
 - (vi) *Tabel A6 Gekonsolideerde Begroting Finansiële*
 - (vii) *Tabel A7 Gekonsolideerde Begroting Kontantvloei*
 - (viii) *Tabel A8 Gekonsolideerde kontant gerugsteunde reserwes/opgehoopte surplus*
 - (ix) *Tabel A9 Gekonsolideerde Bate Bestuur*
 - (x) *Tabel A10 Gekonsolideerde Basiese dienslewering bepaling*
2. *Dat die Raad kennis neem van die Bedryfsinkomste van R 486,408,845.*
3. *Dat die Raad kennis neem van die Bedryfsuitgawes van R 486,163,291.*
4. *Dat die Raad kennis neem van die Kapitale Begroting van R 142,470,680.*
5. *Dat die Raad kennis neem dat R 175,236,262.00 bedryfsinkomste en bedryfsuitgawes van Departement van Publieke Vervoer vir die paarie agentskapsfunksie ingesluit is by die totale bedryfsbegroting soos per aanbeveling 1 – 4.*
6. *Dat die Raad kennis neem van die tariewe vir alle dienste. (Aanhangsel B)*
7. *Dat die Raad kennis neem van die aangepaste begrotingsverwante beleide wat hersien en verander is, naamlik:*
 - *Tariewe Beleid (Aanhangsel C)*
 - *Opgehoopte fondse en reserwe beleid (Aanhangsel G)*
 - *Voorsienings Kanaal Beleid (Aanhangsel H soos goedgekeur in verslag D.3)*
 - *Lenings Beleid (Aanhangsel K)*
 - *Voorkeur Verkrygings Beleid (Aanhangsel L soos goedgekeur in verslag D.3)*

8. *Dat die Raad kennis neem dat die volgende beleide hersien is en geen veranderinge is aangebring nie, naamlik:*

- *Langtermyn Finansiële Bestuurs Beleid (Aanhangsel D)*
- *Begrotings Beleid (Aanhangsel E)*
- *Bate Bestuurs Beleid (Aanhangsel F)*
- *Krediet Beheer en Skuld Invorderings Beleid (Aanhangsel I)*
- *Bank, Kontantbestuur en beleggings Beleid (Aanhangsel J)*
- *Kleinkas Beleid Regulasies (Aanhangsel M)*

9. *Dat die Raad kennis neem van die volgende begrotings omsendskrywes, naamlik:*

- *MFMA Omsendskrywe No 112 (Aanhangsel O)*
- *MFMA Omsendskrywe No 115 (Aanhangsel P)*

ISIGQIBO

Sesokuba iBhunga lithathe ezi zindululo zilandelayo:

- 1) Okokuba uyilo lolwabiwo-mali lonyaka loMasipala Wesithili se Garden Route kunyakamali ka 2022/23 njengoko ludandalazisiwe kuluhlu oluqulathwe kuMhlathi 4 nakwisiFakelo A luthathelwe ingqalelo:
 - (i) Table A1 Ushwankathelo Olulungelelanisiweyo Lolwabiwo-Mali
 - (ii) Table A2 Umsebenzi Woshwankathelo Olulungelelanisiweyo Lolwabiwo-Mali (ngokomgangatho wohlelo);
 - (iii) Table A3 Ulwabiwo-Mali Olulungelelwanisiweyo Lomsebenzi Wemali (ngokwevoti somasipala);
 - (iv) Table A4 Ulwabiwo-Mali Olulungelelanisiweyo Lomsebenzi Wezemali (ingeniso nencitho/ndleko); kunye
 - (v) Table A5 Ulungelelwaniwo Lolwabiwo-Mali Incitho/Ndleko Ezingundoqo (ngokwevoti yomasipala nangengeniso enguvimba)
 - (vi) Table A6 Ulungelelwaniwo-Lolwabiwo-Mali Isimo Sezemali
 - (vii) Table A7 Ulungelelwaniwo Lolwabiwo-Mali Ukuqukuqela Kwemali
 - (viii) Table A8 Ulungelelwaniwo Lwemali ebekwe elugcinweni/intsalelo ehlanganisiweyo
 - (ix) Table A9 Ulungelelwaniwo Lolwawulo Lwempahla
 - (x) Table A10 Ulungelelwaniwo lokuqwalaselwa dkoninezelo lwenkonzo ezingundoqo

- 2) Sesokuba iBhunga lithathele ingqalelo Ulwabiwo Malwi Lwengeniso Eqhubayo ye R 486,408,845.
- 3) Sesokuba iBhunga lithathele ingqalelo ulwabiwo mali lweNcitho Eqhubayo ye R 486,163,291.
- 4) Sesokuba iBhunga lithathele ingqalelo ulwabiwo-mali Oluyinkunzi lwe R 142,470,680.
- 5) Sesokuba iBhunga lithathele ingqalelo ukuba yi R175,236,262 yengeniso eqhubayo kunye nencitho nephunyezwe liSebe Lezothutho Loluntu lomsebenzi wobu Arhente iye yabandakanywa/yaqukwa kulwabiwo-mali Oluphethelayo Oluqhubayo ngokwesizindululo 1 – 4.
- 6) Sesokuba iBhunga lithathele ingqalelo amaxabiso azo zonke iinkonzo(Annexure B)
- 7) Sesokuba iBhunga lithathele ingqalelo ulungiswa ngokutsha kwemigaqo yolwabiwo-mali nethe yaqwalaselwa ngokutsha nethe yalungiswa neyile ilandelayo:
 - Tariff Policy (Annexure C)
 - Funding and Reserve Policy (Annexure G)
 - SCM Policy (Annexure H)
 - Borrowing Policy (Annexure K)
 - Preferential Procurement Policy (Annexure L)
- 8) Sesokuba iBhunga lithathele ingqalelo lemigaqo ilandelayo nethe yaqwalaselwa iye yahlala injalo ingenazinguqu, neyile migaqo ilandelayo:
 - Longterm Financial Management Policy (Annexure D)
 - Budget policy (Annexure E)
 - Asset Management Policy (Annexure F)
 - Credit Control and Debt Collection Policy and Bylaw (Annexure I)
 - Banking, Cash Management and Investment Policy (Annexure J)
 - Petty Cash Policy (Annexure M)
 - Cost Containment Policy (Annexure M)
- 9) Sesokuba iBhunga lithathele ingqalelo Izaninge Zolwabiwo-Mali ezilandelayo, neyizezi:
 - MFMA Circular No 112 (Annexure O)
 - MFMA Circular No 115 (Annexure P)

RESOLVED

- 5.1 That Council notes the 2022 – 2027 Draft Integrated Development Plan.
- 5.2 That the 2022 -2027 Draft Integrated Development Plan be published for a period of 21 days for public comments before final approval in May 2022.
- 5.3 That a District Framework and IDP Process Plan be tabled to Council in April 2022, that will outline the process of adopting the predecessor's IDP as well as the amendment process in 2022/2023.

BESLUIE

- 5.1 *Dat die Raad kennis neem van die 2022 – 2027 Geïntegreerde Ontwikkelingsplan .*
- 5.2 *Dat die 2022 – 2027 Geïntegreerde Ontwikkelingsplan gepubliseer word vir 21 dae vir publieke insette voor finale goedkeuring in Mei 2022.*
- 5.3 *Dat 'n Distriksraamwerk en GOP Prosesplan ter tafel gelê word in April 2022 om die goedkeuringsproses van die huidige GOP en die wysigingsproses in 2022/2023 te beskryf.*

ISIGQIBO

- 5.1 Sesokuba iBhunga lithathele ingqalelo Uyilo Lwesicwangciso Sendibaniselwano Yezophuhliso sika 2022-2027.

- 5.1 Sesokuba Uyulo Lwesicwangciso Sendibaniselwano Yophuhliso sika 2022-2027 sipapashwe isithuba sentsuku eziyi 21 ukuze kufunyanwe izimvo zoluntu phambi kokuphunyezwa kokugqibela ngenyanga uCanzibe 2022.
- 5.3 Sesokuba Indlela Yokusebenza yeSithili kunye Nesicwangciso Senkqubo ye IDP sithiwe theca kwiBhunga ngenyanga uTshazimpuzi 2022, nezakudandalazisa inkqubo yokwamkela I IDP yabo bangaphambili kuquka nokulungiswa kwenkqubo ka 2022/2023.

C. REPORTS FROM THE OFFICE OF THE MUNICIPAL MANAGER / ITEMS VANAF DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER / IMIBA EVELA KWI OFISI YOMPHATHI MASIPALA

C.2 DRAFT SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN OF 2022/2023 / KONSEP DIENSLEWERING EN BEGROTINGS IMPLEMENTERINGSPLAN VAN 2022/2023 / UYILO LONIKEZELO LWENKONZO KUNYE NEZICWANGCISO SOMISELO LOLWABIWO-MALI LUKA 2022/2023

Refer: Report dated 02 March 2022 from the Acting Municipal Manager (L Menze) / Manager Performance Management (IG Saaiman) (pg 991-1007)

RESOLVED

That Council takes note of the draft SDBIP for the 2022/2023 financial year.

BESLUIT

Dat die Raad neem kennis van die konsep SDBIP vir die boekjaar 2022/2023.

ISIGQIBO

Sesokuba iBhunga lithathele ingqalelo uyilo lwe SDBIP yonyakamali ka 2022/2023.

C.4. EXTENSION OF APAC MEMBER'S CONTRACT / VERLENGING VAN OPOK-LID SE KONTRAK / UKWANDISA KWESIVUMELWANO SAMALUNGU e-APAC

Refer: Report dated 15 March 2022 from the Acting Municipal Manager (L Menze) / Strategic Manager in the Office of the Municipal Manager (T Loliwe) (pg 1011-1014)

RESOLVED

That Council grant permission to recruit for another APAC member to fill the upcoming vacancy.

BESLUIE

Dat die Raad toestemming gee om vir 'n ander OPOK-lid te werf om die komende vakature te vul.

ISIGQIBO

Sesokuba iBhunga linkeze imvume yokufunwa kwelinye ilungu le APAC ukuvala isikhewu esizobakhona.

D. REPORTS FROM THE FINANCIAL SERVICES DEPARTMENT / ITEMS VANAF DIE FINANSIËLE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZEMALI

D.1 DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 FEBRUARY 2022 TO 28 FEBRUARY 2022 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 FEBRUARIE 2022 TO 28 FEBRUARIE 2022 / INGXELO YOTYESHELO: UKUMISELWA KOMGAQO WOLAWULO LWENKCITHO KWIXESHA LOMHLA 1 KWEYOMDUMBA 2022 UKUYA 28 KWEYOMDUMBA 2022

Refer: Report dated 08 March 2022 from the Executive Manager: Financial Services (J-W de Jager)(pg 1015-1022)

RESOLVED

1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 February 2022 to 28 February 2022, be noted.
2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.

BESLUIE

1. *Dat die kennis geneem word van die implementering van Artikel 36 van die Voorsieningskanaal beleid in terme van die afwykings vir die periode van 1 Februarie 2022 tot 28 Februarie 2022.*
2. *Dat kennis geneem word dat in terme van Artikel 114 van die Munisipale Finansiële Bestuurswet, Wet 56 van 2003, dat daar geen goedkeuring was van tenders wat toegeken is in die normale implementering van die Voorsieningskanaalbeleid van die munisipaliteit nie.*

ISIGQIBO

1. Sesokuba ukumiselwa komhlathi 36 woMgaqo Wolawulo Lwencitho yoMasiapala ngokwemimiselo yezotyeshelo kwixesha lomhla 01 ngeyeMdumbau 2022 ukuya 28 ngeyeMdumba 2022, kuthathelwe ingqalelo.
2. Sesokuba kuthathelwe ingqalelo ngokwemimiselo yoMhlathi 114 woMthetho Wolawulo Lwemali zoMasipala, uMthetho 56 wango 2003, akukhange kubekho ziniki maxabiso ezingandululwanga kwinkqubo eqhelekileyo yokumiselwa uMgawo Wolawulo Lwezencitho zomasipala.

D.2 **DEBT WRITE-OFF REPORT 2021/22: QUARTER 2-3 / SKULD AFSKRYWINGSVERSLAG 2021/22: KWARTAAL 2-3 / INGXELO YOKUCINYWA KWETYALA KU 2021/22: KWIKOTA 2-3**

Refer: Report dated 11 March 2022 from the Executive Manager: Financial Services (J-W de Jager)(pg 1023-1030)

RESOLVED

That Councils approves the write-off of debtors balances outstanding per category with a total of R488 815.16, of which R444 854.95 was included in the debt impairment which totals the actual financial implication for 2021/22 of R43 960.21.

BESLUIT

Dat die Raad goedkeuring verleen vir die afskrywing van debiteure met balanse uitstaande per kategorie met 'n totaal van R488 815.16, waarvan R444 854.95 alreeds ingesluit was by die voorsiening vir slegte skulde, dus is die werklike finansiële implikasie vir 2021/22 R43 960.21.

ISIGQIBO

Sesokuba iBhunga liphumeze ukucinywa kwamatyala angekahlawulwa ngokoluhlu lwawo nafikelela kwi R488 815.16 nekuquka I R444 854.95 nethe yanciphisa ityala nelifikelela kuchaphazeleko lwezemali kunyaka mali ka 2021/22 lwemali eli R43 960.21.

NB: Report D.3 on the addendum was dealt with next.

D.3

REVIEW OF GRDM SUPPLY CHAIN MANAGEMENT POLICY AND PREFERENTIAL PROCUREMENT POLICY FOLLOWING CONSTITUTIONAL COURT JUDGEMENT ON THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 / HERSIENING VAN GRDM VOORSIENINGSKANAALBESTUURBELEID EN VOORKEURVERKRYGINGSBELEID NA AANLEIDING VAN GRONDWET HOF UITSpraak RE VOORKEURVERKRYGINGSREGULASIES, 2017 / IFUTHE LESIGWEBO SENKUNDLA YOMGAQO SISEKO NEBHENGEZE UMTHETHO WEZIBONELELO ZENENGO WANGO 2017, NJENGONGEKHO MTHETHWENI EKUMISELWENI KOMTHETHO WEZIBONELELO ZENTENGO KULAWULO LWEMALINCITHO

Refer: Report dated 19 March 2022 from the Executive Manager: Financial Services (J-W de Jager)(pg 5-120)

RESOLVED

1. That Council takes note of the Western Cape Government, Provincial Treasury Circular Mun No. 06/2022, Interim arrangements for Council as it relates to preferential procurement following the Constitutional Court judgement declaring The Preferential Procurement Regulations, 2017 invalid, be noted.
2. That Council notes that both National Treasury and Provincial Government of the Western Cape (Provincial Treasury) have issued advisory notes and circulars, which they themselves acknowledge as having no binding effect in law and as such have not been issued under any authority contained in the Municipal Finance Management Act (No. 56 of 2003).
3. That Council notes that it may apply for an exemption from the National Minister of Finance from section 2(1)(b) -(g) and subsection 2 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) up until National Treasury issues new regulations to the Act.
4. That the Municipal Manager be delegated to make application for an exemption from the National Minister of Finance from section 2(1)(b) – (g) and subsection 2 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) up until National Treasury issues new regulations to the Act, if and when deemed necessary.
5. That Council adopts the following:

- i. To mitigate the risks for Garden Route District Municipality in terms of service delivery, that Council approves the amended Preferential Procurement Policy and the Supply Chain Management Policy, omitting any sections from the policies that relate to Regulations 3(b), 4, 8 and 9 of the Preferential Procurement Regulations, 2017 and any reference to the Preferential Procurement Regulations, 2017.
- ii. In respect of National Treasury letter issued on 25 February 2022, tenders advertised before 16 February 2022 must be finalised in terms of the Preferential Procurement Regulations, 2017.
- iii. That all tenders advertised on or after 16 February 2022 be evaluated in terms of Preferential Procurement Regulations, 2017 and only bids that included the sections as identified under point i. be cancelled and re-advertised.
- iv. Council proceeds with procurement in accordance with the amended Supply Chain Management Policy and the Preferential Procurement Policy as it relates to interim arrangements for evaluation of bids.
- v. Any subsequent matters affecting the above council decisions, whether through further pronouncement by the Constitutional Court on its Judgement, gazetting of new procurement regulations and any other circulars issued by the National Treasury, be brought before council for discussion, review of impact on council and its policies, and appropriate measures to be adopted by Council.

BESLUIE

1. *Dat die Raad kennis neem van die Wes-Kaapse Regering, Provinsiale Tesourie Omsendskrywe Mun No. 06/2022 Tussentydse reëlings wat verband hou met voorkeurverkryging na aanleiding van die Konstitusionele Hof se uitspraak wat die Voorkeurverkrygingsregulasie, 2017 ongeldig verklaar het.*
2. *Dat die Raad kennis neem dat beide Nasionale en Provinsiale Tesourie (Wes-Kaap) adviesnotas en omsendbriewe uitgereik het, wat hulle self erken geen bindende effek in die Wet het nie, en nie onder enige magtiging vervat in die Munisipale Finansiële Bestuurswet (No. 56 van 2003) uitgereik is nie.*

3. *Dat die Raad kennis neem dat aansoek gedoen kan word om vrystelling by die Nasionale Minister van Finansies van artikel 2(1)(b)-(g) en subartikel 2 van die Voorkeurverkrygingsbeleid Raamwerk Wet, 2000 (Wet No 5 van 2000) totdat Nasionale Tesourie nuwe regulasies publiseer onder dié Wet.*
4. *Dat die Munisipale Bestuurder gedelegeer word om aansoek te doen by die Nasionale Minister van Finansies om vrystelling van artikel 2(1)(b)-(g) en subartikel 2 van die Voorkeurverkrygingsbeleid Raamwerk Wet, 2000 (Wet No 5 van 2000) totdat Nasionale Tesourie nuwe regulasies tot dié Wet uitreik, indien nodig geag.*
5. *Dat die Raad die volgende aanneem:*
 - i. *As mitigasie vir GRDM in terme van dienslewering, word die aangepaste Voorkeurverkrygingsbeleid en Voorsieningskanaalbeleid goedgekeur, met die weglating van enige dele wat verband hou met Regulasies 3(b), 4, 8 en 9 van die Voorkeurverkrygingsregulasies, 2017 en enige verwysing na die Voorkeurverkrygingsregulasies, 2017.*
 - ii. *Ingevolge die Nasionale Tesourie brief uitgereik op 25 Februarie 2022, dat tenders wat voor 16 Februarie 2022 geadverteer is, afgehandel word in terme van die die Voorkeurverkrygingsregulasies, 2017.*
 - iii. *Dat alle tenders geadverteer op/na 16 Februarie 2022 geëvalueer word in terme van Voorkeurverkrygingsregulasies, 2017 en slegs tenders wat die gedeeltes in i. gelys bevat, gekanselleer en heradverteer word.*
 - iv. *Dat die Raad voortgaan met verkryging op grond van die aangepaste Voorkeurverkrygingsbeleid en Voorsieningskanaalbeleid in die interim.*
 - v. *Dat enige toekomstige sake wat bogenoemde raadsbesluite affekteer, deur bv. verdere kommunikasie vanaf die Konstitusionele Hof rakende hul uitspraak, publisering van nuwe Voorkeurverkrygingsregulasies in die Staatskoerant en enige ander omsendskrywes wat Nasionale Tesourie mag uitgee, voor die Raad gebring sal word vir bespreking, hersiening van impak op raadsbeleide en toepaslike maatreëls wat die Raad moet aanneem.*

1. Amalungiselelo exeshan eBhunga njengeziphumo zentengo ezikhethekileyo emveni kweNkundla YomgaqoSiseko neBhengeze uMthetho Wentengo Ekhethekileyo wango 2017 njengongekho mthethweni, uthathelwe ingqalelo ngefuthe elinawo kwintengo.
2. IBhunga lithathele ingqalelo okokuba uNondyebo kaZwelonke kunye Norhulumente Wephondo leNtshona Koloni(uNondyebo Wephondo) baye bakhupha izaziso zengcebiso kunye nesazinge, nabathe ngokwabo bayamkela ngokungabinafuthe linasinyanzelo ngokomthetho kangakuba akukhange kukhutshwe phantsi kwamthetho obandakanyiweyo kuMthetho Wolawulo Lwemali zoMasipala(No. 56 wango 2003)
3. IBhunga lithathele wingqalelo lisengafaka isicelo sokungabandakanywa kumhlathi 2(1)(b)-(g) woMphathi Wezemali kaZwelonke kunye nomthethwana 2 woMthetho Wendlela Yokusebenza Yezentengo Zokukhethekileyo wango 2000(uMthetho No.5 wango2000) de kukhutshwe imithetho emitsha kaNondyebo Kazwelonke.
4. Igosa Elinoxanduva(uMphathi Masipala), aikw eigunya lokunika ingqwalasela imiba ingxamisekileyo yezentengo nenokuba yekhethekileyo, kwaye uqwalaselo olunjalo lifakwe keisicelo sokukhethekileyo ngokujonga imeko yokusengciphekweni yokuba ukunqunyanyiswa kokungabikhomthethweni komthetho akuzovunywa yinkundla de kubekho imithetho emitsha ethe yakutsha nethe yamiselwa.
5. iBhunga lamkele oku kulandelayo:
 - ii. Ngokwencwadi ekhutshwe nguNondyebo kaZwelonke ngomhla 25 kweyoMdumba 2022, iziniki maxabiso neziye zabhengezwa phambi komhla 16 kweyoMdumba 2022 kufuneka ziqukunjelwe ngokwmeiQathango Yomthetho Wezentengo wango 2017.
 - iii. Iziniki maxabiso weziye zabhengezwa ngomhla we 16 kweyoMdumba 2022 oknaye emveni kwawo, ngokwenjongo ezibekwe kumalungiselelo exeshana oMasipala Wesithili se Garden Route ukugcina isimo esikhoyo malunga noMthetho Wezentengo wango 2017.
 - iv. Ngelinge lokukhawulelana nokungasengciphekweni kuMasipala Wesithili se Garden Route ngokwemithetho yonikezelo lwenkonzo, iBhunga liphumeze uMgawo Olungisisweyo Wezentengo kunye noMgaqo Wolawulo Lwemalincitho.

- v. IBhunga liqhubekeke nentengo ngokuthobela uMgaqo Wezolawulo lwencitho olungisiweyo kunye noMgaqo Wezentengo olungisisweyo nokwayamaniswa novavanyo lwezicelo ngokwamalungiselelo exeshana.
- vi. Nayiphi na imiba elandelayo nesengachaphazela izigqibo zebhunga ezingasentla, noba kungeokwezigqibo zeNkundla yoMgaqo Siseko kwisiGwebo sayo, Ngokwengcwadi yesibhengezo semithetho emitsha yezentengo kuquka imithetho ekhethekileyo yezentengo kuquka nezazinge ezikhutshwe nguNondyebo Kazwelonke, zi ziswe kwibhunga ukuze zixoxwe, kuqwalaselwe ifuthe kwibhunga nemiqathango yalo, kunye namanyathelo afanelekileyo nekufuneka yamkelwe liBhunga.

E. REPORTS FROM THE CORPORATE SERVICES DEPARTMENT / ITEMS VANAF DIE KORPORATIEWE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLAWULO

E.1 RESCISSION APPROVED ESSENTIAL USERS SCHEME POLICY / HERROEP VAN DIE GOEDGEKEURDE NOODSAAKLIKE GEBRUIKERS SKEMABELEID IN / UKURHOXISWA KOMGAQO OPHUNYEZIWEYO WESIBONELELO WABASEBENZISI BEZISEKO

Refer: Report dated 09 March 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 1031-1045)

RESOLVED

1. That the approved Essential Users Scheme Policy of 30 June 2020, be rescinded.
2. That the calculations of the annual Essential Users allowances be calculated as before (*Average kilometers travelled in the previous financial year (1 January – 31 December annually) will be used as a monthly payment for the following year, subject to the submission of log sheets on a monthly basis*).

BESLUIT

1. *Dat die goedgekeurde Essensiele Motorskema Beleid van 30 Junie 2020, herroep word.*

2. *Dat die berekening van die jaarlikse Essensiele Verbruikerstoelaes soos voorheen bereken (Gemiddelde kilometers afgelê in die vorige finansiële jaar (1 Januarie – 31 Desember jaarliks) sal as 'n maandelikse betaling vir die volgende jaar gebruik word, onderhewig aan die indiening van logblaaie op 'n maandelikse basis).*

ISIGQIBO

1. Sesokuba uMgaqo Wesbinelelo Wabasebenzisi Besiseko ophunyezwe ngomhla 30 kweyeSilimela 2020, urhoxiswe.
2. Sesokuba izibalo zonyaka zezobonelelo Zabasebenzisi Beziseko zibalwe njengakuqala. (*Ikilomitha eziqikele kwinani elithile ezihanjweyo kunyaka mali wangaphambili(1kweyoMqungu-31 kweyoMnga ngonyaka) uzakusetyenziswa njengentlawulo yenyanga kunyaka olandelayo ngokuxhemekeke kwi lok sheet ezifakiweyo ngenyanga nganye).*

E.2 REPORT ON THE PROGRESS OF HUMAN RESOURCES POLICIES / VERSLAG RAKENDE DIE VORDERING VAN DIE MENSLIKE HULPBRONNE BELEIDE / INGXELO NGOMSEBENZI OSELEWENZIWE WEMIGAQO YECANDELO LEZENGQESHO

Refer: Report dated 07 March 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 1046-1049)

RESOLVED

That Council takes note of the progression of various Human Resource Policies.

BESLUIT

Dat die Raad kennis neem van die vordering van die verskillende Menslike Hulpbronne Beleide.

ISIGQIBO

Sesokuba iBhunga lithathele ingqalelo umsebenzi osele wenziwe Ngemigaqo Yemicimbi Yezabasebenzi.

E.3 REPORT OF THE AUXILIARY SERVICES SECTION REGARDING THE ACCESS CONTROL POLICY / VERSLAG VANAF DIE ONDERSTEUNINGS DIENSTE AFDELING RAKENDE DIE TOEGANSBEHEERBELEID / INGXELO MALUNGA NOMGAQO WEZOLAWULO LOKUNGENA LWECANDELO LENKONZO YEZOQCINO

Refer: Report dated 02 March 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 1050-1062)

RESOLVED

That the Access Control Policy be approved by Council.

BESLUIT

Dat die Toegangs Beheer Beleid deur die Raad goedgekeur word.

ISIGQIBO

Sesokuba uMgaqo Wolqulo Lokungena uphunyezwe liBhunga.

E.4

NOMINATIONS FOR MUNICIPAL COUNCILLOR REPRESENTATIVES TO THE SALGA PROVINCIAL CHAPTER OF THE WOMAN'S COMMISSION (SWC) / NOMINASIES VIR MUNISIPALE RAADSLID VERTEENWOORDIGERS VIR DIE SALGA PROVINSIALE TAKE VIR DIE VROUE KOMMISSIE / ABACHONGWA BABAMELI BOCEBA BOMASIPALA KWIKOMITI KA SALGA YEPHONDO YEKOMISHONI YAMANINA

Refer: Report dated 02 March 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 1063-1069)

Two nominations were received as follows:

Ald IC Kritinger, nominated Cllr M Kannemeyer and the nomination was seconded by Cllr N Ndayi.

Cllr NA Tswenga nominated Cllr CN Lichaba, and the nomination was seconded by Cllr S Toto.

Voting took place by show of hands and the result were as follows:

Councillors in favour of the proposal of Ald IC Kritinger	-	19
Councillors in favour of the proposal of Cllr NA Tswenga	-	12
Abstention	-	4

RESOLVED

1. That it be noted that Cllr M Kannemeyer was nominated as the Official Representative of GRDM to the SALGA Provincial Chapter of the Woman's Commission.
2. That it be noted that Cllr CN Lichaba was nominated as the official Secundi Representative of GRDM to the SALGA Provincial Chapter of the Woman's Commission.

BESLUIE

1. *Dat kennis geneem word dat Rdl M Kannemeyer genomineer was as die Amptelike Verteenwoordiger van GRDM tot die SALGA Provinsiale Vroue Kommissie.*
2. *Dat kennis geneem word dat Rdl CN Lichaba genomineer was as die Amptelike Sekundi van GRDM tot die SALGA Provinsiale Vroue Kommissie.*

ISIGQIBO

1. Sesokuba kuthathelwe ingqalelo ukuba uCeba M Kannemeyer uye wonyula njengoMmeli Osemthethweni kuLuhlu Lwephondo lika SALGA leKomishoni yaManina.
2. Sesokuba kuthathelwe ingqalelo ukuba uCeba Cn Lichaba wonyulwe njengeSekela Elisemthethweni kuLuhlu Lwephondo lika SALGA leKomishoni yaManina.

E.5. **IMPLEMENTATION OF SALARY AND WAGE INCREASE 2022/2023 / IMPLEMENTERING VAN SALARIS- EN LOON VERHOGING 2022/2023 / UKUMISELWA KOCHATHA WEMIVUZO NENTLAWULO ZIKA 2022/2023**

Refer: Report dated 11 March 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 1070-1074)

RESOLVED

1. That Circular 01/2022 from the Bargaining Council dated 9 March 2022, be noted.
2. That the Salary and Wage increase of 4.9% be implemented from 1 July 2022.

BESLUIE

1. *Dat kennis geneem word van omsendskrywe 01/2022 gedateer 9 Maart 2022 vanaf die Bedingingsraad.*

2. Dat die Salaris en Loon verhoging van 4.9% met ingang vanaf 1 Julie 2022 implementeer word.

ISIQIBO

1. Sesokuba isazinge 01/2022 esisuka kwiBbunga Legqugula yangomhla 9 kweyeKwindla 2022, sithathelwe ingqalelo.
2. Sesokuba uchatha wemivuzo nentlawulo womyinge we 4.9% umiselwe ukususela ngomhla 1 kweyeKhala 2022.

E.6. REPORT ON THE TERMS OF REFERENCES FOR THE VARIOUS PORTFOLIO COMMITTEES /VERSLAG RAKENDE DIE TERME VAN VERWYSSINGSRAAMWERK VIR DIE VERSKEIE PORTEFEULJE KOMITEES /INGXELO NGEMITHETHO NGQALELO SELO YEKOMITIO EZAHLUKILEYO

Refer: Report dated 09 March 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 1075-1142)

RESOLVED

That the undermentioned Terms of References for the various Portfolio Committees be approved by Council: Roads and Transport Services, Community Services, Economic Development and Tourism Services, Property Management and Development Services, Financial Services, Corporate Services, Strategic Services, Occupational Health and Safety and MPAC.

BESLUIE

Dat die onderstaande Terme van Verwyssingsraamwerke vir die verskeie Portefeulje Komitees deur die Raad goedgekeur word: Paaie en Vervoerdienste, Gemeenskapsdienste, Ekonomiese Ontwikkeling en Toerisme Dienste, Eiendomsbestuur en Ontwikkelingsdienste, Finansiële Dienste, Korporatiewe Dienste, Strategiese Dienste, Beroepsgesondheid-en Veiligheid en MPRK.

ISIQIBO

Sesokuba leMithetho Ngqaliselo ingezantsi yeKomiti Zezikundla eyahlukileyo iphunyezwe liBhunga. Inkonzo Yezendla Nothutho, Inkonzo Yoluntu, Inkonzo Yezophuhliso Loqoqosho kunye Nezokhenketho, Inkonzo Yezolawulo, Inkonzo Yobuchule, Ezempilo Kwindawo yenmpangelo kunye Nokhuseleko kunye ne MPAC.

E.7. REPORT OF EMPLOYEES THAT RECEIVED GRATUITY PAYMENTS / VERSLAG RAKENDE AMPTENARE WAT UITREGRATIFIKASIE BETALINGS ONTVANG HET / INGXELO NGABASEBENZI ABAFUMENE IINTLAWULO ZOMBULELO

Refer: Report dated 23 March 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 1144-1152)

RESOLVED

That the report be withdrawn from the agenda and that the updated report serve at the next Council meeting.

BESLUIT

Dat die verslag van die agenda onttrek word en dat die opgedateerde verslag by die volgende Raadsvergadering dien.

ISIGQIBO

Sesokuba lomba urhoxiswe kwi agenda kwaye ingxelo entsha inikezelwe kwintklanganiso elandelayo yeBhunga.

NB: Cllr B van Noordwyk left the meeting at 15:59.

NB: Report E.8 on the addendum was dealt with next.

E.8. REPORT REGARDING WHETHER TO INCLUDE NAMES AND SURNAMES ON LABOUR RELATIONS MATTERS/ VERSLAG RAKENDE DIE FEIT OF NAME EN VANNE INGESLUIT WORD OP ARBEIDSVERWANTE AANGELEENTHEDE / INGXELO MALUNGA ANGAFAKWA AMAGAMA NEFANI KWIMIBA YEZABASEBENZI

Refer: Report dated 16 March 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 121-128)

RESOLVED

That no names will be included in the report.

BESLUIT

Dat geen name sal deelvorm van die verslag nie.

ISIGQIBO

Sesokuba akukho magama azakufakwa kwingxelo.

F. REPORTS FROM THE COMMUNITY SERVICES DEPARTMENT / ITEMS VANAF DIE GEMEENSKAPSDIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLUNTU

F.1 REPORT REGARDING CONFIRMED TYPHOID FEVER CASES IN GEORGE/ VERSLAG INSAKE DIE BEVESTIGDE TYPHOID GEVALLE / INGXELO MALUNGA NESIGANEKO ESIQINISEKISIWEYO SOMKHUHLANE WE TYPHOID E GEORGE

Refer Report date 10 March 2022 from Acting Executive Manager Community Services (J Compion) / Environmental Health Practitioner (K Shoto) (pg 1153-1160)

RESOLVED

1. That Environmental Health Practitioners must monitor the area and provide health and hygiene education awareness to affected communities.
2. That Environmental Health Practitioners must do inspections at sewerage treatment plants, pump stations, storm water drainages, rivers and take water samples for the analysis of Salmonella and vibrio cholera contamination that might be present in the water.
3. That Municipal Health Section to in collaboration with George municipality ensure proper collection of waste, unblock of the storm water drainage system and to eradicate all animals (pigs) roaming around the area.

BESLUIE

1. *Dat die Omgewingsgesondheidspraktisyn moniteer en voorsien Gesondsheids en Higiene opleiding programme aan gemeenskappe in die geaffekteerde gebiede.*
2. *Dat Omgewingsgesondheidspraktisyn inspeksies uitvoer by rioolaanlegte, pompstasies, stormwater dreineringsstelsel, riviere asook die neem van water monsters vir die analisis van salmonella en vibrio cholera besoedeling wat moontlik in die water mag ontstaan.*

3. *Dat die Munisipale Gesondheid Afdeling in samewerking met George Munisipaliteit effektiewe afval verwydering en die oopmaak van storm water dreinerings sisteme te verseker asook om toe te sien dat rondloper diere (varke) uit die gebied verwyder word.*

ISIGQIBO

1. Sesokuba Amagosa Ezempilo Nokusingqongileyo kufuneka aqwalasele lengingi kwaye enze uvundliso noqeqesho ngococeko nezempilo kuluntu oluchaphazelekileyo.
2. Sesokuba Amagosa Ezempilo Ngokusingqongileyo kufuneka benze uhlolo kwindawo zogutyule lwelindle, izitishi zempompo, indawo zemisele yamanzi, imilambo kwaye kuthatyathwe namanzi ayokuhlolwa ehlolelwa I Salmonella kunye ne vibro cholera nesengabangela ukuchaphazeleka kwamanzi.
3. Sesokuba Icandelo Lezempilo Lomasipala ngokubambisene noMasipala Wase George liqinisekise ngamanzi afanalekileyo aqokelelwayo, ukuvulwa kwemisele yamanzi kunye nokususwa kwezilwanyana(iihagu) eziyabula kulengingqi.

F.2 **GARDEN ROUTE REGIONAL WASTE MANAGEMENT FACILITY / GARDEN ROUTE STREEK AFVALBESTUUR FASILITEIT / INDAWO YOLAWULO LWENKUNKUMA YENGINGQI YE GARDEN ROUTE** Refer Report date 10 March 2022
from Acting Executive Manager Community Services (J Compion) / Waste Management Officer (J Gie) (pg 1161 - 1170)

RESOLVED

That Council notes the progress made on the Garden Route Regional Waste Management Facility Project.

BESLUIT

Dat die Raad kennis neem van die vordering gemaak met die Garden Route Streek Afvalbestuur Fasiliteit Projek.

ISIGQIBO

Sesokuba iBhunga lithathele ingqalelo umsebenzi osele wenziwe Wenkqubo Yolawulo Lwengkunkuma Kwindawo Yenkunkuma yeNgingqi ye Garden Route.

F.3

KNYSNA ESTUARY POLLUTION INCIDENT/ KNYSNA STRAND MEER BESOEDELING VOORVAL / INGOZI YONGCOLISEKO KWINDAWO YOLONDOALOZO E KNYSNA

Refer Report date 10 March 2022 from Acting Executive Manager Community Services (J Compion) / Chief Environmental Health Officer (J McCarthy) (pg 1171-1175)

RESOLVED

1. That Council take note of the urgency of the current report.
2. That discussions at the highest level be convened amongst the relevant stake holders (South African National Parks: Knysna, Knysna Municipality and Garden Route District Municipality) to address the current pollution levels entering the Knysna estuary.

BESLUIE

1. *Dat die Raad kennis neem in sake die dringende van die huidige verslag.*
2. *Dat Gesprekvoering op hoë vlak onderneem moet word tussen die onderskeie rolspelers (Suid Afrikaanse Nasionale Parke : Knysna , Knysna Munisipaliteit en Garden Route Distrikmunisipaliteit),om die huidige besoedelingsvlakke wat in die Knysna strandmeer disponeer , aan te spreek.*

ISIGQIBO

1. Sesokuba iBhunga lithathele ingqalelo ukungxamiseka kwalengxelo.
2. Iingxoxo zebakala eliphezulu zibanjwe nabo babandakanyekayo(South African National Parks: Knysna, uMasipala wase Knysna kunye noMasipala Wesithili se Garden Route) ukukhawulelana nebakala longcoliseko elikhoyo nolungena kwindawo yolondodlozo yase Knysna.

F.4

UPDATE REPORT ON THE ACTIONS TAKEN BY THE DISTRICT COMMAND CENTRE TO ADDRESS THE COVID-19 PANDEMIC / OPDATERINGSVERSLAG RAKENDE DIE AKSIE STAPPE WAT REEDS DEUR DIE DISTRIK BEHEERSENTRUM IN PLEK GESTEL IS OM DIE COVID-19 PANDEMIE AAN TE SPREEK / INGXELO ENTSHA NGAMANYATHELO ATHATYATHWE LIZIKO LESITHILI UKUJONGANA NOBHUBHANE WE COVID-19

Refer Report date 10 March 2022 from Acting Executive Manager Community Services (J Compion) / Disaster Management Manager (G Otto) (pg 1176-1183)

RESOLVED

That Council takes note of the report.

BESLUIT

Dat die Raad kennis neem van die verslag.

ISIGQIBO

Sesokuba iBhunga lithathele ingqalelo ingxelo.

NB: Ald S de Vries left the meeting at 16:35 and Cllr D Acker left the meeting at 16:54.

**G. REPORTS FROM THE ROADS AND TRANSPORT PLANNING SERVICES DEPARTMENT /
ITEMS VANAF DIE PAAIE EN VERVOER BEPLANNINGSDIENSTE DEPARTEMENT / IMIBA YESEBE
LENKONZO ZENDLELA KUNYE NEZICWANGCISO KWEZOTHUTHO**

**G.1 PROGRESS REPORT ON MADIBA ROAD (MR0355) / VORDERINGSVERSLAG RAKENDE
MADIBA PAD (MR 0355 / INGXELO NGOMSEBENZI OSELE WENZIWE KUGAQO I-
MADIBA(MR0355)**

Refer: Report dated 09 March 2022 from the Executive Manager: Roads and Transport Services (JG Daniels)(pg 1184-1188)

RESOLVED

That Council takes note of the report.

BESLUIT

Dat die Raad kennis neem van die verslag.

ISIGQIBO

Sesokuba iBhunga lithathele ingqalelo ingxelo.

G.2 **GRDM BEST MAINTENANCE GRADER OPERATOR FOR THE YEAR 2021/ GRDM PADSKRAKER OPERATEUR VIR DIE 2021 JAAR/ UMQHUBI WE GRADER KWEZOLUNGISO OGQWESILEYO WE GRDM KUNYAKA KA 2021**

Refer: Report dated 10 March 2022 from the Executive Manager: Roads and Transport Services (JG Daniels)(pg 1189-1190)

RESOLVED

That Council take note that Mr Paul James is the winner of the Best Maintenance Grader Operator for 2021.

BESLUIT

Dat die Raad kennis neem dat Mnr Paul James die wenner is van Beste Padskraeper Operateur vir 2021, is.

ISIGQIBO

Kukwazisa iBhunga nkenqkubo zokunakana okokuba uMnu Paul James uye wangophumeleleyo njengo Mqhubi we Grader Ogqwesileyo ngoMsebenzi ku 2021.

NB: Report G.3 on the addendum was dealt with next.

G.3 **ADDITIONAL FUNDING FROM THE PROVINCIAL GOVERNMENT WESTERN CAPE PUBLIC WORKS / ADDISIONELE BEFONDSING VAN DIE PROVINSIALE REGERING WES-KAAPSE OPENBARE WERKE / IMALI EZONGEZELELWEYO NEZISUKA KURHULUMENTE WEPHONDO LENTSHONA KOLONI WEMISEBENZI YOLUNTU**

Refer: Report dated 23 March 2022 from the Executive Manager: Roads and Transport Services (JG Daniels)(pg 129-137)

RESOLVED

That Council takes note of the report.

BESLUIT

Dat die Raad kennis neem van die verslag.

ISIGQIBO

Sesokuba iBhunga lithathele ingqalelo ingxelo.

**H. REPORTS FROM THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT /
ITEMS VANAF DIE BEPLANNING EN EKONOMIESE DIENSTE DEPARTEMENT / IMIBA
YESEBE LEZOCWANGCISO KUNYE NOPHUHLISO LOQOQOSHO**

**H.1 PROPOSED CALL FOR USE OF THE REMAINDER OF FARM 419 FOR INDUSTRIAL
LANDDEVELOPMENT / VOORGESTELDE VERSOEK VIR GEBRUIK VAN 'N GEDEELTE VAN
PLAAS 419 VIR INDUSTRIËLE GRONDONTWIKKELING / ISIPHAKAMISO ZESIMEMO
ZOKUSETYENZISWA KOMHLABA WE FAA 419 USETYENZISELWA USHSISHINO KUNYE
NOPHUHLISO**

Refer: Report
dated 18 March 2022 from the Executive Manager: Economic Development and Planning (L Menze) /
Manager: Projects, Properties, Facilities and Resorts Management (P Dongi)(pg 1191-1998)

RESOLVED

1. That Council note the termination of the previous two leases that was effected by management as per the respective lease agreements terms on IKUSASA PROCESS ENGINEERING CONSULTANTS (PTY) LTD and MOUMAKOE ENERGY.
2. That Council grants approval that the remainder of farm 419 is not required for the provision of basic municipal services as contemplated in section 14 (1) of the Municipal Finance Management Act 56 of 2003.
3. That Council grants approval for the availing of this land and that management embark on a new call for proposals.
4. That the provisions as set out in the Asset Transfer Regulations be adhered to (advertising etc.)
5. That the market related value of the assets be considered in determining the lease amounts.

BESLUIE

1. *Dat die Raad kennis neem van die beëindiging van die vorige twee huurkontrakte wat deur Bestuur aangegaan is ooreenkomstig die onderskeie huurooreenkomsbepalings op IKUSASA PROCESS ENGINEERING CONSULTANTS (PTY) LTD en MOUMAKOE ENERGY.*

2. *Dat die Raad goedkeuring verleen dat die res van plaas 419 nie benodig sal word vir die verskaffing van basiese munisipale dienste soos beoog in artikel 14 (1) van die Wet op Munisipale Finansiële Bestuur 56 van 2003 nie.*
3. *Dat die Raad goedkeuring verleen vir die gebruik van hierdie grond en dat Bestuur met 'proep vir voorstelle begin.*
4. *Dat die bepalings soos uiteengesit in die Bateoordragregulasies nagekom word (bv advertensies ens.)*
5. *Dat die markverwante waarde van die bates in ag geneem word by die bepaling van die huurbedrae.*

ISIGQIBO

1. Sesokuba iBhunga lithathele ingqalelo ukunqunyanyiswa kwengqeshiso ezimbini zangphambili neziye zamiselwa ngabaphathi ngokwemiqathango yesivumelwano nabakwa IKUSASA PROCESS ENGINEERING CONSULTANTS (PTY) LTD and MOUMAKOE ENERGY.
2. Sesokuba iBhunga linikeze imvume yokuba umhlaba oshiyekileyo kwi fama 419 awufanelanga ukusetyenziselwa inkonzo ezingundoqo njengoko kuphawulwe kumhlathi 14(1) woMthetho woLawulo Lwemali zoMasipala umthetho 56 wango 2003.
3. Sesokuba iBhunga linikeze imvume yokunikezela ngalomhlaba kwaye abaphathi bengenele kwinkqubo yokucela iziphakamiso ezitsha.
4. Sesokuba izibonelelo ngokudandalaziswe kwimiQathango Yonikezelo Lwempahla ithotyelwe (ngokwentengiso njal, njal).
5. Sesokuba ixabiso lentengiso lomhlaba liqwalasele ekuqikeleleni ixabiso lokuqeshisa.

I. **NOTICE OF URGENT MOTIONS / KENNISGEWING VAN DRIGENDE MOSIES / ISAZISO SEZIPHAKAMISO**

I.1 None / Geen / Azikho

J. **NOTICES OF MOTIONS / KENNISGEWING VAN MOSIES / ISAZISO SEZIPHAKAMISO**

J.1 None / Geen / Azikho

K. **IN CLOSED SESSION / IN GESLOTE SESSIE / KWI-SASHONI YASEKHUSINI**

K.1 MINUTES OF THE MEETING HELD ON 21 FEBRUARY 2022 ARE IN THE IN-CLOSED SESSION AGENDA THAT WAS DISTRIBUTED SEPARATELY FROM THIS AGENDA.

CLOSURE / SLUITING / UQUKUNJELO

The meeting closed at 17:25 with 29 Councillors present / Die vergadering sluit om 17:25 met 29 Raadslede teenwoordig / Intlanganiso ivalwe ngo 17:25 iNooceba abayi 29.

.....

SPEAKER: ALD GR WOLMARANS

.....

DATE / DATUM / UMHLA

BACK TO AGENDA



Minutes of a
Mayoral Committee meeting
held via Zoom,
on **Monday, 21 February 2022** at **09:00**

*Notule van 'n **Burgemeesterskomiteevergadering***
gehou via Zoom,
Maandag, 21 Februarie 2022 om 09:00

Imizuzu **yeKomiti Kasodolophu**
nebibanjwe ngo Zoom
ngoMvulo, 21 kweyoMdumba 2022 ngo 09:00

1. OPENING AND WELCOMING / OPENING EN VERWELKOMING / UVULO NOLWAMKELO

The Executive Mayor, Ald M Booysen, opened the meeting and welcomed everyone present.

2. SILENT PRAYER / STILLE GEBED / UMTHANDAZO OTHULEYO

A moment of silence was observed.

3. ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO

3.1 COUNCILLORS PRESENT / RAADSLEDE TEENWOORDIG / OOCCEBA ABAKHOYO

Ald M Booysen	Executive Mayor
Cllr G van Niekerk	Deputy Executive Mayor
Ald RH Ruiters	
Ald IC Kritzinger	
Ald P Terblanche	
Cllr / Rdl / Ceba A Barker	
Cllr / Rdl / Ceba N Ndayi	
Cllr / Rdl / Ceba JC Lambaatjeen	
Cllr / Rdl / Ceba J Hoogbaard	
Ald GR Wolmarans	Observer

OFFICIALS / AMPTENARE / AMAGOSA

Mr L Menze	Acting Municipal Manager
Ms B Holtzhausen	Executive Manager Corporate Services
Mr J-W de Jager	Executive Manager Financial Services
Mr C Africa	Executive Manager Community Services
Mr JG Daniels	Executive Manager Roads and Transport Services
Adv. S Maqekeni	Manager Integrated Support Services & Legal Compliance
Mr T Loliwe	Strategic Manager in the Office of the Municipal Manager
Ms N Davids	Manager Legal Services
Ms M Wilson	Manager DED and Tourism
Ms L James	Manager Risk Management
Ms IG Saaiman	Manager Performance Management
Mr G Otto	Manager Disaster Management
Mr R Dyantyi	Manager EPWP

Mr T Mpuru	Manager SCM
Ms L Hoek	Manager BTO, AFS & Assets
Mr J Stander	Manager Income, Bank, Expenditure & Remuneration
Mr J Compion	Manager Municipal Health & Environmental Health Services
Mr J Brandt	Acting Fire Chief
Mr S Dladla	Chief of Staff in the Office of the Executive Mayor
Mr J Mkunqwana	Manager Human Settlements
Ms S Simms	Manager Human Settlements
Mr H Pieters	Snr Communication Officer
Ms R Matthews	Chief Committee Officer
Mr BT Desha	Senior Committee Officer / Translator / Interpreter
Ms C Van Wyngaardt	Committee Officer

3.2 **COUNCILLORS WITH LEAVE / RAADSLEDE MET VERLOF / OOCEBA**
ABAKWIKHEFU

None / Geen / Azikho

3.3 **COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OCEBA**
ABANGEKHO

None / Geen / Azikho

4. **NOTING OF THE PROVISIONS OF SCHEDULE 7 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL STRUCTURES AMENDMENT ACT, 2021 / KENNISNAME VAN DIE VOORSKRIFTE VAN SKEDULE 7 (GEDRAGSKODE VIR RAADSLEDE) VAN DIE PLAASLIKE REGERING MUNISIPALE STELSELSWET, 2000 / UQWALASELO LWEMITHETHO-NEMIMISELO YOLUHLU 7 (INDLELA YOKUZIPHATHA KOCEBA) LOMTHETHO WENKQUBO ZORHULUMENTE BASEKHAYA, 2000**

The Code of Conduct for Councillors was noted.

5. **DISCLOSURE OF INTERESTS BY COUNCILLORS AND OFFICIALS / VERKLARING VAN BELANGE DEUR RAADSLEDE EN AMPTENARE / UKUCHAZWA KOMDLA NGOOCEBA KUNYE NAMAGOSA**

None / Geen / Ayikho

6. **COMMUNICATIONS BY THE EXECUTIVE MAYOR / MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / UNXIBELELWANO LUKA SODOLOPHU**

None / Geen / Ayikho

7. **COMMUNICATIONS BY THE ACTING MUNICIPAL MANAGER / MEDEDELINGS DEUR DIE WAARNEMENDE MUNISIPALE BESTUURDER / UNXIBELELWANO LWEBAMBELA MPHATHI MASIPALA**

None / Geen / Ayikho

8. **CONFIRMATION OF THE MINUTES / BEKRAGTIGING VAN NOTULE / UKUQINISEKISWA KWEMIZUZU**

8.1 **MINUTES OF PREVIOUS MEETING: 25 JANUARY 2022 / NOTULE VAN VORIGE VERGADERING: 25 JANUARIE 2022 / IMIZUZU YENTLANGANISO YANGAPHAMBILINI 25 KWEYOMQUNGU 2022**

RESOLVED

That the Executive Mayoral Committee approves the minutes of the meeting dated 25 January 2022.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee die notule van die Uitvoerende Burgemeesterskomiteevergadering gedateer, 25 Januarie 2022, goedkeur.

ISIGQIBO

Sesokuba iKomiti Kasododlophu Obekekileyo iphumeze imizuzu yangomhla 25 KweyoMqungu 2022.

9. **STANDING ITEMS / STAANDE ITEMS / IMIBA EMILEYO**

9.1 **APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR JANUARY 2022 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR JANUARIE 2022 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA KWEYOMQUNGU 2022**

Refer: Report dated 08 February 2022 from the Executive Manager: Corporate Services (B Holtzhausen) (22-28)

RESOLVED TO RECOMMEND TO COUNCIL

That the information on the appointments, service exits and labour relations matters for January 2022, be noted.

AANBEVELING

Dat kennis geneem word van die aanstellings, uitdienstredings, gelyke indiensnemingspraktyke en arbeidsverhoudinge inligting vir Januarie 2022.

ISINDULULO

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga KweyoMqungu 2022 kuthathelwe inqgalelo.

10. **REPORTS FROM THE SPEAKER / VERSLAE VANAF DIE SPEAKER/ IMIBA EVELA KUSOMLOMO**

10.1 None / Geen / Ayikho

11. REPORTS FROM THE EXECUTIVE MAYOR / VERSLAE VANAF DIE UITVOERENDE BURGEMEESTER / IMIBA EVELA KUSODOLOPHU OBEKEKILEYO

11.1 REPORT ON THE APPOINTMENT OF A MUNICIPAL MANAGER / VERSLAG RAKENDE DIE AANSTELLING VAN 'N MUNISIPALE BESTUURDER / INGXELO UKUCHONGWA KOMPHATHI MASIPALA

Refer: Report dated 19 February 2022 from the Executive Mayor (ALD M Booysen) (3-37)

MAYORAL COMMITTEE RESOLVED TO RECOMMEND TO COUNCIL THAT:

1. That Council takes note of the content of the Selection Committee report.
2. That the recruitment and selection process as reflected in the Selection Committee Report, including the long list, short list and screening/reference report, be accepted.
3. That Council takes note that Mr. Given Monde Stratu qualifies as an advanced to superior level, for the appointment as a Municipal Manager.
4. That Council appoints Mr. Given Monde Stratu as the Municipal Manager for a period of five (5) years on the basis of the findings and the consensus of the Selection Panel.
5. That the Executive Mayor extends an offer of employment to Mr. Given Monde Stratu.
6. That the fixed term contract of employment and the all-inclusive remuneration package be negotiated and finalized by the Executive Mayor within one (1) month after today's Council Meeting.
7. That should Mr Given Monde Stratu decline the offer or not sign an employment contract within one (1) month of today's Council resolution, that Council re-advertise the position.
8. That the report on the appointment of Mr. Given Monde Stratu be provided to the MEC for Local Government in terms of Regulation 17 (3)(b) of the Local Government: Municipal Systems Act, Act 32 of 2000 and Regulations.
9. That the Human Resource, or a representative thereof, as a matter of courtesy, inform the unsuccessful candidates formally of the outcome, and thank them for their application and participation in the processes.
10. That after negotiations have been finalized the Executive Mayor report to Council on the outcomes.

UITVOERENDE BURGEMEESTERSKOMITTEE HET BESLUIT OM BY DIE RAAD AAN TE BEVEEL DAT:

1. *Dat die Raad kennis neem van die inhoud van die Seleksie Komitee verslag.*
2. *Dat die werwings- en keuringsproses soos weerspieël in die Seleksie komitee verslag, insluitende die langlys, kortlys en siftings-/verwysingsverslag, aanvaar word.*
3. *Dat die Raad neem kennis dat mnr. Given Monde Stratu as 'n gevorderde tot hoër vlak kwalifiseer vir die aanstelling as 'n Munisipale Bestuurder.*
4. *Dat die Raad mnr. Given Monde Stratu as die Munisipale Bestuurder vir 'n tydperk van vyf (5) jaar op grond van die bevindinge en die konsensus van die Keurpaneel, aanstel.*
5. *Dat die Uitvoerende Burgemeester 'n aanbod om betrekking aan mnr. Given Monde Stratu voorlê.*
6. *Dat die vaste termyn dienskontrak en die alles-insluitende vergoedingspakket onderhandel en gefinaliseer word deur die Uitvoerende Burgemeester binne een (1) maand na vandag se Raadsvergadering. .*
7. *Dat, indien mnr Given Monde Stratu die aanbod van die hand wys of nie 'n dienskontrak binne een (1) maand na die Raadsbesluit onderteken nie, dat die Raad die posisie weer adverteer word.*
8. *Dat die verslag rakende die aanstelling van mnr. Given Monde Stratu aan die LUR vir Plaaslike Regering verskaf word ingevolge Regulasie 17 (3)(b) van die Wet op Plaaslike Regering: Munisipale Stelsels, Wet 32 van 2000 en Regulasies.*
9. *Dat die Menslike Hulpbron, of 'n verteenwoordiger daarvan, as 'n saak van hoflikheid, die onsuksesvolle kandidate formeel van die uitslag in kennis stel, en hulle bedank vir hul aansoek en deelname aan die prosesse.*
10. *Dat nadat onderhandelinge afgehandel is, die Uitvoerende Burgemeester aan die Raad verslag doen rakende die uitkomst.*

IKOMITI KASODOLOPHU INDULULE KWIBHUNGA UKUBA:

1. Sesokuba iBhunga lithathele ingqalelo umongo wengxelo Yekomiti Yabachongi.
2. Sesokuba inkqubo yezokuloba nokuchonga nephawulwe Kwingxelo Yekomiti Yabachongi, kuquka uluhlu olude, uluhlu olufutshane kunye nengxelo yezokuqinisekisa/jongisisa, yamkelwe.
3. Sesokuba iBhunga lithathele ingqalelo ukuba uMnu. Given Monde Strat u phume phambili njengomgqatswa okwibakala eliphezulu, ukuze aqashwe njengo Mphathi Masipala.
4. Sesokuba iBhunga liqashe uMnu. Given Monde Strat njengo Mphathi Masipala ixesha leminyaka emihlanu(5) ngokweziphumo zokuvumelwana ngamhnxelumnye Kwabachongi.
5. Sesokuba uSodolophu oBekekileyo anikeze isimemo sonikezelo ngengqesho ku Mnu. Given Monde Strat u.
6. Sesokuba isivumelwano esizinzileyo sezengqesho nesiquka zonke izibonelelo zentlawulo zigqugulwe kwaye ziqukunjelwe kwisithuba senyanga ngu Sodolophu Obekekileyo emveni kwentlanganiso yanamhlanje yeBhunga.
7. Sesokuba ukubangaba uMnu. Given Monde Strat akasemkeli okanye akasityikityi isivumelwano sengqesho kwisithuba sexesha lenyanga enye(1) emveni kwesigqibo sanamhlanje seBhunga, iBhunga liphinde lisibhengeze kwakhona isithuba somsebenzi.
8. Sesokuba ingxelo ngokuqashwa kuka Mnu. Given Monde Strat inikezelwe kuMphathiswa Wephondo Worhulumente Basemakhaya ngokwemiqathango yoMmiselo 17 (3) (b) Worhulumente Basekhaya: Umthetho Wenkqubo zoMasipala, uMthetho 32 wanfo 2000 kunye neMmimiselo.
9. Sesokuba Icandelo Lemicimbi Yezabasebenzi, okanye igosa lecandelo, ngokwesisa, lazise abagqatswa abangaphumelelanga kugqatso, kwaye libabulele ngokuthabatha inxaxheba ngokufaka izicelo zabo zezengqesho nokuthabatha inxaxheba kwinkqubo yezengqesho.
10. Sesokuba emveni kokuqkunjelwa kwengxoxo, uSodolophu Obekekileyo anikezele

ingxelo kwiBhunga ngeziphumo zazo.

11.2 **REPORT ON THE APPOINTMENT OF AN ACTING MUNICIPAL MANAGER / VERSLAG RAKENDE DIE AANSTELLING VAN 'N WAARNEMENDE MUNISIPALE BESTUURDER / INGXELO NGOKUCHONGWA KWEBAMBELA MASIPALA**

Refer: Report dated 12 January 2022 from the Executive Mayor (ALD M Booysen)(pg 29-31)

RESOLVED TO RECOMMEND TO COUNCIL

That Council takes note of the report and approves the appointment of Mr Lusanda Menze to act as a Municipal Manager for a period not exceeding three (3) months while the process of appointing a Municipal Manager is being finalized.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

Dat die Raad kennis neem van die verslag en die aanstelling van Mnr Lusanda Menze om waar te neem as Munisipale Bestuurder, vir 'n periode nie langer as drie (3) maande, goed te keur, terwyl die aanstelling van 'n Munisipale Bestuurder, gefinaliseer word.

ISIGQIBO SOKUNDULULA KWIBHUNGA

Sesokuba iBhunga lithathele ingqalelo ingxelo kwaye liphumeze ukuchongwa kuka Mnu Lusanda Menze njengebambela Mphathi Masipala isithuba esingadluliyo kwiinyanga ezinathu(3) ngethuba kusakukunjelwa inkqubo yokuqeshwa koMphathi Masipala.

11.3 **2ND ADJUSTMENT BUDGET 2021/2022 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) / TWEDE AANSUIWERINGSBEGROTING 2021/2022 MEDIUM TERMYN EN INKOMSTE EN UITGAWE RAAMWERK (MTIUR) / ULUNGELELWANISO LWESIBINI LOLWABIWO-MALI LUKA 2021/2022 ING Xeniso YEXESHA ELIFUTSHANE KUNYE NOMISELO LWENCITHO**

Refer: Report dated 09 February 2022 from the Executive Mayor (ALD M Booysen)(32-199)

RESOLVED TO RECOMMEND TO COUNCIL

(1) That the 2nd adjustments budget of Garden Route District Municipality for the financial year 2021/2022 as set out in the schedules contained in Section 4 be **approved:**

- (i) Table B1 Adjustments Budget Summary;
- (ii) Table B2 Adjustments Budget Financial Performance (by standard classification);

- (ii) Table B3 Adjustments Budget Financial Performance (by municipal vote);
 - (iv) Table B4 Adjustment Budget Financial Performance (revenue by source);
and
 - (v) Table B5 Adjustment Budget Capital Expenditure (by municipal vote and
funding source)
- (2) That Council approves the Adjustment Operating Expenditure Budget of R453,742,320.
 - (3) That Council approves the Adjustment Operating Revenue Budget of R442,803,535.
 - (4) That Council approves the Adjustment Capital Budget of R19,616,540
 - (5) That a revised Service Delivery and Budget Implementation Plan (SDBIP) for the 2021/22 financial year be compiled and tabled to the Executive Mayor for approval.
 - (6) That Council take note of the Medium Term Budget Policy Statement 2021 (MTBPS).

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

- (1) *Dat die tweede Aangepaste Begroting van Garden Route Distriksmunisipaliteit vir die finansiële jaar 2021/2022 soos vervat in die skedules van Seksie 4 **goedgekeur** word:*
 - i. *Tabel B1 Aangepaste Begrotings Opsomming;*
 - ii. *Tabel B2 Aangepaste Begroting Finansiële Prestasie (volgens standaard klassifikasie);*
 - iii. *Tabel B3 Aangepaste Begroting Finansiële Prestasie (volgens pos);*
 - iv. *Tabel B4 Aangepaste Begroting Finansiële Prestasie (volgens finansieringsbron); en*
 - v. *Tabel B5 Aangepaste Kapitale Begroting (volgens pos en finansieringsbron)*
- (2) *Dat die Raad die Aangepaste Uitgawe Begroting van R453,742,320 goedkeur.*
- (3) *Dat die Raad die Aangepaste Inkomste Begroting van R442,803,535 goedkeur.*
- (4) *Dat die Raad die Aangepaste Kapitaal Begroting van R19,616,540 goedkeur.*

- (5) *Dat die hersiende Dienslewerings- en Begrotings Implementerings Plan vir 2021/2022 opgestel en aan die Uitvoerende Burgermeester voorgelê word vir goedkeuring.*
- (6) *Dat die Raad neem kennis van die Medium Termyn Begroting Beleid Verklaring 2021 (MTBPS).*

ISIGQIBO SOKUNDULULA KWIBHUNGA

- (1) Sesokuba ulwabiwo-mali olulungisiweyo(izibonelelo ezingasetyenziswanga) loMasipala Wesithili se Garden Route kunyakamali ka 2021/2022 njengoko kuchaziwe kuluhlu oluqulwathwe kuMhlathi 4 luphunyezwe:
- i. Table B1 Ushwankathelo loLwabiwo-Mali Olu-Lungisiweyo
 - ii. Table B2 Ulwabiwo-Mali Olulungisiweyo Umsebenzi Wezemali (ngokwendlela ezifanelekileyo);
 - iii. Table B3 Ulwabiwo-Mali Olulungisiweyo Umsebenzi Wezemali (ngokwevoti yomasipala);
 - iv. Table B4 Ulwabiwo-Mali Olulungisiweyo Umsebenzi Wezemali (ingeniso ngokovimba); kunye
 - v. Table B5 Ulwabiwo-Mali Olulungisiweyo Incitho Yenkunzi (ngokwevoti yomasipala kunye nenxaso yovimba)
- (2) IBhunga liphumeze Ulwabiwo-Mali Olu-Lungisiweyo Lencitho Eqhubayo ye R453,742,320
- (3) IBhunga liphumeze ulwabiwo-Mali Oluqhubayo Lwengeniso noluyi R442,803,535
- (4) IBhunga liphumeze Ulwabiwo-Mali Oluyinkunzi Olu-Lungisiweyo lwe R19,616, 540
- (5) Sesokuba ulungisowe Lonikezelo Nkonzo kunye Nesicwangciso Sokumiselwa koLwabiwo-Mali(SDBIP) kunyakamali ka 2021/2022 luqulunqwe kwaye luthiwe theca kuSodolophu obekekileyo ukuze luphunyezwe.
- (6) Sesokuba iBhunga lithathele ingqalelo Ingxelo Yomgaqo Wolwabiwo-Mali Lwexesha Elifutshane 2021 (MTBPS).

12. REPORTS FROM THE OFFICE OF THE MUNICIPAL MANAGER / ITEMS VANAF DIE

KANTOOR VAN DIE MUNISIPALE BESTUURDER / IMIBA EVELA KWI OFISI YOMPHATHI**MASIPALA****12.1 APPOINTMENT OF APAC MEMBERS / AANSTELLING VAN OPOK LEDE / UKUQESHWA KWAMALUNGU E-APAC**

Refer: Report dated 09 February 2022 from the Municipal Manager (M Stratu) / Strategic Manager in the Office of the Municipal Manager (T Loliwe) (pg 200 - 224)

RESOLVED TO RECOMMEND TO COUNCIL

1. That Council approves the appointment of Adv L Mtunzi and Mr ABJ Dippenaar as members of APAC, effective 1 March 2022 to 28 February 2025.
2. That Council approves the extension of Dr A Potgieter as a member of the APAC for a period of 2 years (1 April 2022 – 31 March 2024).

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

1. *Dat die Raad die aanstelling van Adv L Mtunzi en Mnr ABJ Dippenaar as lede van die OPOK effektief 1 Maart 2022 tot 28 Februarie 2025.*
2. *Dat die Raad die verlenging van Dr A Potgieter as lid van die OPOK vir 'n tydperk van 2 jaar (1 April 2022 – 31 Maart 2024).*

ISIGQIBO SOKUNDULULA KWIBHUNGA

1. Sesokuba iBhunga liphumeze ukuqeshwa kula Adv L Mtunzi kunye no Mnu ABJ Dippenaar njengemalungu amatsha e APAC, ukususela ngomhla 1 kweyoKwindla 2022 ukuya kumhla 28 kweyoMdumba 2025.
2. Sesokuba iBhunga liphumeze ukwandiswa kobulungu buka Gqr. A Potgieter njengelungu le APAC isithuba seminyaka emibini(1 kuTshazimpuzi 2022-31 kweyoKwindla 2024).

12.2 EXTENSION OF TUNIMART CONTRACT FOR THE PROVISION OF TRAVELLING AND ACCOMODATION SERVICES / VERLENGING VAN TUNIMART KONTRAK VIR DIE LEWERING VAN REIS EN VERBLYFDIENSTE / UKWANDISWA KWESIVUMELWANO SABANIKEZELI BENKONZO U TUNIMART SENKONZO YEZOHAMBO KUNYE NOKUHLALISWA

Refer: Report dated 09 February 2022 from the Municipal Manager (M Stratu) / Strategic Manager in the Office of the Municipal Manager (T Loliwe) (pg 225 - 249)

RESOLVED TO RECOMMEND TO COUNCIL

1. That Council takes note of the contents of the report.

2. That Council approves the extension of the current Travel Agency contract between the Garden Route District Municipality and Tunimart for a period 1 March 2022 until 28 February 2023.
3. That the local community is given notice of the intention to extend the Travel Agency contract as determined by Section 116 of the Municipal Finance Management Act 56 of 2003.
4. That the local community is invited to submit representations to the municipality on matter.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

1. *Dat die Raad kennis neem van die inhoud van die verslag.*
2. *Dat die Raad die verlenging van die huidige reisagent se kontrak verleng vanaf 1 Maart 2022 tot 28 Februarie 2023.*
3. *Dat die plaaslike gemeenskap in kennis gestel word rakende die voorneme om die Reisagentskapkontrak te verleng soos bepaal deur Artikel 116 van die Wet op Munisipale Finansiële Bestuur 56 van 2003.*
4. *Dat die plaaslike gemeenskap genooi word om verhoë rakende aangeleentheid by die munisipaliteit in te dien.*

ISIGQIBO SOKUNDULULA KWIBHUNGA

1. Sesokuba iBhunga lithathele ingqalelo umongo wengxelo.
2. Sesokuba iBhunga liphumeze ukwandiswa kwesivumelano esikhoyo se Arhente Yezohambo ukususela ngomhla 1 kweyoKwindla 2022 ukuya 28 kweyoMdumba 2023.
3. Sesokuba uluntu lwasekuhlaleni lunikwe isaziso ngenjongo zokwandiswa kwesivumelwano se Arhente Yezohambo njengoko kuchaziwe kuMhlathi 116 woMthetho Wezolawulo LeMali zoMasiapal 56 wango 2003.

4. Sesokuba uluntu lasekuhlaleni lumenywe ukuba lunikezele ngenxgelo zalo kumasipala ngalomba.

13. REPORTS FROM THE FINANCIAL SERVICES DEPARTMENT / ITEMS VANAF DIE FINANSIËLE DIENSTE DEPARTEMENT / IMIBA ESUKA KWISEBE LENKONZO ZEMALI

13.1 DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 JANUARY 2022 TO 31 JANUARY 2022 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 JANUARIE 2022 TOT 31 JANUARIE 2022 / INGXELO YOTYESHELO: UKUMISELWA KOMGAQO WOLAWULO LWENKCITHO KWIXESHA LOMHLA 1 KWEYEMQUNGU 2022 UKUYA 31 KWEYEMQUNGU 2022

Refer: Report dated 07 February 2022 from the Executive Manager: Financial Services (J-W de Jager)(250 - 255)

RESOLVED TO RECOMMEND TO COUNCIL

1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 January 2022 to 31 January 2022, be noted.
2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

1. *Dat die kennis geneem word van die implementering van Artikel 36 van die Voorsieningskanaal beleid in terme van die afwykings vir die periode van 1 Januarie 2022 tot 31 Januarie 2022.*

2. *Dat kennis geneem word dat in terme van Artikel 114 van die Munisipale Finansiële Bestuurswet, Wet 56 van 2003, dat daar geen goedkeuring was van tenders wat toegeken is in die normale implementering van die Voorsieningskanaalbeleid van die munisipaliteit nie.*

ISIGQIBO SOKUNDULULA KWIBHUNGA

1. Sesokuba ukumiselwa komhlathi 36 woMgaqo Wolawulo Lwencitho yoMasiapala ngokwemimiselo yezotyeshelo kwixesha lomhla 01 KweyoMqungu 2022 ukuya 31 KweyoMqungu 2022, kuthathelwe ingqalelo.
2. Sesokuba kuthathelwe ingqalelo ngokwemimiselo yoMhlathi 114 woMthetho Wolawulo Lwemali zoMasipala, uMthetho 56 wango 2003, akukhange kubekho ziniki maxabiso ezingandululwanga kwinkqubo eqhelekileyo yokumiselwa uMgawo Wolawulo Lwezencitho zomasipala.

14. REPORTS FROM THE CORPORATE SERVICES DEPARTMENT / ITEMS VANAF DIE KORPORATIEWE DIENSTE DEPARTEMENT / IMIBA ESUKA KWISEBE LENKONZO ZOLAWULO

14.1 ELECTION OF WHIP OF COUNCIL / VERKIESING VAN SWEEP VAN DIE RAAD/ UKONYULWA KOMBHEXESI WEBHUNGA

Refer: Report dated 07 February 2022 from the Executive Manager: Corporate Services (B Holtzhausen) (pg 256 – 260)

RESOLVED TO RECOMMEND TO COUNCIL

That a Whip of Council be elected for the Garden Route District Municipality as provided in section 41A of the Local Government: Municipal Structures Amendment Act, 2021 in accordance with the procedures as stipulated in Schedule 3 of the principal Act.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

Dat 'n Sweep verkies word vir die Garden Route Distriksmunisipaliteit in terme van die bepaling van Artikel 41A van die Wysigingswet op Plaaslike Regering Munisipale Strukture, 202, soos ooreenkomstig die prosedures soos uiteengesit in Bylae 3 van die Hoofwet.

ISIGQIBO SOKUNDULULA KWIBHUNGA

Sesokuba uMbhhexeshi onyulelwe uMasipala Wesithili se Garden Route ngokwemimisela yezibonelelo zomhlathi 41A zoMthetho Worhulumente Basekhaya woLawulo looMasipala wango,2021 ngokuthobela inkqubo eziphawulwe kumhlathi 3 yomthetho siseko.

14.2 **RULES OF ORDER FOR THE PROCEDURES AND MAINTENANCE OF ORDER AT MEETINGS OF GARDEN ROUTE DISTRICT COUNCIL 2020 / STANDAARDVERORDENINGE INSAKE DIE PROSEDURES EN HANDHAWING VAN ORDE OP VERGADERINGS VAN DIE GARDEN ROUTE DISTRIKSMUNISIPALITEIT 2020 / IMITHETHO NEZOCWANGCO NGENKQUBO NOKUGCINA UCWANGCO KWINTLANGANISO ZEBHUNGA**

Refer: Report dated 07 February 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 261 – 321)

RESOLVED TO RECOMMEND TO COUNCIL

1. That Council discusses the proposed amendments on the Rules of Order for the procedures and maintenance of order at meetings of the Garden Route District Municipality policy(2020).
2. That Council adopts the Rules of Order for Procedure and Maintenance of Order at meetings.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

1. Dat die Raad die aanwysigings op die Standaardverordeninge insake die prosedures en handhawing van orde op vergaderings van die Garden Route Distriksmunisipaliteit (2020), bespreek.
2. Dat die Raad die Prosedures en Handhawing van Orde by vergaderings goedkeur.

ISIGQIBO SOKUNDULULA KWIBHUNGA

1. Sesokuba iBhunga lixoxe isiphakamiso solungiso Lwemithetho Yezocwangco yenkqubo kunye nogcino cwangco kwintlanganiso zeBhunga loMasipala Wesithili se Garden Route umgaqo wango (2020).
2. Sesokuba iBhunga lamkele Inkqubo Yemithetho yoCwangco noGcinio Cwangco kwiintlanganiso.

14.3 **NOTICE RECEIVED FROM SALGA REGARDING THE NATIONAL CONFERENCE THAT IS GOING TO TAKE PLACE ON 02 – 04 MARCH 2022 / KENNISGEWING ONTVANG VANAF SALGA RAKENDE DIE NASIONALE KONFERENSIE WAT GAAN PLAASVIND VANAF 02 – 04 MAART 2022 / ISAZISO ESIVELA KU SALGA MALUNGA NENKOMFA KAZWELONKE NEZAKUBANJWA NGOMHLA 02 – 04 KWEYOKWINDLA 2022**

Refer: Report dated 07 February 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 322 -332)

RESOLVED TO RECOMMEND TO COUNCIL

1. That cognizance be taken of the Circular 03/2022 from SALGA regarding the National Conference that is going to take place on 02 – 04 March 2022.
2. That Council nominates Ald M Booysen, Cllr G van Niekerk, Ald GR Wolmarans and the Municipal Manager to attend the SALGA National Conference as delegates.
3. That Council authorizes Ald M Booysen to be the voting delegate at the SALGA National Conference.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

1. *Dat kennis geneem word van Omsendskrywe 03/2022 vanaf SALGA rakende die Nasionale Konferensie wat gaan plaasvind op 02 – 04 Maart 2022 Februarie 2022.*
2. *Dat die Raad Ald M Booysen, Rdl G van Niekerk, Ald GR Wolmarans en die Munisipale Bestuurder nomineer as afgevaardigdes om die SALGA Nasionale Konferensie by te woon.*
3. *Dat die Raad magtiging verleen om Ald M Booysen om die stemgeregtigde afgevaardigede by die SALGA Nasionale Konferensie te wees.*

ISIGQIBO SOKUNDULULA KWIBHUNGA

1. Sesokuba kuthathelwe ingqalelo iSazinge 03/2022 esiveka ku SALGA malunga Nenkomfa kaZwelonke nezakubanjwa ukususela 02 – 04 kweyoKwindla 2022.
2. Sesokuba iBhunga lichonge u Ald M Booyesen, Ceba G van Niekerk, Ald GR
3. Sesokuba iBhunga livumele u Ald M Booyesen ukuba abenegunya nokuvota kwiNkomfa kaZwelonke kas SALGA.

14.4 **APPOINTMENT OF A MEMBER TO SERVE ON THE GARDEN ROUTE DISTRICT HEALTH COUNCIL / AANSTELLING VAN 'N LID OM OP DIE GARDEN ROUTE DISTRIK GESONDHEIDSRaad TE DIEN/ UKUCHONGWA KWAMALUNGU NAZAKUHLALA KWIBHUNGA LEZEMPILO LESITHILI SE GARDERN ROUTE**

Refer: Report dated 08 February 2022 from the Executive Manager: Corporate Services (B Holtzhausen)(pg 333 – 334)

RESOLVED TO RECOMMEND TO COUNCIL

That Council approves the appointment of Alderlady Rosina Ruiters as Council representative to the Garden Route District Health Council in terms of section (1)(a) of the Western Cape District Health Councils Act, 2010,

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

Dat die Raad Ald Rosina Ruiters se lidmaatskap by die Garden Route Distriksgesondheidsraad ingevolge artikel (1)(a) van die Wes-Kaapse Wet op Distriksgesondheidsrade, 2010, goedkeur.

ISIGQIBO SOKUNDULULA KWIBHUNGA

Sesokuba iBhunga liphumeze ukuba ubulungu buka Ald Rosina Ruiters kwiBhunga Lezempilo Lesithili se Garden Route ngokwemithetho yomhlathi (1) (a) Womthetho Webhunga Lentshona Koloni Wesithili Lezempilo, wango 2010.

15. **REPORTS FROM THE COMMUNITY SERVICES DEPARTMENT / ITEMS VANAF DIE GEMEENSKAPSDIENSTE DEPARTEMENT / IMIBA ESUKA KWISEBE LENKONZO ZOLUNTU**

15.1 **UPDATE REPORT ON THE ACTIONS TAKEN BY THE DISTRICT COVID-19 COMMAND CENTRE TO ADDRESS THE COVID-19 PANDEMIC / OPDATERINGSVERSLAG RAKENDE DIE AKSIE STAPPE WAT REEDS DEUR DIE COVID-19 DISTRIK BEHEERSENTRUM IN PLEK GESTEL IS OM DIE COVID-19 PANDEMIE AAN TE SPREEK / INGXELO ENTSHA NGAMANYATHELO ATHATYATHWE LIBHUNGA LEZIKO LEZOLAWULO LWESITHILI SE COVID-19 UKUJONGANA NOBHUBHANE WE COVID-19**

Refer Report dated 07 February 2022 from Executive Manager Community Services (C Africa)/ Manager: Disaster Management (G Otto) (pg 335 – 344)

RESOLVED TO RECOMMEND TO COUNCIL

That Council takes note of the report.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

Dat die Raad kennis neem van die verslag.

ISIGQIBO SOKUNDULULA KWIBHUNGA

Sesokuba iBhunga lithathele ingqalelo lengxelo.

16. **REPORTS FROM THE ROADS AND TRANSPORT PLANNING SERVICES DEPARTMENT / ITEMS VANAF DIE PAAIE EN VERVOER BEPLANNINGSDIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZENDLELA KUNYE NEZICWANGCISO KWEZOTHUTHO**

16.1 **PROGRESS REPORT ON MADIBA ROAD (MR0355) / VORDERINGSVERSLAG RAKENDE MADIBA PAD (MR 0355 / INGXELO NGOMSEBENZI OSELE WENZIWE KUGAQO I-MADIBA(MR0355)**

Refer: Report dated 07 February 2022 from the Executive Manager: Roads and Transport Services (JG Daniels)(pg 345 – 348)

RESOLVED TO RECOMMEND TO COUNCIL

That Council take note of the content of the progress report.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

Dat die Raad kennis neem van die inhoud van die vorderingsverslag.

ISIGQIBO SOKUNDULULA KWIBHUNGA

Sesokuba iBhunga lithathele ingqalelo ingxelo yomsebenzi.

16.2 **FLOOD DAMAGE ASSESSMENT REPORT AND SOLUTIONS BY PROVINCIAL WESTERN CAPE GOVERNMENT FOR THE GARDEN ROUTE DISTRICT AREA / VERSLAG RAKENDE DIE VLOEDSKADE EN OPLOSSINGS DEUR PROVINSIALE WES-KAAPSE REGERING VIR DIE GARDEN ROUTE DISTRIK AREA / INGXELO YOQWALASELO LOMONAKALO LWEZIKHUKULA KUNYE NEZISOMBULULO ZORHULUMENTE WEPHONDO LENTSHONA KOLONI KWINGINGQI YESITHILI SE GARDEN ROUTE**

Refer: Report dated 07 February 2022 from the Executive Manager: Roads and Transport Services (JG Daniels)(pg 349 – 353)

RESOLVED TO RECOMMEND TO COUNCIL

That Council takes note of the content of the report.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

Dat die Raad kennis neem van die inhoud van die verslag.

ISIGQIBO SOKUNDULULA KWIBHUNGA

Sesokuba iBhunga lithathele ingqalelo umongo wengxelo.

17. **REPORTS FROM THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT / ITEMS VANAF DIE BEPLANNING EN EKONOMIESE DIENSTE DEPARTEMENT / IMIBA YESEBE LEZOCWANGCISO KUNYE NOPHUHLISO LOQOQOSHO**

17.1 **REPORT ON THE GARDEN ROUTE FILM COMMISSION BOARD OF DIRECTORS / VERSLAG TEN OPSIGTE VAN DIE GARDEN ROUTE FILMKOMMISSIE SE RAAD VAN DIREKTEURE / INGXELO MALUNGA NABALAWULO BEBHODI YEKOMISHONI YEZOSHICILELO YE GARDEN ROUTE**

Refer: Report dated 07 February 2022 from the Executive Manager: Economic Development and Planning (L Menze)(pg 354 - 357)

RESOLVED TO RECOMMEND TO COUNCIL

That Council nominates the following two (2) councillors, Cllr J Meiring, Ald IC Kritzinger to serve on the Garden Route Film Commission Board.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

Dat die Raad die volgende twee (2) Raadslede, Rdl J Meiring, Ald IC Kritzinger en Ald S de Vries nomineer om die Raad op die Garden Route Film Kommissie Raad te verteenwoordig.

ISIGQIBO SOKUNDULULA KWIBHUNGA

Sesokuba iBhunga lichonge abaceba babini(2) balandelayo uCeba J Meiring kunye no Ald. IC Kritzinger njengamalungu eBhodi Yekomishoni Yezoshicilelo ye Garden Route.

18. NOTICE OF URGENT MOTIONS / KENNISGEWING VAN DRIGENDE MOSIES / ISAZISO SEZIPHAKAMISO

18.1 None / Geen / Azikho

19. NOTICES OF MOTIONS / KENNISGEWING VAN MOSIES / ISAZISO SEZIPHAKAMISO

19.1 None / Geen / Azikho

20. IN CLOSED SESSION / IN GESLOTE SESSIE / KWI-SASHONI YASEKHUSINI

20.1 None / Geen / Azikho

CLOSURE / SLUITING / UQUKUNJELO

The meeting closed at 09:40 / Die vergadering sluit om 09:40 / Intlanganiso ivalwe nge 09:40.

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EXECUTIVE MAYOR

ALD M BOOYSEN

BACK TO AGENDA

1. APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR MARCH 2022 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR MAART 2022 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA YOKWINDLA 2022

(9/3/1)

**REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN)
MANAGER: HUMAN RESOURCES (N KLAAS)**

2 PURPOSE

To report on the appointments, service exits and labour relations matters for March 2022.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The purpose of the report is to provide a summary of permanent and contract appointments, how the appointments promote employment equity objectives, number of terminations and an overview of related labor matters for the period March 2022.

5. RECOMMENDATIONS

That the information on the appointments, service exits and labour relations matters for March 2022, be noted.

AANBEVELING

Dat kennis geneem word van die aanstellings, uitdienstredings, gelyke indiensnemingspraktyke en arbeidsverhoudinge inligting vir Maart 2022.

ISINDULULO

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga yoKwindla 2022 luthathelwe inqgalelo.

6.1 Background

The Human Resource Department is responsible for the management of discipline and other labour related issues in the organization. One of the responsibilities of the department includes the appointment of employees and service exits in the organization. This report will therefore, focus on the following:

APPOINTMENTS & EMPLOYMENT EQUITY: MARCH 2022

NR	DEPARTMENT	DESIGNATION	STATION	FUNDED/UNFUNDED	RACE & GENDER	EMPLOYMENT CATEGORY
1	ROADS SERVICES	SNR SUPERVISOR	UNIONDALE	FUNDED	C/M	Tech&Associates
2	ROADS SERVICES	SNR WORKER: RESEAL	GEORGE	FUNDED	C/F	Elementary
3	ROADS SERVICES	GENERAL ATTENDANT	UNIONDALE	FUNDED	C/F	Elementary

SERVICE EXITS & EMPLOYMENT EQUITY: MARCH 2022

NR	DEPARTMENT	DESIGNATION	STATION	RACE & GENDER	REASON	EMPLOYMENT CATEGORY
1	ROADS SERVICES	SUPERVISOR	GEORGE LAYER WORKS	A/M	RETIRED	Tech&Associates
2	ROADS SERVICES	GENERAL ATTENDANT	HEIDELBERG MAINTENANCE	C/M	RETIRED	Elementary

LABOUR RELATIONS: MARCH 2022

LABOUR RELATIONS DISPUTE REPORT ON OUTSTANDING MATTERS AS AT MARCH 2022

DISCIPLINARY HEARINGS					
NO	DEPART	DATE	NATURE OF DISCIPLINARY HEARING	PROGRESS MADE	OUTCOMES
1	Corporate Services	09 June 2021	Contravention of Disciplinary Code and Code of Conduct for staff members	In Process	Parties to submit closing arguments where-after chairperson must make a ruling.
2	Corporate Services	09 June 2021	Contravention of Disciplinary Code and Code of Conduct for staff members	In process	The Disciplinary Hearing has been postponed for 17 – 20 May 2022.

3	Planning and Economic Develop	20 Sept 2021	Fruitless and wasteful expenditure	In process	Hearing date scheduled for 26 and 27 May 2022.
4.	Roads Depart	20 Sept 2021	Fruitless and wasteful expenditure	Finalized	Employee dismissed. Matter finalized.
5.	Roads Depart	29 Sept 2021	Contravention of the Code of Conduct for Municipal Staff members; Contravention of Disciplinary Procedure and Code of Collective Agreement	Finalized	Employee dismissed. Matter finalized.
6	Roads Depart	29 Sept 2021	Contravention of the Code of Conduct for Municipal Staff members; Contravention of Disciplinary Procedure and Code of Collective Agreement	Finalized	Employee dismissed. Matter finalized.
7	Roads Depart	29 Sept 2021	Contravention of the Code of Conduct for Municipal Staff members; Contravention of Disciplinary Procedure and Code of Collective Agreement	Finalized	Employee dismissed. Matter finalized.
8.	Corporate Services Dept	05 Nov 2021	Contravention of Disciplinary Procedure and Code of Collective Agreement	In process	Hearing date scheduled for 07 till 10 June 2022.
9	Community Services	19 Nov 2021	Contravention of Disciplinary Procedure and Code of Collective Agreement	In process	Hearing took place on 25 March 2022 and will continue on 20 May 2022
10	Roads Depart	09 Dec 2021	Contravention of the Code of Conduct for Municipal Staff	In Process	Matter on hold pending further investigation.

			members; Contravention of Disciplinary Procedure and Code of Collective Agreement		
11	Roads Dept	03 Feb 2022	Contravention of Disciplinary procedure and Code of Collective Agreement	In process	Hearing date set for 24 March 2022,
12.	Roads Depart	02 March 2022	Sexual Harrasment	In process	Employee is suspended Chairperson & Initiator was appointed, Awaiting date.
13	Roads Depat	15 March 2022	Sexual Harrasment	In process	Employee is suspended, Chairperson & Intiator was appointed, Awaiting date.
INFORMAL DISCIPLINARY HEARING					

GRIEVANCES					
NO	DEPART	DATE	NATURE OF GRIEVANCE	PROGRESS MADE	OUTCOMES
1.	Corporate Services	22 Septemb er 2021	Unfair labour practice	In process	Step 2 process remains unresolved, refered to step 3.
2.	Community Services	15 October 2021	Inconsistent application of GRDM policy	In process	Step 3 grievance held on 14 March 2022 and resolved to obtain further information to finalise the matter.
3.	Community Services (Group grievance)	15 October 2021	Unfair division and allocation of regions and areas	In process	HOD and the aggrieved parties has agrees to resolved internally amongst themselves. No amicable solution found, hence the matter referred back for finalization.
4.	Planning and Economic Dev.	08 October 2021	Unfair labour practice	In process	Step 3 grievance held on 14 March 2022 and resolved to obtain further information to finalise the matter.
5.	Community Services (Group grievance)	05 Novemb er 2021	Unfair labour practice	In process	HOD and the aggrieved parties has agrees to resolved internally amongst themselves. No amicable solution found, hence the matter referred back for finalization.
6.	Financial Services	17 Novemb er 2021	Would like to be moved out of the department	In process	Step 1 is scheduled for 28 March 2022.

NO	NAME	DEPARTMENT	DATE	NATURE OF DISCIPLINARY HEARING	PROGRESS MADE	OUTCOMES
				None to report		

INCAPACITY INVESTIGATIONS

NO	DEPART	DATE	NATURE OF INCAPACITY	PROGRESS MADE	OUTCOMES
	Roads Department	01 April 2021	Medical incapacity	Resolved and finalised	Resolved and finalised
	Financial Services	17 November 2021	Medical incapacity	In process	Final discussion to conclude before end of April 2022.

DISPUTES

NO	DEPART	DATE	NATURE OF DISPUTES	PROGRESS MADE	OUTCOMES	
	Corporate Services	04 May 2021	Unfair labour practice	In process	Arbitration took place on 09 March 2022. Matter still in process as the parties request to submit arguments on whether the dispute is a benefit or interest dispute.	
	External	25 June 2021	N/A	Unfair dismissal	In process	Arbitration date scheduled for 23 March 2022.
	Community Services	12 July 2021	1270	Unfair labour practice	In process	Arbitration date scheduled for 22 March 2022.

COUNSELLING					
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NO	DEPART	DATE	NATURE OF COUNSELLING SESSION	PROGRESS MADE	OUTCOMES
				None reported	

CONTRACT APPOINTMENTS: MARCH 2022 (16)

POSITION	DEPARTMENT	STATION	RACE & GENDER	PERIOD
WORKER - SMOKE ALARM	PLANNING- EPWP	PLETTENBERG	A/F	03/03/22 – 31/03/22
WORKER – SMOKE ALARM	PLANNING- EPWP	PLETTENBERG	A/M	03/03/22 - 31/03/22
WORKER – SMOKE ALARM	PLANNING- EPWP	PLETTENBERG	A/M	03/03/22 - 31/03/22
WORKER – SMOKE ALARM	PLANNING- EPWP	PLETTENBERG	A/F	03/03/22 - 31/03/22
WORKER – SMOKE ALARM	PLANNING- EPWP	PLETTENBERG	A/M	03/03/22 - 31/03/22
WORKER – SMOKE ALARM	PLANNING- EPWP	PLETTENBERG	A/F	03/03/22 - 31/03/22
WORKER – SMOKE ALARM	PLANNING- EPWP	PLETTENBERG	A/M	03/03/22 - 31/03/22
WORKER – SMOKE ALARM	PLANNING- EPWP	PLETTENBERG	A/F	03/03/22 - 31/03/22
WORKER – SMOKE ALARM	PLANNING- EPWP	PLETTENBERG	A/M	03/03/22 - 31/03/22
DISPOSAL CLERK	CORP-RECORDS	GEORGE	C/M	01/03/22 - 31/05/22
DISPOSAL CLERK	CORP-RECORDS	GEORGE	A/M	01/03/22 - 31/05/22
ASSETS	FINANCE - EPWP	GEORGE	A/F	10/03/22 - 31/05/22
ADM OFF- HUM SETTLEMENT	PLANNING	GEORGE	A/M	07/03/22 - 06/03/24
ADMINISTRATIVE - COVID	PLANNING-EPWP	GEPRGE	C/M	01/03/22 - 30/06/22
INTERNAL AUDIT	MM OFFICE	GEORGE	W/M	01/03/22 – 28/02/25
INTERNAL AUDIT	MM OFFICE	GEORGE	A/F	01/03/22 - 28/02/25

6.2 Discussion

As stipulated in the report.

6.3 Financial Implications

As per budget for each position

6.4 Legal Implications**RELEVANT LEGISLATION**

CONSTITUTION OF REPUBLIC OF SOUTH AFRICA, 1996

BASIC CONDITIONS OF EMPLOYMENT ACT, ACT 56 OF 2003

LABOUR RELATIONS ACT, ACT 66 OF 1995

6.5 Staff Implications

As indicated in attached report.

6.6 Previous / Relevant Council Resolutions:

Monthly reports are submitted to Council for noting

6.7 Risk Implications

There can be unforeseen financial implications based on outcomes of labour matters.

[BACK TO AGENDA](#)

1. **3RD ADJUSTMENT BUDGET 2021/2022 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) / DERDE AANSUIWERINGSBEGROTING 2021/2022 MEDIUM TERMYN EN INKOMSTE EN UITGAWE RAAMWERK (MTIUR) / UGQITHISELO LOLWABIWO-MALI OLU-LUNGISIWEYO LUKA 2021/2021 LWENGENISO YEXESHA ELIFUTSHANE KUNYE NENDLELA YENCITHO(MTREF)**

(6/18/7)

12 April 2022

REFER REPORT FROM THE EXECUTIVE MAYOR (M BOOYSEN)

2. **PURPOSE OF THE REPORT**

The report is tabled to council in terms of section 28(2) (Municipal Adjustments Budgets) as required in terms of the Municipal Finance Management Act 56 of 2003.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The Executive Mayor must table an adjustment budget to Council for consideration and approval. Additional revenues/allocations received from National and/or Provincial government must be tabled before council at the first Council meeting following the gazette – such allocations (totalling R47,338,000) is included here.

5. **RECOMMENDATIONS**

That Council take the following resolutions:

1. That the 3rd adjustments budget (additional allocations) of Garden Route District Municipality for the financial year 2021/2022 as set out in the schedules contained in Section 4 be **approved**:
 - i. Table B1 Adjustments Budget Summary;
 - ii. Table B2 Adjustments Budget Financial Performance (by standard classification);

- iii. Table B3 Adjustments Budget Financial Performance (by municipal vote);
 - iv. Table B4 Adjustment Budget Financial Performance (revenue by source);
and
 - v. Table B5 Adjustment Budget Capital Expenditure (by municipal vote and
funding source)
2. Council approves the Adjustment Operating Expenditure Budget of R503,442,590
 3. Council approves the Adjustment Operating Revenue Budget of R492,164,005
 4. Council approves the Adjustment Capital Budget of R19,276,740
 5. That a revised Service Delivery and Budget Implementation Plan (SDBIP) for the
2021/22 financial year be compiled and tabled to the Executive Mayor for
approval.
 6. That Council take note of the Medium Term Budget Policy Statement 2021
(MTBPS).

AANBEVELINGS

Dat die Raad die volgende resolusies aanvaar:

- (1) *Dat die derde Aangepaste Begroting (addisionele toekenning) van Garden
Route Distriksmunisipaliteit vir die finansiële jaar 2021/2022 soos vervat in die
skedules van Seksie 4 **goedgekeur** word:*
 - i. *Tabel B1 Aangepaste Begrotings Opsomming;*
 - ii. *Tabel B2 Aangepaste Begroting Finansiële Prestasie (volgens standaard
klassifikasie);*
 - iii. *Tabel B3 Aangepaste Begroting Finansiële Prestasie (volgens pos);*
 - iv. *Tabel B4 Aangepaste Begroting Finansiële Prestasie (volgens finansieringsbron);
en*
 - v. *Tabel B5 Aangepaste Kapitale Begroting (volgens pos en finansieringsbron)*
2. *Die Raad die Aangepaste Uitgawe Begroting van R503,442,590 goedkeur.*

3. *Die Raad die Aangepaste Inkomste Begroting van R492,164,005 goedkeur.*
4. *Die Raad die Aangepaste Kapitaal Begroting van R19,276,740 goedkeur.*
5. *Dat die hersiende Dienslewering- en Begrotings Implementerings Plan vir 2021/2022 opgestel en aan die Uitvoerende Burgermeester voorgelê word vir goedkeuring.*
6. *Dat die Raad neem kennis van die Medium Termyn Begroting Beleid Verklaring 2021 (MTBPS).*

6. DISCUSSION / BACKGROUND

6.1 BACKGROUND

Section 28 of the Municipal Finance Management Act 2003 (No.56) (MFMA) determines that a Municipality may revise an approved annual budget through an adjustment budget.

Subsection (2) also determines that an adjustment 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, authorize unforeseeable and unavoidable expenditure recommended by the mayor;
- d) May authorize the utilization of projected savings in one vote towards spending under another vote;
- e) May authorize 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.

Subsection (4) determines that only the mayor may table an adjustment budget in the municipal Council, but an adjustment budget in terms of subsection (2) (b) to (g) may only be tabled within any prescribed limitations as to timing or frequency.

Subsection (5) states that when an adjustment budget is tabled, it must be accompanied by an explanation of how the adjustment budget affects the annual budget and a motivation of any material changes to the annual budget.

Subsection (6) states very clearly that property rates and tariffs may not be increased during a financial year except when required in terms of a financial recovery plan.

Cognizance must also be taken of **Section 15** of the MFMA which refers to the appropriation of funds for expenditure.

Subsection **(a)** determines very clearly that expenditure may only be incurred in terms of an approved budget; and

(b) Within the limits of the amounts appropriated for the different votes in an approved budget.

Also take note of **Section 23 (3)** of the Budget and Reporting Regulations which refers to the Timeframes for tabling of adjustment budgets.

Subsection (3) states –

If a national or provincial adjustments budget allocates or transfers additional revenues to a municipality, the mayor of the municipality must, at the next available council meeting, but within 60 days of the approval of the relevant national or provincial adjustment budget, table an adjustments budget referred to in section 28(2)(b) of the Act in the municipal council to appropriate these additional revenues.

GRDM received additional allocation with regards to the Roads Department to the amount of R47,388,000 from Department of Public Works. R2.3m administration fee will be allocated to GRDM for the additional allocation.

The majority of the R2.3m was allocated to the planning and economic department for urgent maintenance needs and to the community services department for the EHP sampling vote for laboratory tests.

6.3 FINANCIAL IMPLICATIONS

Financial implications as per the Report attached

6.4 RELEVANT LEGISLATION

Municipal Finance Management Act, No 56 of 2003

Municipal Budget and Reporting Regulations, 17 April 2009

ANNEXURES

- 3RD Adjustment Budget Report 2021/2022 MTREF



GARDEN ROUTE DISTRICT MUNICIPALITY

FINANCIAL YEAR 2021 - 2022

3RD ADJUSTMENT BUDGET REPORT

2021/2022 MTREF

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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

MBRR – Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations April 2009

MFMA – The Municipal Finance Management Act – No. 56 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 years budget allocations. Also includes details of the previous and current years' financial position.

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.

Virement policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget. In Garden Route District this means the different GFS classification the budget is divided.

Legislative Framework

This report has been prepared in terms of the following enabling legislation.

The Municipal Finance Management Act – No. 56 of 2003

Section 28 Municipal Adjustment Budgets

Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations

Schedule B format of adjustment budgets

PART 1 – IN-YEAR REPORT

SECTION 1 – MAYORAL SPEECH

Honourable Speaker, leaders of the Opposition, honourable members of the Garden Route District Council on both sides of the house, The Municipal Manager and his Executive Management Team, the Members of the Media, interest groups and the citizens of the Garden Route District Municipality.

I would like to express a hearty warm welcome to you all. We are here today to approve the 3rd adjustment budget after additional allocation came available to the Roads Department from the Provincial Treasury.

Section 23 (3) of the Budget and Reporting Regulations which refers to the timeframes of tabling of adjustment budgets.

Sub regulation (3) states –

“If a national or provincial adjustments budget allocates or transfers additional revenues to a municipality, the mayor of the municipality must, at the next available council meeting, but within 60 days of the approval of the relevant national or provincial adjustments budget, table an adjustments budget referred to in section 28(2)(b) of the Act in the municipal council to appropriate these additional revenues.”

GRDM received additional allocation with regards to the Roads Department to the amount of R47,388,000 from Department of Public Works. R2.3m administration fee will be allocated to GRDM for the additional allocation. The majority of the R2.3m was allocated to the planning and economic department for urgent maintenance needs and to the community services department for the EHP sampling vote for laboratory tests.

The details of the above amendments to the budget are as follows:

Summary

DESCRIPTION	Original budget	Prior adjusted	Total budget	3rd Budget adjustments	Total 3rd Adjustment Budget
Revenue	- 420 694 075,00	- 22 109 460,00	- 442 803 535,00	- 49 360 470,00	- 492 164 005,00
Expenditure	428 166 027,00	25 576 293,00	453 742 320,00	49 700 270,00	503 442 590,00
Deficit/(Surplus)	7 471 952,00	3 466 833,00	10 938 785,00	339 800,00	11 278 585,00
Capital	76 172 524,00	- 56 555 984,00	19 616 540,00	- 339 800,00	19 276 740,00
Deficit/(Surplus) after capital	83 644 476,00	- 53 089 151,00	30 555 325,00	-	30 555 325,00

Note that the 2021/22 adjustments budget totals to a net deficit, but it is not an unfunded budget. The deficit on the budget remains the same as the February adjustment budget, the net effect on the bottom-line for the adjustments are R0. GRDM has accumulated surpluses which will fund the shortfall in the short term, with numerous projects in various stages of implementation to ensure GRDM can maintain its healthy financial position in the current extremely challenging economic conditions, as well as over the long term.

Operational Budget:

Income: The operational revenue budget has increased by approximately R49.7 million, the largest items contributing to the increase is as follows:

- The Roads budget increased with a total of R47,3m with the additional allocation on the roads expenditure up to 30 June 2022. This is offset by an increase in Roads revenue with the same amount.
- Income for Agency Services increase with R2.3m and the expenditure were allocated mainly to the planning and economic development department for urgent maintenance and to the community services department for laboratory tests for the EHP section.

Expenditure: The operational expenditure budget has increased by approximately R49.7 million, the items contributing to the increase are as follows:

- 47.3 million for the Roads Budget, this is fully funded and total to the increased total income of the Roads budget – zero net effect on bottom-line (deficit remain unchanged from February adjustment budget).
- Income for Agency Services increase with R2.3m and the expenditure were allocated mainly to the planning and economic development department for urgent maintenance and to the community services department for laboratory tests for the EHP section.

I would therefore like to recommend that council approve the following resolutions:

- (1) That the adjustment budget of Garden Route District Municipality for the financial year **2021/2022** as set out in the schedules contained in Section 4 be approved:
 - (i) Table B1 Adjustments Budget Summary;
 - (ii) Table B2 Adjustments Budget Financial Performance (by standard classification);
 - (iii) Table B3 Adjustments Budget Financial Performance (by municipal vote);
 - (iv) Table B4 Adjustments Budget Financial Performance (revenue by source); and
 - (v) Table B5 Adjustments Budget Capital Expenditure (by municipal vote and funding source)
- (2) That the adjusted operating expenditure budget of Garden Route District Municipality for the financial year **2021/2022 of R503,442,590** be approved.
- (3) That the adjusted operating revenue budget of Garden Route District Municipality for the financial year **2021/2022 of R492,164,005** be approved.
- (4) That the adjusted capital of Garden Route District Municipality for the financial year **2021/2022 of R19,276,740**
- (5) That a revised Service Delivery and Budget Implementation Plan (SDBIP) for the **2021/2022** financial year be compiled and tabled to the Executive Mayor for approval.
- (6) That Council take note of the Medium Term Budget Policy Statement 2021 (MTBPS).

SECTION 2 – RESOLUTIONS

Municipal Financial Management Act, 56 of 2003 – SECTION 28 Municipal Adjustment Budgets.

These are the resolutions being presented to Council in terms of the Municipal Finance Management Act, 56 of 2003 on the adjustment budget and related information.

RECOMMENDATIONS:

- (1) That the adjustment budget of Garden Route District Municipality for the financial year **2021/2022** as set out in the schedules contained in Section 4 be approved:
 - (i) Table B1 Adjustments Budget Summary;
 - (ii) Table B2 Adjustments Budget Financial Performance (by standard classification);
 - (iii) Table B3 Adjustments Budget Financial Performance (by municipal vote);
 - (iv) Table B4 Adjustments Budget Financial Performance (revenue by source); and
 - (v) Table B5 Adjustments Budget Capital Expenditure (by municipal vote and funding source)
- (2) That the adjusted operating expenditure budget of Garden Route District Municipality for the financial year **2021/2022 of R503,442,590** be approved.
- (3) That the adjusted operating revenue budget of Garden Route District Municipality for the financial year **2021/2022 of R492,164,005** be approved.
- (4) That the adjusted capital budget of Garden Route District Municipality for the financial year **2021/2022 of R19,276,740** be approved.
- (5) That a revised Service Delivery and Budget Implementation Plan (SDBIP) for the **2021/2022** financial year be compiled and tabled to the Executive Mayor for approval.
- (6) That Council take note of the Medium Term Budget Policy Statement 2021 (MTBPS).

SECTION 3 - EXECUTIVE SUMMARY

3.1 Introduction

This budget report is tabled in terms of the Municipal Finance Management Act, 56 of 2003 and the Municipal Budget and Reporting regulations, dated 17 April 2009.

Municipal Finance Management Act, 56 of 2003

Section 28(1) *A municipality may revise an approved annual budget through an adjustment budget.*

Section 28(2)(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;*

Section 28(2)(d) *may authorise the utilisation of projected savings in one vote towards spending under another vote;*

Section 28(2)(f) *may correct any errors in the annual budget*

Section 28(3) *An adjustment budget must be in a prescribed format.*

Municipal Budget and Reporting Regulations, 17 April 2009, Regulation 23 Timeframes for tabling of adjustments budgets:

Sub regulation (1) states –

An adjustment budget referred to in section 28(2)(b),(d) and (f) of the Act may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.

Schedule B Adjustment budget and supporting documentation of municipalities

(1) *An adjustment budget and support documentation of a municipality that is –*

- a.** *Contemplated in sub regulation 23(1) must have all the headings in the sequence shown in the table of contents below, contain the information described in this Schedules and be appropriately page numbered, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act.*

3.2 Adjustment Budget

Operational Budget

Comparison between the **Original, Prior Adjusted and Third Adjustment Budget** for the 2021/22 financial year:

DESCRIPTION	Original budget	Prior adjusted	Total budget	3rd Budget adjustments	Total 3rd Adjustment Budget
Revenue	- 420 694 075,00	- 22 109 460,00	- 442 803 535,00	- 49 360 470,00	- 492 164 005,00
Expenditure	428 166 027,00	25 576 293,00	453 742 320,00	49 700 270,00	503 442 590,00
Deficit/(Surplus)	7 471 952,00	3 466 833,00	10 938 785,00	339 800,00	11 278 585,00
Capital	76 172 524,00	- 56 555 984,00	19 616 540,00	- 339 800,00	19 276 740,00
Deficit/(Surplus) after capital	83 644 476,00	- 53 089 151,00	30 555 325,00	-	30 555 325,00

OPERATING (SURPLUS)/DEFICIT

A deficit of R11 278 585 is proposed for the third Adjustments Budget. Note that the 2021/22 adjustments budget totals to a net deficit, but it is not an unfunded budget. GRDM has accumulated surpluses which will fund the shortfall in the short term, with numerous projects in various stages of implementation to ensure GRDM can maintain a sustainable financial position in the current extremely challenging economic conditions, as well as over the long term.

3.3 Provision of basic services

The municipality as a category C municipality do not deliver basic services in respect of the following:

- Provision of Water services
- Provision of sanitation services
- Provision of refuse
- Provision of housing

Service that is delivered by the municipality that is essential to the communities of the Garden Route region includes the following:

- a. Garden Route DM plays a critical role in the delivery of Fire services in the area. This is supported by the fact that a number of service delivery agreements is in place with different local municipalities to ensure delivery of fire services within their areas.
- b. Garden Route DM also has an Air Quality service level agreement with the municipality of Hessequa Municipality.
- c. Disaster Management and ensuring that a collective effort is implemented is also a key function performed by the municipality.

- d. The provision of Environmental Health practitioners is another key function performed by the district. With the food scarcity crisis and the impact that drought has on the provision of food security the impact this function is performing is of critical importance.
- e. Garden Route DM maintains and constructs roads on behalf of the Provincial Department of Transport and Public Works.
- f. Garden Route DM is in the process to establish and operate a regional landfill site where participating local municipalities will be utilizing GRDM's services and a tariff will be payable to GRDM.

The municipal budget is drafted to ensure the provision of these services can continue on an uninterrupted basis within these municipal jurisdiction areas.

3.4 SDBIP and MTREF financial sustainability

The municipality tabled a balanced/funded budget during the May council approval budget process. The SDBIP was compiled on the basis of this approved budget.

The adjustment will have no negative effect on the sustainability of the original budget as approved by council.

The municipality is currently in a healthy financial position. GRDM is in the process of addressing the long term sustainability issues of Council as a district on various platforms. Council approved the Long Term Financial plan as guiding document to ensure sustainability.

The Integrated Development Planning unit implement an approved and improved IDP project plan and approach. This should ensure optimisation of the use of resources and enhance planning and monitoring of implementation in terms of the service delivery and budget implementation plan (SDBIP). The municipal SDBIP and KPI adhere to the SMART principles that are being advocated as best municipal practices.

Amendments to the SDBIP are also regularly completed and performed to ensure that administration stays on track towards the achievements of the targets and objectives of the IDP.

3.5 High level summary of adjustments

The following table illustrates the Original Budget approved by council for the **2021/2022** MTREF period during the May council budget approval process and the subsequent movement of the adjustment budgets.

DESCRIPTION	Original budget	Prior adjusted	Total budget	3rd Budget adjustments	Total 3rd Adjustment Budget
Revenue	- 420 694 075,00	- 22 109 460,00	- 442 803 535,00	- 49 360 470,00	- 492 164 005,00
Expenditure	428 166 027,00	25 576 293,00	453 742 320,00	49 700 270,00	503 442 590,00
Deficit/(Surplus)	7 471 952,00	3 466 833,00	10 938 785,00	339 800,00	11 278 585,00
Capital	76 172 524,00	- 56 555 984,00	19 616 540,00	- 339 800,00	19 276 740,00
Deficit/(Surplus) after capital	83 644 476,00	- 53 089 151,00	30 555 325,00	-	30 555 325,00

NET (SURPLUS)/DEFICIT

DESCRIPTION	Original budget	Prior adjusted	Total budget	3rd Budget adjustments	Total 3rd Adjustment Budget
Revenue	- 420 694 075,00	- 22 109 460,00	- 442 803 535,00	- 49 360 470,00	- 492 164 005,00
Expenditure	428 166 027,00	25 576 293,00	453 742 320,00	49 700 270,00	503 442 590,00
Deficit/(Surplus)	7 471 952,00	3 466 833,00	10 938 785,00	339 800,00	11 278 585,00
Capital	76 172 524,00	- 56 555 984,00	19 616 540,00	- 339 800,00	19 276 740,00
Deficit/(Surplus) after capital	83 644 476,00	- 53 089 151,00	30 555 325,00	-	30 555 325,00

A deficit MTREF budget is being tabled for 2021/2022. Note that it is not an unfunded budget. GRDM has accumulated surpluses which will fund the shortfall in the short term, with numerous projects in various stages of implementation to ensure GRDM can maintain a sustainable financial position in the current extremely challenging economic conditions, as well as over the long term.

Section 4 – Annual Budget Tables

DC4 Garden Route - Table B2 Adjustments Budget Financial Performance (functional classification) - 26 April 2022

Standard Description	Ref	Budget Year 2021/22									Budget Year	Budget Year
		Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	Adjusted	Adjusted
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjusts.	Adjusts.	Budget	Budget	Budget
R thousands	1, 4	A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H	+1 2022/23	+2 2023/24
Revenue - Functional												
Governance and administration		236 045	246 011	-	-	-	-	1 972	1 972	247 983	233 035	234 414
Executive and council		234 304	244 269	-	-	-	-	1 972	1 972	246 242	232 479	233 843
Finance and administration		1 741	1 741	-	-	-	-	-	-	1 741	556	571
Internal audit		-	-	-	-	-	-	-	-	-	-	-
Community and public safety		5 812	7 712	-	-	-	-	-	-	7 712	6 064	6 348
Community and social services		-	-	-	-	-	-	-	-	-	-	-
Sport and recreation		5 422	7 322	-	-	-	-	-	-	7 322	5 671	5 932
Public safety		-	-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Health		390	390	-	-	-	-	-	-	390	393	416
Economic and environmental services		178 836	189 080	-	-	-	-	47 388	47 388	236 468	186 019	193 490
Planning and development		-	-	-	-	-	-	-	-	-	-	-
Road transport		178 718	188 962	-	-	-	-	47 388	47 388	236 350	185 894	193 358
Environmental protection		118	118	-	-	-	-	-	-	118	125	133
Trading services		-	-	-	-	-	-	-	-	-	33 000	90 750
Energy sources		-	-	-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-	-	-
Waste management		-	-	-	-	-	-	-	-	-	33 000	90 750
Other		-	-	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	2	420 694	442 804	-	-	-	-	49 360	49 360	492 164	458 117	525 003
Expenditure - Functional												
Governance and administration		138 000	147 225	-	-	-	-	(1 477)	(1 477)	145 748	136 137	136 661
Executive and council		50 582	51 714	-	-	-	-	(315)	(315)	51 399	51 105	51 543
Finance and administration		84 933	92 774	-	-	-	-	(1 177)	(1 177)	91 597	82 532	82 601
Internal audit		2 485	2 737	-	-	-	-	15	15	2 752	2 500	2 516
Community and public safety		80 872	84 855	-	-	-	-	1 892	1 892	86 747	80 172	81 485
Community and social services		7 804	9 246	-	-	-	-	54	54	9 300	7 676	7 701
Sport and recreation		12 512	12 049	-	-	-	-	1 371	1 371	13 421	12 057	12 107
Public safety		25 100	26 832	-	-	-	-	(27)	(27)	26 805	25 199	26 286
Housing		-	-	-	-	-	-	-	-	-	-	-
Health		35 456	36 728	-	-	-	-	494	494	37 222	35 240	35 392
Economic and environmental services		203 424	215 795	-	-	-	-	49 275	49 275	265 070	208 635	216 043
Planning and development		19 390	19 770	-	-	-	-	2 662	2 662	22 432	17 369	17 381
Road transport		180 758	192 343	-	-	-	-	46 776	46 776	239 119	187 976	195 358
Environmental protection		3 277	3 683	-	-	-	-	(164)	(164)	3 518	3 290	3 304
Trading services		3 209	2 911	-	-	-	-	11	11	2 922	33 225	85 742
Energy sources		-	-	-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-	-	-
Waste management		3 209	2 911	-	-	-	-	11	11	2 922	33 225	85 742
Other		2 661	2 956	-	-	-	-	-	-	2 956	2 666	2 671
Total Expenditure - Functional	3	428 166	453 742	-	-	-	-	49 700	49 700	503 442	460 835	522 601
Surplus/ (Deficit) for the year		(7 472)	(10 939)	-	-	-	-	(340)	(340)	(11 278)	(2 718)	2 402

Housing	-	-	-	-	-	-	-	-	-	-	-	
Housing												
Informal Settlements												
Health	390	390	-	-	-	-	-	-	390	393	416	
Ambulance												
Health Services	390	390							390	393	416	
Laboratory Services												
Food Control												
Health Surveillance and Prevention of												
Vector Control												
Chemical Safety												
Economic and environmental services	178 836	189 080	-	-	-	-	47 388	47 388	236 468	186 019	193 490	
Planning and development												
Billboards												
Corporate Wide Strategic Planning (IDPs, LEDS)												
Central City Improvement District												
Development Facilitation												
Economic Development/Planning												
Regional Planning and Development												
Town Planning, Building Regulations and												
Project Management Unit												
Provincial Planning												
Support to Local Municipalities												
Road transport	178 718	188 962	-	-	-	-	47 388	47 388	236 350	185 894	193 358	
Public Transport												
Road and Traffic Regulation												
Roads	178 718	188 962					47 388	47 388	236 350	185 894	193 358	
Taxi Ranks												
Environmental protection	118	118	-	-	-	-	-	-	118	125	133	
Biodiversity and Landscape												
Coastal Protection												
Indigenous Forests												
Nature Conservation												
Pollution Control	118	118							118	125	133	
Soil Conservation												
Trading services	-	-	-	-	-	-	-	-	-	33 000	90 750	
Energy sources												
Electricity												
Street Lighting and Signal Systems												
Nonelectric Energy												
Water management												
Water Treatment												
Water Distribution												
Water Storage												
Waste water management												
Public Toilets												
Sewerage												
Storm Water Management												
Waste Water Treatment												
Waste management										33 000	90 750	
Recycling												
Solid Waste Disposal (Landfill Sites)										33 000	90 750	
Solid Waste Removal												
Street Cleaning												
Other	-	-	-	-	-	-	-	-	-	-	-	
Abattoirs												
Air Transport												
Forestry												
Licensing and Regulation												
Markets												
Tourism												
Total Revenue - Functional	2	420 694	442 804	-	-	-	-	49 360	49 360	492 164	458 117	525 003
Expenditure - Functional												
Municipal governance and administration	138 000	147 225	-	-	-	-	(1 477)	(1 477)	145 748	136 137	136 661	
Executive and council	50 582	51 714					(315)	(315)	51 399	51 105	51 543	
Mayor and Council	46 581	45 249					35	35	45 284	47 091	47 515	
Municipal Manager, Town Secretary and Chief	4 001	6 465					(350)	(350)	6 115	4 014	4 028	
Finance and administration	84 933	92 774					(1 177)	(1 177)	91 597	82 532	82 601	
Administrative and Corporate Support	24 415	23 486					(1 007)	(1 007)	22 480	23 399	23 277	
Asset Management	-	-					-	-	-	-	-	
Finance	19 156	19 449					(162)	(162)	19 286	19 119	19 199	
Fleet Management	-	-					-	-	-	-	-	
Human Resources	12 568	13 466					322	322	13 788	11 156	11 197	
Information Technology	12 767	16 266					(564)	(564)	15 702	12 800	12 836	
Legal Services	2 715	4 549					1	1	4 550	2 720	2 725	
Marketing, Customer Relations, Publicity and Media	1 974	2 170					1	1	2 171	1 979	1 984	
Property Services	4 773	6 140					232	232	6 372	4 791	4 811	
Risk Management	1 714	1 780					1	1	1 781	1 717	1 721	
Security Services	-	-					-	-	-	-	-	
Supply Chain Management	4 852	5 466					-	-	5 466	4 852	4 852	
Valuation Service	-	-					-	-	-	-	-	
Internal audit	2 485	2 737					15	15	2 752	2 500	2 516	
Governance Function	2 485	2 737					15	15	2 752	2 500	2 516	

DC4 Garden Route - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - 26 April 2022

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2021/22									Budget Year	Budget Year
		Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	Adjusted	Adjusted
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjusts.	Adjusts.	Budget	Budget	Budget
	A	A1	B	C	D	E	F	G	H			
R thousands												
Revenue by Vote	1											
Vote 1 - Executive and Council		234 304	244 269	-	-	-	-	1 972	1 972	246 242	232 479	233 843
Vote 2 - Budget and Treasury Office		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		1 741	1 741	-	-	-	-	-	-	1 741	556	571
Vote 4 - Planning and Development		-	-	-	-	-	-	-	-	-	-	-
Vote 5 - Public Safety		-	-	-	-	-	-	-	-	-	-	-
Vote 6 - Health		390	390	-	-	-	-	-	-	390	393	416
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		5 422	7 322	-	-	-	-	-	-	7 322	5 671	5 932
Vote 9 - Waste Management		-	-	-	-	-	-	-	-	-	33 000	90 750
Vote 10 - Roads Transport		-	-	-	-	-	-	-	-	-	-	-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		118	118	-	-	-	-	-	-	118	125	133
Vote 14 - Roads Agency Function		178 718	188 962	-	-	-	-	47 388	47 388	236 350	185 894	193 358
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	420 694	442 804	-	-	-	-	49 360	49 360	492 164	458 117	525 003
Expenditure by Vote	1											
Vote 1 - Executive and Council		54 394	58 488	-	-	-	-	(292)	(292)	58 196	54 921	55 364
Vote 2 - Budget and Treasury Office		24 007	24 915	-	-	-	-	(162)	(162)	24 753	23 970	24 051
Vote 3 - Corporate Services		49 126	52 494	-	-	-	-	(444)	(444)	52 050	47 202	47 178
Vote 4 - Planning and Development		30 006	32 528	-	-	-	-	2 504	2 504	35 032	28 011	28 050
Vote 5 - Public Safety		32 904	34 683	-	-	-	-	27	27	34 710	32 875	33 986
Vote 6 - Health		37 973	39 648	-	-	-	-	74	74	39 722	37 307	37 462
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		12 512	12 049	-	-	-	-	1 371	1 371	13 421	12 057	12 107
Vote 9 - Waste Management		3 209	2 911	-	-	-	-	11	11	2 922	33 225	85 742
Vote 10 - Roads Transport		3 378	4 748	-	-	-	-	(612)	(612)	4 136	3 501	3 504
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		3 277	3 683	-	-	-	-	(164)	(164)	3 518	3 290	3 304
Vote 14 - Roads Agency Function		177 380	187 595	-	-	-	-	47 388	47 388	234 983	184 475	191 854
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	428 166	453 742	-	-	-	-	49 700	49 700	503 442	460 835	522 601
Surplus/ (Deficit) for the year	2	(7 472)	(10 939)	-	-	-	-	(340)	(340)	(11 278)	(2 718)	2 402

Vote 6 - Health	390	390	-	-	-	-	-	-	-	390	393	416
6,1 - Executive Manager: Community Services												
6,2 - MHS Admin	390	390								390	393	416
6,3 - MHS George												
6,4 - MHS Klein Karoo												
6,5 - MHS Langeberg												
6,6 - MHS Lakes Area												
Vote 7 - Community and Social Services	-	-	-	-	-	-	-	-	-	-	-	-
7,1 - Social Development												
7,2 - Community Skills Development												
Vote 8 - Sport and Recreation	5 422	7 322	-	-	-	-	-	-	-	7 322	5 671	5 932
8,1 - Sports, Arts and Culture	-	-										
8,2 - Swartvlei Camping Area	1 569	2 319								2 319	1 642	1 717
8,3 - Victoria Bay Camping Area	1 458	2 158								2 158	1 526	1 596
8,4 - Calitzdorp Spa Kiosk	-	-										
8,5 - Calitzdorp Spa Resort	1 238	1 438								1 438	1 295	1 355
8,6 - De Hoek Mountain Resort	1 156	1 406								1 406	1 209	1 265
8,7 - De Hoek Resort Shop	-	-										
8,8 - Kleinkrantz	-	-										
	-	-										
	-	-										
Vote 9 - Waste Management	-	-	-	-	-	-	-	-	-	33 000	90 750	
9,1 - Bulk Infrastructure												
9,2 - Regional Landfill Site	-	-									33 000	90 750

Vote 10 - Roads Transport	-	-	-	-	-	-	-	-	-	-	-	-	-
10,1 - Public Transport													
Vote 11 - Waste Water Management	-	-	-	-	-	-	-	-	-	-	-	-	-
11,1 - Sewerage													
11,2 - Bulk Infrastructure													
Vote 12 - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
12,1 - Bulk Infrastructure													
Vote 13 - Environment Protection	118	118	-	-	-	-	-	-	118	125	133		
13,1 - Environment Management													
13,2 - Air Quality Control	118	118							118	125	133		
Vote 14 - Roads Agency Function	178 718	188 962	-	-	-	-	47 388	47 388	236 350	185 894	193 358		
14,1 - Roads Agency Function	178 718	188 962					47 388	47 388	236 350	185 894	193 358		
Vote 15 - Electricity	-	-	-	-	-	-	-	-	-	-	-	-	-
15,1 - Electricity													
Total Revenue by Vote	2	420 694	442 804	-	-	-	-	49 360	49 360	492 164	458 117	525 003	

Expenditure by Vote		1											
Vote 1 - Executive and Council		54 394	58 488	-	-	-	-	(292)	(292)	58 196	54 921	55 364	
1,1 - Municipal Manager		3 951	6 409					(350)	(350)	6 058	3 964	3 977	
1,2 - Strategic Manager		51	57					0	0	57	51	51	
1,3 - Internal Audit		2 485	2 737					15	15	2 752	2 500	2 516	
1,4 - Risk Management		1 714	1 780					1	1	1 781	1 717	1 721	
1,5 - Performance Management Unit		874	1 883					6	6	1 889	875	876	
1,6 - Marketing Publicity and Media Co-ordination		1 974	2 170					1	1	2 171	1 979	1 984	
1,7 - Council General		40 631	38 903					35	35	38 938	41 116	41 514	
1,8 - Legal Services		2 715	4 549					1	1	4 550	2 720	2 725	
Vote 2 - Budget and Treasury Office		24 007	24 915	-	-	-	-	(162)	(162)	24 753	23 970	24 051	
2,1 - Executive Manager: Financial Services		6 176	2 910					344	344	3 254	6 069	6 074	
2,2 - Finances: Creditors		-	-							-	-	-	
2,3 - Finances: Budgets and Financial Statements		5 095	7 294					(651)	(651)	6 642	5 133	5 175	
2,4 - Finances: Income and Bank Reconciliations		1 620	215							215	1 620	1 620	
2,5 - Finances: Remuneration and Administration		3 187	8 017					5	5	8 022	3 187	3 187	
2,6 - Finances: Supply Chain Management		4 852	5 466							5 466	4 852	4 852	
2,7 - Finances: Procurement and Stores		-	-							-	-	-	
2,8 - Finances: Data Management		64	64							64	64	64	
2,9 - Finances: Asset Management		1 884	69							69	1 916	1 950	
2,10 - Finances: Finance Interns		1 130	881					140	140	1 021	1 130	1 130	
Vote 3 - Corporate Services		49 126	52 494	-	-	-	-	(444)	(444)	52 050	47 202	47 178	
3,1 - Executive Manager: Corporate Services		6 946	7 351					(207)	(207)	7 144	6 349	6 153	
3,2 - Executive Mayor		5 020	4 928							4 928	5 045	5 072	
3,3 - Deputy Mayor		-	-							-	-	-	
3,4 - Speaker		929	1 417							1 417	929	929	
3,5 - Section 79/80 Committees		-	-							-	-	-	
3,6 - Task Unit		825	97					1	1	97	874	926	
3,7 - Human Resources		12 568	13 466					322	322	13 788	11 156	11 197	
3,8 - Support Services: Records, Archives and Aux		8 685	5 915							5 915	8 694	8 703	
3,9 - Support Services: Committee		1 385	3 054					5	5	3 058	1 355	1 361	
3,10 - ICT Services		12 767	16 266					(564)	(564)	15 702	12 800	12 836	
Vote 4 - Planning and Development		30 006	32 528	-	-	-	-	2 504	2 504	35 032	28 011	28 050	
4,1 - Executive Manager: Planning and Economic D		8 143	7 227					(390)	(390)	6 837	8 185	8 188	
4,2 - IDP Unit		4 030	2 050					3	3	2 053	4 038	4 048	
4,3 - Tourism and District Economic Development		5 308	9 427					3	3	9 429	5 314	5 321	
4,4 - EPWP Manager		3 510	1 811					80	80	1 891	3 511	3 512	
4,5 - Community Project: EPWP Project		4 106	6 892					(60)	(60)	6 832	2 035	2 035	
4,6 - Regional Planning		4 773	6 140					232	232	6 372	4 791	4 811	
4,7 - Project Management Unit		136	36					52	52	88	136	136	
4,8 - Human Settlement		-	(1 055)					2 584	2 584	1 529	-	-	

Vote 5 - Public Safety	32 904	34 683	-	-	-	-	27	27	34 710	32 875	33 986
5,1 - Fire Fighting	21 048	21 836						-	21 836	21 141	22 223
5,2 - Disaster Management	7 804	7 851					54	54	7 905	7 676	7 701
5,3 - Fire Services: Riversdale	1 511	2 012						-	2 012	1 511	1 511
5,4 - Fire Services: Uniondale	-	-						-	-	-	-
5,5 - Fire Services: Kannaland	2 541	2 983					(27)	(27)	2 956	2 546	2 551
								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
Vote 6 - Health	37 973	39 648	-	-	-	-	74	74	39 722	37 307	37 462
6,1 - Executive Manager: Community Services	2 517	2 920					(420)	(420)	2 500	2 067	2 070
6,2 - MHS Admin	3 695	3 849					202	202	4 051	3 347	3 350
6,3 - MHS George	2 947	8 690					65	65	8 756	2 957	2 968
6,4 - MHS Klein Karoo	19 361	7 896					88	88	7 984	19 373	19 386
6,5 - MHS Langeberg	3 140	8 952					27	27	8 978	3 150	3 165
6,6 - MHS Lakes Area	6 314	7 341					112	112	7 453	6 413	6 523
								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
Vote 7 - Community and Social Services	-	-	-	-	-	-	-	-	-	-	-
7,1 - Social Development								-	-	-	-
7,2 - Community Skills Development								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
Vote 8 - Sport and Recreation	12 512	12 049	-	-	-	-	1 371	1 371	13 421	12 057	12 107
8,1 - Sports, Arts and Culture	-	-						-	-	-	-
8,2 - Swartvlei Camping Area	912	2 608					35	35	2 643	917	922
8,3 - Victoria Bay Camping Area	6 359	715					34	34	749	6 390	6 422
8,4 - Calitzdorp Spa Kiosk	7	7						-	7	7	7
8,5 - Calitzdorp Spa Resort	2 608	4 674					640	640	5 314	2 363	2 369
8,6 - De Hoek Mountain Resort	2 625	4 046					662	662	4 708	2 380	2 386
8,7 - De Hoek Resort Shop	-	-						-	-	-	-
8,8 - Kleinkrantz	-	-						-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
								-	-	-	-
Vote 9 - Waste Management	3 209	2 911	-	-	-	-	11	11	2 922	33 225	85 742
9,1 - Bulk Infrastructure	3 205	2 907					11	11	2 918	3 221	3 238
9,2 - Regional Landfill Site	4	4						-	4	30 004	82 504

Vote 10 - Roads Transport		3 378	4 748	-	-	-	-	(612)	(612)	4 136	3 501	3 504
10,1 - Public Transport		3 378	4 748	-	-	-	-	(612)	(612)	4 136	3 501	3 504
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-	-	-
11,1 - Sewerage		-	-	-	-	-	-	-	-	-	-	-
11,2 - Bulk Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-	-	-
12,1 - Bulk Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		3 277	3 683	-	-	-	-	(164)	(164)	3 518	3 290	3 304
13,1 - Environment Management		1 097	1 141	-	-	-	-	-	-	1 141	1 100	1 103
13,2 - Air Quality Control		2 180	2 541	-	-	-	-	(164)	(164)	2 377	2 190	2 201
Vote 14 - Roads Agency Function		177 380	187 595	-	-	-	-	47 388	47 388	234 983	184 475	191 854
14,1 - Roads Agency Function		177 380	187 595	-	-	-	-	47 388	47 388	234 983	184 475	191 854
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-	-	-
15,1 - Electricity		-	-	-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	428 166	453 742	-	-	-	-	49 700	49 700	503 442	460 835	522 601
Surplus/ (Deficit) for the year	2	(7 472)	(10 939)	-	-	-	-	(340)	(340)	(11 278)	(2 718)	2 402

DC4 Garden Route - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) - 26 April 2022

Description	Ref	Budget Year 2021/22									Budget Year	Budget Year
		Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	Adjusted	Adjusted
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjusts.	Adjusts.	Budget	Budget	Budget
R thousands	1	A	A1	B	C	D	E	F	G	H		
Revenue By Source												
Property rates	2	-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue	2	-	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue	2	-	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue	2	-	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue	2	-	-	-	-	-	-	-	-	-	33 000	90 750
Rental of facilities and equipment		3 829	2 329							2 329	4 056	4 297
Interest earned - external investments		8 500	8 500							8 500	8 500	8 500
Interest earned - outstanding debtors		2 970	2 970							2 970	3 149	3 338
Dividends received		-	-							-	-	-
Fines, penalties and forfeits		-	-							-	-	-
Licences and permits		118	118							118	125	133
Agency services		195 834	207 176					49 720	49 720	256 896	203 668	211 814
Transfers and subsidies		187 375	201 583					-	-	201 583	184 341	188 711
Other revenue	2	22 067	19 710	-	-	-	-	-	-	19 710	21 279	17 461
Gains												
Total Revenue (excluding capital transfers and contributions)		420 694	442 387	-	-	-	-	49 720	49 720	492 107	458 117	525 003
Expenditure By Type												
Employee related costs		260 917	274 800	-	-	-	-	26 347	26 347	301 147	262 206	266 780
Remuneration of councillors		13 360	11 943							11 943	13 360	13 360
Debt impairment		1 500	1 500							1 500	1 500	1 500
Depreciation & asset impairment		4 852	4 852	-	-	-	-	-	-	4 852	6 288	15 788
Finance charges		70	70							70	3 070	18 070
Bulk purchases		-	-	-	-	-	-	-	-	-	-	-
Other materials		57 894	49 641					17 815	17 815	67 456	60 123	62 390
Contracted services		29 457	34 421	-	-	-	-	(381)	(381)	34 040	53 785	82 824
Transfers and subsidies		2 375	7 498							7 498	2 125	2 125
Other expenditure		57 740	68 948	-	-	-	-	5 919	5 919	74 867	58 378	59 765
Losses			69							69		
Total Expenditure		428 166	453 742	-	-	-	-	49 700	49 700	503 443	460 835	522 601
Surplus/(Deficit)		(7 472)	(11 355)	-	-	-	-	20	20	(11 335)	(2 718)	2 402
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)												
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Education Institutions)												
Transfers and subsidies - capital (in-kind - all)			417					(360)	(360)	57		
Surplus/(Deficit) before taxation		(7 472)	(10 939)	-	-	-	-	(340)	(340)	(11 279)	(2 718)	2 402
Taxation												
Surplus/(Deficit) after taxation		(7 472)	(10 939)	-	-	-	-	(340)	(340)	(11 279)	(2 718)	2 402
Attributable to minorities												
Surplus/(Deficit) attributable to municipality		(7 472)	(10 939)	-	-	-	-	(340)	(340)	(11 279)	(2 718)	2 402
Share of surplus/ (deficit) of associate												
Surplus/ (Deficit) for the year		(7 472)	(10 939)	-	-	-	-	(340)	(340)	(11 279)	(2 718)	2 402

DC4 Garden Route - Table B5 Adjustments Capital Expenditure Budget by vote and funding - 26 April 2022

Description	Ref	Budget Year 2021/22									Budget Year	Budget Year
		Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	Adjusted	Adjusted
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjus.	Adjus.	Budget	Budget	Budget
	A	A1	B	C	D	E	F	G	H			
R thousands												
Capital expenditure - Vote												
Multi-year expenditure to be adjusted	2											
Vote 1 - Executive and Council		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Budget and Treasury Office		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		1 500	50	-	-	-	-	-	-	50	2 100	2 350
Vote 4 - Planning and Development		-	-	-	-	-	-	-	-	-	-	-
Vote 5 - Public Safety		200	380	-	-	-	-	-	-	380	350	350
Vote 6 - Health		7 000	1 140	-	-	-	-	-	-	1 140	-	-
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		-	-	-	-	-	-	-	-	-	-	-
Vote 9 - Waste Management		60 000	3 905	-	-	-	-	-	-	3 905	180 000	-
Vote 10 - Roads Transport		-	-	-	-	-	-	-	-	-	-	-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		-	-	-	-	-	-	-	-	-	-	-
Vote 14 - Roads Agency Function		-	-	-	-	-	-	-	-	-	-	-
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	3	68 700	5 476	-	-	-	-	-	-	5 476	182 450	2 700
Single-year expenditure to be adjusted	2											
Vote 1 - Executive and Council		30	54	-	-	-	-	-	-	54	30	30
Vote 2 - Budget and Treasury Office		30	55	-	-	-	-	-	-	55	30	30
Vote 3 - Corporate Services		5 130	5 190	-	-	-	-	-	-	5 190	30	30
Vote 4 - Planning and Development		90	6 052	-	-	-	-	(360)	(360)	5 692	30	30
Vote 5 - Public Safety		-	100	-	-	-	-	-	-	100	-	-
Vote 6 - Health		63	63	-	-	-	-	-	-	63	30	30
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		2 130	2 507	-	-	-	-	-	-	2 507	-	-
Vote 9 - Waste Management		-	-	-	-	-	-	-	-	-	-	-
Vote 10 - Roads Transport		-	100	-	-	-	-	20	20	120	-	-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		-	20	-	-	-	-	-	-	20	-	-
Vote 14 - Roads Agency Function		-	-	-	-	-	-	-	-	-	-	-
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		7 473	14 141	-	-	-	-	(340)	(340)	13 801	150	150
Total Capital Expenditure - Vote		76 173	19 617	-	-	-	-	(340)	(340)	19 277	182 600	2 850
Capital Expenditure - Functional												
Governance and administration		13 750	5 560	-	-	-	-	-	-	5 560	2 250	2 500
Executive and council		30	113	-	-	-	-	-	-	113	30	30
Finance and administration		13 720	5 447	-	-	-	-	-	-	5 447	2 220	2 470
Internal audit		-	-	-	-	-	-	-	-	-	-	-
Community and public safety		2 363	4 070	-	-	-	-	-	-	4 070	350	350
Community and social services		-	-	-	-	-	-	-	-	-	-	-
Sport and recreation		2 130	2 387	-	-	-	-	-	-	2 387	-	-
Public safety		200	480	-	-	-	-	-	-	480	350	350
Housing		-	-	-	-	-	-	-	-	-	-	-
Health		33	1 203	-	-	-	-	-	-	1 203	-	-
Economic and environmental services		60	6 082	-	-	-	-	(340)	(340)	5 742	-	-
Planning and development		60	5 962	-	-	-	-	(360)	(360)	5 602	-	-
Road transport		-	100	-	-	-	-	20	20	120	-	-
Environmental protection		-	20	-	-	-	-	-	-	20	-	-
Trading services		60 000	3 905	-	-	-	-	-	-	3 905	180 000	-
Energy sources		-	-	-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-	-	-
Waste management		60 000	3 905	-	-	-	-	-	-	3 905	180 000	-
Other		-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional	3	76 173	19 617	-	-	-	-	(340)	(340)	19 277	182 600	2 850
Funded by:												
National Government		-	4 500	-	-	-	-	120	120	4 620	-	-
Provincial Government		-	-	-	-	-	-	-	-	-	-	-
District Municipality		-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private		-	5 998	-	-	-	-	(360)	(360)	5 638	-	-
Transfers recognised - capital	4	-	10 498	-	-	-	-	(240)	(240)	10 258	-	-
Borrowing		60 000	3 905	-	-	-	-	-	-	3 905	180 000	-
Internally generated funds		16 173	5 213	-	-	-	-	(100)	(100)	5 113	2 600	2 850
Total Capital Funding		76 173	19 617	-	-	-	-	(340)	(340)	19 277	182 600	2 850

Vote 14 - Roads Agency Function																					
14,1 - Roads Agency Function																					
Vote 15 - Electricity																					
15,1 - Electricity																					
Capital multi-year expenditure sub-total		68 700	5 476	-	-	-	-	-	-	-	-	-	-	5 476	182 450	2 700					
Capital expenditure - Municipal Vote	2																				
<u>Single-year expenditure appropriation</u>																					
Vote 1 - Executive and Council		30	54	-	-	-	-	-	-	-	-	-	-	54	30	30					
1,1 - Municipal Manager		30	30											30	30	30					
1,2 - Strategic Manager																					
1,3 - Internal Audit			6											6							
1,4 - Risk Management																					
1,5 - Performance Management Unit																					
1,6 - Marketing Publicity and Media Co-ordination			18											18							
1,7 - Council General																					
1,8 - Legal Services																					
Vote 2 - Budget and Treasury Office		30	55	-	-	-	-	-	-	-	-	-	-	55	30	30					
2,1 - Executive Manager: Financial Services																					
2,2 - Finances: Creditors																					
2,3 - Finances: Budgets and Financial Statements		30	27											27	30	30					
2,4 - Finances: Income and Bank Reconciliations			28											28							
2,5 - Finances: Remuneration and Administration		-																			
2,6 - Finances: Supply Chain Management																					
2,7 - Finances: Procurement and Stores																					
2,8 - Finances: Data Management																					
2,9 - Finances: Asset Management																					
2,10 - Finances: Finance Interns																					
Vote 3 - Corporate Services		5 130	5 190	-	-	-	-	-	-	-	-	-	-	5 190	30	30					
3,1 - Executive Manager: Corporate Services		30	30											30	30	30					
3,2 - Executive Mayor																					
3,3 - Deputy Mayor																					
3,4 - Speaker			83											83							
3,5 - Section 79/80 Committees																					
3,6 - Task Unit			15											15							
3,7 - Human Resources			465											465							
3,8 - Support Services: Records, Archives and Aux		600	600											600							
3,9 - Support Services: Committee																					
3,10 - ICT Services		4 500	3 998											3 998							

Vote 4 - Planning and Development	90	6 052	-	-	-	-	(360)	(360)	5 692	30	30
4,1 - Executive Manager: Planning and Economic Development	70	30						-	30	30	30
4,2 - IDP Unit		-						-	-		
4,3 - Tourism and District Economic Development	20	20						-	20		
4,4 - EPWP Manager		21						-	21		
4,5 - Community Project: EPWP Project		-						-	-		
4,6 - Regional Planning		5 941					(360)	(360)	5 581		
4,7 - Project Management Unit		-						-	-		
4,8 - Human Settlement		40						-	40		
								-	-		
								-	-		
Vote 5 - Public Safety	-	100	-	-	-	-	-	-	100	-	-
5,1 - Fire Fighting								-	-		
5,2 - Disaster Management		100						-	100		
5,3 - Fire Services: Riversdale								-	-		
5,4 - Fire Services: Uniondale								-	-		
5,5 - Fire Services: Kannaland								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
Vote 6 - Health	63	63	-	-	-	-	-	-	63	30	30
6,1 - Executive Manager: Community Services	30	30						-	30	30	30
6,2 - MHS Admin	23	-						-	23		
6,3 - MHS George	-	-						-	-		
6,4 - MHS Klein Karoo	6	6						-	6		
6,5 - MHS Langeberg	-	23						-	23		
6,6 - MHS Lakes Area	4	4						-	4		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
Vote 7 - Community and Social Services	-	-	-	-	-	-	-	-	-	-	-
7,1 - Social Development								-	-		
7,2 - Community Skills Development								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
Vote 8 - Sport and Recreation	2 130	2 507	-	-	-	-	-	-	2 507	-	-
8,1 - Sports, Arts and Culture		-						-	-		
8,2 - Swartvlei Camping Area		-						-	-		
8,3 - Victoria Bay Camping Area		20						-	20		
8,4 - Calitzdorp Spa Kiosk		-						-	-		
8,5 - Calitzdorp Spa Resort	2 130	2 387						-	2 387		
8,6 - De Hoek Mountain Resort		100						-	100		
8,7 - De Hoek Resort Shop								-	-		
8,8 - Kleinkrantz								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
Vote 9 - Waste Management	-	-	-	-	-	-	-	-	-	-	-
9,1 - Bulk Infrastructure								-	-		
9,2 - Regional Landfill Site								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
								-	-		
Vote 10 - Roads Transport	-	100	-	-	-	-	20	20	120	-	-
10,1 - Public Transport		100					20	20	120		

Vote 11 - Waste Water Management	-	-	-	-	-	-	-	-	-	-	-	-
11,1 - Sewerage	-	-	-	-	-	-	-	-	-	-	-	-
11,2 - Bulk Infrastructure	-	-	-	-	-	-	-	-	-	-	-	-
Vote 12 - Water	-	-	-	-	-	-	-	-	-	-	-	-
12,1 - Bulk Infrastructure	-	-	-	-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection	-	20	-	-	-	-	-	-	20	-	-	-
13,1 - Environment Management	-	-	-	-	-	-	-	-	-	-	-	-
13,2 - Air Quality Control	-	20	-	-	-	-	-	-	20	-	-	-
Vote 14 - Roads Agency Function	-	-	-	-	-	-	-	-	-	-	-	-
14,1 - Roads Agency Function	-	-	-	-	-	-	-	-	-	-	-	-
Vote 15 - Electricity	-	-	-	-	-	-	-	-	-	-	-	-
15,1 - Electricity	-	-	-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total	7 473	14 141	-	-	-	-	(340)	(340)	13 801	150	150	
Total Capital Expenditure	76 173	19 617	-	-	-	-	(340)	(340)	19 277	182 600	2 850	

DC4 Garden Route - Table B6 Adjustments Budget Financial Position - 26 April 2022

Description	Ref	Budget Year 2021/22									Budget Year	Budget Year
		Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	Adjusted	Adjusted
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjusts.	Adjusts.	Budget	Budget	Budget
R thousands	A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H			
ASSETS												
Current assets												
Cash		164 643	161 221						-	161 221	139 325	138 877
Call investment deposits	1	-	-	-	-	-	-	-	-	-	-	-
Consumer debtors	1	-	-	-	-	-	-	-	-	-	-	-
Other debtors		24 106	39 629						-	39 629	24 693	26 195
Current portion of long-term receivables		3 733	4 246						-	4 246	4 192	4 427
Inventory		2 669	3 260						-	3 260	2 673	3 707
Total current assets		195 152	208 357	-	-	-	-	-	-	208 357	170 883	173 206
Non current assets												
Long-term receivables		52 945	61 388						-	61 388	54 195	53 445
Investments		27	27						-	27	27	27
Investment property		51 682	54 000						-	54 000	51 182	50 682
Investment in Associate		-	-						-	-	-	-
Property, plant and equipment	1	227 652	171 957	-	-	-	-	-	-	171 957	415 402	413 402
Biological		-	-						-	-	-	-
Intangible		2 113	2 113						-	2 113	1 749	1 699
Other non-current assets		-	-						-	-	-	-
Total non current assets		334 418	289 485	-	-	-	-	-	-	289 485	522 554	519 254
TOTAL ASSETS		529 570	497 841	-	-	-	-	-	-	497 841	693 437	692 460
LIABILITIES												
Current liabilities												
Bank overdraft		-	-	-	-	-	-	-	-	-	-	-
Borrowing		-	-	-	-	-	-	-	-	-	-	-
Consumer deposits		-	-	-	-	-	-	-	-	-	-	-
Trade and other payables		31 478	31 478	-	-	-	-	-	-	31 478	24 828	21 287
Provisions		34 270	42 438						-	42 438	35 515	38 061
Total current liabilities		65 748	73 916	-	-	-	-	-	-	73 916	60 343	59 348
Non current liabilities												
Borrowing	1	60 000	3 905	-	-	-	-	-	-	3 905	240 000	220 000
Provisions	1	135 506	138 097	-	-	-	-	-	-	138 097	130 096	126 596
Total non current liabilities		195 506	142 002	-	-	-	-	-	-	142 002	370 096	346 596
TOTAL LIABILITIES		261 254	215 918	-	-	-	-	-	-	215 918	430 439	405 944
NET ASSETS	2	268 316	281 923	-	-	-	-	-	-	281 923	262 998	286 516
COMMUNITY WEALTH/EQUITY												
Accumulated Surplus/(Deficit)		201 063	225 276	-	-	-	-	(340)	(340)	224 936	188 496	205 364
Reserves		67 253	60 514	-	-	-	-	-	-	60 514	74 503	81 153
TOTAL COMMUNITY WEALTH/EQUITY		268 316	285 790	-	-	-	-	(340)	(340)	285 450	262 998	286 516

DC4 Garden Route - Table B7 Adjustments Budget Cash Flows - 26 April 2022

Description	Ref	Budget Year 2021/22									Budget Year	Budget Year
		Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	Adjusted	Adjusted
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjus.	Adjus.	Budget	Budget	Budget
R thousands	A	A1	B	C	D	E	F	G	H			
CASH FLOW FROM OPERATING ACTIVITIES												
Receipts												
Property rates		-							-	-	-	-
Service charges		-							-	-	33 000	90 750
Other revenue		221 849	229 333					49 360	49 360	278 694	229 128	233 705
Transfers and Subsidies - Operational	1	187 375	201 583						-	201 583	184 341	188 711
Transfers and Subsidies - Capital	1	-	-						-	-	-	-
Interest		11 470	11 470						-	11 470	11 649	11 838
Dividends		-	-						-	-	-	-
Payments												
Suppliers and employees		(428 096)	(453 672)					(49 700)	(49 700)	(503 373)	(457 765)	(504 531)
Finance charges		(70)	(70)						-	(70)	(3 070)	(18 070)
Transfers and Grants	1	-	-						-	-	-	-
NET CASH FROM/(USED) OPERATING ACTIVITIES		(7 472)	(11 355)	-	-	-	-	(340)	(340)	(11 695)	(2 718)	2 402
CASH FLOWS FROM INVESTING ACTIVITIES												
Receipts												
Proceeds on disposal of PPE									-	-		
Decrease (increase) in non-current receivables									-	-		
Decrease (increase) in non-current investments									-	-		
Payments												
Capital assets		(76 173)	(19 617)					340	340	(19 277)	(182 600)	(2 850)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(76 173)	(19 617)	-	-	-	-	340	340	(19 277)	(182 600)	(2 850)
CASH FLOWS FROM FINANCING ACTIVITIES												
Receipts												
Short term loans									-	-		
Borrowing long term/refinancing		60 000	3 905						-	3 905	180 000	
Increase (decrease) in consumer deposits									-	-		
Payments												
Repayment of borrowing									-	-	(20 000)	
NET CASH FROM/(USED) FINANCING ACTIVITIES		60 000	3 905	-	-	-	-	-	-	3 905	160 000	-
NET INCREASE/ (DECREASE) IN CASH HELD		(23 644)	(27 067)	-	-	-	-	-	-	(27 067)	(25 318)	(448)
Cash/cash equivalents at the year begin:	2	188 287	188 287						-	188 287	161 221	135 903
Cash/cash equivalents at the year end:	2	164 643	161 221						-	161 221	135 903	135 455

DC4 Garden Route - Table B8 Cash backed reserves/accumulated surplus reconciliation - 26 April 2022

Description	Ref	Budget Year 2021/22									Budget Year	Budget Year
		Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	Adjusted	Adjusted
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjusts.	Adjusts.	Budget	Budget	Budget
R thousands	A	A1	B	C	D	E	F	G	H			
Cash and investments available												
Cash/cash equivalents at the year end	1	164 643	161 221	-	-	-	-	-	-	161 221	135 903	135 455
Other current investments > 90 days		-	-	-	-	-	-	-	-	-	3 422	3 422
Non current assets - Investments	1	27	27	-	-	-	-	-	-	27	27	27
Cash and investments available:		164 670	161 248	-	-	-	-	-	-	161 248	139 353	138 905
Applications of cash and investments												
Unspent conditional transfers		-	-	-	-	-	-	-	-	-	-	-
Unspent borrowing		-	-	-	-	-	-	-	-	-	-	-
Statutory requirements		-	-	-	-	-	-	-	-	-	-	-
Other working capital requirements	2	(44 555)	(68 247)	-	-	-	-	(99)	(99)	(68 346)	(53 123)	(57 542)
Other provisions		34 270	34 270	-	-	-	-	-	-	34 270	35 515	38 061
Long term investments committed		27	27	-	-	-	-	(0)	(0)	27	27	27
Reserves to be backed by cash/investments		67 253	60 514	-	-	-	-	-	-	60 514	74 503	81 153
Total Application of cash and investments:		56 995	26 564	-	-	-	-	(99)	(99)	26 465	56 922	61 700
Surplus(shortfall)		107 675	134 684	-	-	-	-	99	99	134 783	82 431	77 205

Total Renewal of Existing Assets to be adjusted	2	8 010	8 010	-	-	-	-	-	-	8 010	1 750	2 000
Roads Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Community Facilities		-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		2 000	2 000	-	-	-	-	-	-	2 000	-	-
Community Assets		2 000	2 000	-	-	-	-	-	-	2 000	-	-
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		6	6	-	-	-	-	-	-	6	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Other Assets	6	6	6	-	-	-	-	-	-	6	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		6 000	6 000	-	-	-	-	-	-	6 000	1 750	2 000
Furniture and Office Equipment		4	4	-	-	-	-	-	-	4	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Total Upgrading of Existing Assets to be adjusted	2a	-	-	-	-	-	-	-	-	-	-	-
Roads Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Community Facilities		-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		-	-	-	-	-	-	-	-	-	-	-
Community Assets		-	-	-	-	-	-	-	-	-	-	-
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Other Assets	6	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure to be adjusted	4	76 173	14 318	-	-	-	20	20	14 338	182 600	-	2 850
Roads Infrastructure		-	100	-	-	-	20	20	120	-	-	-
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		60 000	3 905	-	-	-	-	-	3 905	180 000	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		60 000	4 005	-	-	-	20	20	4 026	180 000	-	-
Community Facilities		7 000	1 140	-	-	-	-	-	1 140	-	-	-
Sport and Recreation Facilities		2 000	2 000	-	-	-	-	-	2 000	-	-	-
Community Assets		9 000	3 140	-	-	-	-	-	3 140	-	-	-
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		6	6	-	-	-	-	-	6	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Other Assets		6	6	-	-	-	-	-	6	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		6 023	6 023	-	-	-	-	-	6 023	1 750	-	2 000
Furniture and Office Equipment		214	214	-	-	-	-	-	214	150	-	150
Machinery and Equipment		930	930	-	-	-	-	-	930	350	-	350
Transport Assets		-	-	-	-	-	-	-	-	350	-	350
Land		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE to be adjusted	4	76 173	14 318	-	-	-	20	20	14 338	182 600	-	2 850

ASSET REGISTER SUMMARY - PPE (WDV)	5	228 070	282 246	-	-	-	-	-	-	282 246	468 332	465 782
Roads Infrastructure												
Storm water Infrastructure												
Electrical Infrastructure												
Water Supply Infrastructure												
Sanitation Infrastructure												
Solid Waste Infrastructure												
Rail Infrastructure												
Coastal Infrastructure												
Information and Communication Infrastructure												
Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Community Assets												
Heritage Assets												
Investment properties		54 000	51 682							51 682	51 182	50 682
Other Assets		171 957	228 452							228 452	415 402	413 402
Biological or Cultivated Assets												
Intangible Assets		2 113	2 113							2 113	1 749	1 699
Computer Equipment												
Furniture and Office Equipment												
Machinery and Equipment												
Transport Assets												
Land												
Zoo's, Marine and Non-biological Animals												
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	228 070	282 246	-	-	-	-	-	-	282 246	468 332	465 782
EXPENDITURE OTHER ITEMS												
Depreciation & asset impairment		4 852	4 852	-	-	-	-	-	-	4 852	6 288	15 788
Repairs and Maintenance by asset class	3	2 573	2 573	-	-	-	-	-	-	2 573	2 573	2 573
Roads Infrastructure												
Storm water Infrastructure												
Electrical Infrastructure												
Water Supply Infrastructure		308	308							308	308	308
Sanitation Infrastructure		161	161							161	161	161
Solid Waste Infrastructure												
Rail Infrastructure												
Coastal Infrastructure												
Information and Communication Infrastructure												
Infrastructure		469	469							469	469	469
Community Facilities		75	75							75	75	75
Sport and Recreation Facilities		366	366							366	366	366
Community Assets		441	441							441	441	441
Heritage Assets												
Revenue Generating												
Non-revenue Generating												
Investment properties												
Operational Buildings		930	930							930	930	930
Housing												
Other Assets		930	930							930	930	930
Biological or Cultivated Assets												
Servitudes												
Licences and Rights												
Intangible Assets												
Computer Equipment		25	25							25	25	25
Furniture and Office Equipment												
Machinery and Equipment		250	250							250	250	250
Transport Assets		459	459							459	459	459
Land												
Zoo's, Marine and Non-biological Animals	6											
TOTAL EXPENDITURE OTHER ITEMS to be adjusted		7 425	7 425	-	-	-	-	-	-	7 425	8 861	18 361
Renewal and upgrading of Existing Assets as % of total PPE		10,5%	55,9%							55,9%	1,0%	70,2%
Renewal and upgrading of Existing Assets as % of depreciation		165,1%	165,1%							165,1%	27,8%	12,7%
R&M as a % of PPE		1,1%	0,9%							0,9%	0,5%	0,6%
Renewal and upgrading and R&M as a % of PPE		4,6%	3,7%							3,7%	0,9%	1,0%

DC4 Garden Route - Supporting Table SB1 Supporting detail to 'Budgeted Financial Performance' - 26 April 2022

Description	Ref	Budget Year 2021/22									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	A1	7	8	9	10	11	12	13		
REVENUE ITEMS												
Property rates												
Total Property Rates <i>less Revenue Foregone (exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)</i>									-	-		
Net Property Rates		-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue												
Total Service charges - electricity revenue <i>less Revenue Foregone (in excess of 20 kwh per indigent household per month) less Cost of Free Basis Services (50 kwh per indigent household per month)</i>									-	-		
Net Service charges - electricity revenue		-	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue												
Total Service charges - water revenue <i>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)</i>									-	-		
Net Service charges - water revenue		-	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue												
Total Service charges - sanitation revenue <i>less Revenue Foregone (in excess of free sanitation service to indigent households) less Cost of Free Basis Services (free sanitation service to indigent households)</i>									-	-		
Net Service charges - sanitation revenue		-	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue												
Total refuse removal revenue Total landfill revenue <i>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)</i>									-	-	33 000	90 750
Net Service charges - refuse revenue		-	-	-	-	-	-	-	-	-	33 000	90 750
Other Revenue By Source												
Fuel Levy									-	-		
Other Revenue		22067409	19710229						-	19 710	21278772	17460637
Total 'Other' Revenue	1	22 067	19 710	-	-	-	-	-	-	19 710	21 279	17 461
EXPENDITURE ITEMS												
Employee related costs												
Basic Salaries and Wages		165 197	170 615					27 101	27 101	197 716	164 322	166 606
Pension and UIF Contributions		26 425	27 921					932	932	28 853	26 826	27 244
Medical Aid Contributions		21 932	24 210					68	68	24 278	23 321	24 806
Overtime		5 011	5 617					1	1	5 618	5 034	5 058
Performance Bonus		-	-					-	-	-	-	-
Motor Vehicle Allowance		10 749	10 474					65	65	10 539	10 825	10 904
Cellphone Allowance		286	240					22	22	262	288	290
Housing Allowances		2 531	2 874					-	-	2 874	2 569	2 609
Other benefits and allowances		15 387	18 680					(1 782)	(1 782)	16 897	15 430	15 474
Payments in lieu of leave		4 724	6 941					(60)	(60)	6 881	4 911	5 105
Long service awards		90	-					-	-	90	94	97
Post-retirement benefit obligations		8 586	7 228					-	-	7 228	8 586	8 586
sub-total	4	260 917	274 800	-	-	-	-	26 347	26 347	301 237	262 206	266 780
<i>Less: Employees costs capitalised to PPE</i>												
Total Employee related costs	1	260 917	274 800	-	-	-	-	26 347	26 347	301 237	262 206	266 780

Depreciation & asset impairment													
	Depreciation of Property, Plant & Equipment	4 852	4 852							4 852	6 288	15 788	
	Lease amortisation												
	Capital asset impairment												
	Total Depreciation & asset impairment	4 852	4 852	-	-	-	-	-	-	4 852	6 288	15 788	
	Bulk purchases												
	Electricity Bulk Purchases												
	Water Bulk Purchases												
	Total bulk purchases												
	Transfers and grants												
	Cash transfers and grants	1 230	1 230							1 230	1 085	926	
	Non-cash transfers and grants												
	Total transfers and grants	1 230	1 230	-	-	-	-	-	-	1 230	1 085	926	
	Contracted services												
	<i>Outsourced Services</i>												
	Consultants and Professional Services	29 457	34 421					(381)	(381)	34 040	53 785	82 824	
	Contractors												
	Total contracted services	29 457	34 421	-	-	-	-	(381)	(381)	34 040	53 785	82 824	
	Other Expenditure By Type												
	Collection costs												
	Contributions to 'other' provisions												
	Audit fees												
	Other Expenditure	57 740	68 948					5 919	5 919	74 867	58 378	59 765	
	Total Other Expenditure	57 740	68 948	-	-	-	-	5 919	5 919	74 867	58 378	59 765	
	Repairs and Maintenance												
	Employee related costs												
	Other materials												
	Contracted Services	4 059	4 059							4 059	4 276	4 291	
	Other Expenditure												
	Total Repairs and Maintenance Expenditure	4 059	4 059	-	-	-	-	-	-	4 059	4 276	4 291	

DC4 Garden Route - Supporting Table SB2 Supporting detail to 'Financial Position Budget' - 26 April 2022

Description	Ref	Budget Year 2021/22									Budget Year	Budget Year
		Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	Adjusted	Adjusted
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjusts.	Adjusts.	Budget	Budget	Budget
	A	4	5	6	7	8	9	10	11			
R thousands		A1	B	C	D	E	F	G	H			
ASSETS												
Consumer debtors												
Consumer debtors												
Less: provision for debt impairment												
Total Consumer debtors	1											
Debt impairment provision												
Balance at the beginning of the year												
Contributions to the provision												
Bad debts written off												
Balance at end of year												
Property, plant & equipment												
PPE at cost/valuation (excl. finance leases)	2	429 413	373 718						373 718	622 013	624 863	
Leases recognised as PPE												
Less: Accumulated depreciation		201 761	201 761						201 761	206 611	211 461	
Total Property, plant & equipment	1	227 652	171 957						171 957	415 402	413 402	
LIABILITIES												
Current liabilities - Borrowing												
Short term loans (other than bank overdraft)												
Current portion of long-term liabilities												
Total Current liabilities - Borrowing												
Trade and other payables												
Trade Payables		31 478	31 478						31 478	24 828	21 287	
Other creditors												
Unspent conditional transfers												
VAT												
Total Trade and other payables	1	31 478	31 478						31 478	24 828	21 287	
Non current liabilities - Borrowing												
Borrowing	3	60 000	3 905						3 905	240 000	220 000	
Finance leases (including PPP asset element)												
Total Non current liabilities - Borrowing		60 000	3 905						3 905	240 000	220 000	
Provisions - non current												
Retirement benefits		135 506	138 097						138 097	130 096	126 596	
Refuse landfill site rehabilitation												
Other												
Total Provisions - non current		135 506	138 097						138 097	130 096	126 596	
CHANGES IN NET ASSETS												
Accumulated surplus/(Deficit)												
Accumulated surplus/(Deficit) - opening balance		221 474	221 474						221 474	201 063	201 063	
GRAP adjustments												
Restated balance		221 474	221 474						221 474	201 063	201 063	
Surplus/(Deficit)		(7 472)	(7 072)				(340)	(340)	(11 279)	(2 718)	2 402	
Transfers to/from Reserves		(9 850)	(9 850)						(9 850)	(9 850)	(7 850)	
Depreciation offsets												
Other adjustments		(3 089)	20 724						20 724		9 748	
Accumulated Surplus/(Deficit)	1	201 063	225 276					(340)	(340)	188 496	205 364	
Reserves												
Housing Development Fund												
Capital replacement		28 824	26 389						26 389	31 074	32 724	
Self-insurance												
Other reserves		38 429	34 125						34 125	43 429	48 429	
Revaluation												
Total Reserves	2	67 253	60 514						60 514	74 503	81 153	
TOTAL COMMUNITY WEALTH/EQUITY	2	268 316	285 790					(340)	(340)	262 998	286 516	

DC4 Garden Route - Supporting Table SB7 Adjustments Budget - transfers and grant receipts - 26 April 2022

Description	Ref	Budget Year 2021/22						Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F	+1 2022/23	+2 2023/24
R thousands										
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		177 702	177 702	-	-	-	-	177 702	176 006	179 483
Local Government Equitable Share		167 653	167 653					167 653	172 405	175 879
Finance Management	3	1 000	1 000					1 000	1 000	1 000
Municipal Systems Improvement		4 500	4 500					4 500		
EPWP Incentive		2 071	2 071					2 071		
NT - Rural Roads Asset Management System		2 478	2 478					2 478	2 601	2 604
Other transfers and grants [insert description]										
Provincial Government:		8 473	17 100	-	-	-	-	17 100	8 335	9 228
PT - Integrated Transport Plan		900	1 778					1 778	900	900
PT - Municipal Accreditation & Capacity Building Grant		5 000	5 629					5 629	5 000	5 000
PT - Fire Service Capacity Building Grant	4	-	-					-	-	981
PT - Disaster Management Grant		-	27					27		
PT - Financial Management Capacity Building Grant		250	293					293		
PT - Western Cape Financial Management Support Grant			750					750		
PT - Municipal Service Delivery and Capacity Building Grant			350					350		
PT - Local Government Public Employment Support Grant			200					200		
PT - Joint District and Metro Approach Grant			2 000					2 000		
PT - Municipal Drought Relief Grant			100					100		
PT - Contribution Towards Acceleration of Housing Delivery			900					900		
PT - Safety Implementation Plan (WOSA)	5	2 323	5 073					5 073	2 435	2 347
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]										
Other grant providers:		-	-	-	-	-	-	-	-	-
[insert description]										
Total Operating Transfers and Grants	6	186 175	194 802	-	-	-	-	194 802	184 341	188 711

DC4 Garden Route - Supporting Table SB8 Adjustments Budget - expenditure on transfers and grant programme - 26 April 2022

Description	Ref	Budget Year 2021/22						Budget Year	Budget Year	
		Original	Prior	Multi-year	Nat. or Prov.	Other	Total	Adjusted	Adjusted	
		Budget	Adjusted	capital	Govt	Adjusts.	Adjusts.	Budget	Budget	
R thousands										
		A	A1	B	C	D	E	F		
EXPENDITURE ON TRANSFERS AND GRANT PROGRAM:	1									
Operating expenditure of Transfers and Grants										
National Government:		177 702	177 702	-	-	-	-	177 702	176 006	179 483
Local Government Equitable Share		167 653	167 653				-	167 653	172 405	175 879
Finance Management		1 000	1 000				-	1 000	1 000	1 000
Municipal Systems Improvement		4 500	4 500				-	4 500		
EPWP Incentive		2 071	2 071				-	2 071		
NT - Rural Roads Asset Management System		2 478	2 478				-	2 478	2 601	2 604
			-				-	-		
Other transfers and grants [insert description]										
Provincial Government:		8 473	17 100	-	-	-	-	17 100	8 335	9 228
PT - Integrated Transport Plan		900	1 778				-	1 778	900	900
PT - Municipal Accreditation & Capacity Building Grant		5 000	5 629				-	5 629	5 000	5 000
PT - Fire Service Capacity Building Grant		-	-				-	-	-	981
PT - Disaster Management Grant		-	27				-	27	-	-
PT - Financial Management Capacity Building Grant		250	293				-	293		
PT - Western Cape Financial Management Support Grant			750				-	750		
PT - Municipal Service Delivery and Capacity Building Grant			350				-	350		
PT - Local Government Public Employment Support Grant			200				-	200		
PT - Joint District and Metro Approach Grant			2 000				-	2 000		
PT - Municipal Drought Relief Grant			100				-	100		
PT - Contribution Towards Acceleration of Housing Delivery			900				-	900		
PT - Safety Implementation Plan (WOSA)		2 323	5 073				-	5 073	2 435	2 347
District Municipality:		-	-	-	-	-	-	-	-	-
<i>[insert description]</i>										
Other grant providers:		-	-	-	-	-	-	-	-	-
<i>[insert description]</i>										
Total operating expenditure of Transfers and Grants:		186 175	194 802	-	-	-	-	194 802	184 341	188 711

DC4 Garden Route - Supporting Table SB9 Adjustments Budget - reconciliation of transfers, grant receipts, and unspent funds - 26 April 2022

Description	Ref	Budget Year 2021/22							Budget Year	Budget Year
		Original	Prior	Multi-year	Nat. or Prov.	Other	Total	Adjusted	Adjusted	Adjusted
		Budget	Adjusted	capital	Govt	Adjusts.	Adjusts.	Budget	Budget	Budget
R thousands		2	3	4	5	6	7	+1 2022/23	+2 2023/24	
		A	A1	B	C	D	E	F		
Operating transfers and grants:										
National Government:										
Balance unspent at beginning of the year			(0)				-	(0)		
Current year receipts		177 702	177 702				-	177 702	176 006	179 483
Conditions met - transferred to revenue		177 702	177 702	-	-	-	-	177 702	176 006	179 483
Conditions still to be met - transferred to liabilities							-	-		
Provincial Government:										
Balance unspent at beginning of the year			4 327				-	4 327		
Current year receipts		8 473	12 773				-	12 773	8 335	9 228
Conditions met - transferred to revenue		8 473	17 100	-	-	-	-	17 100	8 335	9 228
Conditions still to be met - transferred to liabilities							-	-		
District Municipality:										
Balance unspent at beginning of the year							-	-		
Current year receipts							-	-		
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities							-	-		
Other grant providers:										
Balance unspent at beginning of the year							-	-		
Current year receipts							-	-		
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities							-	-		
Total operating transfers and grants revenue		186 175	194 802	-	-	-	-	194 802	184 341	188 711

DC4 Garden Route - Supporting Table SB10 Adjustments Budget - transfers and grants made by the municipality - 26 April 2022

Description	Ref	Budget Year 2021/22									Budget Year	Budget Year
		Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	Adjusted	Adjusted
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjusts.	Adjusts.	Budget	Budget	Budget
A	6 A1	7 B	8 C	9 D	10 E	11 F	12 G	13 H				
R thousands												
Cash transfers to other municipalities												
[insert description]	1								-	-		
[insert description]									-	-		
[insert description]									-	-		
TOTAL ALLOCATIONS TO MUNICIPALITIES:		-	-	-	-	-	-	-	-	-	-	-
Cash transfers to Entities/Other External Mechanisms												
[insert description]	2								-	-		
[insert description]									-	-		
[insert description]									-	-		
TOTAL ALLOCATIONS TO ENTITIES/EMs'		-	-	-	-	-	-	-	-	-	-	-
Cash transfers to other Organs of State												
[insert description]	3								-	-		
Private Enterprises									-	-		
Public enterprises									-	-		
TOTAL ALLOCATIONS TO OTHER ORGANS OF STATE:		-	-	-	-	-	-	-	-	-	-	-
Cash transfers to other Organisations												
[insert description]	4								-	-		
Households									-	-		
[insert description]									-	-		
TOTAL CASH TRANSFERS TO OTHER ORGANISATIONS:		2 375	4 658	-	-	-	-	-	-	4 658	2 125	2 125
TOTAL CASH TRANSFERS	5	2 375	4 658	-	-	-	-	-	-	4 658	2 125	2 125
Non-cash transfers to other municipalities												
[insert description]	1								-	-		
[insert description]									-	-		
[insert description]									-	-		
TOTAL ALLOCATIONS TO MUNICIPALITIES:		-	-	-	-	-	-	-	-	-	-	-
Non-cash transfers to Entities/Other External Mechanisms												
[insert description]	2								-	-		
[insert description]									-	-		
[insert description]									-	-		
TOTAL ALLOCATIONS TO ENTITIES/EMs'		-	-	-	-	-	-	-	-	-	-	-
Non-cash transfers to other Organs of State												
[insert description]	3								-	-		
[insert description]									-	-		
[insert description]									-	-		
TOTAL ALLOCATIONS TO OTHER ORGANS OF STATE:		-	-	-	-	-	-	-	-	-	-	-
Non-cash transfers to other Organisations												
[insert description]	4								-	-		
[insert description]									-	-		
[insert description]									-	-		
TOTAL NON-CASH TRANSFERS TO OTHER ORGANISATIONS:		-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-CASH TRANSFERS	5	-	-	-	-	-	-	-	-	-	-	-
TOTAL TRANSFERS		2 375	4 658	-	-	-	-	-	-	4 658	2 125	2 125

DC4 Garden Route - Supporting Table SB11 Adjustments Budget - councillor and staff benefits - 26 April 2022

Summary of remuneration	Ref	Budget Year 2021/22										% change
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget		
R thousands		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
Councillors (Political Office Bearers plus Other)												
Basic Salaries and Wages		11 298	11 866						-	11 866	5,0%	
Pension and UIF Contributions		242	9						-	9	-96,2%	
Medical Aid Contributions		78	49						-	49	-37,1%	
Motor Vehicle Allowance		776	-					-	-	776	0,0%	
Cellphone Allowance		515	19						-	19		
Housing Allowances		451	-						-	451		
Other benefits and allowances		-	-						-	-		
Sub Total - Councillors		13 360	11 943						-	13 170	-1,4%	
% increase			(0)									
Senior Managers of the Municipality												
Basic Salaries and Wages		4 587	5 778						-	5 778	26,0%	
Pension and UIF Contributions		1 484	2						-	2	-99,9%	
Medical Aid Contributions		113	57						-	57	-49,5%	
Overtime		-	-						-	-		
Performance Bonus		-	-						-	-		
Motor Vehicle Allowance		840	498						-	498	-40,7%	
Cellphone Allowance		148	108						-	108	-27,2%	
Housing Allowances		-	-						-	-		
Other benefits and allowances		804	610					(577)	(577)	33		
Payments in lieu of leave		-	-						-	-		
Long service awards		-	-						-	-		
Post-retirement benefit obligations		-	-						-	-		
Sub Total - Senior Managers of Municipality		7 977	7 053					(577)	(577)	6 476	-18,8%	
% increase			(0)							(0)		
Other Municipal Staff												
Basic Salaries and Wages		160 610	164 837					27 101	27 101	191 938	19,5%	
Pension and UIF Contributions		24 941	27 919					932	932	28 851	15,7%	
Medical Aid Contributions		21 819	24 153					68	68	24 220	11,0%	
Overtime		5 011	5 617					1	1	5 618	12,1%	
Performance Bonus		-	-							-		
Motor Vehicle Allowance		9 909	9 976					65	65	10 041	1,3%	
Cellphone Allowance		137	132					22	22	154	12,2%	
Housing Allowances		2 531	2 874							2 874		
Other benefits and allowances		14 583	18 070					(1 205)	(1 205)	16 865		
Payments in lieu of leave		4 724	6 941					(60)	(60)	6 881	45,6%	
Long service awards		-	-							-		
Post-retirement benefit obligations		8 586	7 228							7 228	-15,8%	
Sub Total - Other Municipal Staff		252 851	267 747					26 924	26 924	294 671	16,5%	
% increase												
Total Parent Municipality		274 187	286 743					26 347	26 347	314 317	14,6%	

DC4 Garden Route - Supporting Table SB12 Adjustments Budget - monthly revenue and expenditure (municipal vote) - 26 April 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
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue by Vote																
Vote 1 - Executive and Council		24 466	15 707	14 519	14 519	21 164	18 305	14 519	17 821	20 460	14 519	14 519	55 721	246 242	232 479	233 843
Vote 2 - Budget and Treasury Office		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		19	19	19	19	19	19	19	19	19	19	19	1 533	1 741	556	571
Vote 4 - Planning and Development		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 5 - Public Safety		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 6 - Health		56	56	56	56	56	56	56	56	56	56	56	(227)	390	393	416
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		721	721	721	721	721	721	721	721	721	721	721	(613)	7 322	5 671	5 932
Vote 9 - Waste Management		-	-	-	-	-	-	-	-	-	-	-	-	-	33 000	90 750
Vote 10 - Roads Transport		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		9	9	9	9	9	9	9	9	9	9	9	16	118	125	133
Vote 14 - Roads Agency Function		13 789	13 789	13 789	13 789	13 789	13 789	13 789	13 789	13 789	13 789	13 789	84 667	236 350	185 894	193 358
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue by Vote		39 061	30 303	29 115	29 115	35 760	32 900	29 115	32 416	35 055	29 115	29 115	141 097	492 164	458 117	525 003
Expenditure by Vote																
Vote 1 - Executive and Council		4 528	4 528	4 528	4 528	6 628	4 528	4 528	4 528	4 528	4 528	4 528	6 289	58 196	54 921	55 364
Vote 2 - Budget and Treasury Office		1 869	1 869	1 869	1 869	3 326	1 869	1 869	1 869	1 869	1 869	1 869	2 740	24 753	23 970	24 051
Vote 3 - Corporate Services		2 696	2 696	2 696	2 696	4 642	2 696	2 696	2 696	2 696	2 696	2 696	20 453	52 050	47 202	47 178
Vote 4 - Planning and Development		1 780	1 780	1 780	1 780	3 170	1 780	1 780	1 780	1 780	1 780	1 780	14 057	35 032	28 011	28 050
Vote 5 - Public Safety		2 490	2 490	2 490	2 490	4 408	2 490	2 490	2 490	2 490	2 490	2 490	5 399	34 710	32 875	33 986
Vote 6 - Health		2 646	2 646	2 646	2 646	5 104	2 646	2 646	2 646	2 646	2 646	2 646	8 161	39 722	37 307	37 462
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		1 037	1 037	1 037	1 037	1 725	1 037	1 037	1 037	1 037	1 037	1 037	1 330	13 421	12 057	12 107
Vote 9 - Waste Management		368	368	368	368	540	368	368	368	368	368	368	(1 294)	2 922	33 225	85 742
Vote 10 - Roads Transport		279	279	279	279	279	279	279	279	279	279	279	1 070	4 136	3 501	3 504
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		256	256	256	256	466	256	256	256	256	256	256	496	3 518	3 290	3 304
Vote 14 - Roads Agency Function		13 282	13 282	13 282	13 282	19 366	13 282	13 282	13 282	13 282	13 282	13 282	82 792	234 983	184 475	191 854
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure by Vote		31 230	31 230	31 230	31 230	49 653	31 230	31 230	31 230	31 230	31 230	31 230	141 494	503 442	460 835	522 601
Surplus/ (Deficit)		7 832	(927)	(2 115)	(2 115)	(13 894)	1 670	(2 115)	1 187	3 825	(2 115)	(2 115)	(397)	(11 278)	(2 718)	2 402

DC4 Garden Route - Supporting Table SB13 Adjustments Budget - monthly revenue and expenditure (functional classification) - 26 April 2022

Description - Standard classification	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
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue - Functional																
<i>Governance and administration</i>		24 485	15 726	14 538	14 538	21 183	18 324	14 538	17 840	20 479	14 538	14 538	57 254	247 983	233 035	234 414
Executive and council		24 466	15 707	14 519	14 519	21 164	18 305	14 519	17 821	20 460	14 519	14 519	55 721	246 242	232 479	233 843
Finance and administration		19	19	19	19	19	19	19	19	19	19	19	1 533	1 741	556	571
Internal audit																
<i>Community and public safety</i>		764	764	764	764	764	764	764	764	764	764	764	(688)	7 712	6 064	6 348
Community and social services																
Sport and recreation		708	708	708	708	708	708	708	708	708	708	708	(461)	7 322	5 671	5 932
Public safety																
Housing																
Health		56	56	56	56	56	56	56	56	56	56	56	(227)	390	393	416
<i>Economic and environmental services</i>		9	9	9	9	9	9	9	9	9	9	9	236 366	236 468	186 019	193 490
Planning and development																
Road transport													236 350	236 350	185 894	193 358
Environmental protection		9	9	9	9	9	9	9	9	9	9	9	16	118	125	133
<i>Trading services</i>		-	-	-	-	-	-	-	-	-	-	-	-	-	33 000	90 750
Energy sources																
Water management																
Waste water management																
Waste management															33 000	90 750
<i>Other</i>																
Total Revenue - Functional		25 238	16 499	15 311	15 311	21 956	19 097	15 311	18 613	21 252	15 311	15 311	292 932	492 164	458 117	525 003
Expenditure - Functional																
<i>Governance and administration</i>		9 866	9 866	9 866	9 866	16 004	9 866	9 866	9 866	9 866	9 866	9 866	31 086	145 748	136 137	136 661
Executive and council		3 846	3 846	3 846	3 846	5 403	3 846	3 846	3 846	3 846	3 846	3 846	7 532	51 399	51 105	51 543
Finance and administration		5 813	5 813	5 813	5 813	10 206	5 813	5 813	5 813	5 813	5 813	5 813	23 260	91 597	82 532	82 601
Internal audit		206	206	206	206	396	206	206	206	206	206	206	294	2 752	2 500	2 516
<i>Community and public safety</i>		6 272	6 272	6 272	6 272	11 487	6 272	6 272	6 272	6 272	6 272	6 272	12 539	86 747	80 172	81 485
Community and social services		980	980	980	980	1 883	980	980	980	980	980	980	(2 385)	9 300	7 676	7 701
Sport and recreation		857	857	857	857	1 432	857	857	857	857	857	857	3 418	13 421	12 057	12 107
Public safety		1 955	1 955	1 955	1 955	3 379	1 955	1 955	1 955	1 955	1 955	1 955	3 873	26 805	25 199	26 286
Housing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Health		2 480	2 480	2 480	2 480	4 793	2 480	2 480	2 480	2 480	2 480	2 480	7 633	37 222	35 240	35 392
<i>Economic and environmental services</i>		1 086	1 086	1 086	1 086	1 680	1 086	1 086	1 086	1 086	1 086	1 086	252 532	265 070	208 635	216 043
Planning and development		551	551	551	551	935	551	551	551	551	551	551	15 983	22 432	17 369	17 381
Road transport		279	279	279	279	279	279	279	279	279	279	279	236 053	239 119	187 976	195 358
Environmental protection		256	256	256	256	466	256	256	256	256	256	256	496	3 518	3 290	3 304
<i>Trading services</i>		-	-	-	-	-	-	-	-	-	-	-	2 922	2 922	33 225	85 742
Energy sources																
Water management																
Waste water management																
Waste management													2 922	2 922	33 225	85 742
<i>Other</i>		176	176	176	176	283	176	176	176	176	176	176	910	2 956	2 666	2 671
Total Expenditure - Functional		17 400	17 400	17 400	17 400	29 453	17 400	17 400	17 400	17 400	17 400	17 400	299 988	503 442	460 835	522 601
Surplus/ (Deficit) 1.		7 838	(901)	(2 089)	(2 089)	(7 497)	1 697	(2 089)	1 213	3 852	(2 089)	(2 089)	(7 057)	(11 278)	(2 718)	2 402

DC4 Garden Route - Supporting Table SB14 Adjustments Budget - monthly revenue and expenditure - 26 April 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
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue By Source																
Property rates																
Service charges - electricity revenue																
Service charges - water revenue																
Service charges - sanitation revenue																
Service charges - refuse revenue																
Rental of facilities and equipment		135	135	135	135	135	135	135	135	135	135	135	849	2 329	4 056	4 297
Interest earned - external investments		2 818	-	-	-	705	1 409	-	2 114	-	-	-	1 454	8 500	8 500	8 500
Interest earned - outstanding debtors		309	309	309	309	309	309	309	309	309	309	309	(430)	2 970	3 149	3 338
Dividends received																
Fines, penalties and forfeits																
Licences and permits		9	9	9	9	9	9	9	9	9	9	9	16	118	125	133
Agency services		15 389	15 389	15 389	15 389	15 389	15 389	15 389	15 389	15 389	15 389	15 389	87 613	256 896	203 668	211 814
Transfers and subsidies		52 281	8 713	-	-	43 567	17 427	-	8 713	43 567	-	-	27 314	201 583	184 341	188 711
Other revenue		1 142	1 142	1 142	1 142	1 142	1 142	1 142	1 142	1 142	1 142	1 142	7 148	19 710	21 279	17 461
Gains																
Total Revenue		72 083	25 698	16 984	16 984	61 256	35 820	16 984	27 811	60 552	16 984	16 984	123 965	492 107	458 117	525 003
Expenditure By Type																
Employee related costs		18 424	18 424	18 424	18 424	36 847	18 424	18 424	18 424	18 424	18 424	18 424	80 063	301 147	262 206	266 780
Remuneration of councillors		1 113	1 113	1 113	1 113	1 113	1 113	1 113	1 113	1 113	1 113	1 113	(304)	11 943	13 360	13 360
Debt impairment		153	153	153	153	153	153	153	153	153	153	153	(188)	1 500	1 500	1 500
Depreciation & asset impairment		328	328	328	328	328	328	328	328	328	328	328	1 249	4 852	6 288	15 788
Finance charges		-	-	-	-	-	-	-	-	-	-	-	70	70	3 070	18 070
Bulk purchases		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other materials		4 266	4 266	4 266	4 266	4 266	4 266	4 266	4 266	4 266	4 266	4 266	20 525	67 456	60 123	62 390
Contracted services		2 689	2 689	2 689	2 689	2 689	2 689	2 689	2 689	2 689	2 689	2 689	4 458	34 040	53 785	82 824
Transfers and subsidies		103	103	103	103	103	103	103	103	103	103	103	6 370	7 498	2 125	2 125
Other expenditure		4 824	4 824	4 824	4 824	4 824	4 824	4 824	4 824	4 824	4 824	4 824	21 738	74 867	58 378	59 765
Losses		-	-	-	-	-	-	-	-	-	-	-	69	69	-	-
Total Expenditure		31 901	31 901	31 901	31 901	50 324	31 901	31 901	31 901	31 901	31 901	31 901	134 111	503 443	460 835	522 601
Surplus/(Deficit)		40 183	(6 203)	(14 916)	(14 916)	10 932	3 920	(14 916)	(4 089)	28 651	(14 916)	(14 916)	(10 146)	(11 335)	(2 718)	2 402
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)																
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational)																
Transfers and subsidies - capital (in-kind - all)													57	57	-	-
Surplus/(Deficit) after capital transfers & contributions		40 183	(6 203)	(14 916)	(14 916)	10 932	3 920	(14 916)	(4 089)	28 651	(14 916)	(14 916)	(10 089)	(11 279)	(2 718)	2 402

DC4 Garden Route - Supporting Table SB15 Adjustments Budget - monthly cash flow - 26 April 2022

Monthly cash flows	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
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Cash Receipts By Source	1															
Property rates																
Service charges - electricity revenue																
Service charges - water revenue																
Service charges - sanitation revenue																
Service charges - refuse															33 000	90 750
Rental of facilities and equipment													2 329	2 329	4 056	4 297
Interest earned - external investments													8 500	8 500	8 500	8 500
Interest earned - outstanding debtors													2 970	2 970	3 149	3 338
Dividends received																
Fines, penalties and forfeits																
Licences and permits													118	118	125	133
Agency services													256 896	256 896	203 668	211 814
Transfers and Subsidies - Operational													201 583	201 583	184 341	188 711
Other revenue													19 710	19 710	21 279	17 461
Cash Receipts by Source													492 107	492 107	458 117	525 003
Other Cash Flows by Source																
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)																
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational)																
Proceeds on Disposal of Fixed and Intangible Assets																
Short term loans																
Borrowing long term/refinancing															180 000	
Increase (decrease) in consumer deposits																
Decrease (increase) in non-current receivables																
Decrease (increase) in non-current investments																
Total Cash Receipts by Source													492 107	492 107	638 117	525 003
Cash Payments by Type																
Employee related costs		18 424	18 424	18 424	18 424	36 847	18 424	18 424	18 424	18 424	18 424	18 424	41 122	262 206	262 206	266 780
Remuneration of councillors		1 113	1 113	1 113	1 113	1 113	1 113	1 113	1 113	1 113	1 113	1 113	1 113	13 360	13 360	13 360
Finance charges													70	70	3 070	18 070
Bulk purchases - Electricity																
Bulk purchases - Water & Sewer																
Other materials		4 266	4 266	4 266	4 266	4 266	4 266	4 266	4 266	4 266	4 266	4 266	13 192	60 123	51 421	52 167
Contracted services		2 689	2 689	2 689	2 689	2 689	2 689	2 689	2 689	2 689	2 689	2 689	24 202	53 785	53 785	82 824
Transfers and grants - other municipalities																
Transfers and grants - other		103	103	103	103	103	103	103	103	103	103	103	(1 128)			
Other expenditure		4 824	4 824	4 824	4 824	4 824	4 824	4 824	4 824	4 824	4 824	4 824	20 495	73 564	76 993	89 400
Cash Payments by Type		31 420	31 420	31 420	31 420	49 843	31 420	31 420	31 420	31 420	31 420	31 420	99 067	463 108	460 835	522 601
Other Cash Flows/Payments by Type																
Capital assets		50	50	130	30	255	200	100	540	280	750	400	16 492	19 277	182 600	2 850
Repayment of borrowing																
Other Cash Flows/Payments																
Total Cash Payments by Type		31 470	31 470	31 550	31 450	50 098	31 620	31 520	31 960	31 700	32 170	31 820	115 559	482 385	643 435	525 451
NET INCREASE/(DECREASE) IN CASH HELD		(31 470)	(31 470)	(31 550)	(31 450)	(50 098)	(31 620)	(31 520)	(31 960)	(31 700)	(32 170)	(31 820)	376 548	9 722	(5 318)	(448)
Cash/cash equivalents at the month/year beginning:		154 555	123 085	91 615	60 065	28 616	(21 483)	(53 103)	(84 622)	(116 582)	(148 282)	(180 452)	(212 272)	188 287	198 010	192 692

DC4 Garden Route - Supporting Table SB16 Adjustments Budget - monthly capital expenditure (municipal vote) - 26 April 2022

Description - Municipal Vote	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		
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget		
R thousands																		
Multi-year expenditure appropriation	1																	
Vote 1 - Executive and Council																		
Vote 2 - Budget and Treasury Office																		
Vote 3 - Corporate Services														50	50	2 100	2 350	
Vote 4 - Planning and Development																		
Vote 5 - Public Safety														380	380	350	350	
Vote 6 - Health														1 140	1 140			
Vote 7 - Community and Social Services																		
Vote 8 - Sport and Recreation																		
Vote 9 - Waste Management														(750)				
Vote 10 - Roads Transport														3 905	3 905	180 000		
Vote 11 - Waste Water Management																		
Vote 12 - Water																		
Vote 13 - Environment Protection																		
Vote 14 - Roads Agency Function																		
Vote 15 - Electricity																		
Capital Multi-year expenditure sub-total	3													4 726	5 476	182 450	2 700	
Single-year expenditure appropriation																		
Vote 1 - Executive and Council								30						24	54	30	30	
Vote 2 - Budget and Treasury Office														55	55	30	30	
Vote 3 - Corporate Services		50	50	100	30	255	200	70	540	280				3 615	5 190	30	30	
Vote 4 - Planning and Development				30										5 662	5 692	30	30	
Vote 5 - Public Safety														100	100			
Vote 6 - Health														63	63	30	30	
Vote 7 - Community and Social Services																		
Vote 8 - Sport and Recreation																		
Vote 9 - Waste Management														2 507	2 507			
Vote 10 - Roads Transport														120	120			
Vote 11 - Waste Water Management																		
Vote 12 - Water																		
Vote 13 - Environment Protection														20	20			
Vote 14 - Roads Agency Function																		
Vote 15 - Electricity																		
Capital single-year expenditure sub-total	3	50	50	130	30	255	200	100	540	280				12 166	13 801	150	150	
Total Capital Expenditure	2	50	50	130	30	255	200	100	540	280	750			16 892	19 277	182 600	2 850	

DC4 Garden Route - Supporting Table SB17 Adjustments Budget - monthly capital expenditure (functional classification) - 26 April 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
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Capital Expenditure - Functional																
<i>Governance and administration</i>		50	50	100	30	255	200	100	540	280	-	-	3 955	5 560	2 250	2 500
Executive and council								30					83	113	30	30
Finance and administration		50	50	100	30	255	200	70	540	280			3 872	5 447	2 220	2 470
Internal audit													-	-	-	-
<i>Community and public safety</i>		-	-	-	-	-	-	-	-	-	750	-	3 320	4 070	350	350
Community and social services													-	-	-	-
Sport and recreation											750		1 637	2 387	-	-
Public safety													480	480	350	350
Housing													-	-	-	-
Health													1 203	1 203	-	-
<i>Economic and environmental services</i>		-	-	30	-	-	-	-	-	-	-	-	5 712	5 742	-	-
Planning and development				30									5 572	5 602	-	-
Road transport													120	120	-	-
Environmental protection													20	20	-	-
<i>Trading services</i>		-	-	-	-	-	-	-	-	-	-	-	3 905	3 905	180 000	-
Energy sources													-	-	-	-
Water management													-	-	-	-
Waste water management													-	-	-	-
Waste management													3 905	3 905	180 000	-
<i>Other</i>													-	-	-	-
Total Capital Expenditure - Functional		50	50	130	30	255	200	100	540	280	750	-	16 892	19 277	182 600	2 850

Community Assets	7 000	1 140	-	-	-	-	-	-	1 140	-	-	
Community Facilities	7 000	1 140	-	-	-	-	-	-	1 140	-	-	
Halls	-	-	-	-	-	-	-	-	-	-	-	
Centres	-	-	-	-	-	-	-	-	-	-	-	
Crèches	-	-	-	-	-	-	-	-	-	-	-	
Clinics/Care Centres	-	-	-	-	-	-	-	-	-	-	-	
Fire/Ambulance Stations	7 000	1 140	-	-	-	-	-	-	1 140	-	-	
Testing Stations	-	-	-	-	-	-	-	-	-	-	-	
Museums	-	-	-	-	-	-	-	-	-	-	-	
Galleries	-	-	-	-	-	-	-	-	-	-	-	
Theatres	-	-	-	-	-	-	-	-	-	-	-	
Libraries	-	-	-	-	-	-	-	-	-	-	-	
Cemeteries/Crematoria	-	-	-	-	-	-	-	-	-	-	-	
Police	-	-	-	-	-	-	-	-	-	-	-	
Parks	-	-	-	-	-	-	-	-	-	-	-	
Public Open Space	-	-	-	-	-	-	-	-	-	-	-	
Nature Reserves	-	-	-	-	-	-	-	-	-	-	-	
Public Ablution Facilities	-	-	-	-	-	-	-	-	-	-	-	
Markets	-	-	-	-	-	-	-	-	-	-	-	
Stalls	-	-	-	-	-	-	-	-	-	-	-	
Abattoirs	-	-	-	-	-	-	-	-	-	-	-	
Airports	-	-	-	-	-	-	-	-	-	-	-	
Taxi Ranks/Bus Terminals	-	-	-	-	-	-	-	-	-	-	-	
Capital Spares	-	-	-	-	-	-	-	-	-	-	-	
Sport and Recreation Facilities	-	-	-	-	-	-	-	-	-	-	-	
Indoor Facilities	-	-	-	-	-	-	-	-	-	-	-	
Outdoor Facilities	-	-	-	-	-	-	-	-	-	-	-	
Capital Spares	-	-	-	-	-	-	-	-	-	-	-	
Heritage assets	-	-	-	-	-	-	-	-	-	-	-	
Monuments	-	-	-	-	-	-	-	-	-	-	-	
Historic Buildings	-	-	-	-	-	-	-	-	-	-	-	
Works of Art	-	-	-	-	-	-	-	-	-	-	-	
Conservation Areas	-	-	-	-	-	-	-	-	-	-	-	
Other Heritage	-	-	-	-	-	-	-	-	-	-	-	
Investment properties	-	-	-	-	-	-	-	-	-	-	-	
Revenue Generating	-	-	-	-	-	-	-	-	-	-	-	
Improved Property	-	-	-	-	-	-	-	-	-	-	-	
Unimproved Property	-	-	-	-	-	-	-	-	-	-	-	
Non-revenue Generating	-	-	-	-	-	-	-	-	-	-	-	
Improved Property	-	-	-	-	-	-	-	-	-	-	-	
Unimproved Property	-	-	-	-	-	-	-	-	-	-	-	
Other assets	-	-	-	-	-	-	-	-	-	-	-	
Operational Buildings	-	-	-	-	-	-	-	-	-	-	-	
Municipal Offices	-	-	-	-	-	-	-	-	-	-	-	
Pay/Enquiry Points	-	-	-	-	-	-	-	-	-	-	-	
Building Plan Offices	-	-	-	-	-	-	-	-	-	-	-	
Workshops	-	-	-	-	-	-	-	-	-	-	-	
Yards	-	-	-	-	-	-	-	-	-	-	-	
Stores	-	-	-	-	-	-	-	-	-	-	-	
Laboratories	-	-	-	-	-	-	-	-	-	-	-	
Training Centres	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing Plant	-	-	-	-	-	-	-	-	-	-	-	
Depots	-	-	-	-	-	-	-	-	-	-	-	
Capital Spares	-	-	-	-	-	-	-	-	-	-	-	
Housing	-	-	-	-	-	-	-	-	-	-	-	
Staff Housing	-	-	-	-	-	-	-	-	-	-	-	
Social Housing	-	-	-	-	-	-	-	-	-	-	-	
Capital Spares	-	-	-	-	-	-	-	-	-	-	-	
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-	-	-	
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-	-	-	
Intangible Assets	-	-	-	-	-	-	-	-	-	-	-	
Servitudes	-	-	-	-	-	-	-	-	-	-	-	
Licences and Rights	-	-	-	-	-	-	-	-	-	-	-	
Water Rights	-	-	-	-	-	-	-	-	-	-	-	
Effluent Licenses	-	-	-	-	-	-	-	-	-	-	-	
Solid Waste Licenses	-	-	-	-	-	-	-	-	-	-	-	
Computer Software and Applications	-	-	-	-	-	-	-	-	-	-	-	
Load Settlement Software Applications	-	-	-	-	-	-	-	-	-	-	-	
Unspecified	-	-	-	-	-	-	-	-	-	-	-	
Computer Equipment	23	23	-	-	-	-	-	-	23	-	-	
Computer Equipment	23	23	-	-	-	-	-	-	23	-	-	
Furniture and Office Equipment	210	210	-	-	-	-	-	-	210	150	150	
Furniture and Office Equipment	210	210	-	-	-	-	-	-	210	150	150	
Machinery and Equipment	930	930	-	-	-	-	-	-	930	350	350	
Machinery and Equipment	930	930	-	-	-	-	-	-	930	350	350	
Transport Assets	-	-	-	-	-	-	-	-	-	350	350	
Transport Assets	-	-	-	-	-	-	-	-	-	350	350	
Land	-	-	-	-	-	-	-	-	-	-	-	
Land	-	-	-	-	-	-	-	-	-	-	-	
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-	-	-	
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-	-	-	
Total Capital Expenditure on new assets to be adjus	1	68 163	6 308	-	-	-	-	20	20	6 328	180 850	850

Community Assets	2 000	2 000	-	-	-	-	-	-	2 000	-	-
Community Facilities	-	-	-	-	-	-	-	-	-	-	-
Halls	-	-	-	-	-	-	-	-	-	-	-
Centres	-	-	-	-	-	-	-	-	-	-	-
Crèches	-	-	-	-	-	-	-	-	-	-	-
Clinics/Care Centres	-	-	-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations	-	-	-	-	-	-	-	-	-	-	-
Testing Stations	-	-	-	-	-	-	-	-	-	-	-
Museums	-	-	-	-	-	-	-	-	-	-	-
Galleries	-	-	-	-	-	-	-	-	-	-	-
Theatres	-	-	-	-	-	-	-	-	-	-	-
Libraries	-	-	-	-	-	-	-	-	-	-	-
Cemeteries/Crematoria	-	-	-	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-	-	-	-
Parks	-	-	-	-	-	-	-	-	-	-	-
Public Open Space	-	-	-	-	-	-	-	-	-	-	-
Nature Reserves	-	-	-	-	-	-	-	-	-	-	-
Public Ablution Facilities	-	-	-	-	-	-	-	-	-	-	-
Markets	-	-	-	-	-	-	-	-	-	-	-
Stalls	-	-	-	-	-	-	-	-	-	-	-
Abattoirs	-	-	-	-	-	-	-	-	-	-	-
Airports	-	-	-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities	2 000	2 000	-	-	-	-	-	-	2 000	-	-
Indoor Facilities	-	-	-	-	-	-	-	-	-	-	-
Outdoor Facilities	2 000	2 000	-	-	-	-	-	-	2 000	-	-
Capital Spares	-	-	-	-	-	-	-	-	-	-	-
Heritage assets	-	-	-	-	-	-	-	-	-	-	-
Monuments	-	-	-	-	-	-	-	-	-	-	-
Historic Buildings	-	-	-	-	-	-	-	-	-	-	-
Works of Art	-	-	-	-	-	-	-	-	-	-	-
Conservation Areas	-	-	-	-	-	-	-	-	-	-	-
Other Heritage	-	-	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-	-	-
Improved Property	-	-	-	-	-	-	-	-	-	-	-
Unimproved Property	-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-	-	-
Improved Property	-	-	-	-	-	-	-	-	-	-	-
Unimproved Property	-	-	-	-	-	-	-	-	-	-	-
Other assets	6	6	-	-	-	-	-	-	6	-	-
Operational Buildings	6	6	-	-	-	-	-	-	6	-	-
Municipal Offices	6	6	-	-	-	-	-	-	6	-	-
Pay/Enquiry Points	-	-	-	-	-	-	-	-	-	-	-
Building Plan Offices	-	-	-	-	-	-	-	-	-	-	-
Workshops	-	-	-	-	-	-	-	-	-	-	-
Yards	-	-	-	-	-	-	-	-	-	-	-
Stores	-	-	-	-	-	-	-	-	-	-	-
Laboratories	-	-	-	-	-	-	-	-	-	-	-
Training Centres	-	-	-	-	-	-	-	-	-	-	-
Manufacturing Plant	-	-	-	-	-	-	-	-	-	-	-
Depots	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	-	-	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-	-	-
Staff Housing	-	-	-	-	-	-	-	-	-	-	-
Social Housing	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-	-	-
Servitudes	-	-	-	-	-	-	-	-	-	-	-
Licences and Rights	-	-	-	-	-	-	-	-	-	-	-
Water Rights	-	-	-	-	-	-	-	-	-	-	-
Effluent Licenses	-	-	-	-	-	-	-	-	-	-	-
Solid Waste Licenses	-	-	-	-	-	-	-	-	-	-	-
Computer Software and Applications	-	-	-	-	-	-	-	-	-	-	-
Load Settlement Software Applications	-	-	-	-	-	-	-	-	-	-	-
Unspecified	-	-	-	-	-	-	-	-	-	-	-
Computer Equipment	6 000	6 000	-	-	-	-	-	-	6 000	1 750	2 000
Computer Equipment	6 000	6 000	-	-	-	-	-	-	6 000	1 750	2 000
Furniture and Office Equipment	4	4	-	-	-	-	-	-	4	-	-
Furniture and Office Equipment	4	4	-	-	-	-	-	-	4	-	-
Machinery and Equipment	-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment	-	-	-	-	-	-	-	-	-	-	-
Transport Assets	-	-	-	-	-	-	-	-	-	-	-
Transport Assets	-	-	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure on renewal of existing assets to be	1	8 010	8 010	-	-	-	-	-	8 010	1 750	2 000

Community Assets	441	441	-	-	-	-	-	-	441	441	441
Community Facilities	75	75	-	-	-	-	-	-	75	75	75
Halls	-	-	-	-	-	-	-	-	-	-	-
Centres	-	-	-	-	-	-	-	-	-	-	-
Crèches	-	-	-	-	-	-	-	-	-	-	-
Clinics/Care Centres	-	-	-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations	-	-	-	-	-	-	-	-	-	-	-
Testing Stations	-	-	-	-	-	-	-	-	-	-	-
Museums	-	-	-	-	-	-	-	-	-	-	-
Galleries	-	-	-	-	-	-	-	-	-	-	-
Theatres	-	-	-	-	-	-	-	-	-	-	-
Libraries	-	-	-	-	-	-	-	-	-	-	-
Cemeteries/Crematoria	-	-	-	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-	-	-	-
Parks	-	-	-	-	-	-	-	-	-	-	-
Public Open Space	-	-	-	-	-	-	-	-	-	-	-
Nature Reserves	-	-	-	-	-	-	-	-	-	-	-
Public Ablution Facilities	-	-	-	-	-	-	-	-	-	-	-
Markets	-	-	-	-	-	-	-	-	-	-	-
Stalls	-	-	-	-	-	-	-	-	-	-	-
Abattoirs	-	-	-	-	-	-	-	-	-	-	-
Airports	-	-	-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	75	75	-	-	-	-	-	-	75	75	75
Sport and Recreation Facilities	366	366	-	-	-	-	-	-	366	366	366
Indoor Facilities	-	-	-	-	-	-	-	-	-	-	-
Outdoor Facilities	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	366	366	-	-	-	-	-	-	366	366	366
Heritage assets	-	-	-	-	-	-	-	-	-	-	-
Monuments	-	-	-	-	-	-	-	-	-	-	-
Historic Buildings	-	-	-	-	-	-	-	-	-	-	-
Works of Art	-	-	-	-	-	-	-	-	-	-	-
Conservation Areas	-	-	-	-	-	-	-	-	-	-	-
Other Heritage	-	-	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-	-	-
Improved Property	-	-	-	-	-	-	-	-	-	-	-
Unimproved Property	-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-	-	-
Improved Property	-	-	-	-	-	-	-	-	-	-	-
Unimproved Property	-	-	-	-	-	-	-	-	-	-	-
Other assets	930	930	-	-	-	-	-	-	930	930	930
Operational Buildings	930	930	-	-	-	-	-	-	930	930	930
Municipal Offices	930	930	-	-	-	-	-	-	930	930	930
Pay/Enquiry Points	-	-	-	-	-	-	-	-	-	-	-
Building Plan Offices	-	-	-	-	-	-	-	-	-	-	-
Workshops	-	-	-	-	-	-	-	-	-	-	-
Yards	-	-	-	-	-	-	-	-	-	-	-
Stores	-	-	-	-	-	-	-	-	-	-	-
Laboratories	-	-	-	-	-	-	-	-	-	-	-
Training Centres	-	-	-	-	-	-	-	-	-	-	-
Manufacturing Plant	-	-	-	-	-	-	-	-	-	-	-
Depots	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	-	-	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-	-	-
Staff Housing	-	-	-	-	-	-	-	-	-	-	-
Social Housing	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-	-	-
Servitudes	-	-	-	-	-	-	-	-	-	-	-
Licences and Rights	-	-	-	-	-	-	-	-	-	-	-
Water Rights	-	-	-	-	-	-	-	-	-	-	-
Effluent Licenses	-	-	-	-	-	-	-	-	-	-	-
Solid Waste Licenses	-	-	-	-	-	-	-	-	-	-	-
Computer Software and Applications	-	-	-	-	-	-	-	-	-	-	-
Load Settlement Software Applications	-	-	-	-	-	-	-	-	-	-	-
Unspecified	-	-	-	-	-	-	-	-	-	-	-
Computer Equipment	25	25	-	-	-	-	-	-	25	25	25
Computer Equipment	25	25	-	-	-	-	-	-	25	25	25
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment	250	250	-	-	-	-	-	-	250	250	250
Machinery and Equipment	250	250	-	-	-	-	-	-	250	250	250
Transport Assets	459	459	-	-	-	-	-	-	459	459	459
Transport Assets	459	459	-	-	-	-	-	-	459	459	459
Land	-	-	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure to be	1	2 573	2 573	-	-	-	-	-	2 573	2 573	2 573

Community Assets	74	74	-	-	-	-	-	-	74	74	74
Community Facilities	74	74	-	-	-	-	-	-	74	74	74
Halls	74	74	-	-	-	-	-	-	74	74	74
Centres	-	-	-	-	-	-	-	-	-	-	-
Crèches	-	-	-	-	-	-	-	-	-	-	-
Clinics/Care Centres	-	-	-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations	-	-	-	-	-	-	-	-	-	-	-
Testing Stations	-	-	-	-	-	-	-	-	-	-	-
Museums	-	-	-	-	-	-	-	-	-	-	-
Galleries	-	-	-	-	-	-	-	-	-	-	-
Theatres	-	-	-	-	-	-	-	-	-	-	-
Libraries	-	-	-	-	-	-	-	-	-	-	-
Cemeteries/Crematoria	-	-	-	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-	-	-	-
Parks	-	-	-	-	-	-	-	-	-	-	-
Public Open Space	-	-	-	-	-	-	-	-	-	-	-
Nature Reserves	-	-	-	-	-	-	-	-	-	-	-
Public Ablution Facilities	-	-	-	-	-	-	-	-	-	-	-
Markets	-	-	-	-	-	-	-	-	-	-	-
Stalls	-	-	-	-	-	-	-	-	-	-	-
Abattoirs	-	-	-	-	-	-	-	-	-	-	-
Airports	-	-	-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities	-	-	-	-	-	-	-	-	-	-	-
Indoor Facilities	-	-	-	-	-	-	-	-	-	-	-
Outdoor Facilities	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	-	-	-	-	-	-	-	-	-	-	-
Heritage assets	-	-	-	-	-	-	-	-	-	-	-
Monuments	-	-	-	-	-	-	-	-	-	-	-
Historic Buildings	-	-	-	-	-	-	-	-	-	-	-
Works of Art	-	-	-	-	-	-	-	-	-	-	-
Conservation Areas	-	-	-	-	-	-	-	-	-	-	-
Other Heritage	-	-	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-	-	-
Improved Property	-	-	-	-	-	-	-	-	-	-	-
Unimproved Property	-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-	-	-
Improved Property	-	-	-	-	-	-	-	-	-	-	-
Unimproved Property	-	-	-	-	-	-	-	-	-	-	-
Other assets	3 892	3 892	-	-	-	-	-	-	3 892	3 892	3 892
Operational Buildings	3 892	3 892	-	-	-	-	-	-	3 892	3 892	3 892
Municipal Offices	3 892	3 892	-	-	-	-	-	-	3 892	3 892	3 892
Pay/Enquiry Points	-	-	-	-	-	-	-	-	-	-	-
Building Plan Offices	-	-	-	-	-	-	-	-	-	-	-
Workshops	-	-	-	-	-	-	-	-	-	-	-
Yards	-	-	-	-	-	-	-	-	-	-	-
Stores	-	-	-	-	-	-	-	-	-	-	-
Laboratories	-	-	-	-	-	-	-	-	-	-	-
Training Centres	-	-	-	-	-	-	-	-	-	-	-
Manufacturing Plant	-	-	-	-	-	-	-	-	-	-	-
Depots	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	-	-	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-	-	-
Staff Housing	-	-	-	-	-	-	-	-	-	-	-
Social Housing	-	-	-	-	-	-	-	-	-	-	-
Capital Spares	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-	-	-
Intangible Assets	881	881	-	-	-	-	-	-	881	317	317
Servitudes	-	-	-	-	-	-	-	-	-	-	-
Licences and Rights	881	881	-	-	-	-	-	-	881	317	317
Water Rights	-	-	-	-	-	-	-	-	-	-	-
Effluent Licenses	-	-	-	-	-	-	-	-	-	-	-
Solid Waste Licenses	-	-	-	-	-	-	-	-	-	-	-
Computer Software and Applications	881	881	-	-	-	-	-	-	881	317	317
Load Settlement Software Applications	-	-	-	-	-	-	-	-	-	-	-
Unspecified	-	-	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment	-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment	-	-	-	-	-	-	-	-	-	-	-
Transport Assets	4	4	-	-	-	-	-	-	4	4	4
Transport Assets	4	4	-	-	-	-	-	-	4	4	4
Land	-	-	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-	-	-
Total Depreciation to be adjusted	1	4 852	4 852	-	-	-	-	-	4 852	6 288	15 788

PART 2 SUPPORTING DOCUMENTATION**Section 5 - Adjustments to budget assumptions**

The municipality implemented the following assumptions in the compilation of the adjustment budget:

- Refer to section 3.5 where the adjustments are explained.

Section 6 – Adjustments to budget funding

Refer to section 3.5 and the budget schedules for the funding of the budget.

Section 7 – Adjustments to expenditure on allocations and grant programmes

Refer to section 3.5 of the report and supporting tables for the proposed adjustments.

Section 8 – Adjustments to Grants made by the Municipality

Not applicable

Section 9 – Adjustments to Councillor and Allowances and Employee Benefits

No adjustments to councillor allowance.

Section 10 – Adjustments to Service Delivery and Budget Implementation Plan

As part of council's resolution Service Delivery and Budget Implementation Plan will be revised and presented to the Mayor to incorporate these projects.

This will be concluded as per the legislative requirements.

Section 11 – Adjustment to Capital expenditure

Not applicable.

Section 12 – Municipal Manager’s quality certificate



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OFFICE OF THE MUNICIPAL MANAGER

Enquiries:	L. Hoek
Reference:	6/18/7/2021-2022
Date:	13 April 2022

QUALITY CERTIFICATE

I **Monde Stratu**, municipal manager of **Garden Route District Municipality**, hereby certify that the **Third Adjustment Budget 2021/2022 MTREF** and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print Name MONDE STRATU

Accounting Officer of **GARDEN ROUTE DISTRICT MUNICIPALITY (DC4)**.

Signature 

Date 14/4/2022

BACK TO AGENDA

1. **DRAFT INTEGRATED DEVELOPMENT PLANNING FRAMEWORK AND PROCESS PLAN FOR THE 2022-2027 TERM / KONSEP GEÏNTEGREERDE ONTWIKKELINGSPLAN RAAMWERK EN PROSESPLAN VIR DIE 2022-2027 TERMYN / UYILO LWENDIBANISELO YESICWANGCISO SOPHUHLISO LWENDLELA YOKUSEBENZA KUNYE NESICWANGCISO SENKQUBO YEXESHA LIKA 2022-2027**

REPORT FROM THE EXECUTIVE MAYOR (ALD M BOOYSEN) / EXECUTIVE MANAGER PLANNING & ECONOMIC DEVELOPMENT (L MENZE)/DISTRICT IDP MANAGER (M JAMES)

2. **PURPOSE**

The purpose of this report is for Council to note the 2022-2027 Draft District Framework and Process Plan that guides the drafting, implementation and monitoring of the 2022-2027 Integrated Development Plan.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The legislation mandates municipal council to adopt a framework and process plan that guide the drafting and review of the IDP.

According to Section 27(1) of the Local Government: Municipal Systems Act 32 of 2000, each district municipality must adopt a framework for integrated development planning in the area as a whole. The District Framework binds both the district municipality and the local municipalities.

Section 28 (1) of the Local Government: Municipal Systems Act 32 of 2000 provides for the preparation and adoption of a Process Plan. The Process plan is an organized activity plan that outlines the annual process of the drafting, review and adoption of the Integrated Development Plan (IDP).

The Local Government: Municipal Finance Management Act 56 of 2003, section 21 (1) indicates that,

“The mayor of a municipality must –

(a) Co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget related policies and mutually consistent and credible”.

5. RECOMMENDATIONS

- 5.1 That Council notes the 2022 – 2027 Draft District Framework and Process Plan.
- 5.2 That the 2022 -2027 Draft District Framework and Process Plan be published for public comments before final approval in May 2022.

AANBEVELINGS

- 5.1 *Dat die Raad kennis neem van die 2022 – 2027 Konsep Distriksraamwerk en Prosesplan.*
- 5.2 *Dat die 2022 – 2027 Konsep Distriksraamwerk en Prosesplan gepubliseer word vir publieke insette voor finale goedkeuring in Mei 2022.*

IZINDULULO

- 5.1 Sesokuba iBhunga lithathele ingqaliso uYilo Lwendlela Yokusebenza Lwesithili kunye ne Nkqubo Yesicwangciso ku 2022-2027.
- 5.2 Sesokuba Uyilo Lwendlela Yokusebenza yeSithili kunye Nenqubo Yesicwangciso ka 2022-2027 zipapashwe eluntwini ukuze kufunyanwe uluvo loluntu phambi kokuphunyezwa kokugqibela kwinyanga uCanzibe 2022.

6. DISCUSSION / CONTENTS

6.1 Background

The Local Government: Municipal Finance Management Act 56 of 2003, section 21 (1) indicates that,

“The mayor of a municipality must –

(a) Co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget related policies are mutually consistent and credible”.

The annual review of the IDP and budget compilation process is to run concurrently and the time schedules are therefore consolidated into the IDP/Budget and PMS review process plan.

In the development of the 5th generation IDPs there are three critical guiding documents which are informed by various binding legislations. The table below illustrates the distinction and interrelatedness between the Framework, Process Plan and Time Schedule

District Framework (Five Year)	Process Plan (Five Year)	Time Schedule (Annually)
<p>The District Framework in accordance with Section 27 of the MSA must be adopted by the district municipality within a prescribed period after the start of its elected term. The Framework, amongst others, obligates both the district and the local municipalities in its area on binding legislation, IDP matters which require alignment and procedures for consultation during the process of drafting their respective IDPs.</p>	<p>The IDP Process Plan in accordance with Section 28 of the MSA is a process set out in writing to guide the planning, drafting, adoption and review of its initial 5-year IDP after the start of Councils elected term. It contains events to be undertaken in the process of developing the actual IDP and supporting IDP processes of the Local municipalities to ensure alignment.</p>	<p>In accordance with Section 21 of the MFMA the Council must adopt a time schedule outlining key deadlines for the tabling and adoption of the annual review/amendment of the IDP, any amendments to the IDP and consultative processes which form part of the annual IDP and Budget review.</p>

6.2 Discussion

The Draft District Framework and District IGR structures were presented to IDP managers for comments and inputs. It will be discussed at the Institutional Strategic Planning Session and the public and B municipalities will have an opportunity to comment on the District Framework and Process plan.

Section 28 (2) states that " The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process."

The District Framework and Process Plan cover the following:

Plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or on any specific municipality;

Matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;

Principles to be applied and coordinate the approach to be adopted in respect of those matters; and

Procedures -

for consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and

To effect essential amendments to the framework.

Public participation mechanisms

Roles and responsibilities of national, provincial and local sphere in the IDP process

Key activities in the IDP Process

6.3 Financial Implications

Cost of Newspaper notice to inform the public of the tabling of 2022 – 2027 Draft District Framework and Process Plan.

6.4 Legal Implications

None, but the following legislation provides a framework for the tabling of the Integrated Development Plan
Chapter 5 of the Municipal Systems Act, 2000 (Act 32 of 2000). Local Government: Municipal Systems Act (2000), (MSA),

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions:

There are no previous or relevant Council resolutions related to this matter.

6.7 Risk Implications

Non - compliance to legislation if IDP is not tabled

6.8 Comments from Senior Management:

6.8.1 Executive Manager: Financial Services

Content is noted.

6.8.2 Executive Manager: Corporate Services

Noted the content.

6.8.3 Executive Manager: Community Services

The recommendations is supported.

6.8.4 Executive Manager: Roads Services

6.8.5 Manager: Legal Services

Noted the contents of the report.

ANNEXURES

2022-2027 Draft District Framework

2022-2027 Draft District Process Plan



DISTRICT FRAMEWORK 2022-2027

***A framework to guide the development of the
5th Generation 2022/2023-2026/2027 IDP***

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Head Office: 54 York Street, George, Western Cape, South Africa



VISION & MISSION

Garden Route, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Mission

The Garden Route District Municipality, as a category C local authority, strives to deliver on its mandate through:

- Unlocking resources for equitable, prosperous and sustainable development.
- Provide the platform for coordination of bulk infrastructure planning across the district.
- Provide strategic leadership towards inclusive / radical / rigorous socio-economic transformation, to address social, economic and spatial injustice.
- Redress inequalities, access to ensure inclusive services, information and opportunities for all citizens of the district.
- Initiate funding mobilisation initiatives / programmes, to ensure financial sustainability.
- Coordinate and facilitate social development initiatives.

STRATEGIC OBJECTIVES

- Strategic Objective 1 *A Skilled Workforce and Communities*
- Strategic Objective 2 *Bulk Infrastructure Co-ordination*
- Strategic Objective 3 *Financial Viability.*
- Strategic Objective 4 *Good Governance.*
- Strategic Objective 5 *Growing an inclusive district economy.*
- Strategic Objective 6 *Healthy and socially stable communities*
- Strategic Objective 7 *Sustainable Environmental Management and Public Safety.*

VALUES



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INTRODUCTION

Section 27 (1) of the Municipal Systems Act 2000 (Act 32 of 2000), "Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole".

The Garden District Municipality (GRDM) is responsible for drafting the District Integrated Development Planning (IDP) Framework Plan, a mechanism to ensure alignment and integration between the IDPs of the GRDM and Local Municipalities of:

Bitou

Knysna

George

Mossel Bay

Hessequa

Oudtshorn

Kannaland

The Framework Plan is to guide and inform the Process Plans of the District and its Local Municipalities (LMs). The Framework Plan provides the linkage for binding relationships to be established between the District and Local Municipalities in the District. In so doing, proper consultation, co-ordination and alignment of the IDP process of the District Municipality and its various Local Municipalities can be maintained.

The GRDM District Framework is as a result of the following engagements and consultations with all relevant GRDM stakeholders:

Engagement	Role Players	Date
IDP & Public Participation Forum	IDP Managers Public Participation	8 June 2021

	Managers DLG	
5 th Generation IDP Working Session	IDP Managers and DLG	14-15 July 2021
Council Meeting	Council	26 April 2022
Public Participation	Public B Municipalities	27 April – May 2022
IGR Structures including MMF, DCF, IDP Rep Forum	District B Municipalities Sectors	Quarterly/Monthly

2. BACKGROUND

The District Framework is a mechanism to ensure alignment and integration between IDPs of the district and its Local Municipalities. The framework ensures that the processes of the district and LMs are mutually linked;

Municipalities' process plans needs to comply with the district framework.

IDP & Budget are 2 distinct but integrally linked processes, must be mutually consistent and credible.

In the development of the 5th generation IDPs there are three critical guiding documents which are informed by various binding legislations. The table below illustrates the distinction and interrelatedness between the Framework, Process Plan and Time Schedule

District Framework (Five Year)	Process Plan (Five Year)	Time Schedule (Annually)
The District Framework in accordance with Section 27 of the MSA must be adopted by the district municipality within a prescribed	The IDP Process Plan in accordance with Section 28 of the MSA is a process set out in writing to guide the planning, drafting,	In accordance with Section 21 of the MFMA the Council must adopt a time schedule outlining key deadliness for the tabling and adoption of

<p>period after the start of its elected term. The Framework, amongst others, obligates both the district and the local municipalities in its area on binding legislation, IDP matters which require alignment and procedures for consultation during the process of drafting their respective IDPs.</p>	<p>adoption and review of its initial 5-year IDP after the start of Councils elected term. It contains events to be undertaken in the process of developing the actual IDP and supporting IDP processes of the Local municipalities to ensure alignment.</p>	<p>the annual review/amendment of the IDP, any amendments to the IDP and consultative processes which form part of the annual IDP and Budget review.</p>
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THE ROLE OF THE DISTRICT

The functions and powers of Municipalities are clearly prescribed in Chapter 5 of the Municipal Structures Act (MSA), 1998 (Act 117 of 1998).

Section 83(3) of the MSA, states:

“A district municipality must seek to achieve the integrated, sustainable and equitable social and economic development of its area as a whole by –
Ensuring integrated development planning for the district as a whole;
promoting bulk infrastructural development and services for the district as a whole;
Building the capacity of local municipalities in its area to perform their functions and exercise their powers where such capacity is lacking; and
Promoting the equitable distribution of resources between the local municipalities in its area to ensure appropriate levels of municipal services within the area.

There are various roles that a district should play to drive regional planning and development, and one way is through the development of a framework

for integrated development planning in that district. The GRDM has, therefore, developed a framework from which all the local IDPs in the District should be aligned.

DISTRICT IDP FRAMEWORK VS IDP PROCESS PLAN

The District IDP Framework Plan is a high level summary of the District development plan over a five year period. The Framework Plan indicates, amongst others, *matters that require alignment* and how this alignment and integration will be achieved.

The IDP Process Plan is a process that guides the planning, drafting, adoption and review of its IDP. It also provides a time schedule of activities and events to be undertaken in the process of developing the actual District IDP, supporting IDP processes of the LMs to ensure alignment.

LEGAL CONTEXT OF THE DISTRICT IDP FRAMEWORK

Section 27 of the Municipal Systems Act, 2000 (Act 32 of 2000) states that the Framework Plan must at least cover the following issues:

Identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or on any specific municipality;

Identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;

Specify the principles to be applied and coordinate the approach to be adopted in respect of those matters; and

Determine procedures -

for consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and

To effect essential amendments to the framework.

According to section 35 of Municipal Systems Act, 2000 (Act 32 of 2000) the following milestones with regards to alignment must be attained:

Budgeting process of the municipality should align with IDP process in the way that allocations would be informed by the priorities and objectives emanating from the IDP. It is imperative to note and ensure that all projects in the IDP should be linked with the budget

National and Provincial Departments' programmes/projects at municipal levels should align with the municipal development priorities and objectives

Local government programmes at the District level should align with programmes at the local municipalities

All development initiatives (government, private sector international agencies) should only be approved on the basis that they have expression in the priorities and objectives of Garden Route District Municipal IDP.

6. PRINCIPLES TO BE APPLIED IN DEVELOPING IDPS IN THE GARDEN ROUTE REGION

Key principles were considered in drafting the Growth and Development Strategy for the Garden Route region, which must also apply for the development of IDPs in the region.

People-oriented: people are at the centre of development and growth planning in this strategy, and all actions should be tested against the requirements of inclusivity and generating economic opportunities and employment.

Valuing cultural and ecological heritage: this strategy aims to work with, conserve, and celebrate the people, places and natural systems that make the Garden Route unique.

A partnering approach: the process for creating, implementing, maintaining, and adapting this strategy should involve all impacted and interested parties,

and draw in the right people and resources relevant to each issue.

Innovation and responsiveness: this strategy recognises that the challenges and uncertainties facing the region will require novel solutions in many forms.

Sustainability and resilience: any short term gains in growth and development will be undermined if the ecological base of the region is eroded, or if the risks from existing ecological destruction and climate change are not managed.

Good governance: transparency and accountability are conditions for democracy, as are effective monitoring, learning, and adaptation. Efficient, effective, and integrated management, and good administration and governance, are critical to attract investment to the region.

Working within what is possible: this strategy recognises and works within current possibilities and constraints to ensure that plans are implementable and goals are achievable. State-owned assets and regulatory frameworks are critical to local development and growth.

Managing connectivity and change: the Covid-19 pandemic has made it clear that the region's interdependence and interconnection with the Western Cape Province, South Africa as a whole, and other countries need to be managed to optimise flows of resources and demand, as well as to ensure local resilience.

Further to the above the following matters are critical to the IDP process:

The District IDP framework shall inform the time schedule of both the District and the B municipalities

The IDP process should align with the prescribed legislative timeframes

Community involvement should be enshrined in the process from preparatory phase to approval and implementation

All local municipalities within the Garden Route region shall inform the District Municipality on the phases undertaken throughout the drafting, review and/or amendment processes of the IDPs;

Local municipalities shall submit the draft and approved IDPs to the District Municipality, the District shall similarly submit their tabled and adopted IDP to all the Local municipalities within the region;

The District Municipality to facilitate community needs and priorities applicable to the district functions and provide regular feedback to Local municipalities;

District Municipality to attend IDP engagements of Local municipalities, if and when required

7. THE IDP CYCLE

Phase	Activities	Timeframe
Preparation	Adoption of District Framework and Process Plan Adoption of Time	Completed by April 2022
Analysis	Community and Ward Committee meetings Stakeholder meetings	Completed by February 2022
Strategies	Strategic workshops	Completed by 22 April 2022
Project	Municipality-wide Projects/Programmes Community Level Projects/Programmes	December – March 2022
Integration	District and B – municipalities to integrate all municipal sector plans integration	Completed by March 2022
Council consideration	District and B – Municipal Councils to consider Draft IDP	Completed by 31 March 2022
Public Participation	Communities to comment on IDPs	Completed by April 2022
Council adoption	Final approval by District and B – Municipal Councils	Completed by 31 May 2022

The IDP cycle will take place annually according to the months below and in collaboration with the community, B municipalities, Sector Departments, the business community and community organisations.



HORIZONTAL AND VERTICAL ALIGNMENT

The main responsibility of horizontal alignment lies with the GRDM. The Garden Route District IDP & Public Participation Managers Forum will be utilized as the platform to ensure alignment between the B – municipalities residing within the district, the Garden Route District municipality, as well as Provincial and National Departments.

The core component of vertical alignment will be through the district's established Technical IGR engagements coordinated by the GRDM Municipality. Alignment with Provincial Sector Departments may also be achieved. Matters that require alignment between the district and local municipalities are discussed below.

After the SIME engagements with municipalities on 3 May and 14 May 2021, the following Transversal outcomes to be considered for alignment:



Further to the SIME outcomes, after analysing the development needs of the region during the 2017/2018-2021/2022 IDP cycle the district in collaboration with B municipalities, sector departments, business community and civil society organisations developed , **a Growth and Development Strategy for the region was compiled which identified 7 strategic priorities,**

- 1) A water secure future
- 2) A circular economy
- 3) Resilient agriculture
- 4) Sustainable tourism
- 5) Supporting wellbeing and resilience
- 6) A connected economy: transport and rural-urban integration and ICT
- 7) Sustainable local energy transition

The following further aspects for alignment:

Growth and Development Strategy	Investment Prospectus (Website due end of April 2021)	Regional Landfill Facility	Human Settlements Level 1 Accreditation / Develop GAP/FLISP Housing/Social Housing
Water Services Authority Application	Garden Route Food Pantry	Fresh Produce Market	Establishment of Garden Route Film Office (11 Films, 9 TV Series')
Regional Tourism Marketing and Development Strategy	Garden Route Economic Recovery Plan	Garden Route Development Partnership	New Fire Station
Video conferencing facilities	Long term Financial Plan	SMME Support Programmes	Transfer of properties to and from Local Municipalities
Skills Mecca	Special Economic Zone	Invasive Alien Vegetation Clearing	Energy Master Plan
Development Agency	Graveling, Reseal & Blading	Waste Minimisation, characterisation, eradication of illegal dumping	DEFF and Government of Flanders Project
Integrated Transport System	Real Estate, Student Accommodation	Broadband across the district	One-Stop Shop Garden Route Business Service Centre
Calitzdorp Spa & De Hoek Solar Projects	Package suitable land parcels for affordable housing	Assist Locals to unblock historic title deed issues	Bulk water & Sanitation Infrastructure

ORGANIZATIONAL ARRANGEMENTS

The GDRM will employ the following structures and platforms to

ensure continued liaison and coordination throughout the IDP process:

IDP/Budget/PMS Representative Forums

District IDP & Public Participation Managers Forum

District Coordinating Forum

Municipal Managers Forum

JDMA Task Team (One Plan/JDMA Implementation Plan)

SIME

All GRDM IGR Forums

IDP Indaba

WC District Integrated Forum

Provincial IDP Managers Forum

Working Groups to implement the Growth and Development Strategy for each strategic priority

Internal structures to ensure development planning, budgeting and implementation monitoring are as follows:

3. Council

4. Mayco

5. Section 79 Committees

Governance Committee;

Municipal Public Accounts Committee (MPAC);

Training and Development Committee;

Occupational Health & Safety

Section 80 Committees

Roads & Transport Planning Services;

Financial Services;

Community Services;

Planning, Property Management and Development;

District Economic Development and Tourism;

Corporate Services; and

Strategic services

Budget Steering Committee

Technical IDP Budget & PMS Steering Committee

GRDM, via the utilisation of its Intergovernmental Relations function and established functions, seeks to achieve the following:

- a) To promote horizontal and vertical partnership building towards coherent governance for the effective provision of municipal services and the realization of national priorities;
- b) Co-ordinate and partake in district, provincial and national intergovernmental structures;
- c) The implementation, reporting and monitoring of the Circular 88 Report Back to Basics Programme;
- d) To co-ordinate and facilitate good relationships with municipalities and Provincial and National spheres of government;
- e) To ensure that internal departments and sections build strategic developmental partnerships with their technical counterparts;
- f) To co-ordinate the sharing of best practices, knowledge and information amongst municipalities; and
- g) To enhance both municipal human and financial resources capacity, leading to improved municipal service delivery

The following table provides an overview of Intergovernmental Relations Structures that are currently operational and co-ordinated by Garden Route DM and forms part of the organisational arrangements to develop, implement and monitor Integrated Development Planning.

Garden Route District Forums				
Forum name	Frequency of meetings	Purpose	Composition	Chairperson
District Co-ordinating Forum	Quarterly	To identify and implement programs aimed at realising one of the key objectives of local government, i.e. to deepen local democracy.	Mayors, Municipal Managers and Provincials Departments (when requested)	Garden Route District, Executive Mayor: Mr M Booysen
Garden Route Municipal Managers Forum	Quarterly	To discuss matters of Municipal interests.	Municipal Managers, and Provincial Departments	Garden Route DM, Municipal Manager: Mr M Stratu

Garden Route District Forums				
Forum name	Frequency of meetings	Purpose	Composition	Chairperson
District IDP and Public Participation Managers Forum	Quarterly	Platform to engage on the IDP process of the district & local B - Municipalities in the district; share best practices on IDP and public participation Aim for alignment between the IDP of District & B – Municipalities.	IDP Managers IDP Officers/Coordinators DPLG – Integrated Development Plan Directorate/ Public Participation Managers	Garden Route DM, IDP Manager: Ms M James
IDP, Budget and PMS Representative Forum	Bi-Annually	All Mayors of Local Municipalities will present the status of their Municipalities relating to IDP, Budget and Performance Management. Sector Departments will also present all their proposed projects and programmes for the Garden Route District jurisdiction	District Mayors, Sector Departments, Ward Committees, Relevant Stakeholders	District Mayor: M Booysen
South Cape Economic Partnership/LED Managers/Tourism forum	Quarterly	Platform for Economic Development Practitioners, tourism officials, local tourism office representatives and government departments and private sector stakeholders to discuss best practices for the implementation of LED project and programs to stimulate the local economy.	LED Managers SEDA, Local municipalities, Government Departments and Relevant Stakeholders	GR Economy Cluster Chairperson - Garden Route DM, LED and Tourism Manager: Ms M. Wilson/ Chairperson of the LED Forum – Senior Economic Development Officer – Ms N. Raubenheimer Chairperson of Tourism forum – District Tourism Coordinator – Ms Amagene Koeberg Chairperson of SCEP – P. Hoffman
District Green Energy Forum	Quarterly	Platform through which developers could engage regulators on issues affecting the Renewable Energy	PMU Managers, Department of Energy and Provincial Sector Departments and relevant stakeholders.	Garden Route DM, PMU Manager: Ms P.Dongi

Garden Route District Forums				
Forum name	Frequency of meetings	Purpose	Composition	Chairperson
District Communicators Forum	Quarterly	To discuss and Review the Communication Strategy and Policy related matters.	District and Local Communication Managers/officials, GCIS, and Provincial Sector Department.	Garden Route DM, Senior Communication Officer : Mr H. Pieters
District Roads and Infrastructure Forum	Quarterly	To discuss the Integrated Roads, Bulk Infrastructure and Engineering related matters.	District and local municipalities Engineers and Relevant Provincial Department	Garden Route DM, Roads Manager: Mr J. Daniels
Municipal Health and Environmental Services District Forum	Quarterly	To discuss matters related to waste, municipal health and air quality management	District and Local Waste Managers, Provincial Sector Departments District and Local Air Quality Managers/ Officers, Provincial Sector Department, Relevant Stakeholders and Industries	Garden Route DM, Municipal Health Manager: Mr Johan Compion Garden Route DM, Waste Manager: Dr J. Schoeman Garden Route DM, Waste Manager: Mr Morton Hubbe
Public Safety Forum	Quarterly	To discuss cross-cutting talking points in terms of disaster management, fire services and environmental management.	District and local municipalities Chief Fire Officers, Department of Local Government	Garden Route DM, Manager Disaster Management: Mr G Otto Garden Route DM, Fire Chief: Mr F. Thaver Garden Route DM Disaster Risk Reduction and Climate Change Adaptation Practitioner: Dr N Viljoen
Joint District Chief Risk Officers and Chief Audit Executives Forum	Quarterly	To discuss Transversal Risk Management related issues. To discuss challenges related to Internal Audit and implement resolutions from provincial structures	District and Local Chief Risk Officers and Chief Audit Executives s	Garden Route DM, Risk Officer: Ms L James/ Garden Route CAE: Ms P Lufele
Garden Route/ Central Karoo HR Forum	Annually	To discuss Corporate issues.	District and local municipalities HR Managers, TASK Job Evaluation Unit; Recruitment and Selection Officials and Labour Relations Officers	Garden Route DM, HR Managers: Ms N.Klaas

Garden Route District Forums				
Forum name	Frequency of meetings	Purpose	Composition	Chairperson
Regional Skills Development Facilitators Forum	Quarterly	Skills development in the region (Central Karoo and Garden Route).	Garden Route, B-Municipalities and Central Karoo, LGSETA and other relevant SETA's, Educational Institutions	Skills Development Facilitator: Mr R Salmons
District EPWP Forum	Quarterly	To discuss EPWP related matters	District and Local EPDP Managers/Coordinators, Provincial and National Department of Public Works	Garden Route DM, EPWP Managers: Mr R. Dyantyi
District/Regional Task Committee	Monthly	To discuss Job Description and evaluation related matters	District and Local TASK/Job Evaluators Officials	Garden Route DM, HR Managers: Ms N.Klaas
Garden Route/Central Karoo OHS Forum	Quarterly	To discuss OHS related matters	District and local municipalities OHS Officers/ Practitioners	Garden Route DM: Occupational Health and Safety Practitioner Mr L. Shoto
Garden Route/Central Karoo District Labour Practitioners Forum	Quarterly	To discuss Labour related matters	District and Local Municipalities LR Practitioners	Mr D Maans – Central Karoo District Municipality

MECHANISMS FOR PUBLIC PARTICIPATION

IDP/Budget/PMS Representative Forum

The Forum will represent all stakeholders and will be inclusive as possible, additional organizations will be encouraged to participate in the forum throughout the process.

Media

Amongst other means:

The Local newspapers will be used to inform the community of the progress with respect to the IDP Reviews

Radio broadcasts covering the area of the municipality

Municipal notice boards, including; libraries, satellite offices, municipal websites, etc.

Imbizo and Forums

These will be broad based and will target members of the community at a greater scale in LMs.

The District Website, YouTube and Facebook pages

The Districts website and Facebook page will be utilised to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for communities and service providers to download.

District Road show

GRDM to embark on Road shows as part of the IDP Process, to share information and to obtain community concerns.

MUNICIPAL PUBLIC PARTICIPATION AND STAKEHOLDER MANAGEMENT

The Municipal Systems Act, 2000 (32 of 2000) mandates all municipalities to adopt a democratic approach to promote developmental local governance. Accordingly the Garden Route District Municipality and its local municipalities will employ various means to ensure that the communities get involved in the municipal integrated development planning processes.

B municipalities have the following IGR/public participation structures in place :

To be updated

George	Bitou	Knysna	Mosselbay	Oudtshoorn	Hessequa	Kannaland
Ward Committees	Ward Committees	Ward Committees	Ward Committees	Ward Committees	Ward Committees	Ward Committees
Local Reference Committee	Water and Sanitation Forum		Thusong Stakeholders	Stakeholder Forum	Social Advisory Forum	Traditional Leaders Forum
CDWs	CDWs	CDWs	CDWs	CDWs	CDWs	CDWs
Local Drug Action Committee	CWP Local Reference Committee		LED Forum			Kleinboere Vereniging
People living on the streets forum						Amalienstein Farm Transfer of Ownership
DSD Service Delivery Quarterly Meetings						
GIPTN Forujm						
Gender Forum						
Disability Forum						
Civil Society Sector Forum						
Garden Route Coordinators Forum						
Junior Town Council						

Each local municipality will be responsible for their own public participation

during their IDP process. Important to this process is that the region's B – Municipalities extend invitations to the GRDM, via the Office of their Municipal Managers, to these workshops and, if so required, clearly indicate the support needed from the District Municipality with the facilitation or coordination of these workshops.

JDMA/DDM

During Presidential Budget Speech 2019, the President directed the sixth administration to develop and implement a new integrated district based approach (DDM) to address service delivery challenges. In response, the Western Cape Premier's Coordinating Forum (PCF) endorsed the Joint District and Metro Approach (JDMA), a geographical and team based, citizen focused approach to provide government services with an outcome of improving the living conditions of citizens. To achieve the goals of developmental local government a strong working relationship between politicians, administration and citizens is imperative.

The JDMA implementation Plan/One Plan of the Garden Route region is informed by the Growth Development strategy which is guided by the seven strategic priorities arising across the region: A water secure future; A circular economy; Resilient agriculture; Sustainable tourism; Supporting wellbeing and resilience; A connected economy: transport and rural-urban integration and ICT and Sustainable local energy transition

In the case of the Garden Route region clusters will be formed in line with the strategic priorities, these clusters will have full representation of the intergovernmental relations as required by the JDMA implementation Plan for the purposes of implementation of identifies projects.

12. COMPONENTS FOR INCLUSION IN INTEGRATED DEVELOPMENT PLANS

The contents of the district and each local municipality IDP need not necessarily be exactly the same, but for the sake of alignment it is accepted that at least the following components will be provided to

ensure alignment of district's and local municipalities Integrated Development Plans.

Chapter	Core Component	Title	Description/Issues to be covered
		Executive Summary	Provide a concise executive summary highlighting the key aspects of the IDP without repeating all that is covered/included in the main document
1	Council's Vision	Introduction	Vision, Mission, Values, Strategic Objectives
	Development strategies aligned to National and Provincial plans		The process followed in compiling the IDP Legislative Framework Alignment with International, National, Provincial Policy Imperatives
2	Socio Economic Profile	Situational Overview	2.1 Demographic Profile of the District
	Internal Transformation needs		2.2 Powers and Functions of the Municipality 2.3 Spatial Development

Chapter	Core Component	Title	Description/Issues to be covered
			Rationale 2.4 Status Quo Assessment(Basic Services, Public Participation, Institutional Development and Transformation, Financial Viability, Local Economic Development)
3	Internal Transformation needs Operational strategies	Institutional Arrangements	3.1 Organisational structure and Departments 3.2 Public Participation Mechanisms 3.3 Ward Committees 3.4 IGR Structures 3.5. Operational Strategy 3.6 Internal Committees
4	Operational Strategies Development priorities and objectives	Projects , Programmes and Implementation Framework	4.1 List for each of the development priorities, the programmes and high-level projects

Chapter	Core Component	Title	Description/Issues to be covered
			<p>that will be implemented over the five-year period of the IDP</p> <p>4.2 High-level summary of the key municipal programmes like its LED plan/ programme, poverty alleviation plan/programme etc. in the IDP</p> <p>4.3 Document any investment initiative</p> <p>4.4 High level Summary of Disaster management Plan</p> <p>4.5 High Level summary of spatial development framework</p> <p>4.6 Projects of Sector departments and alignment to development priorities and objectives</p>

Chapter	Core Component	Title	Description/Issues to be covered
5	Long Term Financial plan	Financial Plan	<p>5.1 High-level financial plan that includes a budget projection for at least the next three years.</p> <p>5.2 Resources for capital and operational expenditure</p> <p>5.3 Financial strategy for sound financial management and expenditure control as well as ways and means to increase revenues and external funding.</p>
6	Key performance Indicators and Targets	Monitoring and Evaluation	6.1 Document the scorecard of the municipality that reflects the said indicators and targets.

13. MECHANISMS AND PROCEDURES FOR ALIGNMENT

The IDP planning process is a local process, which requires the input and support from other spheres of government at different stages of the IDP

development and implementation. Alignment is the instrument to synthesize and integrate the top-down and bottom-up planning process between spheres of government.

The District Municipality is responsible to ensure that alignment between LMs takes place, and Department of Local Government should play a coordinating role ensuring that all other spheres and especially sector departments understand the need for alignment and their role within the local IDP process.

Sector Plans

PLAN	STATUS	Link	Last Reviewed	Next Review
District Growth and Development Strategy	Approved 2021	http://www.gardenroute.gov.za/wp-content/uploads/2021/04/Growth-and-Development-Strategy.pdf	N/A	2025
Economic Recovery Plan	Completed in 2021	http://www.gardenroute.gov.za/wp-content/uploads/2022/03/Garden-Route-Economic-Recovery-Plan-.pdf		2023
Spatial Development Framework	Completed 2017	http://www.gardenroute.gov.za/documents/sdf-annexure/		2022
Integrated Waste Management Plan	Completed and approved in December 2019	http://www.gardenroute.gov.za/wp-content/uploads/2021/05/GRDM-3rd-Generation-Integrated-Waste-Management-Plan-2020-2025.pdf	N/A	2025
Air Quality Management Plan	Completed	http://www.gardenroute.gov.za/wp-content/uploads/2019/09/GRMD-AQMP-2019_e.pdf	N/A	2024
Corporate Disaster Management Plan	Adopted in 2015	http://www.gardenroute.gov.za/documents/eden-corporate-disaster-management-plan/		
Integrated Transport Plan	Completed		2016	2021
Gouritz River Estuarine Management Plan	In Progress	http://www.gardenroute.gov.za/wp-content/uploads/2018/10/Draft-Gouritz-EMP-v8-June-2018.pdf	2020/21 (review in progress)	2025/26
Garden Route district Coastal Management Program	In progress (Public participation process)	Updated and finalized version will be uploaded	2014	2027
Garden Route Climate Change Adaptation Strategy	In progress (Public participation process)	Updated and finalized version will be uploaded	2020	2023
Garden Route Alien vegetation	Adopted in 2015			2030

PLAN	STATUS	Link	Last Reviewed	Next Review
control plan				
Garden Route Wetland Strategy and Action plan	Completed		2017	2022/23
Garden Route Biodiversity Plan	To be developed			
Community Safety Plan	Completed	See 8.6		
Energy Master Plan	To be developed Funding approved in 2021			
Human Settlements Plan	In Progress of implementation Workshopped with 7 b municipalities Aligned Human Settlements sector plan – formal write up to a narrative document: end May		N/A	N/A
Workplace Skills Plan	Adopted April 2021	Submitted to LGSeta: 30 April 2021. WSP currently in progress for submission by 30 April 2022.	2021	April 2022
Long Term Financial Plan	Adopted 2020	http://www.gardenroute.gov.za/document-category/strategies/	N/A	2022/23

Alignment between the District and Local Municipalities

Alignment is the instrument that synthesizes and integrates the top-down and the bottom- up planning process between different spheres of government. Not only is the alignment between the District and LMs important, but also between the LMs, within the jurisdiction of the District Municipality. The alignment procedures and mechanisms should be incorporated in the process plans of the municipalities, while the responsibility for alignment rests with the District Municipalities.

14. BINDING PLANS AND LEGISLATION

Category of requirement	Sector requirement	National department	Legislation/policy
Legal requirement for a district/local plan	Water Services Development Plan	Department of Water	Water Services Act, no.:30 of 2004
	Integrated Transport Plan	Department of transport	National Land Transport Act, no.:5 of 2009
	Integrated Waste Management Plan	Department of Environmental Affairs	White Paper on Waste Management in South Africa 2000
	Spatial planning requirements	Department of Rural Development and Land	Development Facilitation Act, no.:67 of 1995
	Disaster Management Plan		Constitution of the Republic of South Africa.
Requirement for sector planning to be incorporated into IDP	Housing strategy	Department of Human Settlements	Housing Act, no 107 of 1997
	Integrated Environmental Plan	Department of Human Settlements	National Environmental Laws Amendment Act, no.: 14 of 2009
	Local Economic Development Strategy	Department of Human Settlements	Municipal Systems Act, no.:32 of 2000
	Integrated Infrastructure Planning	Department of Human Settlements	Integrated Planning Act of 1997

Category of requirement	Sector requirement	National department	Legislation/policy
	Spatial framework	Department of Human Settlements	Municipal Systems Act, no.:32 of 2000
Requirement that IDP complies with	National Environmental Management Act (NEMA) Principles	Department of Environmental Affairs	National Environment Management Act, no.: 107 of 1998
	Development Facilitation Act (DFA) Principles was repealed many years ago	Department of Rural Development and Land Reform	Development Facilitation Act, no.:67 of 1995
	Environmental implementation Plan (EIPs)	Department of Environmental Affairs	National Environment Management Act, no.: 107 of 1998
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act, no.: 107 of 1998
	IDP/Budget link	Department of Finance	Municipal Finance Management Act no.: 32 of 2000
	Developmental local government	Department of Provincial and Local Government	Whitepaper on Local Government, 1998
Value adding contribution	Sustainable Development and Environmental Awareness	Department of Environmental Affairs	Local Agenda 21
	Global Partnership responding to worlds main development challenges	Department of Social Development	Millennium Development Goals

14.1. Other Plans to be considered

Section 135 of the Constitution requires municipalities to participate in national and provincial development programmes. Section 25 of the MSA contends that an IDP adopted by the Municipality must be compatible with national and provincial developments and planning requirements binding on the municipality.

The following plans must be considered:

National Development Plan (2012)

The Integrated Urban Development Framework (2016)

Medium Term Strategic Framework and the Provincial Strategic Framework

Provincial Growth and Development Plan

National Key Performance Areas of Local Government

Objectives of Local Government

Circular 88

The District Development Model(2019)

Vision Inspired Priorities

Annual State of the Nation and State of the Province address

14.2 Important legislative developments include:

Spatial Planning Land Use Management Act No. 16 of 2013(SPLUMA)

National Land Transport Act No 5 of 2009

Department of Planning & Monitoring and Evaluation(DPME)'s Draft Planning Framework Bill

International imperatives:

The African Union launched Africa 2063 in 2014

The Sustainable Development Goals

National Urban Agenda

The Paris Accord Addressing Climate Change

15. MONITORING OF THE FRAMEWORK PLAN

The IDP unit of the GRDM will in conjunction with the IDP Managers of the LMs monitor the compliance and adherence of the actual IDP process of all municipalities to this Framework Plan. Provincial Government will play a monitoring and supportive role in terms of Sections 32 and 33 of the MSA 32 of 2000.

16. PROCEDURE TO AFFECT AMENDMENTS TO THE FRAMEWORK PLAN

Should the need arise to amend the framework it will be discussed at the District MMF, IDP Managers Forum and Internal IDP Budget & PMS Steering committee meeting, where after the forum will recommend amendments to the GRDM Management committee , Mayco and ultimately Council for approval. The GRDM IDP Unit will then inform the affected municipality of the resolution taken.

17. REVIEW OF FRAMEWORK PLAN

This Section 27 District Framework Plan will be reviewed annually.

18. CONCLUSION

This framework plan is to bind the local municipalities as outlined terms of Section 27 (2) of the Local Government Municipal Systems Act 32 of 2000. All municipalities will develop and adopt process plan in line with this document. Further the provisions of this document shall be followed by all municipalities in compilation of their IDPs and Process Plans.



TOP PROCESS PLAN 2022-2027

the

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VISION & MISSION

Garden Route, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Mission

The Garden Route District Municipality, as a category C local authority, strives to deliver on its mandate through:

- Unlocking resources for equitable, prosperous and sustainable development.
- Provide the platform for coordination of bulk infrastructure planning across the district.
- Provide strategic leadership towards inclusive / radical / rigorous socio-economic transformation, to address social, economic and spatial injustice.
- Redress inequalities, access to ensure inclusive services, information and opportunities for all citizens of the district.
- Initiate funding mobilisation initiatives / programmes, to ensure financial sustainability.
- Coordinate and facilitate social development initiatives.

STRATEGIC OBJECTIVES

- Strategic Objective 1 *A Skilled Workforce and Communities*
- Strategic Objective 2 *Bulk Infrastructure Co-ordination*
- Strategic Objective 3 *Financial Viability.*
- Strategic Objective 4 *Good Governance.*
- Strategic Objective 5 *Growing an inclusive district economy.*
- Strategic Objective 6 *Healthy and socially stable communities*
- Strategic Objective 7 *Sustainable Environmental Management and Public Safety.*

VALUES



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SECTION ONE INTRODUCTION AND BACKGROUND

INTRODUCTION AND BACKGROUND

The Process plan is an organized activity plan that outlines the process of development of the IDP/Budget and Performance. This process plan outlines the manner in which the 2022-2027 IDP development and Budget process will be undertaken. It has been prepared in line with the 2022-2027 District Framework Plan.

Section 153 of the Constitution of the Republic of South Africa provides that a municipality must "structure and manage its administration and planning processes to give priority to the basic needs of the community and to promote the social and economic development of the community". This constitutional provision illustrates the need for integrating the planning, budgeting, implementation and reporting processes of all public institutions.

The IDP of a municipality is developed for a five year period and is reviewed annually. Section 25 of the Municipal Systems Act, No 32 of 2000 states that: "Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality.

The IDP, as a municipality's strategic plan, informs Municipal decision-making as well as all the business processes of the Municipality. The IDP must inform the Municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

This plan includes the following:

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;
- Clear roles and responsibilities for all
- An indication of the organisational arrangements for the IDP process;

Binding plans and planning requirements, i.e. policy and legislation; and
 Mechanisms and procedures for vertical and horizontal alignment

1.1. Legal context

Section 25 (1) of the Municipal Systems Act (32 of 2000) indicates that: "Each Municipal Council must, within prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which:

Links, integrates and coordinates plans and takes into account proposals for the development of the community;

Aligns the resources and capacity of the municipality with the implementation of the plan;

Complies with the provisions of this Chapter (Chapter 5 MSA); and

Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation".

In terms of Section 28 and 29 of the Municipal Systems Act (2000)

Section 28 : Adoption of process

(1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.

(2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.

(3) A municipality must give notice to the local community of particulars of the process it intends to follow.

Section 29: Process to be followed

(1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must-

(a) be in accordance with a predetermined programme specifying timeframes 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.

(2) A district municipality must-

- (a) plan integrated development for the area of the district municipality as a whole but in close consultation with the local municipalities in that area;
- (b) align its integrated development plan with the framework adopted in terms of Section 27; and
- (c) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the local municipalities in that area.

(3) A local municipality must-

- (a) align its integrated development plan with the framework adopted in terms of Section 27; and
- (b) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.

The preparation and adoption of a Process Plan is provided for under **Section 28 of the Municipal Systems Act, No 32 of 2000**, which states:

Each municipal council must, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan".

The **Municipal Finance Management Act, No 56 of 2003 (MFMA)** is very clear with respect to time-frames for the IDP and the budget.

Section (21) and (24) of the MFMA requires the budget and IDP schedule (or Process Plan) to be adopted by Council by the end of August, the draft budget and IDP to be tabled before the council in March and final budget and IDP to be adopted by

council in May each year.

1.2. DISTINCTION BETWEEN PROCESS PLAN AND TIME SCHEDULE

Process Plan (Five Year)	Time Schedule (annually)
The IDP Process Plan in accordance with Section 28 of the MSA is a process set out in writing to guide the planning, drafting, adoption and review of its initial 5-year IDP after the start of Councils elected term. It contains events to be undertaken in the process of developing the actual IDP and supporting IDP processes of the Local municipalities to ensure alignment	In accordance with Section 21 of the MFMA the Council must adopt a time schedule outlining key deadlines for the tabling and adoption of the annual review/amendment of the IDP, any amendments to the IDP and consultative processes which form part of the Annual IDP and Budget review.

SECTION TWO ROLES AND RESPONSIBILITIES

2.1. Role and Responsibilities

Role Player	Roles and Responsibilities
Council	Adoption of a District Framework and Process Plan. Ensure the amendment of the IDP under changing circumstances.
Executive Mayor	General management of the drafting of the IDP Assign responsibilities in this regard to the Municipal Manager and Portfolio Committees. Recommend the draft IDP and Budget to the Council for
Municipal Manager	Decide on planning process; Develop and compile a draft IDP/SDF Monitor the process of IDP/SDF Review; Overall Management and co-ordination; Provide the necessary resources for the compilation and implementation of the IDP/SDF.

HOD's	Provide technical/ sector expertise Identify strategic gaps in the existing plans, and advise accordingly Prepare and review selected Sector Plans. Prepare draft progress reports and proposals.
Manager: Integrated Development Planning	Day-to-day management of the process Assist and support the Municipal Manager in the development of the IDP Facilitate the sitting of the IDP Steering Committee and Rep Forum Ensure that phases of the IDP are fully implemented and reported accordingly. Oversee the alignment of the planning process internally and with those of the local municipal areas.

ORGANIZATIONAL ARRANGEMENTS

The GDRM will employ the following structures and platforms to ensure continued liaison and coordination throughout the IDP process:

IDP/Budget/PMS Representative Forum

District IDP Managers FORUM

District Coordinating Forum

Municipal Managers Forum

JDMA Task Team (One Plan/JDMA Implementation Plan)

SIME

All GRDM IGR Forums

WC District Integrated Forum

Provincial IDP Managers Forum

Working Groups to implement the Growth and Development Strategy for each strategic priority

IDP/Budget/PMS Representative Forum

The IDP/Budget/PMS Representative Forum, formed as part of the IDP development process, will continue to function throughout the IDP development. Should

circumstances warrant, their terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the IDP process. The Representative Forum is comprised of GRDM Councillors and Senior Management; Local Municipalities' Mayors and Senior Management; representatives from sector departments, parastatal bodies, NGOs, business fraternity, traditional leaders, and other interested organized bodies. This forum is chaired by the Executive Mayor of the District.

Technical IDP/Budget/PMS Steering Committee

The IDP/budget/PMS Steering Committee, form part of the IDP development process, will continue to function throughout the IDP development. Should circumstances warrant, their terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the IDP process. This committee will monitor progress of the development of the IDP Review document. Of critical importance is that it will be the structure that “puts it all together”. This is important because there are a number of sub-activities that form part of the IDP development, each of which will require a specific focus.

Municipal Managers Forum (MMF)

This forum is chaired by the District Municipal Manager, all Municipal Managers within the district, meet quarterly to ensure alignment of the district plans, to ensure proper coordination and avoid duplication of planning and services. The District Municipality at the centre of this will always provide leadership in ensuring that there is no unnecessary competition and uncoordinated planning within the district.

District Coordinating Forum (DCF)

In the development of the IDP, Mayors and Municipal Managers of all municipalities falling within the Garden Route District meet quarterly to ensure co-ordination and alignment between local and district municipalities' IDPs. Provincial Government Department representatives will form part of the DCF meetings to ensure that there is an alignment between the District IDP and the Provincial policies and budgets. This forum is chaired by the District Executive Mayor.

Joint District and Metro Approach Task Team (One Plan/JDMA Implementation Plan)

During Presidential Budget Speech 2019, the President directed the sixth administration to develop and implement a new integrated district based approach (DDM) to address service delivery challenges. In response, the Western Cape Premier's Coordinating Forum (PCF) endorsed the Joint District and Metro Approach (JDMA), a geographical and team based, citizen focused approach to provide government services with an outcome of improving the living conditions of citizens. To achieve the goals of developmental local government a strong working relationship between politician's administration and citizens is imperative.

Provincial IDP Managers Forum

All IDP Managers and sector departments of the province meet quarterly to share best practices and to ensure effective implementation of Integrated Development Planning in the province.

Internal structures to ensure development planning, budgeting and implementation monitoring are as follows:

Council

Mayco

Section 79 Committees

Governance Committee;

Municipal Public Accounts Committee (MPAC);

Training and Development Committee;

Occupational Health & Safety

Section 80 Committees

Roads & Transport Planning Services;

Financial Services;

Community Services;

Planning, Property Management and Development;

District Economic Development and Tourism;

Corporate Services; and

Strategic services

 Budget Steering Committee

 Technical IDP Budget & PMS Steering Committee

SECTION THREE

IDP PLANNING PROCESS

3.1. Legislative Overview of the IDP Planning Process

3.1.1 Chapter 5 and Section 25(1) of the Municipal Systems Act (2000)

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

(a) links, integrates and co-ordinates plans and takes into account proposals for the Development of the municipality;

(b) aligns the resources and capacity of the municipality with the implementation of the plan;

(c) forms the policy framework and general basis on which annual budgets must be based;

(d) complies with the provisions of this Chapter; and

(e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

3.1.2 Section 26 of the Municipal Systems Act (2000): Core components of Integrated Development Plan

An integrated development plan must reflect-

(a) the municipal council's vision for the long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;

(b) an assessment of the existing level of development in the municipality, which must

include an identification of communities which do not have access to basic municipal services;

(c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;

(d) the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;

(e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;

((f) the council's operational strategies;

(g) applicable disaster management plans;

(h) a financial plan, which must include a budget projection for at least the next three years; and

(i) the key performance indicators and performance targets determined in terms of section 41

3.2 IDP Review Process

The Municipal Systems Act 32 of 2000, in Section 34 outlines legislative prescripts in respect of the annual review and amendment of integrated development plan.

A municipal council:

(a) must review its integrated development plan:

(i) annually in accordance with an assessment of its performance measurements in terms of section 41; and

(ii) to the extent that changing circumstances so demand;

(iii) may amend its IDP in accordance with a prescribed process.

3.2.1 Purpose of a review

For the IDP to remain relevant the municipality must assess implementation performance and the achievement of its targets and strategic objectives. In the light of this assessment the IDP is reviewed to reflect the impact of successes as well as corrective measures to address problems. The IDP is also reviewed in the light of

changing internal and external circumstances that impact on the priority issues, outcomes and outputs of the IDP.

The IDP has to be reviewed annually in order to:

Ensure its relevance as the municipality's strategic plan;

Inform other components of the municipal business process including institutional and financial planning and budgeting; and

Inform the cyclical inter-governmental planning and budgeting cycle.

The annual review must inform the municipality's financial and institutional planning, and the drafting of the annual budget. It must be completed in time to properly inform the latter

3.2.3 Amendment of the IDP

In terms of Section 34(b) of the MSA, a municipal council may amend its IDP in accordance with the prescribed process. The need to amend the IDP could arise from the 2 different scenarios:

(a) The annual performance review; or

(b) Changing circumstances.

Based on the findings of the annual performance review of the IDP, the Municipality may decide to amend its IDP. The following factors within the annual performance review may be evaluated when considering to amend the IDP:

Whether the aims and objectives of the IDP are reached by the Municipality;

Whether the direction provided within the IDP is incorporated within the sectoral plans; and

Whether the Municipal budget being spent is in line with the planned expenditure.

Changing circumstances can be regarded as general circumstances that are out of the control of the Municipality that have a substantive impact on the Municipality's policies and/or plans and could include:

Changes in legislation, policy, norms or standards

Disaster (e.g. drought, pandemics, etc)

Thresholds being reached in terms of certain parameters (e.g. air quality standard, water quality standard, water supply level, etc.);

Significant proposal for development in the municipal area that will result in significantly changed human settlement needs, socio-economic needs or altered

natural environments;

Drastic change in population growth;

Change in political leadership resulting in the change of priorities; and

New information that gives rise to the need for new or additional or changed policies, programmes and projects or adapted proposals.

3.3. IDP PLANNING CYCLE FOR DEVELOPMENT OF 5 YEAR IDP

Phase 1 : Analysis

- (a) Legal Framework Analysis
- (b) Leadership Guidelines
- (c) Municipality Technical Development Analysis
- (d) Community and Stakeholder Development Analysis
- (e) Institutional Analysis
- (f) Economic Analysis
- (g) Socio-Economic Analysis
- (h) Spatial Analysis
- (i) Environmental Analysis
- (j) In-depth Analysis and identification of Key Development Priorities

Phase 2 : Strategies

- (a) Identifying a Vision, Mission and Value System (b) Perform a Gap Analysis
- (c) Identify Key Performance Areas (KPA's)
- (d) Determine Strategies and Development Objectives
- (e) Link KPA's and Objectives to Sectoral Functions

Phase 3: Projects

- (a) Performance Management System
- (b) Identify Capital Projects
- (c) Identify Specific Programmes
- (d) Compile Five Year Operational Business Plan

Phase 4: Integration

- (a) Integration of Processes
- (b) Institutional Restructuring and Alignment
- (c) Compile an Integrated Communication Plan

Phase 5: Approval
(a) District Alignment (b) Public Comments (c) Provincial/National Alignment (d) Final Approval by the Municipal Council
ANNUAL IMPLEMENTATION
Compiling Operational Business Plans Compiling Municipal Budget Monitor, Evaluate and Review Reporting

3.4 GARDEN ROUTE DISTRICT MUNICIPALITY IDP PROCESS TIME FRAME

Phase	Activities	Timeframe
Initiation	Adoption of IDP Time Schedule and Revised IDP Time Schedule Adoption of District Framework and Process Plan	August 2021 January 2022 Completed by April 2022
Analysis	Community and Ward Committee meetings Stakeholder meetings	Completed by February 2022
Strategies	Strategic workshops	Completed by April 2022
Project	Municipality-wide Projects/Programmes Community Level Projects/Programmes	December – February 2022
Integration	District and B – municipalities to integrate all municipal sector plans integration	Completed by March 2022
Council consideration	District and B – Municipal Councils to consider Draft IDP	Completed by 31 March 2022
Public Participation	Communities to comment on IDPs	Completed by 30 April 2022
Council adoption	Final approval by District and B – Municipal Councils	Completed by 31 May 2022

SECTION FOUR

PUBLIC PARTICIPATION: IDP PROCESS

4.1. PUBLIC PARTICIPATION

The Municipal Systems Act (2000), Chapter 4 encourages community participation in the affairs of the municipality. Further one of the main features of the integrated development planning is the involvement of community and stakeholder organizations in the process of developing the IDPs. Participation of affected and interested parties is very important to ensure that the IDP addresses the real issues that are experienced by the citizens of a municipality.

The District Municipality will, at the start of the IDP review process, place a blanket notice on the local newspapers inviting interested parties to participate in the representative forums of all municipalities within the Garden Route District.

4.2. MECHANISMS FOR PUBLIC PARTICIPATION

The following mechanisms will be used for public participation within the District:

IDP/Budget/PMS Representative Forum

The Forum will represent all stakeholders and will be inclusive as possible, additional organizations will be encouraged to participate in the forum throughout the process.

Media

Amongst other means:

The Local press will be used to inform the community of the progress with respect to the IDP Reviews

Radio broadcasts covering the area of the municipality

Municipal notice boards, including; libraries, satellite offices, municipal websites, etc.

Imbizo and Forums

These will be broad based and will target members of the community at a greater scale in LMs.

The District Website, YouTube and Facebook pages

The Districts website and Facebook page will be utilised to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for communities and service providers to download.

District Road show

GRDM to embark on Road shows as part of the IDP Process, to share information and to obtain community concerns.

4.3. MONITORING AND AMENDMENTS

It is very critical that the monitoring and review mechanisms be catered for in the planning process. The following with regards to monitoring and amendment of the IDP and Budget Process Plan is recommended:

The Municipal Manager and/or delegated official co-ordinate and monitor the IDP development process;

Progress to be reported to the Executive Mayor, and any deviations from the Process Plan must be highlighted;

The Executive Mayor may be advised to make amendments to the Process Plan should these be required. An example of this would be revisiting time frames in the event of unforeseen delays

SECTION FIVE MECHANISMS AND PROCEDURES FOR ALIGNMENT

5.1. MECHANISMS AND PROCEDURES FOR ALIGNMENT

The IDP planning process is a local process, which requires the input and support from other spheres of government at different stages. Alignment is the instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government.

Mechanisms and procedures for vertical and horizontal alignment have been discussed under Section 2- Organizational Arrangements (IDP Forum, MMF and DCF), however, it is important to note that the planning processes need to be coordinated and addressed jointly. The District Municipality must ensure that alignment between local municipalities takes place, and the WC Department of Local Government should play a coordinating role in ensuring that all other spheres and especially sector departments understand the need for alignment and their role within the local and District IDP processes.

IDP Phase	Time	Alignment Activity	Roleplayers
Preparation	July-August	District Alignment Working Session MMF IDP & Public Participation Managers IDP Budget & PMS Steering Committee Meeting	Officials from IDP, Budget and PMS from all municipalities and DLG District, DLG, B municipalities District, DLG, B municipalities District Management Team
Analysis	September - November	IDP Rep Forum Ward Committee Meetings	All municipalities Sector Departments
Strategies	October-	Strategic Workshops	Council

	November		GRDM Administration
Projects	November- December	MMF IDP & Public Participation Meeting Technical IDP Budget and Performance Committee Meeting	DLG, District, B municipalities District Management Team
Integration	December- April	IDP Rep Forum LG MTECH/TIME	District Sector Departments
Approval	March- May	SIME Council Meeting	District, DLG, Sector Departments Council



5.1.1. Role-players:

While the IDP process is a local government process, it also requires substantial input and support from other spheres of Government i.e. National and Provincial departments (as well as the private sector, parastatal bodies, NGOs, CBOs and the community at large). Accordingly, there needs to be alignment with these role-players. In principle, the roles of the various spheres of government in the IDP Review process are anticipated to be as follows:

National Linkages:

The national sphere of Government should at least provide a framework for the preparation of the Sector Plans, and where possible funding for such plans. The national sphere should also coordinate and prioritise programmes and budgets between sectors and the national sphere in line with the framework.

Alignment of the Joint District and Metro Approach and the Integrated Development Planning

As part of the process of strengthening sector participation in the development of the District IDPs, national and provincial sector departments will be expected to share their current and future projects and programmes for the Garden Route Region. Further sector departments will be expected to participate in the IDPs processes of the District. The strategic planning sessions of municipalities will be utilized as one of the key platforms to enable the participation of the external stakeholders to contribute to the development of the IDPs.

Provincial Level:

As with the National Government, the Provincial Government should prepare Sectoral Guidelines and funding for the preparation of Sector Plans. This will contribute to the creation of a normative framework and consistency between municipalities. The development of the Sector Plans programmes needs to be coordinated, aligned and cascaded down to local level.

This can be facilitated at the provincial level through the Office of the Premier.

Western Cape Provincial Strategic Plan (2019-2024)

The PSP, a bold policy agenda and implementation plan gives expression to our strong view that progress must be built on a “whole-of-society” approach in which citizens, civil society and business actively partner with the state – encapsulated in the Western Cape Government's “Better Together” slogan.

This Provincial Strategic Plan details how, over the next five years, we will: 1) build safe and cohesive communities, 2) boost the economy and job creation, 3) empower our people, 4) promote mobility and spatial transformation, while at the same time 5) driving innovation within a culture of a truly competent state. 8

District Level:

Garden Route District identified a number of projects as part of its IDP development and review. These relate to studies that have been conducted throughout the district, strategies and implementation plans. These sector plans are coordinated by HOD's respectively, to ensure alignment with the Spatial Development Framework and the IDP timelines.

New sector plans may be developed and/or existing ones reviewed during the IDP Review process.

All Garden Route District Municipal sector plans, together with a number of policies, are accessible at Garden Route District Municipality, and can be made available to Local Municipalities on request.

5.2 Conclusion

The IDP Process Plan is a process that guides the planning, drafting, adoption and review of its IDP. It also provides a time schedule of activities and events to be undertaken in the process of developing the actual District IDP and supporting IDP processes of the LMs to ensure alignment.

5.3 Key Activities

Below is a summary of key activities in terms of the IDP, Budget and Performance Management, for development of the 2022/23 – 2026/27 IDP. It is important that the Time schedules of the B municipalities include all activities in green for alignment purposes.

Month	IDP	Performance	Budget	Legal Reference
Quarter September – October 2021				
PREPARATION & ANALYSIS				
September				
1 September 2021	Submit 2022/2023 IDP Budget Time Schedule with Council resolution to MEC – DLG NT and PT (GRDM) Advertise IDP Budget & PMS Time Schedule (GRDM)		Submit 2022/2023 IDP Budget Time Schedule with Council resolution to MEC – DLG NT and PT (GRDM) Advertise IDP Budget & PMS Time Schedule (GRDM)	MSA Section 21, 28(3)
September 2021	Council to submit unaudited tabled annual report to MPAC for vetting and verification of councils' directive on service delivery and the committee to evaluate Senior Managers' performance agreement entered into			Circular 63 of the MFMA MFMA Section 127(5)
1 September 2021	Annual Report is made public and representation is invited			MFMA Section 127(5)
September 2021			Start setting up spreadsheets for budget submissions (Budget Office)	MFMA Section 21(1) (b) MFMA Section 21 (1) (b)
September 2021			Review the Long term Financial Plan	MSA Section 26(h): An integrated development plan must reflect a financial plan, which must

Month	IDP	Performance	Budget	Legal Reference
				include a budget projection for at least the next three years.
9-10 September 2021	Provincial IDP Managers Forum Meeting			
29 September 2021	IDP Budget & PMS Representative Forum Meeting	IDP Budget & PMS Representative Forum Meeting	IDP Budget & PMS Representative Forum Meeting	MSA Section 56(2) The executive mayor must - (a) identify the needs of the municipality; (b) review and evaluate those needs in order of Priority MSA Section 29 (1) (b) MSA Section 56 (2)
September 2021	B Municipalities Public Participation Process			MSA Section 16(1)(a) MSA Section 29(1)(b)(i)
October				
8 October 2021	Annual Report: Closing date for comments on Annual Report			MFMA Section 129, 130
20 October 2021	MPAC Meeting – Oversight Report			Circular 63
October 2021	B Municipalities Public Participation Process			MSA Section 16(1)(a) MSA Section 29(1)(b)(i)
October 2021	Internal analysis critical issues / with respect to every service minimum service levels institutional		Commence with salary, vehicle and operating budget Send out capital budget spreadsheets to departments	
			Deadline for operating budget inputs, e.g.	

Month	IDP	Performance	Budget	Legal Reference
			salary budget and vehicle budget	
19 October 2021	IDP Budget & PMS Steering Committee to consolidate the analysis Phase	IDP Budget & PMS Steering Committee to consolidate the analysis Phase	IDP Budget & PMS Steering Committee to consolidate the analysis Phase	
STRATEGIES, PROJECTS & PROGRAMME IDENTIFICATION				
November				
1 November 2021 Local Government Elections				
23 November 2021	Workshop new Council on predecessors IDP			
25 November	New Municipal Council constituted			
November			Deadline for capital budget inputs from departments	
November	IGR Stakeholder and Sector Engagements to integrate sector plans into IDP			
9 November 2021	MMF & DCF		Due date for final adjustment budget submissions	
11 November 2021	Join District IDP & Public Managers Forum Meeting			
December				
December 2021		Finalise first draft of departmental operational plans and SDBIP for	Commence with compilation of Adjustments Budget (B Schedule and Report)	

Month	IDP	Performance	Budget	Legal Reference
		review against strategic priorities		
9-10December 2021	Provincial IDP Managers Forum Meeting			
December 2021	Final Annual Report and Oversight Report tabled to Council, submitted to PT NT, AG and made public			Circular 63 of the MFMA
INTEGRATION				
January				
January	Integrate and align to IDP documentation and draft SDBIP	Integrate and align to IDP documentation and draft SDBIP	Finalise in the prescribed formats incorporating National & provincial budget allocations	
January 2022			Finalise budget policies	
January 2022		Section 72 mid-year assessment report: Council Mayco Provincial Treasury National Treasury	Section 72 mid-year assessment report: Council Mayco Provincial Treasury National Treasury	MFMA Section 72(1): The accounting officer of a municipality must by 25 January of each year- (a) assess the performance of the municipality during the first half of the financial year... and (b) submit a report on such assessment to- (i) the mayor of the municipality; (ii) the National Treasury; and (iii) the relevant provincial treasury MFMA Section 54(1)(f): The mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year.
January 2022		Finalise KPIs and Annual Performance	Adjustments Budget	MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget. MBRR Regulation

Month	IDP	Performance	Budget	Legal Reference
		Targets		23(1): An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.
January 2022	Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	MBRR Regulation 34(1): Within 5 working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.
January	IDP Budget & PMS Steering Committee to prepare for institutional Strategic planning session	IDP Budget & PMS Steering Committee to prepare for institutional Strategic planning session	IDP Budget & PMS Steering Committee to prepare for institutional Strategic planning session	
FEBRUARY				
February 2022		Compile draft SDBIP	Finalise the draft capital and operating budget and budget related policies	
			Finalise detailed operating and capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy Note any provincial and national allocations to municipalities (DORA and Prov Gazette) for incorporation into budget	

Month	IDP	Performance	Budget	Legal Reference
February 2022	Technical Integrated Municipal Engagements with Provincial Sector Departments			
9 February 2022	Joint District IDP & Public Participation Managers Forum			
10 February 2022	MMF & DCF			
February 2022			Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers	MBRR Regulation 26
Before February			Submit the approved adjustments budget to Provincial Treasury and National Treasury	MBRR Regulation 24(1)
Before February			Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years (by no later than 120 days before the start of its budget year)	MFMA Section 37(2)
APPROVAL				
March				
10-11 March 2022	Provincial IDP Managers Forum Meeting			
March 2022	Table draft IDP and budget in Council (at least 90 days before the start of the budget year) Budget Steering Committee Submit to Mayoral Committee Submit to Council		Table draft IDP and budget in Council (at least 90 days before the start of the budget year) • Budget Steering Committee • Submit to Mayoral Committee • Submit to Council	MFMA Section 16: The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year. 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

Month	IDP	Performance	Budget	Legal Reference
April				
April 2022	Make public the IDP, annual budget and supporting documentation and invite the community to submit representations for 21 days		Make public the IDP, annual budget and supporting documentation and invite the community to submit representations	MFMA Section 22(a)
April 2022	Submit the draft IDP and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state		Submit the draft IDP and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state	MFMA Section 22(b)
7 April 2022	Technical Strategic Planning Session			
20-22 April 2022	Institutional Strategic Planning Session			
	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of State. (LGMTEC)	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of State. (LGMTEC)	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of State. (LGMTEC)	MFMA Section 23(1)

Month	IDP	Performance	Budget	Legal Reference
May				
5 May 2022	IDP Budget & PMS Rep Forum	IDP Budget & PMS Rep Forum	IDP Budget & PMS Rep Forum	MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community.
May 2022	Table final IDP and budget in Council (at least 30 days before the start of the budget year)		Completion of Annual Budget amendments / Refinements Table final IDP and budget in Council (at least 30 days before the start of the budget year)	MFMA Section 24(1):
May 2022	Place the IDP, annual budget, all budget-related documents and all budget-related policies on the website		Place the IDP, annual budget, all budget-related documents and all budget-related policies on the website (within 5 days of the adoption of the plan)	MFMA Section 75(1)
June				
June 2022	Give notice to the public of the adoption of the IDP and that copies or extracts are available for public inspection at specified places (within 14 days of adoption)		Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	MSA Section 25(4)(a) MSA Section 25(4)(b)
June 2022	Publicise a summary of the IDP			
June 2022	If amended IDP submit copy to the MEC for Local Government		Submit approved budget to the Provincial Treasury and National Treasury (within 10 working days after approval of the budget)	MSA Section 32(1)(a) MFMA Section 24(3)

Month	IDP	Performance	Budget	Legal Reference
	(within 10 days of adoption)			
June 2022		Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next year (within 14 days after approval of the budget)		MFMA Section 69(3):
June 2022		Place the performance agreements and all service delivery agreements on the website		MFMA Section 75(1):
June 2022		Submit copies of the performance agreements to the MEC for local government Submit the SDBIP to National and Provincial Treasury (within 10 working days approval of the plan)		MFMA Section 53(1)(c)(ii) MFMA Section 53(3)(b): MBRR Reg 20(2)(b): MFMA Section 53(3)(a):

Month	IDP	Performance	Budget	Legal Reference
June 2022		Make public the performance agreements of		MFMA Section 53(3)(b):
9 June 2022	Joint District IDP & Public Managers Forum meeting to discuss the District Framework and IDP Budget & PMS Process Plan			
12 June 2022	MMF & DCF			
10-11 June 2022	Provincial IDP Managers Forum Meeting			
Preparation/Planning				
15 July 2022	District IDP Budget & PMS Alignment Working Session	District IDP Budget & PMS Alignment Working Session	District IDP Budget & PMS Alignment Working Session	MFMA Section 75(1) 21, 53, 68, 77 MFMA Section 53(3)(b) Municipal Structures Act, 1998 Part 4 & S83, 88 Municipal Systems Act, 2000, Sections 17, 34, 76-81, 105
20 July 2022	IDP Budget & PMS Steering Committee to outline the IDP Review Process	IDP Budget & PMS Steering Committee to outline the IDP Review Process	IDP Budget & PMS Steering Committee to outline the IDP Review Process	
August 2022		Panel evaluation of the previous financial year's performance		
August 2022		External Audit Committee: Evaluation of the annual financial	Budget Steering Committee to discuss rollovers, savings declarations and new applications	

Month	IDP	Performance	Budget	Legal Reference
		statements and Annual Performance Report		
5 August 2022	MMF & DCF			MPR Regulation 27(4)(d) and (e)
			Submit annual financial statements and annual performance report to the Auditor-General for auditing (within two months after the end of the financial year)	
August 2022	Council Approval of IDP and Budget time schedule		Council Approval of IDP and Budget time schedule	
August 2022	First Draft of Annual Report tabled to Council	First Draft of Annual Report tabled to Council	First Draft of Annual Report tabled to Council	MSA Section 126(1)(a): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing MFMA Section 21(1)(b) Circular 63 of the MFMA

Dates provided in this time schedule are preliminary dates and subject to change. Final approval is in May 2022.04.11

BACK TO AGENDA

DISTRICT COUNCIL

26 APRIL 2022

1. **REPORT: SECTION 52 – RESPONSIBILITIES OF MAYOR / VERSLAG: ARTIKEL 52 VERANTWOORDELIKHEDE VAN DIE BURGEMEESTER / INGXELO: U MHLATHI 52 - UXANDUVA LUKA SODOLOPHU**

(6/18/7)

12 April 2022

REFER REPORT FROM THE EXECUTIVE MAYOR (M. BOOYSEN)

2. **PURPOSE OF THE REPORT**

The report is tabled to Council in terms of Section 52(d) as required in terms of the Municipal Finance Management Act 56 of 2003.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

According to the MFMA Section 52 the Mayor of a municipality must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.

5. **RECOMMENDATION**

That Council notes the quarterly report on the implementation of the budget and the financial affairs of the municipality for the year to date and the quarter ending 31 March 2022.

AANBEVELING

Dat die Raad kennis neem van die kwartaalverslag rakende die implementering van die begroting en die finansiële posisie van die munisipaliteit vir die jaar tot datum en die kwartaal geëindig 31 Maart 2022.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo ingxelo ngokumiselwa kolwabiwo-mali kunye nemicimbi yezemali zomasipala zonyaka uzakuthi ga ngoku kunye nexesha eliphela ngomhla 31 kweyoKwindla 2022.

6. DISCUSSION / CONTENTS**6.1 BACKGROUND**

Section 52 of the Municipal Finance Management Act 2003 (No.56) (MFMA) requires the Mayor to report to Council on the financial affairs of the municipality.

Section 52 (d)

The mayor of a municipality –

Must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality

6.3 FINANCIAL IMPLICATIONS

As contained in the attached report.

6.4 LEGAL IMPLICATIONS

The following legislation applies:

Municipal Finance Management Act, No 56 of 2003, section 52

Municipal Budget and Reporting Regulations, 17 April 2009

6.5 STAFF IMPLICATIONS

None

6.6 PREVIOUS / RELEVANT COUNCIL RESOLUTIONS:

There are no previous or relevant Council resolutions related to this matter.

6.7 RISK IMPLICATIONS

There are no foreseen risks

ANNEXURE

Section 52 Report



SECTION 52

QUARTERLY FINANCIAL MANAGEMENT REPORT – Q3 ended 31 MARCH 2022



Garden Route District Municipality
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Glossary

Annual Budget – Prescribed in section 16 of the MFMA - the formal means by which a Municipality approve official budget for the next three years.

Adjustment Budget – Prescribed in section 28 of the MFMA – the formal means by which a Municipality may revised its annual budget during the year.

Allocations (Transfers – see DORA) – Money received from Provincial or National Government.

Budget Related Policy(ies) – Policies of a Municipality affecting or affected by the budget, examples include Tariff Policy, Rates Policy, Credit Control and Debt Collection Policies.

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 and must be included in the asset register.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality. 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 (see Allocations / Transfers).

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/should 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

MBRR – Local Government: Municipal Finance Management Act (56/2003): Municipal Budget and Reporting Regulations dated April 2009.

MFMA – The Municipal Finance Management Act – Act No. 56 of 2003. The principle piece of legislation relating to municipal financial management.

MSCOA – Municipal Standard Chart of Account

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 years' budget allocations. Also includes details of the previous and current years' financial position.

Operating Expenditure – 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 budgeted 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 funds.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided. In Garden Route District this means the different GFS classification the budget is divided.

Legislative Framework

This report has been prepared in terms of the following enabling legislation:

The Municipal Finance Management Act – Act No. 56 of 2003

Section 52: Quarterly budget statements

Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations

PART 1 – IN-YEAR REPORT

SECTION 1 – MAYORAL FOREWORD

Honourable Speaker, leaders of the opposition, honourable members of the Garden Route District Council on both sides of the house, the Municipal Manager and his Executive Management Team, staff members, members of the media, interest groups and the citizens of the Garden Route District, I would like to express a hearty warm welcome to you all.

Before we go to the figures of the 3rd quarter of the 2021/22 financial year, herewith an overview of the 3rd Quarter's events:

The Garden Route District Municipality (GRDM), Knysna Municipality, Business Chambers and business forums in the region connected in Knysna on 8 March 2022 to establish a quarterly Garden Route Business Advisory Forum. The forum will serve to promote an inclusive business environment. Being a first of its kind in the Western Cape at a district level, the GRDM Mayor, Ald. Memory Booysen also plans to form task teams to promote critical sectors like Tourism, Agriculture, and Construction.

The Garden Route District Municipality (GRDM) has now positioned itself to be a provider of affordable housing. This is in addition to the support role that it plays to the seven local municipalities, namely, Bitou, Knysna, George, Mossel Bay, Hessequa, Oudtshoorn and Kannaland. The GRDM has developed a Human Settlements Strategy, which will guide the development.

Four staff members have, to date, been appointed at the GRDM Human Settlements Division, with funding from the Western Cape Department of Human Settlements (WC DoHS). The most recent appointments were that of a Town Planner who will assist with Spatial Planning, Town Planning Authorities and Project Feasibilities and an Administration Officer who will concentrate on the Demand Data Base and Subsidy Administration.

In the near future GRDM will make announcements about the Affordable housing opportunities:

Social Rental Housing – for households whose monthly income is between R1501 and R15 000

Student accommodation

Finance Linked Individual Projects (FLISP) – This is an ownership program targeting potential beneficiaries whose monthly income is between R3501 and R22 000

Inclusionary Housing – This is a new ownership concept that encourages partnerships between the GRDM and various private developers, employers, etc.

Milestones achieved during the 2021/22 Financial year

Formulated an Integrated Human Settlements (IHS) Strategic Plan;

Established an organisational structure for the newly established Human Settlements Division;

Prepared a draft Municipal Accreditation Business Plan, which awaits final approval by both the Provincial and National Departments of Human Settlements;

Worked with the seven B-municipalities to ensure a coordinated and structured approach in dealing with the District Development Model;

Appointed a Social Housing partner, Own Haven, to develop Social Housing; and

Appointed an external consultant team to assist with the formal production of a Human Settlements Sector Plan which will show the program for the various projects.

More significantly, the GRDM Human Settlement Department has begun to align its functions with the Garden Route's local municipalities in an attempt to meet the requirements of co-planning, co-budgeting and co-implementation.

These figures are presented in terms of Section 52 of the MFMA. The information is presented for the 3rd Quarter ending 31 March 2022.

Herewith an executive summary of the performance of the Council for the 3rd Quarter ending 31 March 2022. The actual and budgeted figures reported, include the Roads Operational Budget.

Revenue by source

The total revenue received by source for the 3rd quarter amounts to **R108,045,503**, against an adjusted budget of **R442,386,912**. This represents **24%** recording of revenue for the third quarter, this was in line with the expected performance of 25% per quarter; 50% of the revenue received for the third quarter related to Transfers and Subsidies revenue, which includes the last instalment of the Equitable Share, and 48% of the revenue related to the Roads transfer revenue. The other revenue received derived from interest on investments, fire services revenue, health services revenue and resorts revenue.

Operating Expenditure by source

For the 3rd quarter of the financial year the municipality recorded expenditure performance of **R111,434,114** against an adjusted budget of **R453,742,320**, representing **25%** of expenditure for the third quarter, this was in line with the expected performance of 25% per quarter.

The salary related expenditure for the third quarter was **R67,888,545** to an adjusted budget of **R274,800,260** (which includes contributions to post retirement benefits), representing **25%** spending of the budget for the third quarter, which is in line with the expected performance of 25% per quarter.

The councillor remuneration expenditure for the third quarter amounted to **R3,016,937** to an adjusted budget of **R11,942,751**, representing **25%** of the budget, which is in line with the expected performance of 25% per quarter.

Spending on contracted services was **R3,768,630** in the third quarter representing **11%** spending of an adjusted budget of **R34,421,068** for the quarter. This is not in line with the expected performance of 25% per quarter, however, it is expected that spending will increase during the last quarter as the national lockdown has ended.

The expenditure in respect of the roads function is integrated in the financial system and is reported as a department of the GRDM financial system from the 1st of July 2020.

Spending on other expenditure was **R19,027,660** in the third quarter representing **28%** spending of an adjusted budget of **R68,948,337** (including Roads Budget) for the quarter, this was in line with the expected performance of 25% per quarter.

Capital Expenditure

The adjusted capital budget for the financial year amounts to **R19,616,647**. For the third quarter, capital expenditure was **R2,310,145**, representing **12%** of the budget. The procurement processes of the major capital projects have not concluded yet during the third quarter and it is expected that spending will increase during the last quarter. The Landfill site of R60m have been reduced in the February adjustment budget, as per the estimated cash flows received from the engineer. The majority of the capital spending for the landfill site will be incurred during the next financial year 2022/2023, and the budget estimates will be adjusted according to the professional's forecast provided. Four Municipalities are participating namely George, Mossel Bay, Knysna and Bitou Municipality. Monthly the participating municipalities will repay GRDM for the usage of the regional landfill site and this revenue will be used to repay the loan obligation and the contractor operating the landfill site. A project steering committee has been established where technical, financial, legal, etc. issues are discussed and progress is monitored where after the progress is reported to the catalytic project steering committee chaired by the municipal manager. A rehabilitation reserve will be established which must be cash funded to be able to pay for the rehabilitation once the landfill site has reached the end of its useful life.

Refer to detailed capital expenditure performance on page **39**.

SECTION 2 – RESOLUTIONS

Municipal Financial Management Act, 56 of 2003 - SECTION 52: General responsibilities of the Mayor

This is the resolution being presented to Council in the quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required in terms of section 52 of the Municipal Finance Management Act 56 of 2003.

RECOMMENDATION:

That Council takes note of the quarterly report on the implementation of the budget and the financial affairs of the municipality for the year to date and the quarter ending 31 March 2022.

SECTION 3 – EXECUTIVE SUMMARY

3.1 Introduction

These figures are presented in terms of section 52(d) of the MFMA. The information is presented for the 3rd quarter ending 31 March 2022.

3.2 Consolidated performance

3.2.1 Against annual budget (adjusted)

The actual and budgeted figures reported, includes the Roads function.

Revenue by source

The total revenue received by source for the 3rd quarter amounts to **R108,045,503**, against an adjusted budget of **R442,386,912**. This represents **24%** recording of revenue for the third quarter, this was in line with the expected performance of 25% per quarter; 50% of the revenue received for the third quarter related to Transfers and Subsidies revenue, which includes the second instalment of the Equitable Share, and 48% of the revenue related to the Roads transfer revenue. The other revenue received derived from interest on investments, fire services revenue, health services revenue and resorts revenue.

Operating Expenditure by type

For the 3rd quarter of the financial year the municipality recorded expenditure performance of **R111,434,114** against an adjusted budget of **R453,742,320**, representing **25%** of expenditure for the third quarter, this was in line with expected performance of 25% per quarter.

Capital Expenditure

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3.3 Material variances from SDBIP

Attached to this report as Annexure is the SDBIP report for the 3rd quarter ending 31 March 2022.

Management of the SDBIP and achievement of actuals against KPI target are done via the Performance Management Section situated in the Office of the Municipal Manager.

3.4 Conclusion

Detailed analysis of the municipal performance for the 3rd quarter ending 31 March 2022 will be presented under the different sections of the report. More information regarding the municipal performance and explanations will be provided below.

SECTION 4 – IN-YEAR BUDGET STATEMENT TABLES

4.1 Monthly budget statement

4.1.1 Table C1: S71 Monthly Budget Statement Summary

DC4 Garden Route - Table C1 Monthly Budget Statement Summary - Q3 Third Quarter

Description	2020/21	Budget Year 2021/22							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	-	-	-	-	-	-	-	-	-
Service charges	-	-	-	-	-	-	-	-	-
Investment revenue	12 091	8 500	8 500	446	4 530	6 375	(1 845)	-29%	8 500
Transfers and subsidies	34 252	187 375	201 583	51 787	184 191	151 188	33 004	22%	201 583
Other own revenue	356 179	224 819	232 304	29 954	176 038	174 228	1 810	1%	232 304
Total Revenue (excluding capital transfers and contributions)	402 522	420 694	442 387	82 187	364 758	331 790	32 968	10%	442 387
Employee costs	247 659	260 917	274 800	21 570	207 087	206 100	987	0%	274 800
Remuneration of Councillors	13 360	13 360	11 943	1 003	8 021	8 957	(936)	-10%	11 943
Depreciation & asset impairment	4 987	4 852	4 852	348	3 118	3 639	(521)	-14%	4 852
Finance charges	70	70	70	-	-	53	(53)	-100%	70
Inventory consumed and bulk purchases	51 360	57 894	49 641	11 085	28 863	37 231	(8 367)	-22%	49 641
Transfers and subsidies	1 851	2 375	7 498	-	3 491	5 623	(2 133)	-38%	7 498
Other expenditure	96 908	88 698	104 939	10 228	65 760	78 704	(12 944)	-16%	104 939
Total Expenditure	416 194	428 166	453 742	44 234	316 341	340 307	(23 966)	-7%	453 742
Surplus/(Deficit)	(13 672)	(7 472)	(11 355)	37 953	48 418	(8 517)	56 934	-669%	(11 355)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions) & Transfers and subsidies - capital (in-kind - all)	-	-	417	-	81	313	(232)	-74%	417
Surplus/(Deficit) after capital transfers & contributions	(13 672)	(7 472)	(10 939)	37 953	48 498	(8 204)	56 702	-691%	(10 939)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	(13 672)	(7 472)	(10 939)	37 953	48 498	(8 204)	56 702	-691%	(10 939)
Capital expenditure & funds sources									
Capital expenditure	14 096	76 173	19 617	98	3 456	14 712	(11 256)	-77%	12 737
Capital transfers recognised	4 161	-	10 498	57	673	7 873	(7 200)	-91%	4 500
Borrowing	-	60 000	3 905	-	968	2 929	(1 962)	-67%	3 905
Internally generated funds	9 935	16 173	5 213	41	1 815	3 910	(2 095)	-54%	5 213
Total sources of capital funds	14 096	76 173	19 617	98	3 456	14 712	(11 256)	-77%	13 619
Financial position									
Total current assets	173 685	195 152	208 357		206 204				195 152
Total non current assets	314 316	334 418	289 485		286 487				334 418
Total current liabilities	37 449	65 748	73 916		61 511				65 748
Total non current liabilities	144 852	195 506	142 002		138 170				195 506
Community wealth/Equity	305 700	268 316	281 923		293 011				268 316
Cash flows									
Net cash from (used) operating	(11 114)	(7 472)	(11 355)	37 953	48 418	(7 570)	(55 988)	740%	(11 355)
Net cash from (used) investing	366	(76 173)	(19 617)	(43 236)	(46 594)	(11 443)	35 151	-307%	(19 617)
Net cash from (used) financing	-	60 000	3 905	-	-	2 278	2 278	100%	3 905
Cash/cash equivalents at the month/year end	159 020	164 643	161 221	-	152 679	171 552	18 873	11%	123 789
Debtors & creditors analysis									
	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	1 380	690	363	327	318	418	3 373	34 486	41 356
Creditors Age Analysis									
Total Creditors	148	4	142	1	1	-	439	18	752

4.1.2 Table C2: Monthly Budget Statement - Financial Performance (standard classification)

DC4 Garden Route - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q3 Third Quarter

Description	Ref	Budget Year 2021/22								
		2020/21 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Revenue - Functional										
Governance and administration		230 331	236 045	246 011	58 021	210 992	184 508	26 484	14%	246 011
Executive and council		230 104	234 304	244 269	58 021	210 712	183 202	27 510	15%	244 269
Finance and administration		228	1 741	1 741	-	280	1 306	(1 026)	-79%	1 741
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		6 606	5 812	7 712	822	6 420	5 784	636	11%	7 712
Community and social services		-	-	-	-	-	-	-	-	-
Sport and recreation		6 256	5 422	7 322	787	6 191	5 492	699	13%	7 322
Public safety		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Health		350	390	390	35	229	293	(63)	-22%	390
Economic and environmental services		165 584	178 836	189 080	23 345	147 427	141 810	5 616	4%	189 080
Planning and development		-	-	-	-	-	-	-	-	-
Road transport		165 473	178 718	188 962	23 326	147 364	141 722	5 642	4%	188 962
Environmental protection		111	118	118	19	63	88	(26)	-29%	118
Trading services		-	-	-	-	-	-	-	-	-
Energy sources		-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		-	-	-	-	-	-	-	-	-
Other	4	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	2	402 522	420 694	442 804	82 187	364 839	332 103	32 736	10%	442 804
Expenditure - Functional										
Governance and administration		135 527	138 000	147 225	9 790	97 007	110 419	(13 412)	-12%	147 225
Executive and council		52 858	50 582	51 714	4 376	31 401	38 786	(7 385)	-19%	51 714
Finance and administration		79 953	84 933	92 774	5 197	63 482	69 580	(6 099)	-9%	92 774
Internal audit		2 715	2 485	2 737	216	2 124	2 053	72	3%	2 737
Community and public safety		88 563	80 872	84 855	6 540	62 586	63 642	(1 056)	-2%	83 460
Community and social services		14 616	7 804	9 246	658	7 078	6 935	143	2%	7 851
Sport and recreation		12 639	12 512	12 049	705	8 269	9 037	(768)	-8%	12 049
Public safety		26 761	25 100	26 832	1 989	18 873	20 124	(1 251)	-6%	26 832
Housing		-	-	-	-	-	-	-	-	-
Health		34 547	35 456	36 728	3 188	28 366	27 546	820	3%	36 728
Economic and environmental services		182 370	203 424	215 795	27 656	153 095	161 846	(8 751)	-5%	215 795
Planning and development		9 706	19 390	19 770	1 266	12 645	14 827	(2 182)	-15%	19 770
Road transport		169 326	180 758	192 343	26 066	137 912	144 257	(6 345)	-4%	192 343
Environmental protection		3 339	3 277	3 683	323	2 537	2 762	(225)	-8%	3 683
Trading services		6 612	3 209	2 911	117	1 752	2 183	(431)	-20%	2 911
Energy sources		-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		6 612	3 209	2 911	117	1 752	2 183	(431)	-20%	2 911
Other		3 121	2 661	2 956	132	1 902	2 217	(315)	-14%	2 956
Total Expenditure - Functional	3	416 194	428 166	453 742	44 234	316 341	340 307	(23 965)	-7%	452 347
Surplus/ (Deficit) for the year		(13 672)	(7 472)	(10 939)	37 953	48 498	(8 204)	56 702	-691%	(9 543)

This table reflects the operating budget (Financial Performance) in the standard classifications that is the Government Finance Statistics Functions and Sub-function. The main functions are Governance and Administration, Community and Public Safety, Economic and Environmental Services and Trading services.

Operating Revenue:

Table C2 reflects the financial performance per Standard Classification and shows that most of the municipal funds are received under the Executive and Council classification and the roads transport for the roads function performed on behalf of Province Government. This is because the municipality budget most of its income under the Governance and administration function of the Government Financial Statistics (GFS) classification.

The total revenue received by source for the 3rd quarter amounts to **R108,045,503**, against an adjusted budget of **R442,386,912**. This represents **24%** recording of revenue for the third quarter, this was in line with the expected performance of 25% per quarter; 50% of the revenue received for the third quarter related to Transfers and Subsidies revenue, which includes the second instalment of the Equitable Share, and 48% of the revenue related to the Roads transfer revenue. The other revenue received derived from interest on investments, fire services revenue, health services revenue and resorts revenue.

Operating Expenditure

The total operating expenditure for the 3rd quarter amounts to **R111,434,114** against an adjusted budget of **R453,742,320**, representing **25%** of expenditure for the third quarter, this was in line with expected performance of 25% per quarter.

More details regarding the operational expenditures are included in the report below under expenditure by type.

In Table C3, Financial Performance is reported by municipal vote:

4.1.3 Table C3: Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote)

DC4 Garden Route - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q3 Third Quarter

Vote Description	Ref	Budget Year 2021/22								
		2020/21 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - Executive and Council		230 104	234 304	244 269	58 021	210 712	183 202	27 510	15,0%	244 269
Vote 2 - Budget and Treasury Office		-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		228	1 741	1 741	-	280	1 306	(1 026)	-78,5%	1 741
Vote 4 - Planning and Development		-	-	-	-	-	-	-	-	-
Vote 5 - Public Safety		-	-	-	-	-	-	-	-	-
Vote 6 - Health		350	390	390	35	229	293	(63)	-21,7%	390
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		6 256	5 422	7 322	787	6 191	5 492	699	12,7%	7 322
Vote 9 - Waste Management		-	-	-	-	-	-	-	-	-
Vote 10 - Roads Transport		-	-	-	-	-	-	-	-	-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		111	118	118	19	63	88	(26)	-29,3%	118
Vote 14 - Roads Agency Function		165 473	178 718	188 962	23 326	147 364	141 722	5 642	4,0%	188 962
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	402 522	420 694	442 804	82 187	364 839	332 103	32 736	9,9%	442 804
Expenditure by Vote	1									
Vote 1 - Executive and Council		55 795	54 394	58 488	4 780	33 119	43 866	(10 747)	-24,5%	58 488
Vote 2 - Budget and Treasury Office		25 236	24 007	24 915	675	17 953	18 686	(733)	-3,9%	24 915
Vote 3 - Corporate Services		44 399	49 126	52 494	3 175	36 383	39 371	(2 987)	-7,6%	52 494
Vote 4 - Planning and Development		27 898	30 006	32 528	2 445	23 074	24 396	(1 322)	-5,4%	32 528
Vote 5 - Public Safety		34 204	32 904	34 683	2 553	24 782	26 012	(1 230)	-4,7%	34 683
Vote 6 - Health		36 747	37 973	39 648	3 396	30 560	29 736	823	2,8%	39 648
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		12 639	12 512	12 049	705	8 269	9 037	(768)	-8,5%	12 049
Vote 9 - Waste Management		6 612	3 209	2 911	117	1 752	2 183	(431)	-19,8%	2 911
Vote 10 - Roads Transport		3 853	3 378	4 748	252	1 016	3 561	(2 545)	-71,5%	4 748
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		3 339	3 277	3 683	323	2 537	2 762	(225)	-8,1%	3 683
Vote 14 - Roads Agency Function		165 473	177 380	187 595	25 814	136 896	140 696	(3 800)	-2,7%	187 595
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	416 194	428 166	453 742	44 234	316 341	340 307	(23 965)	-7,0%	453 742
Surplus/ (Deficit) for the year	2	(13 672)	(7 472)	(10 939)	37 953	48 498	(8 204)	56 702	-691,2%	(10 939)

Revenue and expenditure reflects the operating performance per municipal vote. This is in accordance with the Government Financial Statistics (GFS) classification of the National Treasury.

Most of the municipal income is budgeted under the Executive and Council function and roads agency function. Sport and Recreation (Resorts) is the other main municipal function where income budgeting is recorded.

Expenditure per municipal vote is distributed to ensure that the municipal expenditure reflects the functions where expenditure is allocated. This is done to ensure implementation of the Integrated Development Plan (IDP) and for Annual Reporting.

4.1.4 Table C4: Monthly Budget Statement - Financial Performance (revenue and expenditure)

DC4 Garden Route - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q3 Third Quarter

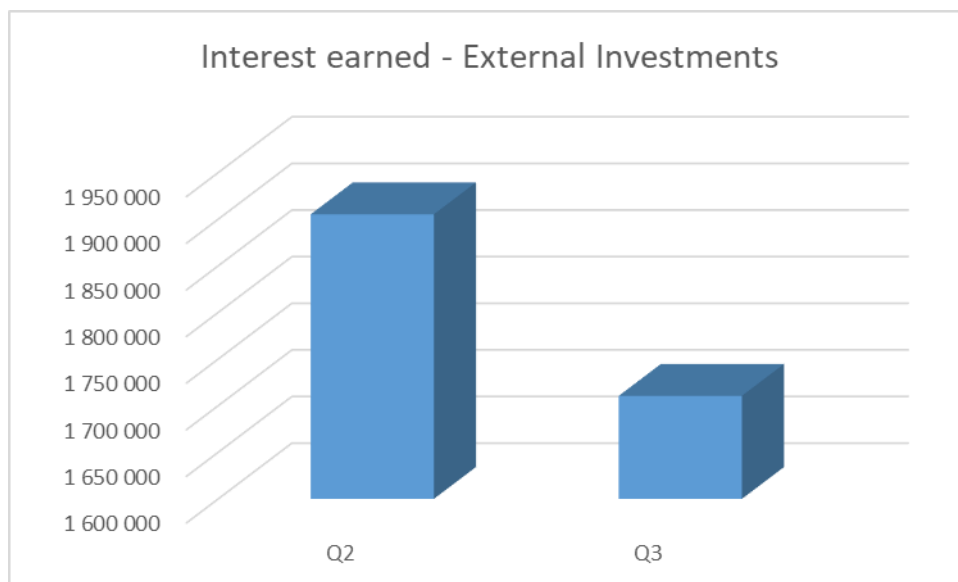
Description	Ref	2020/21	Budget Year 2021/22							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue By Source										
Property rates								-		
Service charges - electricity revenue								-		
Service charges - water revenue								-		
Service charges - sanitation revenue								-		
Service charges - refuse revenue								-		
Rental of facilities and equipment		3 614	3 829	2 329	106	655	1 747	(1 091)	-62%	2 329
Interest earned - external investments		12 091	8 500	8 500	446	4 530	6 375	(1 845)	-29%	8 500
Interest earned - outstanding debtors		3 710	2 970	2 970	250	2 186	2 228	(42)	-2%	2 970
Dividends received		-	-	-	-	-	-	-		-
Fines, penalties and forfeits		-	-	-	-	-	-	-		-
Licences and permits		111	118	118	19	63	88	(26)	-29%	118
Agency services		184 673	195 834	207 176	26 896	160 906	155 382	5 524	4%	207 176
Transfers and subsidies		34 252	187 375	201 583	51 787	184 191	151 188	33 004	22%	201 583
Other revenue		164 071	22 067	19 710	2 683	12 228	14 783	(2 555)	-17%	19 710
Gains		-	-	-	-	-	-	-		-
Total Revenue (excluding capital transfers and contributions)		402 522	420 694	442 387	82 187	364 758	331 790	32 968	10%	442 387
Expenditure By Type										
Employee related costs		247 659	260 917	274 800	21 570	207 087	206 100	987	0%	274 800
Remuneration of councillors		13 360	13 360	11 943	1 003	8 021	8 957	(936)	-10%	11 943
Debt impairment		1 841	1 500	1 500	443	542	1 125	(583)	-52%	1 500
Depreciation & asset impairment		4 987	4 852	4 852	348	3 118	3 639	(521)	-14%	4 852
Finance charges		70	70	70	-	-	53	(53)	-100%	70
Bulk purchases - electricity		-	-	-	-	-	-	-		-
Inventory consumed		51 360	57 894	49 641	11 085	28 863	37 231	(8 367)	-22%	49 641
Contracted services		34 749	29 457	34 421	219	16 011	25 816	(9 804)	-38%	34 421
Transfers and subsidies		1 851	2 375	7 498	-	3 491	5 623	(2 133)	-38%	7 498
Other expenditure		60 318	57 740	68 948	9 560	49 242	51 711	(2 469)	-5%	68 948
Losses		-	-	69	5	(35)	52	(87)	-167%	69
Total Expenditure		416 194	428 166	453 742	44 234	316 341	340 307	(23 966)	-7%	453 742
Surplus/(Deficit)		(13 672)	(7 472)	(11 355)	37 953	48 418	(8 517)	56 934	(0)	(11 355)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)					-	-	-	-		
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)								-		
Transfers and subsidies - capital (in-kind - all)				417		81	313	(232)	(0)	417
Surplus/(Deficit) after capital transfers & contributions		(13 672)	(7 472)	(10 939)	37 953	48 498	(8 204)			(10 939)
Taxation								-		
Surplus/(Deficit) after taxation		(13 672)	(7 472)	(10 939)	37 953	48 498	(8 204)			(10 939)
Attributable to minorities										
Surplus/(Deficit) attributable to municipality		(13 672)	(7 472)	(10 939)	37 953	48 498	(8 204)			(10 939)
Share of surplus/ (deficit) of associate										
Surplus/ (Deficit) for the year		(13 672)	(7 472)	(10 939)	37 953	48 498	(8 204)			(10 939)

Revenue by Source

Revenue by source explains the types of income budgeted for and the performance of these items individually:

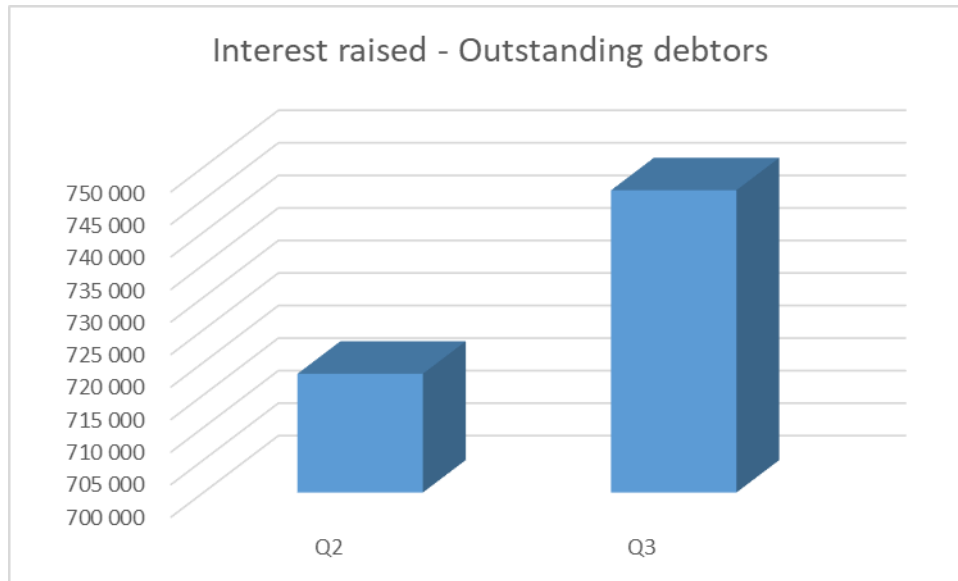
Interest earned – External Investments:

Reflects the interest earned in respect of surplus funds not immediately needed in the operations of the municipality over the short-term period. Interest on external investments received for the third quarter ending 31 March 2022 amounted to R1,710,506. The bulk of the investments have not matured yet, it is invested for more than 30 days, and the interest will only be realised on the date of maturity hence the reason for under performance of the budgeted amount versus actual year-to-date.



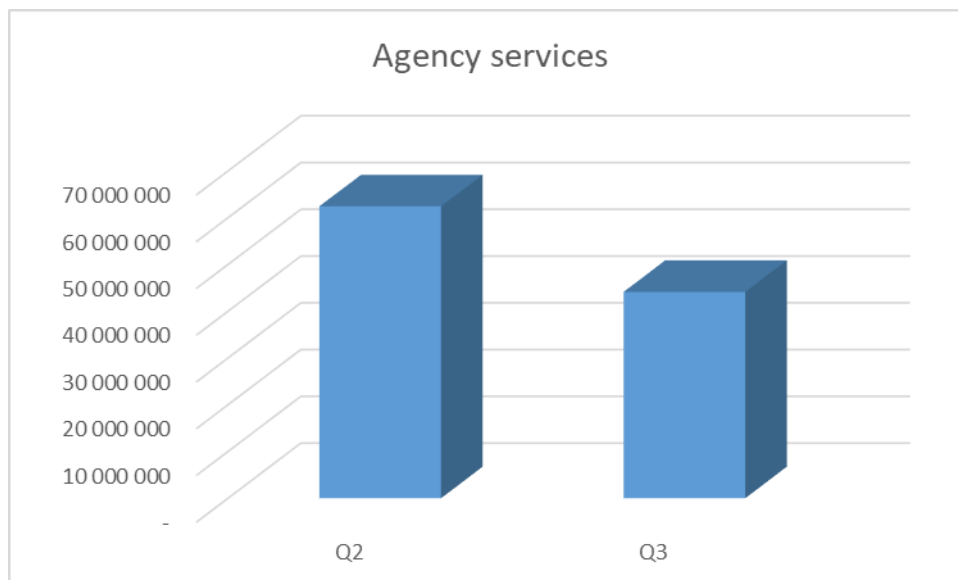
Interest raised – Outstanding debtors

Interest on outstanding debtors for the third quarter ending 31 March 2022 amounted to R746,452. The majority of the debtors are firefighting debtors.



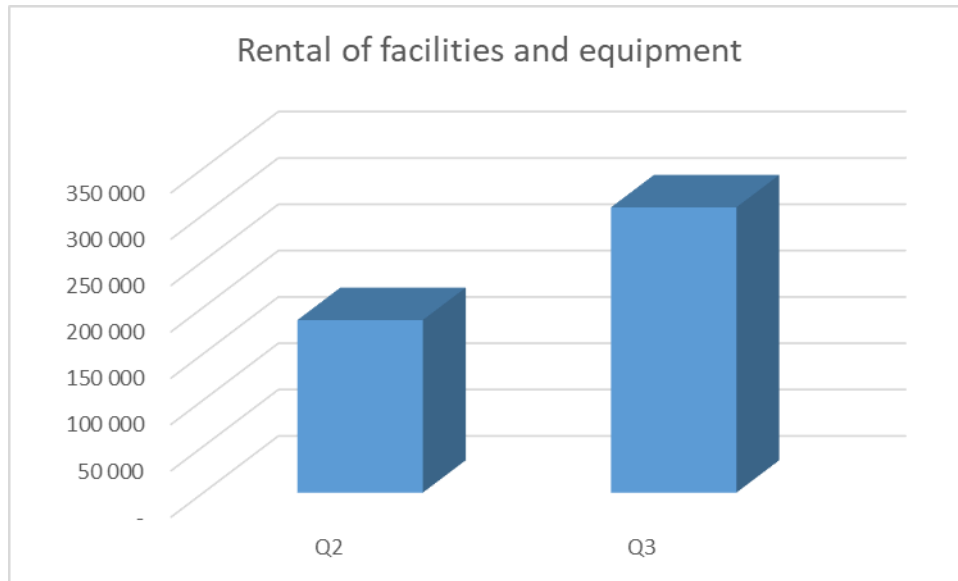
Agency services

The municipality performs an agency function on behalf of the Department of Transport – Roads department. Monthly agency fees are collected from the department. 12% Admin fee is received on the original allocation and 6% on any additional allocations. An amount of R44,127,974 was recorded for the third quarter ending 31 March 2022, the amount includes the admin fee as well as the revenue recognised in relating to the actual expenditure.



Rental of facilities and equipment:

Rental of facilities and equipment for the third quarter ending 31 March 2022 amounted to R307,863. The actual performance is -62% off the year-to-date budget, with the end of the national lockdown, the expectation is that the income will rise within the next 3 months.



Transfers recognised – operational

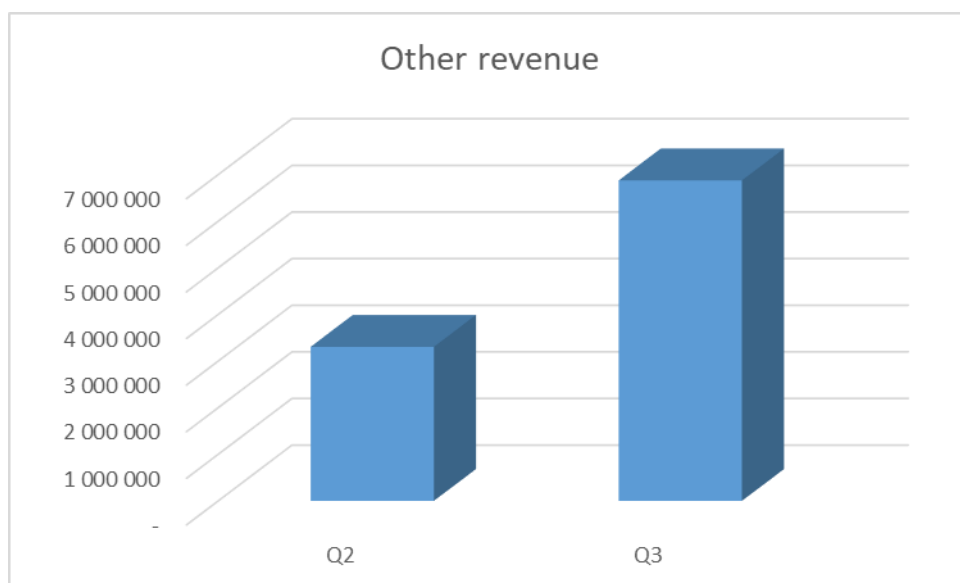
The transfers recognised represents the allocations as promulgated in the National and Provincial Division of Revenues Act's respectively. The first instalment of R69,855,000 for the Equitable Share was received during July 2021. The municipality received its first instalment of R1,735,000 for the Rural Roads Assets Management Grant during July 2021. During the month of August 2021 the following grants were received Local Government Financial Management Grant of R1,000,000 and the Expanded Public Works Programme Grant(EPWP) of R518,000 were received. For the month end September 2021 no allocations were received. For the month ended November 2021 the municipality received R900 000 for the Integrated Transport Planning Grant. The municipality received the second tranche payment of R54,892,000 for the Equitable Share and R931,000 for the Expanded Public Works Programme Grant (EPWP) during the month of December 2021. LG Seta transferred an amount of R108,125,37 during December 2021 for the New Venture Creation project. The municipality received the last tranche payment of R622,000 for the Expanded Public Works Programme Grant (EPWP) and R743,000 for the Rural Roads Assets Management Grant during the month ended 28 February 2022. The municipality also received R350,000 for Municipal Service Delivery and Capacity Building Grant and R750,000 for Western Cape Financial Management Support Grant from Provincial Treasury during the month ended 31 March 2022. The municipality received the last payment of R41,914,000 for the Equitable Share and R2,323,000 for the Safety Implementation Grant during the month of March 2022. The Provincial Treasury paid R5,000,000 for the Human Settlement; R200,000 for Local Government Public Employment Support Grant; R2,000,000 for Joint District and Metro Approach Grant; R100,000 for Municipal Drought Grant and

R250,000 for WC Financial Management Capacity Support Grant to the municipality during the month of March 2022.



Other revenue / Sundry income

Other revenue reflects an amount of R6,875,706 for the third quarter ending 31 March 2022. Other revenue mostly consists of the following: Fire services revenue and health services revenue.

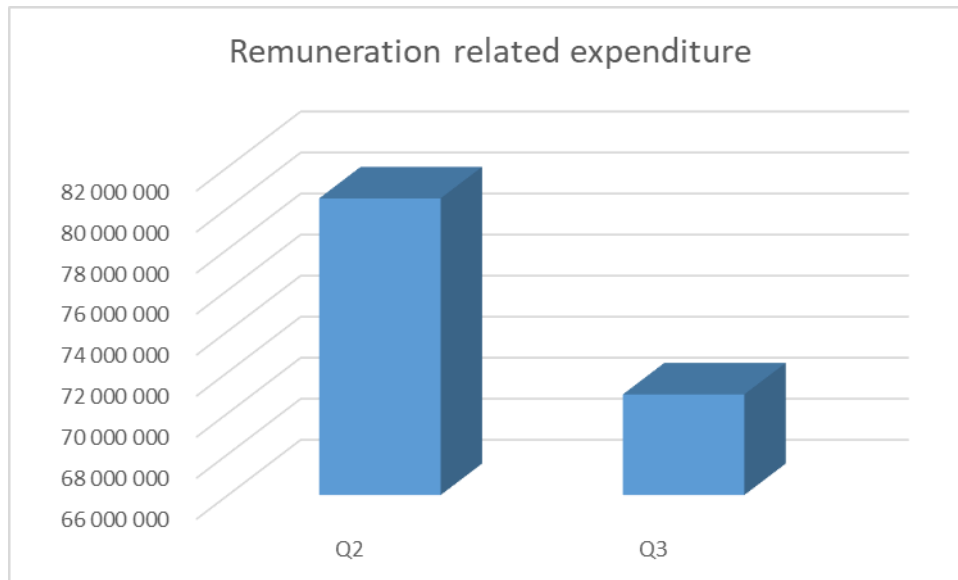


Expenditure by Type

Expenditure by type reflects the operational budget per main type/category of expenditure:

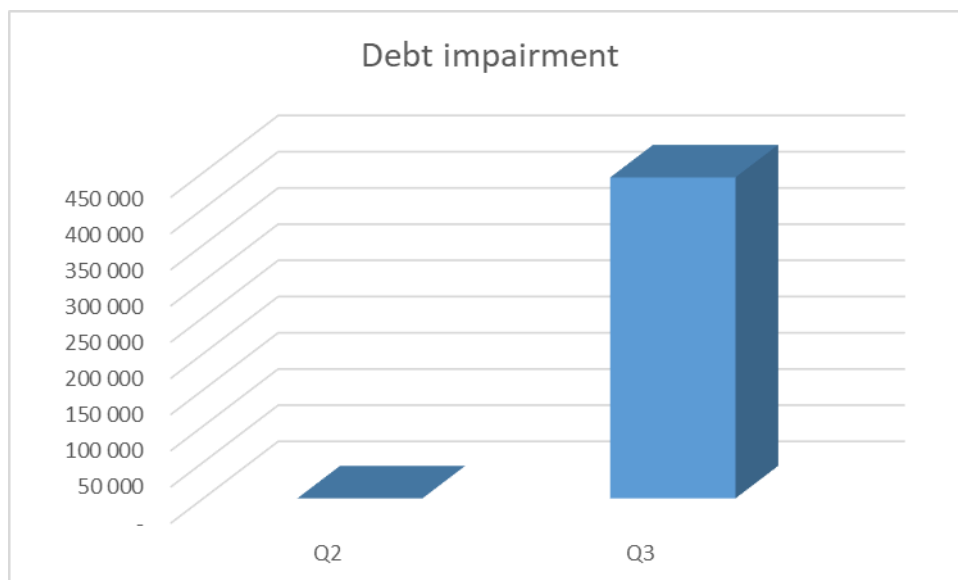
Employee Related cost / Remuneration of councillors

Remuneration related expenditure for the third quarter ending 31 March 2022 amounted to R70,905,482 of an adjusted budgeted amount of R286,743,011 that represents 25% of the budgeted amount.



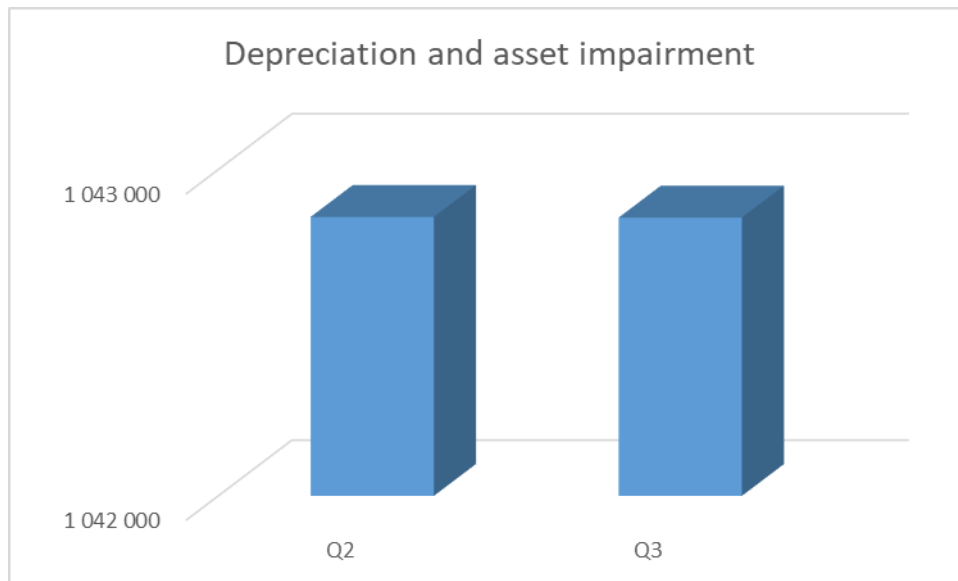
Debt Impairment / Depreciation and asset impairment

The debt impairment recognised for the 3rd quarter amounts to R443,251 and depreciation of R1,042,855 was recognised for the 3rd quarter ending 31 March 2022.



These items account for non-cash budgeted items. The fixed asset register module must still be fully implemented at Garden Route DM by the service provider of the financial system. Testing on a test platform was done in September 2021 and will continue 31 March 2022 after the budget has been finalized. (The previous asset management system

provider (Market Demand) terminated its services under the mSCOA contract. Phoenix had to develop a new asset register at no additional cost to municipalities, as this was an mSCOA requirement when National Treasury awarded the transversal tender for financial systems.) Full implementation and sign-off will be done after Garden Route DM tested all the required functionalities of the new proposed asset register extensively to ensure it meets the requirements of mSCOA and GRAP and fully integrates seamlessly and correctly with the financial system before it can be implemented.

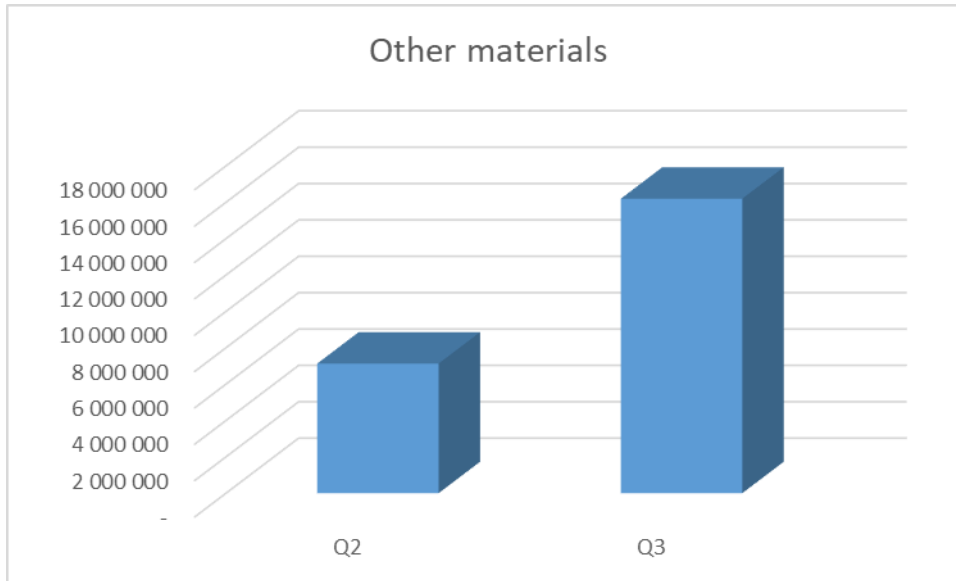


Finance charges

The municipality have no outstanding loans but it is envisioned that a loan will be taken out for the financing of the regional landfill site to be constructed.

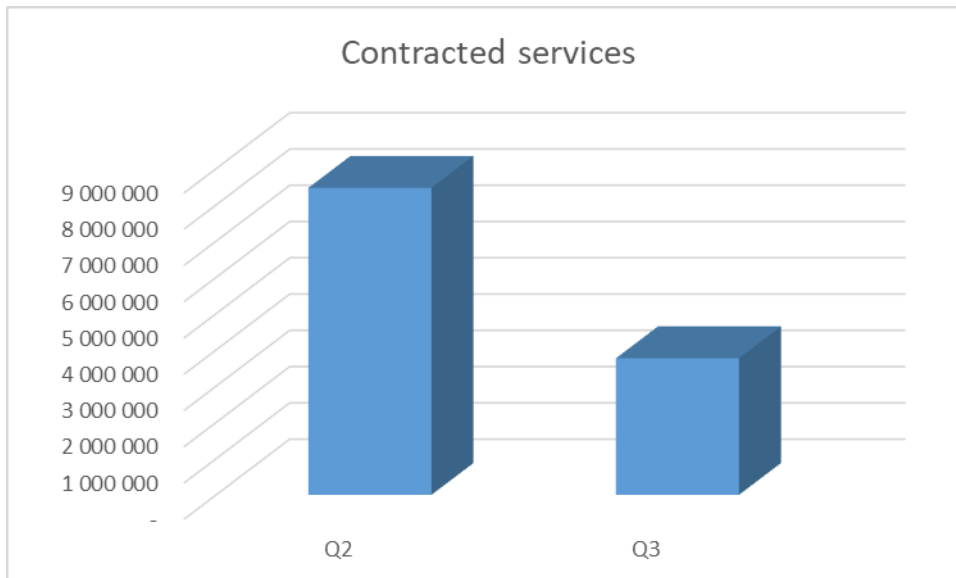
Other materials

Other materials consist of all inventories consumed purchases for materials and supplies and amounts to R16,195,238 for the 3rd quarter ended 31 March 2022 against an adjusted budgeted amount of R49,640,840.



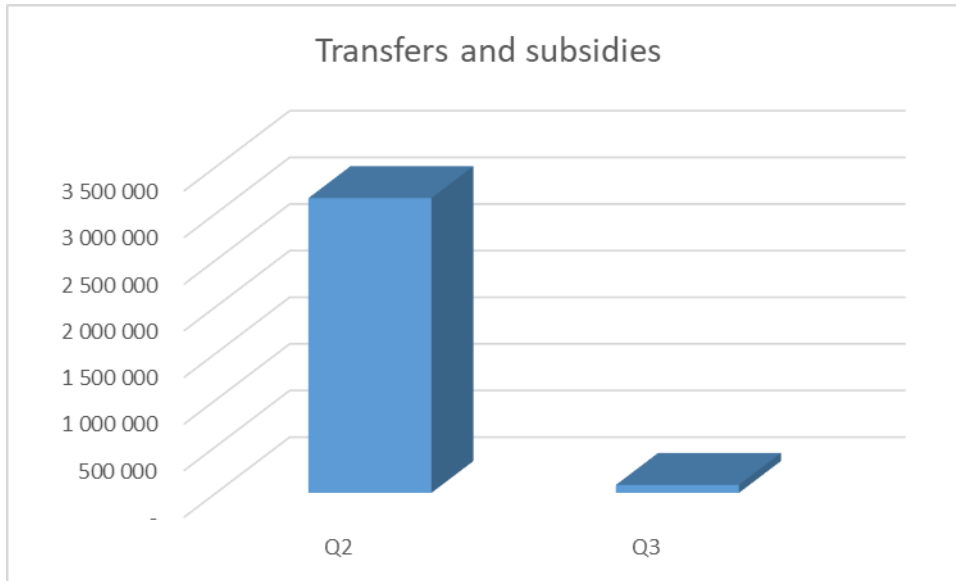
Contracted services

Contracted services amounted to R3,768,630 for the 3rd quarter ending 31 March 2022. It is expected that contracted services expenditure will increase during the last quarter because the national lockdown has ended.



Transfers and subsidies

The transfers and subsidies expenditure for the third quarter ended 31 March 2022 amounts to R86,000.

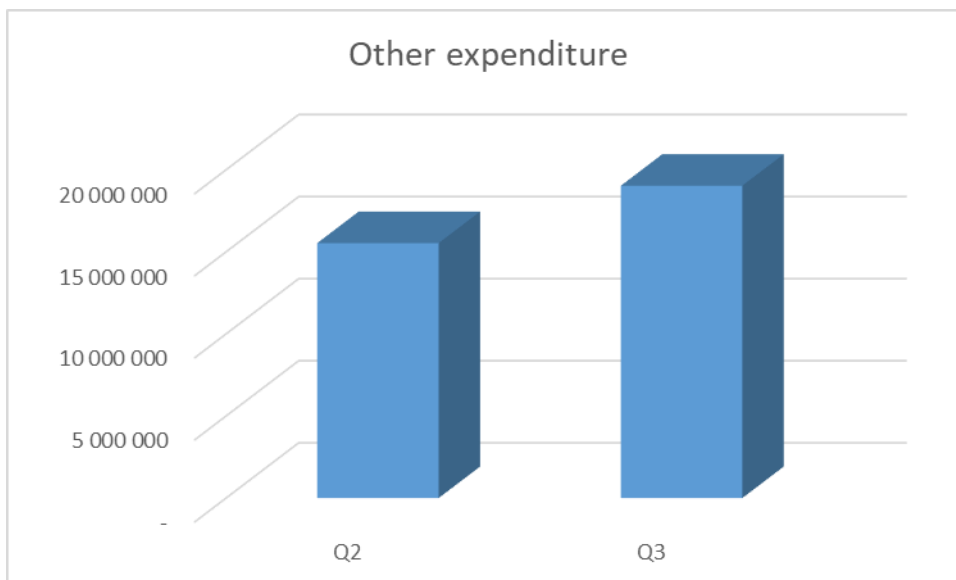


Other expenditure

Other expenditure reflects all other expenses not specifically mentioned and amounts to R19,027,660 for the third quarter ended 31 March 2022.

The other expenditure consists of the following:

Operating costs and Operating Projects (own funds)



4.1.5 Table C5: Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding)

Variances explained in Supporting Table C5

DC4 Garden Route - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q3 Third Quarter

Vote Description	Ref	2020/21	Budget Year 2021/22							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - Executive and Council		4 013	-	-	-	-	-	-	-	-
Vote 2 - Budget and Treasury Office		-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	1 500	50	-	853	38	815	2174%	50
Vote 4 - Planning and Development		-	-	-	-	-	-	-	-	-
Vote 5 - Public Safety		-	200	380	-	286	285	0	0%	380
Vote 6 - Health		-	7 000	1 140	-	426	855	(429)	-50%	1 140
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		3 000	-	-	-	-	-	-	-	-
Vote 9 - Waste Management		-	60 000	3 905	-	968	2 929	(1 962)	-67%	3 905
Vote 10 - Roads Transport		-	-	-	-	-	-	-	-	-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		-	-	-	-	-	-	-	-	-
Vote 14 - Roads Agency Function		-	-	-	-	-	-	-	-	-
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-
Total Capital Multi-year expenditure	4,7	7 013	68 700	5 476	-	2 532	4 107	(1 574)	-38%	5 476
Single Year expenditure appropriation	2									
Vote 1 - Executive and Council		355	30	54	-	10	41	(30)	-75%	30
Vote 2 - Budget and Treasury Office		86	30	55	4	19	41	(22)	-53%	27
Vote 3 - Corporate Services		2 461	5 130	5 190	57	590	3 893	(3 303)	-85%	4 628
Vote 4 - Planning and Development		179	90	6 052	7	30	4 539	(4 509)	-99%	50
Vote 5 - Public Safety		30	-	100	-	83	75	8	11%	-
Vote 6 - Health		50	63	63	1	45	47	(2)	-3%	40
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		2 522	2 130	2 507	13	45	1 880	(1 835)	-98%	2 387
Vote 9 - Waste Management		-	-	-	-	-	-	-	-	-
Vote 10 - Roads Transport		1 400	-	100	-	85	75	10	14%	100
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		-	-	20	16	16	15	1	6%	-
Vote 14 - Roads Agency Function		-	-	-	-	-	-	-	-	-
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-
Total Capital single-year expenditure	4	7 083	7 473	14 141	98	924	10 606	(9 682)	-91%	7 262
Total Capital Expenditure		14 096	76 173	19 617	98	3 456	14 712	(11 256)	-77%	12 737

The adjusted capital budget for the financial year amounts to **R19,616,647**. For the third quarter, capital expenditure was **R2,310,145**, representing **12%** of the budget. The procurement processes of the major capital projects have not concluded yet during the third quarter and it is expected that spending will increase during the last quarter. The Landfill site of R60m have been reduced in the February adjustment budget, as per the estimated cash flows received from the engineer. The majority of the capital spending for the landfill site will be incurred during the next financial year 2022/2023, and the budget estimates will be adjusted according to the professional's forecast provided. Four Municipalities are participating namely George, Mossel Bay, Knysna and Bitou

Municipality. Monthly the participating municipalities will repay GRDM for the usage of the regional landfill site and this revenue will be used to repay the loan obligation and the contractor operating the landfill site. A project steering committee has been established where technical, financial, legal, etc. issues are discussed and progress is monitored where after the progress is reported to the catalytic project steering committee chaired by the municipal manager. A rehabilitation reserve will be established which must be cash funded to be able to pay for the rehabilitation once the landfill site has reached the end of its useful life.

4.1.6 Table C6: Monthly Budget Statement - Financial Position

DC4 Garden Route - Table C6 Monthly Budget Statement - Financial Position - Q3 Third Quarter

Description	Ref	2020/21	Budget Year 2021/22			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash		143 131	164 643	161 221	7 679	164 643
Call investment deposits				-	145 000	
Consumer debtors				-	2 994	
Other debtors		23 956	24 106	39 629	41 968	24 106
Current portion of long-term receivables		3 867	3 733	4 246	4 246	3 733
Inventory		2 731	2 669	3 260	4 318	2 669
Total current assets		173 685	195 152	208 357	206 204	195 152
Non current assets						
Long-term receivables		59 705	52 945	61 388	61 388	52 945
Investments		27	27	27	27	27
Investment property		86 108	51 682	54 000	53 977	51 682
Investments in Associate				-		
Property, plant and equipment		166 336	227 652	171 957	169 915	227 652
Biological				-		
Intangible		2 139	2 113	2 113	1 180	2 113
Other non-current assets				-		
Total non current assets		314 316	334 418	289 485	286 487	334 418
TOTAL ASSETS		488 001	529 570	497 841	492 691	529 570
LIABILITIES						
Current liabilities						
Bank overdraft						
Borrowing					536	
Consumer deposits					553	
Trade and other payables		37 449	31 478	31 478	30 561	31 478
Provisions			34 270	42 438	29 860	34 270
Total current liabilities		37 449	65 748	73 916	61 511	65 748
Non current liabilities						
Borrowing		28	60 000	3 905	73	60 000
Provisions		144 823	135 506	138 097	138 097	135 506
Total non current liabilities		144 852	195 506	142 002	138 170	195 506
TOTAL LIABILITIES		182 301	261 254	215 918	199 680	261 254
NET ASSETS	2	305 700	268 316	281 923	293 011	268 316
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		286 727	201 063	221 409	232 497	201 063
Reserves		18 973	67 253	60 514	60 513	67 253
TOTAL COMMUNITY WEALTH/EQUITY	2	305 700	268 316	281 923	293 011	268 316

The financial position of Council is recorded at the end of the third quarter ending 31 March 2022.

4.1.7 Table C7: Monthly Budget Statement - Cash Flow

DC4 Garden Route - Table C7 Monthly Budget Statement - Cash Flow - Q3 Third Quarter										
Description	Ref	2020/21	Budget Year 2021/22							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates								-		
Service charges								-		
Other revenue		204 407	221 849	229 333	29 705	173 852	152 889	20 963	14%	229 333
Transfers and Subsidies - Operational		179 813	187 375	201 583	51 787	184 191	134 389	49 802	37%	201 583
Transfers and Subsidies - Capital		-	-					-		
Interest		15 801	11 470	11 470	695	6 716	7 647	(931)	-12%	11 470
Dividends								-		
Payments										
Suppliers and employees		(409 171)	(428 096)	(453 672)	(44 234)	(312 850)	(302 448)	10 402	-3%	(453 672)
Finance charges		-	(70)	(70)	-	-	(47)	(47)	100%	(70)
Transfers and Grants		(1 965)	-		-	(3 491)	-	3 491	#DIV/0!	
NET CASH FROM/(USED) OPERATING ACTIVITIES		(11 114)	(7 472)	(11 355)	37 953	48 418	(7 570)	(55 988)	740%	(11 355)
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		3 652	-					-		-
Decrease (increase) in non-current receivables		3 636	-					-		
Decrease (increase) in non-current investments		-	-		(43 138)	(43 138)		(43 138)	#DIV/0!	-
Payments										
Capital assets		(6 923)	(76 173)	(19 617)	(98)	(3 456)	(11 443)	(7 987)	70%	(19 617)
NET CASH FROM/(USED) INVESTING ACTIVITIES		366	(76 173)	(19 617)	(43 236)	(46 594)	(11 443)	35 151	-307%	(19 617)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans								-		
Borrowing long term/refinancing			60 000	3 905	-		2 278	(2 278)	-100%	3 905
Increase (decrease) in consumer deposits								-		
Payments										
Repayment of borrowing								-		
NET CASH FROM/(USED) FINANCING ACTIVITIES		-	60 000	3 905	-	-	2 278	2 278	100%	3 905
NET INCREASE/ (DECREASE) IN CASH HELD		(10 748)	(23 644)	(27 067)	(5 283)	1 823	(16 735)			(27 067)
Cash/cash equivalents at beginning:		169 768	188 287	188 287	150 855	150 855	188 287			150 855
Cash/cash equivalents at month/year end:		159 020	164 643	161 221		152 679	171 552			123 789

The municipal bank balance at 31 March 2022 totals R7 678 836 and the total balance of short-term deposits were R102 000 000, and call account deposits amounted to R43 000 000. Total cash and cash equivalents available at month ends is R152 678 836.

More detailed information regarding the cash position is tabled below that is giving a breakdown of the commitments against the cash of council:

REPORTING MONTH: 31 MARCH 2022		
Commitments against Cash & Cash Equivalents		
ITEM	Previous Month R'000	Current Month R'000
Bank balance as at 31 March 2022	10 855 475,15	7 678 836,00
Other Cash & Cash Equivalents: Short term deposits	102 000 000,00	102 000 000,00
Other Cash & Cash Equivalents: Call accounts	38 000 000,00	43 000 000,00
Total Cash & Cash Equivalents:	150 855 475,15	152 678 836,00
LESS:	86 201 938,19	94 535 255,52
Unspent Conditional Grants	5 319 072,08	5 319 072,08
Provision for staff leave	23 281 235,68	23 281 235,68
Provision for bonus	6 776 192,73	6 776 192,73
Post Retirement Benefits	37 463 916,00	37 463 916,00
Performance Bonus	1 436 040,60	1 436 040,60
Grant received in advance	-	-
Trade Payables	3 283 359,44	4 095 783,83
YTD Unspent Capital budget	1 349 731,66	1 783 519,60
YTD Unspent Operational budget	7 292 390,00	14 379 495,00
Sub total	64 653 536,96	58 143 580,48
PLUS:	8 962 219,53	8 962 219,53
VAT Receivable	1 937 602,53	1 937 602,53
Receivable Exchange	7 024 617,00	7 024 617,00
	73 615 756,49	67 105 800,01
LESS OTHER MATTERS:		
Capital Replacement Reserve	26 569 752,01	26 569 752,01
Employee Benefits Reserves	34 124 774,00	34 124 774,00
Sub Total	12 921 230,48	6 411 274,00
LESS: CONTINGENT LIABILITIES	5 503 377,00	5 503 377,00
Barry Louis Rae Trust	4 500 000,00	4 500 000,00
Portion of Portion 2 of Farm 238, Hooggekraal	353 441,00	353 441,00
Erf 99, Glentana	197 936,00	197 936,00
Labour disputes	452 000,00	452 000,00
Recalculated available cash balance	7 417 853,48	907 897,00
Total monthly commitments	20 032 723,63	19 938 355,11

PART 2 – SUPPORTING DOCUMENTATION

SECTION 5 – DEBTORS' ANALYSIS

Supporting Table SC3

DC4 Garden Route - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q3 Third Quarter

Description	NT Code	Budget Year 2021/22									Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy	
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total				
R thousands														
Debtors Age Analysis By Income Source														
Trade and Other Receivables from Exchange Transactions - Water	1200													
Trade and Other Receivables from Exchange Transactions - Electricity	1300													
Receivables from Non-exchange Transactions - Property Rates	1400													
Receivables from Exchange Transactions - Waste Water Management	1500													
Receivables from Exchange Transactions - Waste Management	1600													
Receivables from Exchange Transactions - Property Rental Debtors	1700	-	-	-	-	-	-	-	11	11	11			
Interest on Arrear Debtor Accounts	1810	251	249	241	241	235	233	1 576	5 365	8 391	7 650			
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-			
Other	1900	1 128	442	122	86	84	185	1 797	29 110	32 954	31 262			
Total By Income Source	2000	1 380	690	363	327	318	418	3 373	34 486	41 356	38 923	-	-	
2020/21 - totals only														
Debtors Age Analysis By Customer Group														
Organs of State	2200	(228)	14	14	14	13	13	116	2 039	1 994	2 195			
Commercial	2300	-	-	-	-	-	-	-	-	-	-			
Households	2400	2	-	-	-	-	-	-	-	2	-			
Other	2500	1 606	676	350	313	305	405	3 257	32 448	39 360	36 729			
Total By Customer Group	2600	1 380	690	363	327	318	418	3 373	34 486	41 356	38 923	-	-	

Long outstanding debtors that mainly consist of old sundry debt and fire accounts, remains a concern for the municipality and management will continue to report in terms of progress made.

The majority of the firefighting accounts are disputed with regards to the origin of the fire and who is responsible for the payment of the account. The fire section has implemented an electronic system which will assist in the future with disputes.

The municipality are required to submit debtors aged analysis data strings on a monthly basis.

The debtor section initiated debt collection processes and will report quarterly to the financial services committee on the debt collection process.

SECTION 6 – CREDITORS' ANALYSIS

Supporting Table C4

DC4 Garden Route - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q3 Third Quarter

Description R thousands	NT Code	Budget Year 2021/22									Prior year totals for chart (same period)	
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total		
Creditors Age Analysis By Customer Type												
Bulk Electricity	0100										-	
Bulk Water	0200										-	
PAYE deductions	0300										-	
VAT (output less input)	0400										-	
Pensions / Retirement deductions	0500										-	
Loan repayments	0600										-	
Trade Creditors	0700	148	4	142	1	1	-	439	18	752		
Auditor General	0800										-	
Other	0900										-	
Total By Customer Type	1000	148	4	142	1	1	-	439	18	752	-	

The municipality are required to submit creditors aged analysis data strings on a monthly basis.

The main reason for long outstanding creditors are due to disputes that are addressed between bank suppliers and the municipality.

SECTION 7 – INVESTMENT PORTFOLIO ANALYSIS

7.1 Investment monitoring information

The municipality invest access funds on a 30 days' short-term investment period in order to maximise the interest received and to have cash readily available when needed and is done in line with the Cash Management and Investment Policy of council.

Departments provide cash flow projections on spending to the finance department, which enables the finance department to accurately perform cash flow projections.

This should be done in line with the Cash Management and Investment policy of council.

	Balance as at 01 March 2022	Movements for the month		Balance as at 31 March 2022	Interest earned Month	Interest earned Year to date
		Investments matured	Investments made			
Garden Route District Municipality						
Standard Bank	44 000 000,00	-14 000 000,00	20 000 000,00	50 000 000,00	144 007,50	1 496 885,24
Investec Bank	-			-		-
ABSA	10 000 000,00	-	12 000 000,00	22 000 000,00	-	457 572,61
Nedbank	40 000 000,00	-18 000 000,00	8 000 000,00	30 000 000,00	169 892,55	1 005 552,06
FNB	8 000 000,00	-8 000 000,00	-	-	74 746,30	100 746,98
BANK DEPOSITS	102 000 000,00	-40 000 000,00	40 000 000,00	102 000 000,00	388 646,35	3 060 756,89

SECTION 8 – ALLOCATION AND GRANT RECEIPTS AND EXPENDITURE

8.1 Supporting Table C6

DC4 Garden Route - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q3 Third Quarter

Description	Ref	2020/21	Budget Year 2021/22							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
RECEIPTS:	1.2									
Operating Transfers and Grants										
National Government:		162 568	177 702	177 702	41 914	172 210	133 277	38 934	29,2%	177 702
Local Government Equitable Share		157 370	167 653	167 653	41 914	166 661	125 740	40 921	32,5%	167 653
Finance Management		1 000	1 000	1 000	–	1 000	750	250	33,3%	1 000
Municipal Systems Improvement			4 500	4 500			3 375	(3 375)	-100,0%	4 500
EPWP Incentive		1 629	2 071	2 071	–	2 071	1 553	518	33,3%	2 071
NT - Rural Roads Asset Management Systems		2 569	2 478	2 478	–	2 478	1 859	620	33,3%	2 478
Fire Service Capacity Building Grant	3									
Other transfers and grants [insert description]										
Provincial Government:		2 859	8 473	17 100	9 873	10 883	12 825	(1 942)	-15,1%	17 100
PT - Integrated Transport Plan		900	900	1 778			1 334	(1 334)	-100,0%	1 778
PT - Municipal Accreditation & Capacity Building Grant		–	5 000	5 629	5 000	5 000	4 222	778	18,4%	5 629
PT - Fire Service Capacity Building Grant		–	–	–			–	–		–
PT - Financial Management Capacity Building Grant	4	–	250	293	250	250	220	30	13,9%	293
PT - WC Support Grant		280	–	–			–	–		–
PT - Disaster Management Grant		–	–	27			20	(20)	-100,0%	27
PT - WC Support Grant		379	–	–			–	–		–
PT - Safety Plan Implementation (WOSA)		1 300	2 323	5 073	2 323	2 323	3 805	(1 482)	-38,9%	5 073
PT - Services Seta A21 Bricklaying Apprenticeship		–	–	–	–	–	–	–		–
PT - Western Cape Financial Management Support Grant		–	–	750	–	750	563	188	33,3%	750
PT - Municipal Service Delivery and Capacity Building Grant		–	–	350	–	350	263	88	33,3%	350
PT - Local Government Public Employment Support Grant		–	–	200	200	200	150	50	33,3%	200
PT - Joint District and Metro Approach Grant		–	–	2 000	2 000	2 000	1 500	500	33,3%	2 000
PT - Municipal Drought Relief Grant		–	–	100	100	10	75	(65)	-86,7%	100
PT - Contribution Towards Acceleration of Housing Delivery		–	–	900	–	–	675	(675)	-100,0%	900
District Municipality:		–	–	–	–	–	–	–		–
[insert description]										
Other grant providers:		–	–	–	–	–	–	–		–
[insert description]										
Total Operating Transfers and Grants	5	165 427	186 175	194 802	51 787	183 093	146 102	36 991	25,3%	194 802

Performance reporting on grants will be enhanced to ensure compliance with the Division of Revenue Act.

8.2 Supporting Table C7

DC4 Garden Route - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q3 Third Quarter

Description	Ref	2020/21	Budget Year 2021/22							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		162 568	177 702	177 702	291	3 812	133 277	(129 464)	-97,1%	177 702
Local Government Equitable Share		157 370	167 653	167 653		–	125 740	(125 740)	-100,0%	167 653
Finance Management		1 000	1 000	1 000	55	487	750	(263)	-35,0%	1 000
Municipal Systems Improvement		–	4 500	4 500	57	588	3 375	(2 787)	-82,6%	4 500
EPWP Incentive		1 629	2 071	2 071	–	2 071	1 553	518	33,3%	2 071
NT - Rural Roads Asset Management Systems		2 569	2 478	2 478	178	666	1 859	(1 193)	-64,2%	2 478
Fire Service Capacity Building Grant								–		
Other transfers and grants [insert description]								–		
Provincial Government:		2 859	8 473	17 100	426	2 697	9 600	(6 683)	-69,6%	12 800
PT - Integrated Transport Plan		900	900	1 778	–	–	1 334	(1 334)	-100,0%	1 778
PT - Municipal Accreditation & Capacity Building Grant		–	5 000	5 629	263	2 096	4 222	(2 126)	-50,4%	5 629
PT - Financial Management Capacity Building Grant		–	–	–	–	–	–	–		–
PT - WC Support Grant		–	250	293	–	–	220	–		293
PT - WC Support Grant		280	–	–	–	–	–	–		–
PT - Disaster Management Grant		–	–	27	–	20	20	–		27
PT - WC Support Grant		379	–	–	–	–	–	–		–
PT - Safety Plan Implementation (WOSA)		1 300	2 323	5 073	163	581	3 805	(3 224)	-84,7%	5 073
PT - Services Seta A21 Bricklaying Apprenticeship		–	–	–	–	–	–	–		–
PT - Western Cape Financial Management Support Grant		–	–	750	–	–	563	–		–
PT - Municipal Service Delivery and Capacity Building Grant		–	–	350	–	–	263	–		–
PT - Local Government Public Employment Support Grant		–	–	200	–	–	150	–		–
PT - Joint District and Metro Approach Grant		–	–	2 000	–	–	1 500	–		–
PT - Municipal Drought Relief Grant		–	–	100	–	–	75	–		–
PT - Contribution Towards Acceleration of Housing Delivery		–	–	900	–	–	675	–		–
District Municipality:		–	–	–	–	–	–	–		–
[insert description]		–	–	–	–	–	–	–		–
Other grant providers:		–	–	–	–	–	–	–		–
[insert description]		–	–	–	–	–	–	–		–
Total operating expenditure of Transfers and Grants:		165 427	186 175	194 802	716	6 509	142 877	(136 147)	-95,3%	190 502

Performance reporting on grants will be enhanced to ensure compliance with the Division of Revenue Act that stipulates reporting on all grant performance should be done from the receiving officer. RSC Equitable Share is an unconditional grant hence the day-to-day running of the business are dependent on it.

SECTION 9 – EXPENDITURE ON COUNCILLOR AND BOARD MEMBERS ALLOWANCES AND EMPLOYEE BENEFITS

Supporting Table C8

DC4 Garden Route - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q3 Third Quarter

Summary of Employee and Councillor remuneration	Ref	2020/21	Budget Year 2021/22							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands		A	B	C						D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		11 298	11 298	11 866	610	7 157	8 899	(1 743)	-20%	11 866
Pension and UIF Contributions		242	242	9	32	73	7	66	967%	9
Medical Aid Contributions		78	78	49	16	59	37	23	61%	49
Motor Vehicle Allowance		776	776	-	197	416	-	416	#DIV/0!	-
Cellphone Allowance		515	-	19	86	192	14	178	1259%	19
Housing Allowances		451	451	-	62	124	-	124	#DIV/0!	-
Other benefits and allowances		-	515	-	-	-	-	-	-	-
Sub Total - Councillors		13 360	13 360	11 943	1 003	8 021	8 957	(936)	-10%	11 943
% increase	4		0,0%	-10,6%						-10,6%
Senior Managers of the Municipality										
Basic Salaries and Wages		4 390	4 587	5 778	376	4 736	4 334	402	9%	4 587
Pension and UIF Contributions		161	1 484	2	68	153	2	151	9480%	1 484
Medical Aid Contributions		105	113	57	14	69	43	26	61%	113
Overtime		-	-	-	-	-	-	-	-	-
Performance Bonus		-	-	-	-	-	-	-	-	-
Motor Vehicle Allowance		804	840	498	42	450	373	77	21%	840
Cellphone Allowance		142	148	108	-	72	81	(9)	-11%	148
Housing Allowances		-	-	-	32	64	-	64	#DIV/0!	-
Other benefits and allowances		770	804	610	17	42	457	(416)	-91%	804
Payments in lieu of leave		-	-	-	-	23	-	23	#DIV/0!	-
Long service awards		-	-	-	-	-	-	-	-	-
Post-retirement benefit obligations		-	-	-	-	-	-	-	-	-
Sub Total - Senior Managers of Municipality		6 371	7 977	7 053	550	5 609	5 290	319	6%	7 977
% increase	4		25,2%	10,7%						25,2%
Other Municipal Staff										
Basic Salaries and Wages		150 980	160 610	164 837	13 553	128 116	123 628	4 488	4%	160 610
Pension and UIF Contributions		24 725	24 941	27 919	2 273	20 590	20 939	(349)	-2%	24 941
Medical Aid Contributions		19 890	21 819	24 153	2 042	17 759	18 114	(355)	-2%	21 819
Overtime		4 080	5 011	5 617	491	3 767	4 213	(446)	-11%	5 011
Performance Bonus		-	-	-	-	-	-	-	-	-
Motor Vehicle Allowance		9 384	9 909	9 976	884	7 623	7 482	141	2%	9 909
Cellphone Allowance		122	137	132	10	88	99	(12)	-12%	137
Housing Allowances		2 463	2 531	2 874	199	2 331	2 155	176	8%	2 531
Other benefits and allowances		18 195	14 583	18 070	884	14 818	13 552	1 266	9%	14 583
Payments in lieu of leave		-	4 724	6 941	685	6 442	5 205	1 236	24%	4 724
Long service awards		-	90	-	-	-	-	-	-	90
Post-retirement benefit obligations		9 942	8 586	7 228	-	22	5 421	(5 399)	-100%	8 586
Sub Total - Other Municipal Staff		239 781	252 941	267 747	21 020	201 557	200 810	746	0%	252 941
% increase	4		5,5%	11,7%						5,5%
Total Parent Municipality		259 512	274 277	286 743	22 572	215 187	215 057	130	0%	272 860

Remuneration related expenditure for the third quarter ending 31 March 2022 amounted to **R70,905,482** of an adjusted budgeted amount of **R286,743,011** that represents **25%** of the budgeted amount.

SECTION 10 – MATERIAL VARIANCES TO THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

The measurement of performance of the Municipality in terms of the implementation of the Service Delivery and Budget Implementation plan are reported in the indicated section below.

SECTION 11 – CAPITAL PROGRAMME PERFORMANCE

The table below provides information on capital budget spending:

SCOA config	Nr	Project description	Cost centre	Adjusted budget R'000	YTD Expenditure R'	Status of the project	At what stage is each project currently	Any challenges identified that is resulting in delays?	What measures are in place to remedy the existing challenges.
71120006635	1	Office furniture: Office MM	1001	30 000,00	10 224,88	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71204240001	2	Office equipment: CFO	1204	27 000,00	19 418,98	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71301240001	3	Office furniture: Exec Manager Corporate Services	1301	30 000,00	1 673,00	Order Issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71307104125	4	Monitors	1307	54 231,00	54 230,56	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71308230001	5	Hygiene Equipment	1308	590 000,00		Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71120006639	6	Office Furniture & Equipment: Man Planning&Dev	1401	30 000,00	919,13	Order Issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71402400001	7	Air Conditioner	1402	20 000,00	14 689,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71408400001	8	Office Furniture: Human Settlements	1408	40 000,00	14 100,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71801240001	9	Office of the executive manager Community: office equipment	1801	30 000,00	26 312,98	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71801310001	10	Firestation: Mosselbay	1801	1 140 000,00	426 256,25	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71804310001	11	ODN EHPshadenet Insurance	1804	6 164,00		Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71805102408	12	Laminator - Insurance claim	1805	5 000,00	4 710,40	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71805104010	13	Blinds - Insurance claim	1805	5 500,00	3 170,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71805104155	14	IT Equipment - Insurance claim	1805	12 060,00	11 108,52	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71806240001	15	Krystna EHP Insurance claims	1806	3 800,00		Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
72205160001	16	Callitzdorp Spa Roof's	2205	2 000 000,00		Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
72205230001	17	Power Tools	2205	80 000,00	44 903,46	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
72205230002	18	Wet Fuel Generator	2205	50 000,00		Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
72305230001	19	Hazmat Rescue & Fire Equipment	2305	380 300,00	285 682,23	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
74402100901	20	Landfill Site: PPE	4402	3 905 382,00	967 529,75	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the 6TD progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.

SCOA config	Nr	Project description	Cost centre	Adjusted budget R'000	YTD Expenditure R'	Status of the project	At what stage is each project currently	Any challenges identified that is resulting in delays?	What measures are in place to remedy the existing challenges.
71807104148	21	Laptops (Standard)	1307	471 797,00	471 796,87	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71807104149	22	Laptops (Small)	1307	61 020,00	22 017,39	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71807104150	23	Personal Computers (PC's)	1307	145 810,00	145 810,00	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71807104151	24	Printers (3-in-1)	1307	17 967,00	17 966,09	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
72801104001	25	Office Furniture - RRAMS	2801	100 000,00	85 185,56	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71807104153	26	A3 Printer (GIS)	1307	22 400,00	22 392,17	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
71807104121	27	Insurance / Uneconomical Repair	1307	18 567,00	18 566,96	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230005	28	ICT Infrastructure: Servers	1207	884 459,00		Order Issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230006	29	ICT Infrastructure: Security	1207	67 624,00	67 624,00	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230007	30	ICT Infrastructure: Upgrade MS SQL	1207	51 740,00		Order Issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230010	31	ICT Infrastructure: 8 Port Switches	1207	76 544,00		Order Issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230013	32	ICT Infrastructure: 6 U Rack Units	1207	54 261,00	54 260,87	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230014	33	ICT Infrastructure: 9 U Rack Units	1207	5 392,00	5 391,30	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230011	34	ICT Infrastructure: Access Points (AP-AC-LR)	1207	33 852,00	33 852,00	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230015	35	ICT Infrastructure: 48 Port Patch Panels	1207	12 508,00		Order Issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230018	36	ICT Infrastructure: Blanking Plates	1207	3 920,00		Order Issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230022	37	Multimedia Group Conferencing Devices	1207	31 131,00	31 130,44	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230024	38	Council Chambers - Multimedia	1207	255 629,00	255 628,50	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230021	39	UPS	1207	10 335,00	10 335,00	Completed	Completed	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230008	40	ICT Infrastructure: 48 Port Switches	1207	191 595,00		Order Issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.

SCOA config	Nr	Project description	Cost centre	Adjusted budget R' 000	YTD Expenditure R'	Status of the project	At what stage is each project currently	Any challenges identified that is resulting in delays?	What measures are in place to remedy the existing challenges.
071207230009	41	ICT Infrastructure: 24 Port Switches	1207	70 899,00		Order Issued to Supplier	Order issued to supplier	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230012	42	ICT Infrastructure: Access Points (UAP-XG-US)	1207	147 305,00		Order Issued to Supplier	Order issued to supplier	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230017	43	ICT Infrastructure: 24 Port Patch Panels	1207	11 948,00		Order Issued to Supplier	Order issued to supplier	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230019	44	ICT Infrastructure: QNAP Storage	1207	143 080,00	143 080,00	Completed	Completed	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230020	45	TDR Meter	1207	15 969,00	15 968,21	Completed	Completed	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230023	46	Webcams	1207	5 870,00	5 569,57	Completed	Completed	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230025	47	Tablets	1207	50 000,00	15 548,70	In Process	In Process	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071307104155	48	Tripod System	1307	6 600,00	6 600,00	Completed	Completed	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071307104157	49	4-in-1 Printers	1307	13 000,00	12 970,00	Completed	Completed	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071307104158	50	Colour Printer	1307	5 637,00	5 637,00	Completed	Completed	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071307104156	51	USB HDD / SSD Clone Dock	1307	1 700,00	1 478,26	Completed	Completed	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071307104159	52	Finger Scanner	1307	23 099,00	23 098,37	Completed	Completed	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
073602102301	53	RH Sensor	3602	20 000,00	15 839,13	Order Issued to Supplier	Order issued to supplier	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071602102301	54	Drought Grant	1602	100 000,00	83 320,00	In Process	In Process	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071409102401	55	7x Office Chairs	1409	21 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
072205102351	56	Electrical Equipment and tools	2205	200 000,00	0,00	Order Issued to Supplier	Order issued to supplier	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
072205102352	57	Electrical Equipment and tools	2205	100 000,00	0,00	Order Issued to Supplier	Order issued to supplier	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
072205102350	58	Electrical Equipment and tools	2205	20 000,00	0,00	Order Issued to Supplier	Order issued to supplier	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071004104010	59	New Office Furniture: Speaker	1004	50 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071004104011	60	2-seater couch	1004	15 000,00	0,00	Order Issued to Supplier	Order issued to supplier	No expected challenges a mid dated	Monthly all project managers will report to the BTD progress i to the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.

SCOA config	No	Project description	Cost centre	Adjusted budget R'000	YTD Expenditure R'	Status of the project	At what stage is each project currently	Any challenges identified that is resulting in delays?	What measures are in place to remedy the existing challenges.
071004104012	51	Bar/Fridge	1004	2 500,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071004104013	52	TV	1004	5 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071004104114	53	printer/scanner/copier in PA's office of Speaker	1004	10 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071211104050	54	2 x High back office chairs	1211	6 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071311104051	55	Chair	1311	3 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071307104180	56	ICT Infrastructure: Upgrade Network	1307	500 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071307104182	57	Infrastructure: Backup Tape drive	1307	351 000,00	0,00	Order issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071408103101	58	Erf 22494 - Fire Station	1403	3 098 900,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071408103102	59	Erf 22495 - Fire Station	1403	2 482 350,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071311104053	70	Folding Table (Branding office stock)	1311	1 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071311102453	71	Sound Equipment: Shotgun microphone, blimp, headphones	1311	14 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071316102370	72	Installation of Fire/Smoke Detector - Head Office	1316	464 873,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071309104150	73	1 x Laptop: Task	1309	15 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071307104181	74	Infrastructure: WiFi Resorts	1307	90 000,00	0,00	Order issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071212104001	75	Chair	1212	3 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071212104002	76	2 x Aircons - Debtors	1212	25 000,00	0,00	Order issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071307104188	77	New cellphone contracts	1307	60 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
072205104095	78	Donated TV's	2205	56 691,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071403103103	79	Erf 325-Beach Road/N2 Intersection	1403	360 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071308102801	80	Gun Safes	1308	10 000,00	0,00	Not Started Yet	Not Started Yet	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071602102302	81	Repeater	1602	71 692,00	0,00	Order issued to Supplier	Order issued to supplier	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.To the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
Totals				19 617 061,00	3 456 095,53				

Commitments against capital for the month March 2022				
71120006639	7	Office Furniture & Equipment: Man Planning&Dev	1401	2 647,83
72305230001	20	Hazmat Rescue & Fire Equipment	2305	48 748,02
071207230005	29	ICT Infrastructure: Servers	1207	884 458,26
071207230007	31	ICT Infrastructure: Upgrade MS SQL	1207	51 739,13
071207230010	32	ICT Infrastructure: 8 Port Switches	1207	76 544,00
071207230016	37	ICT Infrastructure: 48 Port Patch Panels	1207	8 325,00
071207230018	38	ICT Infrastructure: Blanking Plates	1207	3 920,00
073602102301	55	RH Sensor	3602	2 375,87
072205102351	58	Electrical Equipment and tools	2205	193 296,60
072206102352	59	Electrical Equipment and tools	2206	51 653,39
72205230001	18	Power Tools	2205	22 058,01
071207230008	42	ICT Infrastructure: 48 Port Switches	1207	191 595,00
071207230009	43	ICT Infrastructure: 24 Port Switches	1207	70 858,44
071207230017	45	ICT Infrastructure: 24 Port Patch Panels	1207	11 940,00
71408400001	9	Office Furniture: Human Settlements	1408	6 835,00
71801310001	11	Firestation: Mosselbay	1801	178 527,17
71801240001	10	Office of the executive manager Community: office equipment	1801	3 375,00
072203102350	60	Electrical Equipment and tools	2203	4 915,00
74402100901	21	Landfill Site: PPE	4402	688 127,60
071004104011	62	2-seater couch	1004	12 357,33
071004104114	65	printer/scanner/copier in PA's office of Speaker	1004	7 105,22
071307104182	69	Infrastructure: Backup Tape drive	1307	280 590,09
071307104181	76	Infrastructure: WiFi Resorts	1307	67 532,26
071212104002	78	2 x Aircons - Debtors	1212	20 000,00
071602102302	82	Repeater	1602	71 683,00
		Total Commitments		2 961 207,22




SECTION 12 – OPERATIONAL PROJECTS PERFORMANCE

Refer to table below for the actual expenditure against the budgeted amounts for the largest operational projects budgeted for in the 2021/22 financial year:

Project code & name	FULL YEAR TOTAL BUDGET	Year to date actual at the end of the 3rd Quarter 2021/22	% Spent
MM024 Grant in Aid	83 664,00	57 528,09	68,76%
MM025 Donations and Sponsor of Sport Equipment	305 000,00	210 995,00	69,18%
MM023 Women in Business	20 000,00	19 271,00	96,36%
MM020 Christmas Hampers	171 336,00	171 336,00	100,00%
MM005 Barnowl Risk System	988 000,00	-	0,00%
COR03 Annual Disposal Project	88 626,00	71 060,14	80,18%
COR44 COVID 19	159 800,00	20 654,10	0,00%
MM011 Municipal Newsletters	45 000,00	23 655,65	0,00%
COR11 External Bursaries	205 000,00	-	0,00%
COR13 Training	1 225 710,00	371 775,66	30,33%
COR12 MMC	765 000,00	-	0,00%
COR41 Unemployed Training (EPWP)	200 000,00	-	0,00%
COR30 Servicing of all fire equipment (OHS)	80 000,00	11 220,00	14,03%
COR33 Medical Examination	110 000,00	46 655,44	42,41%
COR23 Mental/ Mens Health Awareness	4 754,00	3 252,17	68,41%
PED01 SCEP	120 000,00	104 347,83	86,96%
PED03 Film Office	200 000,00	200 000,00	100,00%
PED04 Investment Prospectus	285 000,00	280 000,00	98,25%
PED05 SME Support Programme	598 635,00	416 132,44	69,51%
PED43 Maintenance of office buildings	350 000,00	297 116,25	84,89%
PED45 Maintenance of office buildings	60 000,00	27 250,95	45,42%
PED44 Maintenance of office buildings	270 000,00	261 175,51	96,73%
PED42 Maintenance of office buildings	600 000,00	442 336,28	73,72%
PED29 IDP Rep Forum	174 560,00	90 547,01	51,87%
PED17 Cater Care Project	450 000,00	347 826,08	77,29%
PED09 WTM	250 000,00	-	0,00%
PED13 Tourism Marketing	510 000,00	264 513,62	51,87%
MM007 Organisational Performance Management	500 000,00	326 560,00	65,31%
PED62 EPWP Grant	3 395 918,00	4 508 352,53	132,76%
PED70 EPWP Project	- 65 120,00	305 178,88	-468,64%
COM25 Fire Fighting Services: Service/Scheduled Maintenance	100 000,00	86 830,61	86,83%
COM26 Fire Fighting Services: Repairs - Unplanned	300 000,00	191 026,77	63,68%
COM27 Fire Fighting Services: Pumps and Plant - Service	75 000,00	29 594,15	39,46%
COM28 Fire Fighting Services: Tyre Replacement (New)	58 500,00	46 940,68	80,24%
COM10 Maintenance of radio equipment	192 018,00	109 507,05	57,03%
COM04 Social assistance	10 000,00	3 787,92	37,88%
COM37 COVID-19 Project	53 208,00	13 472,16	25,32%
COM02 Incentives and awareness	5 000,00	-	0,00%
COM09 Purchase of samples and analysing	1 200 000,00	1 014 241,09	84,52%

PED56 Maintenance at Swartvlei	12 800,00	-	0,00%
PED57 Maintenance at Swartvlei	83 400,00	34 617,31	41,51%
PED55 Maintenance at Swartvlei	42 600,00	18 058,46	42,39%
PED54 Maintenance at Swartvlei	75 000,00	19 126,23	25,50%
PED59 Maintenance at Victoria Bay	10 073,00	2 636,43	26,17%
PED58 Maintenance at Victoria Bay	19 870,00	19 662,88	98,96%
PED61 Maintenance at Victoria Bay	47 852,00	8 474,37	17,71%
PED60 Maintenance at Victoria Bay	17 478,00	6 427,68	36,78%
PED49 Maintenance at Calitzdorp Spa	85 000,00	7 726,96	9,09%
PED48 Maintenance at Calitzdorp Spa	25 000,00	19 007,79	76,03%
PED47 Maintenance at Calitzdorp Spa	132 826,00	107 411,87	80,87%
PED46 Maintenance at Calitzdorp Spa	92 622,00	58 347,36	63,00%
PED51 Maintenance at De Hoek Resort	70 000,00	33 664,70	48,09%
PED53 Maintenance at De Hoek Resort	70 000,00	-	0,00%
PED52 Maintenance at De Hoek Resort	12 802,00	1 153,91	9,01%
PED50 Maintenance at De Hoek Resort	114 879,00	124 768,94	108,61%
COM34 Waste minimization strategy	600 000,00	144 000,00	24,00%
COM32 Awareness Campaign: Home Composting Pilot Project	30 000,00	6 000,00	20,00%
COM01 Blue Flag Beach application and operational costs	26 000,00	22 608,70	86,96%
COM07 GREF database maintenance and development	100 000,00	-	0,00%
COM15 Air Quality sampling	45 000,00	31 010,15	68,91%
COM12 Awareness raising: GRDM clean fires	58 000,00	-	0,00%
Totals:	15 915 811,00	11 038 844,80	69,36%

SECTION 13 – SECTION 11 WITHDRAWALS

 PROVINCIAL TREASURY Withdrawals from Municipal Bank Accounts In accordance with Section 11, Sub-section 1 (b) to (j) 		
NAME OF MUNICIPALITY:	GARDEN ROUTE DISTRICT MUNICIPALITY	
MUNICIPAL DEMARCATION CODE:	DC4	
QUARTER ENDED:	31-Mar-22	
MFMA section 11. (1) Only the <i>accounting officer</i> or the <i>chief financial officer</i> of a <i>municipality</i> , or any other senior financial <i>official</i> of the <i>municipality</i> acting on the written authority of the <i>accounting officer</i> may withdraw money or authorise the withdrawal of money from any of the <i>municipality's</i> bank accounts, and may do so only -	Amount	Reason for withdrawal
	(b) to defray expenditure authorised in terms of section 26(4);	none
(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);	none	
(d) in the case of a bank account opened in terms of section 12. to make payments from the account in accordance with subsection (4) of that section;	none	
(e) to pay over to a person or organ of state money received by the <i>municipality</i> on behalf of that person or organ of state, including -	none	
(i) money collected by the <i>municipality</i> on behalf of that person or organ of state by agreement; or	none	
(ii) any insurance or other payments received by the <i>municipality</i> for that person or organ of state;	none	
(f) to refund money incorrectly paid into a bank account;	none	
(g) to refund guarantees, sureties and <i>security</i> deposits;	none	
(h) for cash management and <i>investment</i> purposes in accordance with section 13;	R 102 000 000,00	Investments made for the 3rd Quarter
(i) to defray increased expenditure in terms of section 31; or		
(j) for such other purposes as may be <i>prescribed</i> .	R 111 434 114,00	Quarter 3 expenditure
(4) The <i>accounting officer</i> must within 30 days after the end of each <i>quarter</i> -	Name and Surname:	M Stratu
(a) table in the <i>municipal council</i> a consolidated report of all withdrawals made in terms of subsection (1)(b) to (j) during that <i>quarter</i> ; and	Rank/Position:	Municipal Manager
(b) submit a copy of the report to the relevant <i>provincial treasury</i> and the <i>Auditor-General</i> .	Signature:	
Tel number	Fax number	Email Address
448 031 320		geraldine@grdm.gov.za
The completed form must reach Mr Edwin Nkuna at the Provincial Treasury, Private Bag x 9165, 7 Wale Street, Cape Town, 8000, Tel: 021 483 8662, Fax 021 483 8623, Email: enkuna@pgwc.gov.za on or before the 15th of the month following the end of each quarter.		

SECTION 14 – MUNICIPAL MANAGER'S QUALITY CERTIFICATE



54 York Street,
George
Western Cape
6529

PO Box 12,
George,
Western Cape
6530

Tel: 044 803 1300
Fax: 086 555 6303
E-mail: info@gardenroute.gov.za
www.gardenroute.gov.za

OFFICE OF THE MUNICIPAL MANAGER

Enquiries: Jan-Willem De Jager
Reference: 6/1/1 – 21/22
Date: 11 April 2022

Provincial Treasury
Local Government Budget Analysis
Private Bag X9165
CAPE TOWN
8000

National Treasury
Local Government Budget Analysis
Private Bag X115
PRETORIA

Sir / Madam

QUALITY CERTIFICATE


I, MG STRATU, the accounting officer of **GARDEN ROUTE DISTRICT MUNICIPALITY (DC4)**, hereby certify that the–

- The monthly budget statement
- Quarterly report on the implementation of the budget and financial state of affairs of the municipality**
- Mid- year budget and performance assessment

for the quarter ended **31 March 2022**, has been prepared in accordance with the Municipal Finance Management Act (Act 56 of 2003) and regulations made under the Act.

Print Name MONAÉ STRATU

Accounting Officer of **GARDEN ROUTE DISTRICT MUNICIPALITY (DC4)**.

Signature 
Date 10/4/2022



PERFORMANCE MANAGEMENT

Quarter 3

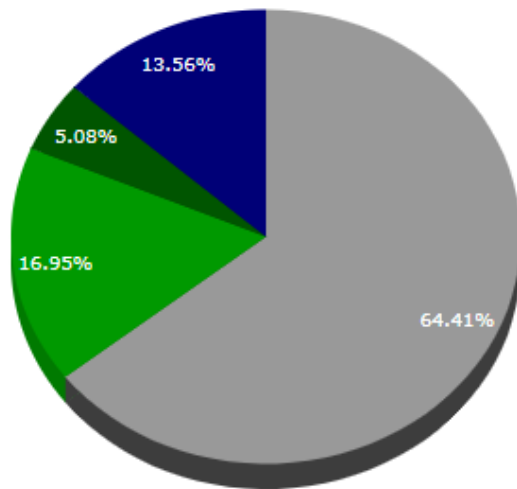
January - March 2022

Top Layer KPI Report

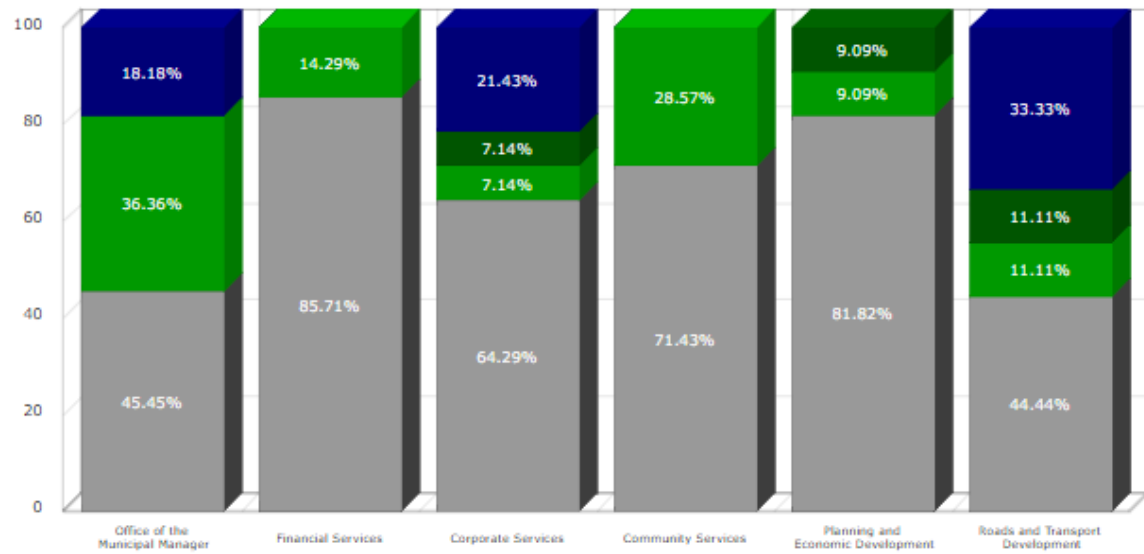
Report drawn on 13 April 2022 at 13-01

for the months of Quarter ending March 2022 to Quarter ending March 2022.

Garden Route District Municipality



Responsible Directorate



	Garden Route District Municipality	Responsible Directorate						
		Office of the Municipal Manager	Financial Services	Corporate Services	Community Services	Planning and Economic Development	Roads and Transport Development	[Unspecified]
■ Not Yet Applicable	38 (64.41%)	5 (45.45%)	6 (85.71%)	9 (64.29%)	5 (71.43%)	9 (81.82%)	4 (44.44%)	-
■ Not Met	-	-	-	-	-	-	-	-
■ Almost Met	-	-	-	-	-	-	-	-
■ Met	10 (16.95%)	4 (36.36%)	1 (14.29%)	1 (7.14%)	2 (28.57%)	1 (9.09%)	1 (11.11%)	-
■ Well Met	3 (5.08%)	-	-	1 (7.14%)	-	1 (9.09%)	1 (11.11%)	-
■ Extremely Well Met	8 (13.56%)	2 (18.18%)	-	3 (21.43%)	-	-	3 (33.33%)	-
Total:	59	11	7	14	7	11	9	-
	100%	18.64%	11.86%	23.73%	11.86%	18.64%	15.25%	-

Performance Key:

KPI not applicable = Target was already achieved in the quarters prior

KPI not Met = 0 %< = Actual/Target< = 74.9%

Almost Met = 75 %< = Actual/Target < = 99.99%

Met = 100% Actual meets Target

KPI Well Met = 100.001% < = Actual/Target < = 149.9%

KPI Extremely Well Met = 150 000 %< = Actual/Target

Annexure A

OFFICE OF THE MUNICIPAL MANAGER										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to Date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL1	Submit an OPCAR progress report to the MANCOM on a quarterly basis	Number of progress reports submitted to MANCOM on a quarterly basis	Good Governance	5	1	1	G	Not applicable	4	3
TL2	Submit the Top layer SDBIP for 2022/23 for approval by the Mayor within 14 days after the budget has been approved	Top Layer SDBIP for 2022/23 submitted to the Mayor within 14 days after the budget has been approved	Good Governance	1	N/A	N/A	N/A	Not applicable	1	N/A
TL3	Submit the draft the annual performance report for 2020/2021 to the Auditor General by 31 August 2021	Draft Annual performance report for 2020/21 submitted to the Auditor General by 31 August 2021	Good Governance	1	0	0	N/A	Not applicable	1	1
TL4	Submit a quarterly report on Individual Performance Management to MANCOM	Number of reports submitted	Good Governance	New KPI for 2021/2022	1	1	G	Not applicable	4	3
TL5	Review the organizational strategic risk register(top 10) and submit to Council by 31 May 2022	Reviewed organizational strategic risk register submitted to Council by 31 May 2022	Good Governance	1	N/A	N/A	N/A	Not applicable	1	N/A
TL6	Review the Risk based audit plan (RBAP) for 2022/23 and submit to the Audit Committee for consideration by 30 June 2022	RBAP for 2022/23 reviewed and submitted to the Audit Committee by 30 June 2022	Good Governance	1	N/A	N/A	N/A	Not applicable	1	N/A

OFFICE OF THE MUNICIPAL MANAGER										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to Date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL7	Complete 90% of the Risk Based Audit Plan (RBAP) for the 2021/22 financial year by 30 June 2022 [(Number of audits and tasks completed for the period identified in the RBAP/ Number of audits and tasks identified in the RBAP) x 100]	% of the Risk Based Audit Plan completed by 30 June 2022	Good Governance	New KPI for 2021/2022	25.00%	45.00%	B	Not applicable	95%	86%
TL8	The percentage of the municipal capital budget spent on capital projects by 30 June 2022 [(Actual amount spent on capital projects /Total amount budgeted for capital projects) x 100]	% of capital budget spent by 30 June 2022	Financial Viability	95.29%	0%	16%	B	Not applicable	90%	16%
TL9	Compile and submit the final Oversight Report for 2020/21 to Council by 31 March 2022	Final Oversight Report for 2020/21 submitted to Council by 31 March 2022	Good Governance	1	1	1	G	Not applicable	1	1
TL10	Submit the Draft Communication Transition Plan to MANCOM by 31 July 2021	Draft Communication Transition Plan submitted	Good Governance	New KPI for 2021/2022	N/A	N/A	N/A	Not applicable	1	1
TL11	Review the system of delegations and submit to Council by 28 February 2022	Reviewed systems of delegations submitted	Good Governance	New KPI for 2021/2022	1	1	G	Not applicable	1	1

COMMUNITY SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL12	Submit quarterly reports to the Community Services Portfolio Committee on the progress with regards to the Garden Route Food Pantry	Number of reports submitted	A Skilled workforce and Community	New KPI for 2021/22	1	1	G	N/A	4	3
TL13	Appoint a service provider for the design and construction of a new fire station in Mossel Bay by 31 December 2021	Service provider appointed	Health and public safety	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	1
TL14	Appoint a service provider for the building, operating and construction of a regional landfill facility in Mossel Bay by 31 December 2021	Service provider appointed	Health and public safety	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	1
TL15	Finalize the tender documents on construction tender	Tender Documentation finalized by June 2022	Health and public safety	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	N/A
TL16	Execute 2 emergency preparedness exercises and submit reports to the Portfolio Committee by 30 June 2022	Number of reports submitted by 30 June 2022	Health and public safety	New KPI for 2021/22	N/A	N/A	N/A	N/A	2	1

COMMUNITY SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL17	Execute 4 emission testing(air quality) initiatives by 30 June 2022	Number of emission testing(air quality) initiatives executed by 30 June 2022	Health and public safety	New KPI for 2021/22	1	1	G	N/A	4	6
TL18	Spend 90% of the budget for HAZMAT rescue and fire equipment by 30 June 2022[(Actual expenditure on project/Budgeted amount for project) x 100]	% of budget spent	Health and public safety	New KPI for 2021/22	N/A	N/A	N/A	N/A	90%	75%

FINANCIAL SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL19	Financial viability measured in terms of the available cash to cover fixed operating expenditure by 30 June 2022 [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft + Short Term Investment) / Monthly Fixed Operational Expenditure excluding(Depreciation, Amortization, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Number of months that available cash is sufficient to cover the monthly operating expenditure(Audit AFS)	Financial Viability	9.12	N/A	N/A	N/A	N/A	3	5.80
TL20	Submit the Long-Term Financial Plan to Council to address the financial sustainability of Garden Route District Municipality by 31 December 2021	Long Term Financial Plan submitted to Council by 31 December 2021	Financial Viability	1	1	1	N/A	N/A	1	1
TL21	Achieve a current ratio of 1.5 (Current assets : Current liabilities) by 30 June 2022	Number of times the Municipality can pay back its short term-liabilities with its short-term assets by 30 June 2022	Financial Viability	2.60	N/A	N/A	N/A	N/A	1.5	N/A

FINANCIAL SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL22	Financial viability measured in terms of the municipality's ability to meet its service debt obligations by 30 June 2022 [(Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / (Total Operating Revenue	% of debt coverage	Financial Viability	1.47%	N/A	N/A	N/A	N/A	45%	N/A
TL23	Compilation of the Annual Financial Statements (AFS) for the 2020/21 financial year and submit to the Auditor-General (AG) by 31 August 2021	Compilation and submission of the AFS to the AG by 31 August 2021	Financial Viability	1	N/A	N/A	N/A	N/A	1	1
TL24	Review the SCM Policy to consider appropriate amendments to support the EPWP mandate and submit to Council by 31 May 2022	Annual review of the SCM policy submitted to Council by May 2022	A Skilled Workforce and Communities	1	N/A	N/A	N/A	N/A	1	N/A
TL25	Compile the Mid-year Financial Statements for the 2021/22 financial year and submit to APAC by 28 February 2022	Compilation and submission of the Mid-year Financial Statements to APAC by 28 February 2022	Financial Viability	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	N/A

CORPORATE SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL26	Report quarterly to Council on the revision of the Human Resource Policies of the Organisation	Number of reports submitted to Council	Good Governance	7	1	2	B	N/A	4	4
TL27	Number of people from employment equity target groups that will be appointed in the three highest levels of management during the 2021/22 financial year in compliance with the municipality's approved employment equity plan (senior officials & managers, professionals, technicians and associate professionals)	Number of people appointed in the three highest levels of management in compliance with the municipality's approved employment equity plan (senior officials & managers, professionals, technicians and associate professionals)	A Skilled Workforce and Communities	1	N/A	N/A	N/A	N/A	1	N/A
TL28	Spend 1% of personnel budget on training by 30 June 2022 [(Actual total training expenditure/total personnel budget) x 100]	% of the personnel budget spent on training by 30 June 2022	A Skilled Workforce and Communities	2.37%	N/A	N/A	N/A	N/A	1%	N/A

CORPORATE SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL29	Limit vacancy rate to 10% of budgeted post by 30 June 2022 [(Number of funded posts vacant/number of funded posts) x 100]	% vacancy rate	A Skilled Workforce and Communities	5.96%	N/A	N/A	N/A	N/A	10%	N/A
TL30	Review the organisational structure and submit to Council by 30 June 2022	Organisational structure reviewed and submitted to Council by 30 June 2022	A Skilled Workforce and Communities	1	N/A	N/A	N/A	N/A	1	N/A
TL31	Award 18 external bursaries to qualifying candidates by 31 March 2022	Number of external bursaries awarded by March 2022	A Skilled Workforce and Communities	25	18	19	G2	N/A	18	19
TL32	Award 10 internal bursaries to qualifying candidates by 31 March 2022	Number of internal bursaries awarded by March 2022	A Skilled Workforce and Communities	22	10	10	G	N/A	10	10
TL33	Create training opportunities for EPWP appointees by 30 June 2022	Number of training opportunities created for EPWP appointees by 30 June 2022	A Skilled Workforce and Communities	93	N/A	N/A	N/A	N/A	50	N/A
TL34	Submit a quarterly report to Council on the execution of council resolutions	Number of reports submitted to Council on a quarterly basis	Good Governance	2	1	2	G2	N/A	4	3

CORPORATE SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL35	Spend 90% of the capital budget for ICT by 30 June 2022 [(Actual capital expenditure for ICT/Capital budgeted amount for ICT) x 100]	% of capital budget spent for ICT	Financial Viability	New KPI for 2021/22	N/A	55%	B	N/A	100%	101%
TL36	Develop a Deployment/Career Pathing/Staff Rationale Strategy and submit to Council by 30 June 2022	Deployment/Career Pathing/Staff Rationale Strategy submitted	A Skilled Workforce and Communities	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	N/A
TL37	Capture 95% of permanent employee records on the Electronic Records System by 31 December 2021 [(Number of permanent employee records captured on the Electronic Records System / Number of permanent employees) x 100]	% of permanent employees captured on the Electronic Records Systems	A Skilled Workforce and Communities	New KPI for 2021/22	N/A	N/A	N/A	N/A	95%	100%
TL38	Develop a Gender Mainstreaming Action Plan and submit to Council by 30 June 2022	Number of actions plans submitted	A Skilled Workforce and Communities	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	N/A

CORPORATE SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL39	Submission of the GRSM Skills Mecca Implementation Plan to Council for approval	Implementation Plan submitted to Council for approval by 30 August 2021	A Skilled Workforce and Communities	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	1

PLANNING AND ECONOMIC DEVELOPMENT										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL40	Create job opportunities through the Expanded Public Works Programme (EPWP) for the organization by 30 June 2022	Number of job opportunities created through the Expanded Public Works Programme (EPWP) by 30 June 2022	Grow an Inclusive District Economy	325	100	132	B	N/A	297	404
TL41	Compile and submit the Final Annual Report 2020/21 to Council by 31 December 2021	Final Annual Report for 2020/21 submitted to Council by 31 December 2021	Good Governance	1	N/A	N/A	N/A	N/A	1	1
TL42	Submit an integrated progress report on the implementation of the Growth and Development Strategy to Council by 30 June 2022	Number of integrated progress reports submitted	Grow an Inclusive District Economy	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	N/A
TL43	Sign a Service Level Agreement with WESGRO Investment Promotion Unit to market the Garden Route Investment Prospectus by 30 November 2021	Signed Service Level Agreement	Grow an Inclusive District Economy	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	1
TL44	Sign a Service Level Agreement (SLA) with the Garden Route Film Commission by 30 November 2021	Signed Service Level Agreement	Grow an Inclusive District Economy	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	1

PLANNING AND ECONOMIC DEVELOPMENT										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL45	Review and align the Integrated Human Settlements Strategic Plan and submit to Council by 31 December 2021	The Integrated Human Settlements Strategic Plan submitted	Good Governance	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	1
TL46	Submit a Project Initiation Document (PID) on the conceptual development framework and business plan for Social Housing and Finance Linked Individual Subsidy Programme (FLISP) to Council by 31 March 2022	Number of PID's submitted	Good Governance	New KPI for 2021/22	2	2	G	N/A	2	2
TL47	Complete and submit an application for "Accreditation Level 1" to Provincial Government by 30 June 2022	Application for "Accreditation Level 1" submitted	Good Governance	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	N/A
TL48	Develop and submit the new Integrated Development Plan (IDP) for the 2022-2027 period to Council by 31 May 2022	IDP submitted	Good Governance	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	N/A
TL49	Install a solar energy powered system in at least one of the Municipal Properties by 30 June 2022	Solar energy powered system installed	Promote sustainable environmental management and public safety	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	N/A
TL50	Submit a Turnaround Strategy for Municipal Resorts to Council by 31 December 2021	Turnaround Strategy for Municipal Resorts submitted	Good Governance	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	1

ROADS AND TRANSPORT SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL51	Job creation through the Roads Services by June 2022	Number of Jobs created by 30 June 2022	A Skilled Workforce and Communities	75	N/A	98	B	N/A	50	173
TL52	Spent 95% of the roads budget allocation by 30 June 2022 (Actual expenditure divided by approved allocation received)	% of the roads spent by 30 June 2022	Financial Viability	82%	95%	99.94%	B	N/A	95%	99.94%
TL53	Reseal 27.84 km of roads by 30 June 2022	Number of km's of roads resealed	Bulk Infrastructure and Co-ordination	32.06	13	34.58	B	N/A	27.84	34.58
TL54	Regravel 15.72 km of roads by 30 June 2022	Number of km's of roads regravelled by 30 June 2022	Bulk Infrastructure and Co-ordination	26.31	N/A	N/A	N/A	N/A	15.72	3.57
TL55	Compile a business plan for the Rural Road Asset Management Systems (RRAMS) and submit to MANCOM by 30 June 2022	RRAMS business plan compiled and submit to MANCOM by 30 June 2022	Bulk Infrastructure and Co-ordination	1	N/A	N/A	N/A	N/A	1	N/A
TL56	Develop a complaints management system by 31 December 2021	Complaints management system developed	Good Governance	New KPI for 2021/22	N/A	N/A	N/A	N/A	1	1
TL57	Submit a quarterly consolidated report on the progress of all projects to MANCOM	Number of reports submitted to MANCOM	Good Governance	New KPI for 2021/22	1	1	G	N/A	4	2

ROADS AND TRANSPORT SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2022				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL58	Submit a bi-annual report to Council on the replacement value of fleet vehicles	Number of reports submitted	Good Governance	2	N/A	N/A	N/A	N/A	2	1
TL59	Submit a quarterly progress report to MANCOM on issues raised in the "Roads to Recover Report"	Number of progress reports submitted	Good Governance	New KPI for 2021/22	1	3	B	N/A	4	3

[BACK TO AGENDA](#)

DISTRICT COUNCIL

26 APRIL 2022

1. **DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 MARCH 2022 TO 31 MARCH 2022 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 MAART 2022 TO 31 MAART 2022 / INGXELO YOTYESHELO:UKUMISERLWA KOMGAQO WOLAWULO LWENCITHO KWIXESHA LOMHLA 01 KWEYOKWINDLA 2022 UKUYA 31 KWEYOKWINDLA 2022**

EXECUTIVE MANAGER FINANCIAL SERVICES: J-W DE JAGER (1965935)

2. **PURPOSE**

To inform the Council of the deviations approved for the period 1 March 2022 to 31 March 2022.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The accounting officer must record the reasons for any deviations in terms of sub-regulation (1) (a) & (b) and report them to the next meeting of council. The report is for the month of March 2022.

5. **RECOMMENDATIONS**

1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 March 2022 to 31 March 2022, be noted.
2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.

AANBEVELINGS

1. *Dat die kennis geneem word van die implementering van Artikel 36 van die Voorsieningskanaal beleid in terme van die afwykings vir die periode van 1 Maart 2022 to 31 Maart 2022.*
2. *Dat kennis geneem word dat in terme van Artikel 114 van die Munisipale Finansiële Bestuurswet, Wet 56 van 2003, daar geen goedkeuring was van tenders wat toegeken is in die normale implementering van die Voorsieningskanaalbeleid van die munisipaliteit nie*

IZINDULULO

1. *Sesokuba ukumiselwa komhlathi 36 woMgaqo Wolawulo Lwencitho yoMasiapala ngokwemimiselo yezotyeshelo kwixesha lomhla 01 ngeyoKwindla 2022 ukuya 31 ngeyoKwindla 2022, kuthathelwe ingqalelo.*
2. *Sesokuba kuthathelwe ingqalelo ngokwemimiselo yoMhlathi 114 woMthetho Wolawulo Lwemali zoMasipala, uMthetho 56 wango 2003, akukhange kubekho ziniki maxabiso ezingandululwanga kwinkqubo eqhelekileyo yokumiselwa uMgawo Wolawulo Lwezencitho zomasipala.*

6. DISCUSSION / CONTENTS

6.1 Background

Section 36 of the Municipal Supply Chain Regulation states:

*A supply chain management policy may allow the accounting officer –
To dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –
In an emergency
If such goods or services are produced or available from a single provider only;
For the acquisition of special of special works of art or historical objects where specifications are difficult to compile;
Acquisition of animals for zoos; or*

In any other exceptional case where it is impractical or impossible to follow the official procurement processes;

To ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

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

6.2 Discussion

Section 114 of the Municipal Finance Management Act, Act 56 of 2003 states:

If a tender other than the one recommended in the normal course of implementing the supply chain management policy of a municipality or municipal entity is approved, the accounting officer of the municipality or municipal entity must, in writing, notify the Auditor General, the relevant provincial treasury and the National Treasury and, in the case of a municipal entity, also the parent municipality, of the reasons for deviating from such recommendation.

Subsection (1) does not apply if a different tender was approved in order to rectify an irregularity.

6.3 Financial Implications

The total deviations for the period 1 March 2022 to 31 March 2022 amounts to **R 101 495.53** Refer to **Annexure A**

6.4 Legal Implications

None

Main Expenditure for Deviation in March 2022

None

Trend Analysis Based on Successive Month to Month Comparison

APPROVED DEVIATIONS			
DEVIATIONS AS PER SECTION 36 OF THE SCM REGULATIONS			
Feb-22		Mar-22	
Department	Amount	Department	Amount
Community Services	37 882.62	Community Services	17 513.43
Corporate Services	8 968.07	Corporate Services	0.00
Financial Services	0.00	Financial Services	23 220.56
Office of the MM	28 247.52	Office of the MM	0.00
Planning and Economic Development	1 095.23	Planning and Economic Development	1 989.16
Roads and Transport Planning Services	131 010.21	Roads and Transport Planning Services	58 644.12
Total Deviations	207 203.65	Total Deviations	101 495.53

6.5 Staff Implications

None, failure to report to council will result in non compliance.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

None

Mar-22

APPROVED DEVIATIONS

Community Services

Item No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
1	1921978	Deak Rubber Treads	2022-03-08	Emergency	Vehicle tyres got damaged whilst at an Emergency Incident in the Hessequa Municipal Area and urgently needed to be repaired and replaced.	2022-03-15	1 312,00	E0003371
2	1929359	Janken Auto Spares	2022-03-14	Emergency	Call out from George to Albertina to tow vehicle back to George Fire Station. The vehicle broke down whilst responding to a fire in Albertina.	2022-03-16	3 148,70	E0003400
3	1904014	Working On Fire	2022-02-24	Emergency	Recce flight at the Kammanasie fire on the 24th of January 2022.	2022-03-11	4 888,88	E0003311
4	1947560	Working On Fire	2022-03-23	Emergency	Fire emergency in Albertinia, Working on Fire Ground Crews was called out to help assist with the fire 6th and 7th of march.	2022-03-31	1 631,85	E0003608
5	1902972	Half Way Toyota	2022-02-23	Impractical Procurement Process	Additional labour required on approved strip and quote order. Impractical to obtain quotations for additional work.	2022-03-07	2 696,75	E0003241
7	1894828	Van Dyk en Seuns	2022-02-16	Impractical Procurement Process	Repairs on vehicle urgently needed for firefighting response.	2022-03-01	3 835,25	E0003187

Financial Services

Item No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
8	1929583	Wearcheck SA	2022-03-17	Impractical Procurement Process	Provincial Government prescribes the use of Wearcheck for this service in conjunction with the Roads agency function.	2022-03-29	18 762,25	E0003590
9	1914416	Bradian Logistics Solutions	2022-03-03	Impractical Procurement Process	GRDM's telecommunications contract is with Telkom Mobile. Telkom outsourced the repair of the device to Bradian.	2022-03-08	4 458,31	Direct Payment

Planning and Economic Development Services								
Item No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
10	1922089	National Auto Glass	2022-03-08	Emergency	Emergency repair of broken window at resort that was fully booked at the time of the incident.	2022-03-11	1 989,16	E0003336
Roads and Transport Planning Services								
Item No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
13	1932396	ELB Equipment	2022-03-17	Impractical Procurement Process	ELB Equipment / first service 250 hrs / under warranty til 2000hrs.	2022-03-28	23 790,28	E0003609
14	1949178	Bidvest Steiner	2022-03-24	Impractical Procurement Process	Covid has caused additional requirements from Steiner under the hygiene contract. Process of getting appropriate contract in place is in progress. Deviation necessitated in the interim to ensure compliance to OHS Act.	2022-03-25	6 866,74	E0003519
15	1948517	Small Elektries	2022-03-23	Impractical Procurement Process	Additional work required on approved order for repair of security lights. Impractical to obtain quotations for additional work.	2022-03-29	4 500,00	E0003563
16	1921563	Air Liquid	2022-03-08	Impractical Procurement Process	Gas required at workshop. Multiple tender processes failed in past due to prices not being market-related. New tender will serve at BAC in April 2022 to get appropriate contract in place.	2022-03-14	2 957,70	E0003334
17	1911664	SA Labour Guide	2022-03-01	Impractical Procurement Process	Training course attended from SA Labour guide on managing governmental poor performance based on presentation on new Staff Regulations	2022-03-15	4 300,00	E0003375
18	1929581	Bell Equipments	2022-03-14	Single Supplier	Machine under warranty with Bell Equipments	2022-03-15	7 058,93	E0003372
19	1910234	Bidvest Steiner	2022-02-28	Single Supplier	Covid has caused additional requirements from Steiner under the hygiene contract. Process of getting appropriate contract in place is in progress. Deviation necessitated in the interim to ensure compliance to OHS Act.	2022-03-01	6 866,74	E0003151
20	1914722	Bradian Logistics Solutions	2022-03-03	Impractical Procurement Process	GRDM's telecommunications contract is with Telkom Mobile. Telkom outsourced the repair of the device to Bradian.	2022-03-04	2 431,99	Direct Payment
TOTAL							101 495.53	

[BACK TO AGENDA](#)

- 1. REPORT ON THE TERMS OF REFERENCES FOR THE EDUCATION, TRAINING AND DEVELOPMENT COMMITTEE /*VERSLAG RAKENDE DIE TERME VAN VERWYSSINGS RAAMWERK VIR DIE ONDERRIG, OPLEIDINGS-EN ONTWIKKELINGSKOMITEE /* INGXELO NGEMITHETHO NGQALISELO YEKOMITI YEZEMFUNDO UQEESGO NOPHUHLISO**
11 APRIL 2022

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES (B. HOLTZHAUSEN)

- 2. PURPOSE OF THE REPORT**

The purpose of this report is to present the Terms of References for the Education, Training and Development Committee for revision and approval at Council.

- 3. DELEGATED AUTHORITY**

Council

- 4. EXECUTIVE SUMMARY**

To propose possible amendments to the existing Terms of References of the Committees for the new terms of Committees.

- 5. RECOMMENDATION**

That the Terms of References of the Education, Training and Development Committee, be submitted to Council for approval.

AANBEVELING

Dat die Terme van Verwysingsraamwerk vir die Onderrig, Opleidings-en Ontwikkelingskomitee by die Raad aanbeveel word vir goedkeuring.

ISINDULULO

Sesokuba iMithetho Gqaliselo yeKomiti Yezemfundo, uQeqesho Nophuhliso inikezelwe kwiBhunga ukuze iphunyezwe.

6. BACKGROUND / DISCUSSION

6.1 BACKGROUND

The Terms of Reference were discussed at the Committee meetings that took place on 23 March 2022 and changes were made to the respective Terms of Reference. The changes has been highlighted for easy reference.

6.2 DISCUSSION

Attached find the Terms of Reference for the Education, Training and Development for final approval.

6.3 FINANCIAL IMPLICATIONS

None

6.4 RELEVANT LEGISLATIONS

Local Government: Municipal Structures Act 117 of 1998

6.5 STAFF IMPLICATIONS

None

6.6 Linkage to Strategic Objective(s)

Good Governance.

6.7 Previous / Relevant Council Resolutions

There are no previous or relevant Council resolutions related to this matter.

6.8 Risk Implications

A decision not to implement may affect the functioning of committees.

**TERMS OF REFERENCE
OF THE
GARDEN ROUTE EDUCATION TRAINING AND DEVELOPMENT COMMITTEE**

PREAMBLE:

Education and Training underpins the success of the Garden Route Municipality to provide efficient and effective service delivery to its community through a competent workforce. A formal structure is hereby established **in terms of the Skills Development Act 97 of 1998 read with section 79 of the Local Government Municipal Structures Act 117 of 1998** to accomplish the municipality's vision and mission and to encourage a culture of life-long learning within the organization.

1. NAME OF COMMITTEE

Education, Training and Development Committee.

2. PARTIES

The parties to the Committee will be representatives from organised labour (SAMWU and IMATU) and the Employer.

3. PURPOSE

This Committee is constituted in terms of Skills Development Act (Act 97 of 1998).

To realize the objectives of the Skills Development Act (Act 97 of 1998) and ensure consultation between the parties in developing and implementing the Workplace Skills Plan.

That the Workplace Skills Plan will be developed in line with the Integrated Development Plan (IDP) and the approved budget.

To develop the skills of the Garden Route DM workforce:

to improve the quality of life of workers, their prospects of work and labour mobility.
to improve productivity in the workplace and the competitiveness of employers.
to promote self-employment; and
to improve the skills of employees to enhance the delivery of municipal services.

To increase the levels of investment in education and training in the Garden Route Municipality and to improve the return on that investment.

To encourage the Garden Route DM employers -

to use the workplace as an active learning environment.
 to provide employees with the opportunities to acquire new skills.
 to provide opportunities for new entrants to the labour market to gain work experience; and
 to employ persons who find it difficult to be employed.

To encourage workers to participate in learning programmes.

To improve the employment prospects of persons historically disadvantaged and to redress those disadvantages through training and education; e.g. EPWP; CDWP Programmes, Learnerships etc.

To ensure the quality of learning in the workplace;

To make provision for employee participation in the development and implementation of the workplace skills plan.

To ensure that the interests of all employees are accounted for irrespective of their affiliations/non-affiliations to organizations/unions.

To ensure that the feedback received from the LGSETA and any audit findings are considered and implemented.

4. LEGISLATIVE FRAMEWORK

The following pieces of legislation will govern the Terms of Reference:

Skills Development Act 81 of 1998;

Skills Development Levy Act 28 of 1999;

SAQA Act 58 of 1995;

SAQA proposed Principles of Articulation;

NQF Act 67 of 2008;

The White Paper for Post-School Education and Training (WP): Building an expanded effective and integrated post-school system;

The Draft Research report on Workplace-based learning;

The National Development Plan (NDP);

The Integrated Development Plan (IDP) for Garden Route Municipality;

5. FUNCTIONS AND POWERS

The Committee has a right to receive all training related reports, provide inputs and make recommendations to other committees/ forums and Council on its scope of work.

To ensure compliance by promoting the objectives of the National Qualification Framework (NQF Framework).

Evaluate and monitor the progress of the Workplace Skills Plan (WSP) and ensuring that all training initiatives comply with the signed Workplace Skills Plan (WSP) and departmental training plans.

Prioritize the training needs of the municipality in line with the strategic objectives of the municipality, the Sector Skills plan, the Integrated Development Plan, the Employment Equity Plan and the National Skills Development Strategy.

Ensure implementation of action plans of the findings of the LGSETA Audits or any other audits in relation to training & development.

The committee ensures the implementation of action plans of the findings of the audit done by the LGSETA.

To approve the process plans for the development of the Workplace Skills Plan.

To approve the Workplace Skills Plan (WSP).

To ensure compliance from all role players with the approved Workplace Skills Plan.

The Committee will evaluate, consider and monitor all skills development / training initiatives.

To make recommendations on internal bursary applications for approval to the Municipal Manager

To make recommendation on external bursary application for approval to the Executive Mayor

This Committee will submit reports, and make recommendations to Council on issues not within the scope of the Committee.

7. **Composition**

Representatives

Employer

Five (5) councillors appointed by Council
The Executive Manager Corporate & Strategic Services,

SAMWU

Three (3) representatives) if agreed by the respective Unions.

IMATU

Three(3) representatives if agreed by the respective Unions.

Ex officio members

Executive Manager: Corporate Services

Manager Human Resources

Primary Skills Development Facilitator / Coordinator Skills Development

Secondary Skills Development Facilitator / Training Officer

Executive Managers may attend meetings of the Committee if and when requested.

Chairperson

The election of the Chairperson will be done by Council for the term.

In the absence of the Chairperson, one committee member elected by the committee members present, shall act as Chairperson.

If parties of the committee are dissatisfied with the Chairperson, the committee will be allowed to request, in writing, that the Chairperson be replaced by Council.

7.3 Quorums

7.3.1 A quorum for the Education, Training and Development Committee meetings will be 50% plus 1 (one), when at least one of each of the following representatives are present: Councilors, SAMWU and IMATU

7.3.1 If no quorum, a second meeting shall be convened, and any number of members present at the second meeting shall constitute a quorum.

Frequencies of meetings

Meet at least bi-monthly (every second month).

Ordinary meetings shall be convened within a period of five (5) working days and special meetings may be convened, where necessary within a period of 48 hours.

7.5 Agenda's

Agenda's will be delivered at least five (5) working days before meeting.

Items from the representatives must reach the Chairperson or Executive Manager of Corporate Services at least ten (10) prior the meeting.

8. NON-AGREEMENT SETTLEMENT PROCEDURE

Where the parties do not agree a consultative process will be followed within seven (7) days.

Where non-agreement arises, item(s) will be referred to next meeting.

If not resolved, the Speaker will be requested to facilitate discussion between parties

If item(s) remains unresolved after facilitation by Speaker, it will be referred to Council for decision.

9. REVIEW

Any amendment to this agreement must be in writing and signed and approved by all parties.

This Terms of Reference are subject to the approval of Council.

We hereby accept this agreement and commit to adhere to the stipulations as set out in the document. This document will be subject to annual review.

Signed on this the _____ day of _____ at _____

Chairperson: _____

Committee Members:

Employer

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Unions

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

BACK TO AGENDA

DISTRICT COUNCIL

26 APRIL 2022

1. **REPORT ON THE MUNICIPAL STAFF REGULATIONS 20 SEPTEMBER 2022/ VERSLAG RAKENDE DIE MUNISIPALE PERSONEELREGULASIES 20 SEPTEMBER 2022/ INGXELO MALUNGA NEMIGAQO YABASEBENZI KOOMASIPALA 20 SEPTEMBER 2022**

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN): MANAGER: HUMAN RESOURCES (NU KLAAS)

2. **PURPOSE**

To inform Council of the Municipal Staff Regulations promulgated in September 2021 with implementation date 1 July 2022 and the progress made.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The staff regulations are an embodiment of operational rules and regulations meant to guide the performance of employees in the local government service and to set uniform standards across the Municipalities. The Municipality must establish staff readiness by means of aligning the current policies, SOP's, frameworks, and organisational structure to the current Municipal Staff Regulations. The Staff Regulations was promulgated on 20 September 2021 and need to fully implement by 1 July 2022.

5. **RECOMMENDATION**

That Council notes the report on the Municipal Staff Regulations as promulgated in September 2021 with implementation date 1 July 2022 and the progress made until 31 March 2022.

AANBEVELING

Dat die Raad kennis neem van die verslag oor die Munisipale Personeelregulasies soos afgekondig September 2021 vir implementering 1 Julie 2022 en die vordering wat gemaak is tot 30 Maart 2022.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo ingxelo malunga neMigaqo yaBasebenzi kooMasipala

6 DISCUSSION / CONTENT

6.1 Discussion

Despite such evidence of progress, a diagnostic report on the performance of municipalities conducted in 2014 revealed that some municipalities are still experiencing governance and institutional challenges in meeting their obligations.

The Municipal Staff Regulations clearly states out the chapters that must be followed by Municipalities, the focus areas for the Garden Route District Municipality will be: (Summary of Staff Regulations Attached as **Annexure A**)

Chapter 2 Staff establishment, job description and job evaluation

Chapter 3 Recruitment, selection, and appointment of staff

Chapter 4 Performance management and development system

Chapter 5 Skills development

Chapter 6 Dispute resolution

Chapter 7 Disciplinary code and procedures

Chapter 8 Remuneration related matters

Most of the processes in the municipality already align to these regulations as they have already been implemented or put in place. The HR Section is the custodian of the process although it impacts on the municipality's operations overall.

The Human Resource section needs to coordinate the implementation of the Staff Regulations with specific focus on amending the Staff establishment, policies, Standard Operating Procedures, and any other requirements as set out in the Regulations.

A presentation on the Staff Regulations and a broad action plan have been compiled and submitted to Mancom in March 2022 and a more detailed plan was introduced on the BarnOwl system to track progress. The plan will also indicate the responsible official for the actions, timeframes, and specific outputs to be evaluated and monitored. The process must be completed by 1 July 2022.

The Mancom report with a presentation and a broad action plan is attached as **Annexure B**.

Consultations still needs to be done with the unions on the Staff Regulations and a report need to be submitted to the relevant platforms for information and discussion.

6.3 FINANCIAL IMPLICATIONS

The regulations may affect the budget through the Job Evaluation process and other actions that need to be implemented.

6.4 RELEVANT LEGISLATION

Government Gazette 20 September 2021 (Local Government: Staff Regulations)

Constitution of the Republic of South Africa, 1996 national and provincial government, by legislative and other measures to support and strengthen the capacity of municipalities to perform their functions [s154(1)]

Municipal Systems Act, 2000 Local Public Administration and Human Resource (Chapter 7)

6.4 Staff Implications

Staff may be implicated through staff establishment; job description review and job evaluation

6.5 Previous / Relevant Council Resolutions:

None.

6.6 Risk Implications

Non-adherence to the implementation of the Staff Regulations can result in negative audit opinion from the Auditor General and non-compliance with Legislation which can negatively impact on the reputation and operations of the GRDM municipality.

Annexure: A

Presentation on the staff Regulations

Annexure B

Report submitted to Mancom with Implementation Plan

Annexure: C

Municipal staff regulations - Government Gazette 20 September 2021

STRATEGIC PLANNING SESSION – CORPRATE SERVICES

08 FEBERUARY 2021



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**Garden Route District Municipality,
the leading, enabling and inclusive
district, characterised by equitable and
sustainable development, high quality
of life and equal opportunities for all.**

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Outline of Presentation

1. Purpose
2. Overview
3. Scope
4. Chapter 2 – Staff Establishment
5. Chapter 3 – Recruitment and Selection
6. Chapter 4 – Performance Management and Development System
7. Chapter 5 – Skills Development
8. Chapter 5,7 &8



PURPOSE

- To provide the policy and legislative context of the Regulations;
- To provide an overview aimed at facilitating the application of the Regulations; and
- To outline the legal obligations of municipalities of the Regulations.
- To outline implementation support.

REGULATION OVERVIEW

- ❑ The Minister promulgated the Local Government: Municipal Staff Regulations –GNR 890 as published in GG No. 45181 of 20 September 2020.
- ❑ The Regulations are organised into the chapters as outlined below:
 - Chapter 1: Interpretation and application.
 - Chapter 2: Staff establishment, job description and job evaluation.
 - Chapter 3: Recruitment, selection and appointment of staff.
 - Chapter 4: Performance management and development system.
 - Chapter 5: Skills development.
 - Chapter 6: Dispute resolution.
 - Chapter 7: Disciplinary code and procedures.
 - Chapter 8: Remuneration related matters.
 - Chapter 9: General (transitional arrangements, repeal and short title).

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SCOPE

- **Scope of application** - Unless specified otherwise, these regulations apply to all municipalities and municipal staff below management echelon (**exclude: senior managers and EPWP**).
- The Minister may, by notice in the *Gazette*, **extend** the application of these Regulations **to a municipal entity**.
- **Guidelines** - Warrants that the regulations be interpreted together with the accompanying **guidelines**.

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CHAPTER 2 – STAFF ESTABLISHMENT

- ❑ The powers to review staff establishment vests with council.
- ❑ The Regulations **mandates** every municipality to **develop an HR Plan**.
- ❑ Sets out **organisational design metrics** and guiding principles for the design of the service delivery model, functional operating model and staff establishment **in sync with the MFMA ratio of 25% - 40%**.

Dimension	CategoryA	CategoryB	CategoryC
Structural layers	① Six to Seven (6-7) layers	① Five to Seven (5-7) layers.	① Five to Six (5-6) layers.
Structural shape	① Strategic 0.2 - 1%	① Strategic 1%	① Strategic 1%
	① Managerial/Specialist 1 - 20%	① Managerial/Specialist 1% - 15%	① Managerial 5% - 15%
	① Operational 80 - 90%	① Operational 85% - 95%	① Specialist 30% - 55% ① Operational 15% - 30%
Span of control	① Municipal Manager: 7 - 8	① Municipal Manager: 6 - 8	① Municipal Manager: 6 - 8
	① Directors 6 - 7	① Directors 5 - 7	① Directors 5 - 6
	① Divisional Managers 5 - 6	① Divisional Managers 5 - 6	① Divisional Managers 4 - 5
	① Managers 5 - 6 ① Supervisors 9 - 15	① Managers 5 - 6 ① Supervisors 9 - 15	① Managers 4 - 5 ① Supervisors 9 - 12
Core to support employee ratio	① Core to support employee ratio of 70:30		
	① The ratio is based on actual headcount and not number of roles		

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STAFF ESTABLISHMENT

- A municipal manager must review its staff establishment under the following conditions:
 - **after election of a new council;**
 - **adoption of a municipal IDP;** or
 - **when there are changes to the boundaries** of a municipality or its functions
- ❑ Draft staff establishment must be reviewed in consultation with recognised trade unions within the local labour forum.
- The municipal council must approve the staff establishment **only AFTER consultation with the MEC** for local government
- Submission to MEC 14 days after council approval (approval is for submission)
- MEC to provide comments within 30 days
- Final adoption by council (must consider MEC comments)

CHAPTER 3 – RECRUITMENT AND SELECTION

- ❑ The **recruitment, selection and appointment of a staff member** to a post on the staff establishment **must**—
 - **comply with the requirements of the municipality’s employment equity policy and plan:** Provided that if a municipality is unable to adhere to the employment equity plan due to specialised scarce skills required for a specific post, the municipality must record reasons for deviation from the policy;
 - **use objective competencies** specified in the Regulations; and
 - **be filled through advertising** in accordance with regulation 14.
- ❑ Every municipality must **fill all funded vacant posts** on the staff establishment **within six months of a funded post becoming vacant.**
- ❑ Only **SA citizen or foreign national with a valid work permit** who meet **the relevant competencies, qualifications and experience** may be employed in a municipality.

Advertising of vacant post

- ❑ The municipality **must advertise a post after the approval** has been obtained.
- ❑ The adverts must specify **the relevant competencies** as prescribed
- ❑ A funded vacant post **may be advertised within the municipality, locally or nationwide**
- ❑ All applications for employment must be made on the **prescribed application form**
- ❑ Any **misrepresentation or failure to disclose material information** and the application form, **is a breach of the Code of Conduct** for Municipal Staff.
- ❑ The **selection panel** for a post **must remain the same at all times**
- ❑ **the recommended candidates** **meets the prescribed requirements.**
- ❑ Municipalities are required to conduct reference checks and personal credential (**current or previous employer, qualifications, previous misconduct or poor performance, etc.**)

Political Appointments

- A **person appointed to support the office of a public office bearer must either be—**
 - **seconded** from a post on that municipality's approved staff establishment or another municipality's staff establishment; or
 - **appointed on a fixed-term contract of employment linked to the term of office of the public office bearer (NOT TERM OF COUNCIL).**
- The **duration** of the secondment or fixed-term employment contract, **may not be longer than 30 days after the public office bearer vacates office**
- **Prescribed number of officials**
- **May not be subjected to Competencies on the Regs**

Re-employment and Acting

- Before a municipality appoints a candidate, it must confirm the declaration of integrity from the prescribed application form.
- Any **person who was found guilty of misconduct may not be employed in a municipality for a prescribed period.**

Acting

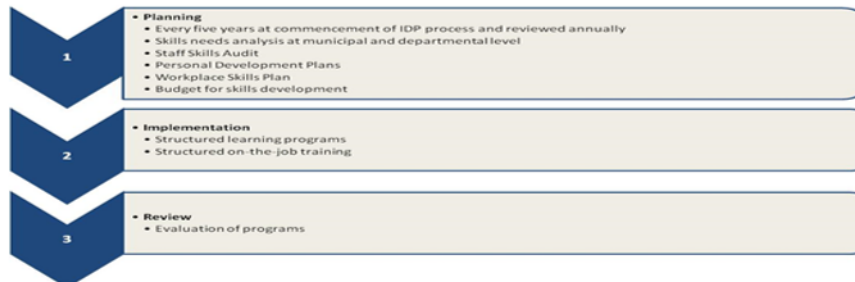
- A person acting in a higher post **has no right or expectation to be appointed to that post.**
- A staff member **may only act in a post that is equivalent to or one level higher** than the post that the staff member ordinarily occupies
- The **performance** of a staff member appointed to act in a post **must be assessed** in terms of these Regulations

CHAPTER 4 PERFORMANCE MANAGEMENT AND DEVELOPEMNT SYSTEM

- ❑ The Regulations cascade PMDS from senior managers to staff below.
- ❑ **Objectives:** Promote a culture of performance and accountability
- ❑ To identify development needs of staff
- ❑ Every **municipality must adopt a PMDS** that complies with the provisions of this regulations.
- ❑ Establishment of a **team-based performance management** – for specific group/s.
- ❑ A PDMS policy to provide for **dispute resolution processes** .
- ❑ **Mandatory for every staff member** to participate in the overall PMDS of the municipality.
- ❑ Mandatory **Annual Performance Agreement** .
- ❑ PMDS governance structure/s - **Moderation Committees**.
- ❑ **Recognition of outstanding performance** .
- ❑ Procedures to address **sub-standard performance** and sets out the roles, responsibilities and obligations of the respective role players.
- ❑ Guidelines for **staff acting in senior positions**

CHAPTER 5 – SKILLS DEVELOPMENT

- o **Part A** sets out the principles for skills development.
- o **Part B** stipulates the skills development process:



- o **Part C** stipulates the roles and responsibilities of the various role players in the implementation of the skills development process
- o **Part D** defines the process to be followed in reviewing the skills development process
- o **Part E** deals with the payment for training of municipal staff.

SKILLS DEVELOPMENT

- All municipalities are mandated to –
 - conduct skills audit based on the prescribe on the competency framework;
 - identify competency gaps; and
 - train staff that have competency gaps.

Conclusion

- **Competency Framework** – Compliance is mandatory
- **Non-compliant appointments *null and void***
- **– Consequence**
- **Effective date 1 July 2022**

The below Proposed Implementation Action Plan is drafted to assist the Municipality on key matters as stipulated by Regulation 890&891. The Proposed Implementation Action Plan should always be read in conjunction to the Regulation.

STAFF REGULATIONS 890 and 891 PROPOSED ACTION PLAN

FOCUS AREA	ACTION	SUB ACTIONS	TIMEFRAME	CHAMPION
The Regulation	Conduct awareness / Change Management (Council and Senior Management)	Awareness should be conducted throughout the organisation as well as with Council regarding the stipulations of the Regulation and key role-players	21-02-2022	HR Manager, Strategic Manager and - Director CorporateServices
	Situational Analysis	Evaluating the current strengths, weakness and identifying the gaps	18-02-2022	HR Practitioners, HR Manager, Strategic Manager and - Director CorporateServices
	Develop a Human Resources Strategy	Ensure alignment to IDP; Budget; Spatial Development Framework; Employment Equity; Workplace Skills Plan	24-02-2022	HR; Senior Managers
	Establish an IPMS implementation team	Key staff that will impact the rollout the physical implementation process	03-03-2022	HR; PMS Senior Managers

FOCUS AREA	ACTION	SUB ACTIONS	TIMEFRAME	CHAMPION
	Develop an implementation plan based on Strategy	Ensure key deadlines; actions are met	17-03-2022	HR; PMS Senior Managers
Chapter 2 Staff Establishment Job Descriptions and Job Evaluations	Review of Organogram	Current positions vs Vacant positions and identify the gaps	After 30 June	Senior Management Team; HR
		Staff establishment be reviewed within 12 months from elections/ new IDP	After 30 June	
		Within 30 days after LLF reported to Council	After 30 June	
		Within 14 days to MEC after Council approved	After 30 June	
		30 Days after council approval the MEC submit to Minister	After 30 June	

FOCUS AREA	ACTION	SUB ACTIONS	TIMEFRAME	CHAMPION
	Review / Develop Policies	Recruitment and Selection; Retention; Induction; Scares Skills; Succession Planning; Exit Management; Talent Management and Retention Framework; Training, Development and Education;TASK Job Evaluation; Acting; Mentoring and Coaching Policy; etc.	Unions (Date to be confirmed) Restructuring Committee (Date to be confirmed. LLF (Date to be confirmed Council Policy Workshop (Date to be confirmed ASAP (for approval before 30 June)	HR Practitioner & HR Manager
	Development or Review SOP's	Develop/ Review SOP's to ensure a documented process (Recruitment, Retention, Employment Equity and Skills Development, all HR related matters)	ASAP	HR Practitioners ; Senior Managers

	Review of the current Job Descriptions (JD's)	Determining/ Alignment to KPA's; Format; Included and assign competencies and level as prescribed by the Regulation	ASAP	HR; PMS; Senior Managers
	Determination of JD's for all	Ensuring all funded filled and funded vacant posts have approved JD's	ASAP	HR; Senior Managers

FOCUS AREA	ACTION	SUB ACTIONS	TIMEFRAME	CHAMPION
	Evaluate JD's	Must be evaluated within 6months of any major changes	ASAP	HR
	Develop SOP for review of JD process	Process to be followed mustbe documented	ASAP	HR
	"If applicable" TASK Evaluation Policy be reviewed to be in line withRegulation	Ensure alignment between the Staffing Regulation and weighting of the current system (by SALGA/ municipalities to provide inputs if applicable)		HR; Senior Managers
Chapter 3 Recruitment, Selection and Appointment of Staff	Develop a Strategy for Recruitment and Selection	Fill vacant positions; fill funded vacancies within 6months, decrease turnaround time	Before 30 June	HR; Senior Managers
	Review the Recruitment andSelection Policy	To be in line with the Regstipulations	Before 30 June	HR; Senior Managers
	Review of Employment Equity Plan/ Certification of alignment to the Regulation		Before 30 June	HR; Senior Managers

	Develop a model to assess competencies			
	Implement the Regulation templates provided (Annexures to the Regulation clearly marked for specific purposes) - note the minimum requirements	Revise advertisements; Implement application form; Develop templates for selection panels	Before 30 June	HR
	Development/ review of SOP for Recruitment and Selection	Documented processes	Before 30 June	HR
	Conduct a Skills Audit	Assess the current status and identify the gaps; Assess against competencies; levels and job functions	ASAP	HR

FOCUS AREA	ACTION	SUB ACTIONS	TIMEFRAME	CHAMPION
Chapter 4 - Performance Management Development	Review Performance Management Framework/Policy to include/adjust interms of Regulation		ASAP	PMS; Senior Management
	Develop Individual Performance Implementation and Roll-out plan in line with own environment and current status in municipality	Information required for system setup and readiness	ASAP	HR; PMS
	Conduct Training / Workshops	Awareness/Performance capacity training/ the process to all staff/roles and responsibilities of all staff/ supervisor training in coaching/ mentoring / assessing progress and evaluating performance / moderation	ASAP	HR; PMS

FOCUS AREA	ACTION	SUB ACTIONS	TIMEFRAME	CHAMPION
	Consultative process to review the JD's and determine key performance areas and indicators with performance standards for score (1 to 5)	Alignment to KPA's in the JDS and Performance Plans	ASAP	HR; PMS
	Ensure alignment between JD KPA's to the organisational/ municipal KPA's		ASAP	HR; PMS
	Ensure performance plans are concluded/ signed-off by 30 July	Identify KPA's aligned to the JD's (no less than 5 no more than 7) and develop KPI's per KPA; Must be measurable and verifiable; Include competencies not exceeding 6 as specified in Regulation	Before 30 June	HR; PMS; Senior Managers; Supervisors; Staff member
	Probation/ transfers/ return from extended leave plans must be concluded within 60 days		Before 30 June	HR
	Develop performance plans for fixed term contracts		Before 30 June	HR; PMS

	Document a Performance Calendar to ensure alignment for Organisational and Individual Performance deadlines	Ensuring specific timeframes are in line as specified by Regulation and other Legislative prescribes	Before 30 June	HR; PMS; Senior Managers
	Develop POE Policy inclusive of POE SOP	Document the process for keeping a POE; Criteria for specific POE; Types of acceptable POE	Before 30 June	HR; PMS; Senior Managers; Supervisors; Internal Audit

FOCUS AREA	ACTION	SUB ACTIONS	TIMEFRAME	CHAMPION
	Development of the Rewards and Recognition Policy	Include disputes, managing of substandard performance	Before 30 June	HR; PMS; Senior Managers
	Develop process for handling of substandard performance	Include in the Rewards and Recognition Policy	Before 30 June	HR; PMS; Senior Managers
	Establishment of different Committees Evaluation Panels (Departmental Moderation Committee and the Municipal Performance Moderation Committee)	Departmental Evaluation Committee (Approved by MM); Municipal Performance Moderation Committee (Approved by Council) as stated by the Regulation	After 30 June	HR; PMS; Senior Managers: Council
	Defining/ Develop the Roles and Responsibilities for the different Moderation Committees		After 30 June	HR; PMS; Senior Managers
		Conduct training to Moderation	After 30 June	

	Conclude evaluations - Mid-Year, Annual and Final Moderation	Committees		HR; PMS; Senior Managers
		Mid-year by 30 January and Annual by 30 August and Final Moderation by 31 December	After 30 June	
		Final Moderation is concluded 6 months after end of financial year	After 30 June	

FOCUS AREA	ACTION	SUB ACTIONS	TIMEFRAME	CHAMPION
Chapter 5 -Skills Development	Development/ Review of the WSP that is aligned to the skills audit		ASAP	HR
	Skills Development KPA on all Senior Managers and Supervisors Performance Plans		Before 30 June	HR; PMS
	Development/ Review current PDP's for all staff	After Skills Audit is conducted review the current PDP's or develop PDP's for staff	Before 30 June	HR
	Training for measuring of PDP's for all supervisors	Reporting must be done by supervisors on progress done in terms of PDP's hence a mentoring and coaching program should be established for any staff member with personnel reporting directly to them	After 30 June	HR
	Monitoring system for PDP implementation		After 30 June	HR
	Consequence management		After 30 June	HR

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**NO. 890****20 September 2021****LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT NO. 32 OF 2000)****LOCAL GOVERNMENT: MUNICIPAL STAFF REGULATIONS**

I, **Nkosazana Clarice Dlamini Zuma**, Minister for Cooperative Governance and Traditional Affairs, hereby, under section 72, read with section 120 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), make the Regulations in the Schedule.

NKOSAZANA CLARICE DLAMINI ZUMA, MP
MINISTER FOR COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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CHAPTER 1

INTERPRETATION AND APPLICATION

Definitions

1. In these Regulations, any word or expression to which a meaning has been assigned by the Act, shall bear the same meaning assigned to it in the Act and unless the context indicates otherwise.

"bargaining council" means the bargaining council established for municipalities as contemplated in section 71 of the Municipal Systems Act;

"Basic Conditions of Employment Act" means the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997);

"competency" means the skills, knowledge, experience and qualifications that are required to perform a job effectively;

"Constitution" means the Constitution of the Republic of South Africa, 1996;

"Employment Equity Act" means the Employment Equity Act, 1998 (Act No. 55 of 1998);

"financial misconduct" means any misappropriation, mismanagement, waste, or theft of funds of a municipality or municipal entity, and also includes any form of financial misconduct specifically set out in sections 171 and 172 of the Municipal Finance Management Act;

"financial year" means the financial year of a municipality as prescribed in terms of the Municipal Finance Management Act;

"grievance" means any dissatisfaction, perceived or otherwise, on the part of a staff member arising from factors that include a staff member's job, working environment or the municipality's employment practices;

"job" means the basic duties, functions, tasks, competency requirements and responsibilities according to which one or more posts of the same grade are established;

"job evaluation" means the systematic process of assessing the job content and ranking jobs according to a consistent set of job characteristics to create a job worth hierarchy that determines and illustrates where each job fits in the municipality relative to other jobs in the municipality;

"KPIs" means key performance areas;

"KPIs" means key performance indicators;

"Labour Relations Act" means the Labour Relations Act, 1995 (Act No. 66 of 1995);

"LGSETA" means the Local Government Sector Education and Training Authority established in terms of section 9 of the Skills Development Act, 1998 (Act No. 97 of 1998);

"mayor" means the mayor or executive mayor of a municipality as elected in terms of the Municipal Structures Act;

"moderation" means the process of aligning the staff member's performance ratings to the performance of the department during the performance cycle and, where applicable, the municipality;

"Municipal Finance Management Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"Municipal Structures Act" means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

"National Archives and Record Service of South Africa Act" means the National Archives and Record Service of South Africa Act, 1996 (Act No.43 of 1996);

"notch increase" means the salary notch between a staff member's current salary and the salary at the next notch on the salary scale at the same job level;

"performance agreement" means a written agreement concluded annually between a municipality and a staff member that sets out the agreed KPAs and KPIs within a performance cycle;

"performance cycle" means the period commencing on 1 July annually and ending on 30 June of the following year for which performance is planned, managed and assessed;

"portfolio of evidence" means the documentary evidence on progress made by a staff member towards achievement of that staff member's KPAs;

"post" means a position to which a person is appointed on the approved staff establishment for which financial provision exists;

"salary scale" means the minimum and maximum salary that may be payable for the job level;

"SDBIP" means the Service Delivery and Budget Implementation Plan as defined in the Municipal Finance Management Act;

"senior manager" means a municipal manager or acting municipal manager, appointed in terms of section 54A of the Municipal Systems Act and a manager or acting manager directly accountable to a municipal manager appointed in terms of section 56 of the Municipal Systems Act;

"skills audit" means the process of measuring whether a staff member has the necessary background, skills, knowledge and competencies to perform effectively within a particular post;

"staff establishment" means the approved jobs and number of posts created for the normal and regular requirements of a municipality, also referred to as the organisational structure or organogram;

"staff or staff member" for the purpose of these regulations means an employee of a municipality, but excludes senior managers;

"structured learning programme" refers to a short or long credit or non-credit training programme that may include learnership, apprenticeship or a tertiary level programme at undergraduate or post-graduate level;

"the Act" means the Municipal Systems Act, 2000 (Act No. 32 of 2000);

"trade unions" means the trade unions recognised within the bargaining council established for municipalities nationally;

"supervisor" means a staff member's line manager; and

"working days" means days upon which a staff member ordinarily works.

Scope of application

2. (1) These Regulations apply to—

- (a) all municipalities as defined in section 2 of the Act; and
- (b) all staff members of a municipality.

(2) These Regulations must be read in conjunction with the Local Government: Regulations on Minimum Competency Levels, 2007, Government Notice No. 493 as published in Government Gazette No. 29967.

(3) Unless otherwise specified in these Regulations, these Regulations do not apply to—

- (a) all senior managers; and
 - (b) persons participating in the national public works programme or a similar scheme.
- (4) The Minister may, by notice in the *Gazette*, extend the application of these Regulations to a municipal entity.

Guidelines

3. These Regulations must be read in conjunction with the Guidelines published by the Minister in terms of section 72, read with section 120 of the Act.

CHAPTER 2

STAFF ESTABLISHMENT, JOB DESCRIPTION AND JOB EVALUATION

Human resource planning

4. (1) This chapter applies to all municipal staff, including senior managers.
- (2) A municipal council must—
- (a) determine the municipality's staff establishment, which will provide the basis for each departments' strategic workforce and human resource planning. The human resource planning will, in the staff supply planning process, take into account race, gender, disability, occupational level and grade with reference to their competencies, training needs and capacities;
 - (b) determine the staff establishment necessary to perform its functions which will guide the staff demand planning, with particular reference to—
 - (i) the number of staff members required;
 - (ii) the minimum competencies which the staff members must possess;
 - (iii) the posts and post levels in which each of the staff members will be appointed; and
 - (c) plan for the recruitment, retention and development of staff members according to the municipality's requirements within the available budgeted funds, including funds for the remaining period of the relevant medium-term revenue and expenditure framework.
- (3) The plan referred to in sub-regulation (1)(c) must—
- (a) further to staff establishments, be aligned to the municipality's integrated development plan, budget, employment equity plan, skills development strategy and workplace skills plan, as contemplated in Chapter 5 of these Regulations;
 - (b) set realistic goals and measurable targets for achieving representativeness, taking into consideration sub-regulation (4);
 - (c) include targets for the training of staff members per occupational category and of specific staff members, with specific plans to meet the training needs of historically disadvantaged persons; and
 - (d) provide mechanisms and procedures for dealing with staff members affected by the abolition of unnecessary posts in terms of the Labour Relations Act.

(4) A municipality, in consultation with the parties identified in section 16 of the Employment Equity Act, must develop and implement an affirmative action programme, which must contain, as a minimum, the following:

- (a) A policy statement that sets out the municipality's commitment to affirmative action and how that policy will be implemented;
- (b) numeric and time-bound targets for achieving representativeness;
- (c) annual statistics on the appointment; training and promotion within each grade of each occupational category of historically disadvantaged persons; and
- (d) a plan for redressing numeric under-representativeness and supporting the advancement of historically disadvantaged persons.

(5) A municipality must make the human resource plan and the affirmative action programme known to staff members within the municipality in a manner that is accessible to all staff members.

Determination of staff establishment

5. (1) A municipality may, within its administrative and financial capacity —
- (a) establish separate departments for—
 - (i) the development and town planning functions;
 - (ii) the provision of municipal public works and basic services to communities;
 - (iii) the provision of community services;
 - (iv) the management of the municipality's finances; and
 - (v) provision of corporate support services.
 - (b) provide capacity to support—
 - (i) the offices of public office bearers; and
 - (ii) the office of the municipal manager.

(2) The organisation design metrics with the four key dimensions of the organisation design as set out in the table below must be applied by a municipality when determining the staff establishment.

Dimension	Category A	Category B	Category C
Structural layers	• Six to Seven (6-7) layers	• Five to Seven (5-7) layers.	• Five to Six (5-6) layers.
Structural shape	<ul style="list-style-type: none"> • Strategic: 0.2 - 1% • Managerial/ Specialist: 1 - 20% • Operational: 80 - 90% 	<ul style="list-style-type: none"> • Strategic: 1% • Managerial/ Specialist: 1% - 15% • Operational: 85% - 95% 	<ul style="list-style-type: none"> • Strategic: 1% • Managerial: 5% - 15% • Specialist: 30% - 55% • Operational: 15% - 30%
Span of control	<ul style="list-style-type: none"> • Municipal Manager: 7 - 8 • Directors: 6 - 7 	<ul style="list-style-type: none"> • Municipal Manager: 6 - 8 • Directors: 5 - 7 	<ul style="list-style-type: none"> • Municipal Manager: 6 - 8 • Directors: 5 - 6

Dimension	Category A	Category B	Category C
	<ul style="list-style-type: none"> • Divisional Managers: 5 – 6 • Managers: 5 – 6 • Supervisors: 9 – 15 	<ul style="list-style-type: none"> • Divisional Managers: 5 – 6 • Managers: 5 – 6 • Supervisors: 9 – 15 	<ul style="list-style-type: none"> • Divisional Managers: 4 – 5 • Managers: 4 – 5 • Supervisors: 9 – 12
Core to support employee ratio	<ul style="list-style-type: none"> • Core to support employee ratio of 70:30 • The ratio is based on actual headcount and not number of roles 		

(3) The number of posts as set out in Annexure F may be provided on the approved staff establishment of the offices of the political office bearers, subject to the category, size and affordability of municipality, including approval by council of the municipality.

(3) Unless specified, personal security of POBs is subject to a threat and risk analysis conducted by the South African Police Service.

(4) A municipality may, in exceptional circumstances and upon good cause shown, and in consultation with the relevant MEC for local government, deviate from the requirements of sub-regulation (1) and (3) after considering the following factors:

- (a) The category or type of the municipality;
- (b) the duties and functions of the municipality;
- (c) the gross income, the area of jurisdiction and the nature of the settlement within the municipality;
- (d) the financial capacity of the municipality, with the wage and salary bill not exceeding financial ratios and norms as set out in terms of Municipal Finance Management Act,
- (e) the need for the promotion of equality and uniform norms and standards.

Procedure for determining staff establishment

6. (1) A municipal manager must review the staff establishment of a municipality having regard to—
 - (a) these Regulations;
 - (b) the matters listed in Part B of Schedule 4 to the Constitution and Part B of Schedule 5 to the Constitution;
 - (c) Chapter 5 of the Municipal Structures Act; and
 - (d) the municipality's strategic objectives, including its core and support functions, within 12 months of one of the following:
 - (i) the promulgation of these Regulations;
 - (ii) the election of a new municipal council; or
 - (iii) the adoption of a new integrated development plan of the municipality as contemplated in section 25 of the Municipal Systems Act;
 - (iv) changes to the powers and functions of a municipality; and
 - (v) the determination of new municipal boundaries.
- (2) A municipality that has reviewed its staff establishment two years before the promulgation of these Regulations, is exempted from the provisions of sub-regulation (1)(d).

- (3) The municipal manager must review the draft staff establishment in consultation with recognised trade unions within the local labour forum.
- (4) The municipal manager must within 30 days of reviewing the staff establishment, submit a report and the proposed staff establishment for approval by the municipal council.
- (5) The municipal manager's report to the municipal council must—
- (a) outline the process followed in drafting the staff establishment;
 - (b) set out the mandate and service delivery priorities for the municipality and how the proposed staff establishment addresses these;
 - (c) summarise the proposed posts that will—
 - (i) materially change;
 - (ii) change to a limited or non-material degree;
 - (iii) be abolished; and
 - (iv) not be affected by the changes;
 - (d) motivate any proposed changes and link it to the strategic drivers within the Integrated Development Plan, including an analysis of the strengths, weaknesses and limitations of the current establishment;
 - (e) provide details of the financial implications of the changes, including but not limited to the outcomes of job evaluation processes, staff remuneration costs, costs for the relocation of staff, if any, and costs of new facilities and equipment, if any;
 - (f) outline the non-financial implications of the changes, including the impact on existing staff and key stakeholders within the municipality;
 - (g) propose an implementation plan with specific timeframes within which the new staff establishment will take effect; and
 - (h) outline the stakeholder and change management requirements.
- (6) The municipal council must, upon receipt of the review report and proposed staff establishment, at its next meeting or as soon as practicable, approve the staff establishment, with or without amendments by the municipal manager for the purpose of submitting it to the relevant MEC for local government.
- (7) Within 14 days of the municipal council approving the submission referred to in sub-regulation (4), the municipal manager must submit to the MEC a copy of the —
- (a) staff establishment;
 - (b) council resolution; and
 - (c) reports informing the staff establishment, if any.
- (8) Within one month of receiving, the documents referred to in sub-regulation (7), the MEC must consider the proposed staff establishment and submit comments to the municipal council.
- (a) If the MEC does not provide comments within the period referred to in sub-regulation (8), the municipal council may finally approve the municipality's staff establishment.
 - (b) The municipal council must consider any comments received from the MEC and thereafter adopt the staff establishment.
- (9) Within 30 days of the municipal council finally adopting the staff establishment, the mayor must submit to the MEC—
- (a) a copy of the adopted staff establishment;

- (b) the council resolution adopting the staff establishment;
 - (c) the reports informing the staff establishment, if any; and
 - (d) the reasons for rejecting the MEC's submissions, if any.
- (10) Within 14 days of receiving the documents referred in sub-regulation (9), the MEC must submit the documents referred to in sub-regulations (7) and (9) together with a copy of the MEC's comments referred to in sub-regulation (8) to the Minister.

Job description

7. (1) Every job on the staff establishment of a municipality must have a written job description.
- (2) The municipality must keep a record of all updated job descriptions for all posts.
- (3) The incumbent or the representative of that job and the immediate supervisor or supervisor representative of that job, in consultation with the relevant head of department and the human resources department must develop, and where appropriate, review a job description when there are substantial changes to the job.
- (4) A job description must contain at least the job title, purpose of the job, the location of the job on the staff establishment, key responsibilities, competencies and minimum requirements of the relevant job.
- (5) A job description may be reviewed at least once every five years following the reorganisation of the municipal administration resulting in permanent substantial changes to the jobs to ensure that the job description remains relevant and current.

Establishment of standards for job descriptions

8. (1) The Minister may—
- (a) develop guidelines and criteria for job descriptions, collect and promote the use of sample job descriptions reflective of the spectrum of jobs in local government; and
 - (b) identify generic jobs, benchmark critical jobs and encourage the adoption by municipalities of common national job descriptions and job designations.

Job evaluation

- (9) (1) All jobs in a municipality must be graded through a job evaluation process.
- (2) Job evaluation is the grading of jobs according to a specifically planned procedure and reliable methodology in order to determine the relative worth of each job in the municipality.
- (3) Job evaluation process involves the evaluation of the job and not the person performing the job.
- (4) Jobs must be evaluated—
- (a) upon completion of the review of the staff establishment;
 - (b) within six months of a material change to the job content or job requirements; or
 - (c) before a new post is filled.

- (5) A detailed job description needs to be available before initiating the process of job evaluation.
- (6) Job evaluation must be conducted based on actual and current activities of the job and not on future projections.
- (7) Job evaluation processes must—
 - (a) provide the basis for the accurate measurement of defined activities or roles;
 - (b) establish a job worth hierarchy in terms of where jobs should be placed in the municipal staff establishment;
 - (c) provide a rational basis for designing and maintaining an equitable pay structure;
 - (d) provide the basis to manage internal relativity of jobs according to different levels of complexity of jobs; and
 - (e) provide the basis for consistent decision-making processes regarding the grading of jobs.

CHAPTER 3

RECRUITMENT, SELECTION AND APPOINTMENT OF STAFF

Principles

- 10. (1) The recruitment, selection and appointment of a staff member to a post on the staff establishment must—
 - (a) comply with the requirements of the municipality's employment equity policy and plan: Provided that if a municipality is unable to adhere to the employment equity plan due to specialised scarce skills required for a specific post, the municipality must record reasons for deviation from the policy;
 - (b) be integrated with other human resource management systems and procedures;
 - (c) use objective competencies specified in the Regulations; and
 - (d) be filled through advertising in accordance with regulation 14.

Determination of recruitment needs

- 11. (1) Every municipality must—
 - (a) develop the strategy to—
 - (i) fill funded vacancies; and
 - (ii) reduce turnaround times for filling of approved vacant funded posts;
 - (b) fill all funded vacant posts on the staff establishment within six months of a funded post becoming vacant.
 - (c) at all times have the capacity and capability to perform its functions.
- (2) The strategy contemplated in sub-regulation (1)(a) must include timeframes for the various activities included in the recruitment and selection processes.
- (3) A vacant post on the staff establishment may not be filled unless—

- (a) the municipal manager or a staff member to whom this function is delegated has approved the filling of the post; and
 - (b) the post is budgeted for.
- (4) Deviation from sub-regulation (1) may be granted on the following grounds:
- (a) budget cut requiring prioritisation of personnel expenditure;
 - (b) impending re-structuring exercise; and
 - (c) alternative staffing solutions are adopted.

General requirements for appointment of staff

12. (1) No person may be appointed as a staff member on a fixed-term contract, permanent basis, or probation, to any post on the approved staff establishment of a municipality, unless he or she—
- (a) is a South African citizen, permanent resident or foreign national with a valid work permit; and
 - (b) possesses the relevant competencies, qualifications and experience, as set out in Annexure A.

Competency requirements for staff

13. (1) A person appointed as staff member in terms of these Regulations must, where applicable—
- (a) have the necessary competencies; and
 - (b) comply with the minimum requirements for education qualifications, work experience and knowledge as set out in Annexure A.
- (2) A staff member who was appointed before these Regulations came into effect and who does not meet the minimum competency requirements of the relevant post as prescribed, shall be deemed to be meeting the requirements of the post. Despite the provision of this regulation, a municipality may place a staff member on a programme to acquire the competency requirements as prescribed in order for the staff member to be eligible for career opportunities in the municipality.
- (3) If a staff member has not attained the competencies as prescribed in these Regulations, the municipality must utilise the workplace skills plan to identify and address the staff member's competency gaps and development needs.
- (4) The Minister may issue a notice in the gazette determining uniform competency-based assessment for specific occupational streams.
- (5) The municipality must subject a staff member to a competency assessment for specific occupational streams as determined by the Minister in terms of sub-regulation 13(4) above.

Advertising of vacant post

14. (1) The municipality must advertise a post after the approval referred to in sub-regulation 11(3)(a) has been obtained.
- (2) The advertisement must at least specify the—
- (a) job title;

- (b) term of appointment;
 - (c) place of work;
 - (d) applicable salary scale or pay range;
 - (e) competency requirements of the post, and where applicable the minimum qualifications and experience as set out in Annexure A;
 - (f) inherent requirements of the job;
 - (g) summary of the core functions;
 - (h) need for signing an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest;
 - (i) address where applications must be sent;
 - (j) place where applicants can obtain the application form;
 - (k) contact person;
 - (l) where necessary, the need to undergo screening and vetting; and
 - (m) closing date for submission of applications.
- (3) If a municipality does not have the capacity to manage recruitment processes, such municipality may appoint a recruitment agency to undertake the recruitment processes including-
- (a) response handling;
 - (b) compilation of—
 - (i) long list of all applicants who applied for the advertised post;
 - (ii) preliminary list of applicants who meet the requirements;
 - (ii) list of applicants who do not meet all requirements but have the potential; and
 - (iii) list of applicants who do not meet the requirements: Provided that the advertising and recruitment procedures comply with the provisions of the Act and these Regulations.
- (4) The recruitment agency contemplated in sub-regulation (3) shall not undertake the selection process.
- (5) An advertisement contemplated in sub-regulation (2) may be utilised to create a pool of potential candidates valid for a period not exceeding six months from the date of advertisement to fill any other vacancy in the relevant municipality if—
- (a) the job title, core functions, inherent requirements of the job and the salary level of the other vacancy is the same as the post advertised; and
 - (b) the recruitment process contemplated in these Regulations has been complied with.
- (6) A municipality may advertise any funded vacant post, as a minimum, within the municipality, but may also advertise such post—
- (a) locally; or
 - (b) nationwide.

Application for vacant post

15. (1) An application for a vacant post must be made on the form that is attached as Annexure B.
- (2) Despite sub-regulation (1), a municipality may use an on-line application form that contains the information in Annexure B and is consistent with these Regulations.

- (3) An applicant for a post must disclose—
 - (a) his or her qualifications and experience;
 - (b) his or her contactable references;
 - (c) his or her registration with a relevant professional body, if applicable;
 - (d) full details of any dismissal for misconduct or substandard performance; and
 - (e) any disciplinary actions, whether pending or finalised, instituted against the applicant in his or her current or previous employment.
- (4) Any misrepresentation or failure to disclose material information contemplated in sub-regulation (3) and the application form, is a breach of the Code of Conduct for Municipal Staff as provided for in Schedule 2 of the Act.
- (5) Applications not made on the prescribed application form will render any appointment or contract entered into, between the municipality and the successful candidate invalid.
- (6) The municipality must maintain a record of all applications received and the information contained in the applications must be kept confidential and stored in a secure place on the municipality's premises. A record of applications shall be disposed of in terms of the National Archives and Record Service of South Africa Act, 1996.
- (7) The record must contain—
 - (a) the applicants' biographical details and contact information;
 - (b) the details of the post for which the applicants were applying;
 - (c) the applicants' qualifications; and
 - (d) any other requirements outlined in the application form.

Selection panel

16. (1) A municipal manager or his or her delegate must appoint a selection panel for each of the advertised post to recommend the appointment of a suitable person to the vacant post.
- (2) The selection panel must comprise of at least 3 but not more than 5 members.
- (3) The chairperson of the panel must be the supervisor or a staff member employed at least one job grade higher than that of the advertised post.
- (4) In deciding on the composition of the selection panel, the municipal manager must have regard to the following considerations:
 - (a) The nature of the post;
 - (b) the gender and race balance of the panel; and
 - (c) the skills, expertise, experience and availability of the persons to be involved.
- (5) A member of a selection panel must—
 - (a) disclose any interest or relationship with shortlisted candidates during the short listing process;
 - (b) recuse himself or herself from the selection panel if—
 - (i) his or her spouse, partner, close family member or close friend has been shortlisted for the post;
 - (ii) the panel member has a *de facto* relationship or some form of indebtedness to a shortlisted candidate or vice versa; or

- (iii) any other conflict of interest; and
 - (c) sign a declaration of confidentiality as set out in Annexure C to avert the disclosure of information to unauthorised persons.
- (6) If a union representative is allowed to attend interviews as an observer, he or she must sign the declaration as set out in Annexure C to prevent the disclosure of information to unauthorised persons.
- (7) The head of human resource or his or her delegate must facilitate and provide advisory services during the selection process to ensure compliance with the Regulations in the recruitment and selection process.
- (8) A staff member delegated to provide secretarial services during the selection process may not form part of the selection panel.
- (9) Each panel member must disclose potential conflict to be considered by the full selection panel at the initial meeting of the panel.
- (10) If a conflict of interest becomes apparent during the selection process, the municipal manager or his or her delegate may take the appropriate steps to remedy the situation, which may include declaring the selection process invalid and commencing a new process.
- (11) If a conflict of interest becomes apparent after the appointment, the municipal manager or his or her delegate must report the matter to the relevant delegated authority which must take remedial action and, where necessary, disciplinary action.

Shortlist of applicants

17. (1) The municipality must compile a list of all applications received for the post evaluated against the relevant competency requirements for the post.
- (2) The selection panel must compile a shortlist based on the inherent requirements of the position as advertised and with due regard to section 20 of the Employment Equity Act.

Interviews

18. (1) The list of shortlisted candidates and copies of their applications must be submitted to the selection panel prior to the interviews taking place.
- (2) The selection panel for a post, once constituted, must remain the same at all times. If a member of the selection panel is unable to proceed with the interviews due to circumstances beyond that member's control, such panel member may be replaced or withdrawn. If the selection panel does not quorate, the panel must be reconstituted.
- (3) Despite the provisions of sub-regulation 2, a municipality must grant observer status to each of the recognised trade union representatives during the interviews: Provided that failure by the union to attend the interviews from proceedings will not invalidate the decision of the panel.
- (4) The selection panel must interview the shortlisted candidates.
- (5) Before the interview for a specific post commences, the selection panel must confirm the selection criteria for the advertised post, based on the relevant competencies required for the advertised post.
- (6) The selection panel must keep a written record of the interviewed candidates.

- (7) After considering all the relevant information, the selection panel must recommend candidates in order of preference. If the recommended candidate declines an offer of employment, the next suitable candidate, where applicable, may be considered for appointment.
- (8) If it is determined that the recruitment process has not attracted suitable candidates, the post may be re-advertised.
- (9) If the post is categorised as a critical and scarce skill post, alternative recruitment methods such as executive search, head-hunting, referrals and re-advertising may be considered only if the recruitment process has not attracted suitable candidates.
- (10) The recommendations of the selection panel must be determined by—
- (a) consensus; or
 - (b) where the panel fails to reach consensus, the matter shall be referred to the municipal manager or his or her delegate for mediation or resolution.
- (11) If the selection panel recommends an appointment to the post, it must submit its recommendation to the municipal manager or his or her delegate for approval.

References and personal credential verification

19. (1) Reference checks and personal credential verification for shortlisted candidates must be conducted by—
- (a) verifying the candidate's suitability for the job with the current or previous employer;
 - (b) establishing the validity of candidate qualifications and any other verification required by the position before appointment;
 - (c) determining whether the candidate has been dismissed previously for misconduct or poor performance by another municipality or employer, and, if so, the nature of that misconduct or poor performance; and
 - (d) verifying any other additional personal credentials as may be required by the nature of the job such as criminal records, identification document, security clearance and, where necessary, credit checks.
- (2) A written report on the outcome of the reference checks and personal credential verification must be compiled and considered before the appointment is concluded.
- (3) Despite sub-regulation (1)(a), a candidate who does not have a previous employment record may not be disqualified as a candidate for appointment to an advertised post.

Appointment

20. (1) A person may be appointed as a staff member only if he or she—
- (a) possesses the relevant competencies as prescribed in Annexure A; and
 - (b) is not disqualified in terms of regulation 22.
- (2) The municipal manager or the staff member to whom this function is delegated must—
- (a) consider the recommendations of the selection panel; and
 - (b) decide—
 - (i) whom to appoint; and

- (ii) the terms and conditions of employment.
- (3) Before making a decision to appoint, the municipal manager or delegate must satisfy himself or herself that the candidate meets the relevant requirements of the post as provided in Annexure A.
- (4) If the decision of the municipal manager or the delegate does not accord with the recommendations of the selection panel, the reasons for such a decision must be recorded in writing.
- (5) An appointment may only take effect after the municipal manager or his or her delegate has approved the appointment in writing.
- (6) The municipal manager or his or her delegate must ensure that all the interviewed candidates are informed whether or not they were successful.
- (7) Unsuccessful candidates must, on request, be provided with reasons in writing as to why they were not successful.

Appointment of support staff to offices of public office bearers

21. (1) A person appointed to a post on the approved staff establishment in order to support the office of a public office bearer must either be—
- (a) seconded from a post on that municipality's approved staff establishment or another municipality's staff establishment; or
 - (b) appointed on a fixed-term contract of employment linked to the term of office of the public office bearer.
- (2) The duration of the secondment or fixed-term employment contract contemplated in sub-regulation (1), may not be longer than 30 days after the public office bearer vacates office.

Re-employment of dismissed staff

22. (1) A person who was dismissed from a municipality for any reason stated in column B of the table in Annexure E, may not be employed in any municipality before the period set out in column C of the table has expired.
- (2) Despite sub-regulation (1), a person who has lodged a dispute in terms of any applicable legislation, may be appointed subject to the outcome of the dispute.
- (3) The periods set out in column C of the table in Annexure E, run concurrently in respect of a person who was dismissed for more than one category of misconduct set out in column B of the table in Annexure E.
- (4) A municipality must maintain a record of staff dismissed for misconduct and staff who resigned prior to the finalisation of any disciplinary proceedings.
- (5) The record must contain—
- (a) the full names and identity number of the person;
 - (b) the title of the post that the person occupied;
 - (c) the nature of the misconduct;
 - (d) the date of suspension, if any;
 - (e) the conditions of suspension, if any;
 - (f) the date on which the misconduct was referred to a disciplinary hearing or pre-dismissal arbitration;

- (g) the date of commencement of the disciplinary hearing or pre-dismissal arbitration;
- (h) the finding;
- (i) whether a dispute was referred to the bargaining council or the Labour Court;
- (j) the costs incurred by the municipality; and
- (k) the date of resignation or dismissal of the person.

Probation

23. (1) The appointment of a person as contemplated in these Regulations must be effected on a minimum probationary period of three months and a maximum probationary period of 12 months.
- (2) The probationary period must be determined on the basis of the job requirements and the minimum period required to establish whether performance is satisfactory or not.
- (3) The period of probation excludes the number of days for which leave has been taken by the staff member during the period of probation or any extension thereof.
- (4) The municipal manager or his or her delegate must—
- (a) inform the staff member within the first two weeks of employment of that member's performance requirements;
 - (b) ensure that the staff member completes the municipality's induction programme; and
 - (c) assess the staff member's performance; and provide the staff member with feedback on a quarterly basis on that member's performance.
- (5) If a staff member's performance is not satisfactory, the municipal manager or his or her delegate must advise the staff member of any aspects that the staff member is considered to be failing to meet.
- (6) If the municipal manager or his or her delegate believes that the staff member's performance does not meet the required standards, he or she may extend the probationary period or dismiss the staff member, provided that—
- (a) the staff member shall first be given a reasonable period of time for assessment, training, guidance or counselling; and
 - (b) the staff member's performance continues to be unsatisfactory after a reasonable period has been given to the staff member to improve his or her performance.
- (7) Despite sub-regulation 6, the municipal manager or his or her delegate may extend the probationary period by a period not exceeding six months, in order to afford the municipality an opportunity to further assess the staff member's performance.
- (8) Within one month after the completion of the probationary period, the municipal manager or his or her delegate must—
- (a) confirm the appointment if—
 - (i) the staff member's performance during the probationary period was satisfactory; and
 - (ii) the staff member complied with all the conditions of the probationary appointment;

- (b) subject to the Labour Relations Act, terminate the appointment if—
 - (i) the staff member's performance was not satisfactory during the probationary period; and
 - (ii) the staff member did not comply with all the conditions of the probationary appointment.

Promotion

24. (1) A staff member who is appointed in accordance with this chapter to a post in a municipality that is higher in salary level or job grade than the one that he or she previously occupied in that municipality is deemed to be promoted to that post.
- (2) A staff member who is promoted does not forfeit his or her years of service and the benefits which accrued from those years of service.

Transfer of staff

25. (1) A municipality may transfer any staff member in the service of that municipality to any equivalent post in the municipality or, subject to section 197 of the Labour Relations Act, to an equivalent post in another municipality.
- (2) A staff member may only be transferred—
- (a) if the staff member requests or consents, in writing, to the transfer; or
 - (b) in the absence of consent, if the transfer is fair taking into consideration—
 - (i) the operational requirements of the affected institutions, including whether the transfer of the staff member would address such requirements;
 - (ii) written representations from the staff member prior to the proposed transfer; and
 - (iii) the extent to which the interests and circumstances of the staff member may be fairly accommodated.
- (3) The salary and other conditions of service of a staff member may not be adversely affected by a transfer under this regulation without the written consent of that staff member.
- (4) A staff member contemplated in this regulation may not be demoted, promoted or transferred to a position at a level which is lower or higher than the staff member's current post level.

Secondment of staff to another municipality

26. (1) A municipality may second a staff member with the relevant competencies to act in a post that is vacant in another municipality.
- (2) The municipalities contemplated in sub-regulation (1) must conclude a written agreement regarding the secondment that specifies—
- (a) the municipality responsible for the costs of secondment;
 - (b) the duration of the secondment, which may not in each case exceed a period of twelve months;
 - (c) the person to whom the seconded staff member must report;

- (d) the place at which the seconded staff member must work; and
- (e) the new job description of the seconded staff member.

Secondment of other government employees to municipality

27. (1) A municipality may request national or provincial government, another municipality or any state organ as the case may be, to second a person with the relevant competencies to act in a vacant post for a specified period or until such time that a suitable candidate has been appointed: Provided that the relevant legislation, terms and conditions of service of that person apply.
- (2) The parties contemplated in sub-regulation (1) must conclude a written agreement regarding the secondment that specifies the issues set out in regulation 26(2).
- (3) The municipality must inform the MEC of any such secondment and the terms and conditions associated with that secondment.

Acting appointment

28. (1) An acting appointment may be made to a funded post in order to ensure that the disruption of services is minimised.
- (2) Unless indicated otherwise in the appointment to the acting post, a staff member of a municipality who is acting in a higher post in the same municipality must continue to perform the duties of the post that the staff member ordinarily occupies during the acting period.
- (3) A person acting in a higher post has no right or expectation to be appointed to that post, except as otherwise provided in these Regulations.
- (4) A staff member may only act in a post that is equivalent to or one grade higher than the post that the staff member ordinarily occupies.
- (5) The appointment to act in a post must be—
- (a) with the consent of the staff member;
 - (b) in writing; and
 - (c) authorised by the municipal manager or the person to whom this function is delegated.
- (6) The staff member appointed to act in a post must have the requisite competencies to be able to perform the duties associated with the post.
- (7) In selecting a person to act in a post, the following must be considered:
- (a) The relevant requirements of the post and that person's performance;
 - (b) the municipality's developmental needs; and
 - (c) the municipality's employment equity policy and plan.
- (8) A person may only be appointed in an acting position for a period not exceeding three months.
- (9) Despite sub-regulation (8), the municipal manager, or his or her delegate, may extend the period in sub-regulation (8) for a further period of three months, if there is a justifiable reason to do so.
- (10) Any further extensions made under sub-regulation (9) shall not exceed a period of nine consecutive months, whereafter the post must be advertised and filled on a competitive basis.

(11) The performance of a staff member appointed to act in a post must be assessed in terms of these Regulations.

Appointment of permanent staff

29. Except as provided for in regulations 21 and 30, appointments of staff members made in terms of section 66 of the Act shall be on a permanent basis.

Appointment of staff on fixed term contract

- 30.** (1) Despite regulation 29, a municipality may, in exceptional circumstances and within its administrative and financial capacity, appoint a person or persons on fixed term contract without adhering to the procedures and processes as contained in this chapter.
- (2) The application of sub-regulation (1) is subject to the provisions of section 198B of the Labour Relations Act.

CHAPTER 4

PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM

Establishment of performance management and development system

31. A municipality must adopt a performance management and development system that complies with the provisions of this chapter.

Application

32. (1) The performance management and development system applies to all staff members of a municipality excluding a staff member—
- (a) appointed on a fixed term contract with a duration of less than 12 months;
 - (b) serving notice—
 - (i) of termination of his or her contract of employment; or
 - (ii) to retire on reaching the statutory retirement age;
 - (c) appointed on an internship programme or participating in the national public works programme or any similar scheme; and
 - (d) appointed in terms of sections 54A and 56 of the Act.
- (2) The performance management and development system must be collaborative, transparent and fair.
- (3) A municipality shall apply the performance management and development system in a consultative, supportive and non-discriminatory manner in order to enhance organisational efficiency, effectiveness and accountability.
- (4) The performance management and development system must be underpinned by an open, constructive and on-going communication between the supervisor and the staff member.
- (5) The performance management and development system must, where reasonably practicable, link to—
- (a) the municipality's strategic objectives, integrated development plan and the SDBIP of the relevant municipal department; and
 - (b) the senior manager's performance plan and the performance plans of the staff members within that senior manager's department.
- (6) The performance management and development system must be developmental, while allowing for—
- (a) an effective response and relevant measures to manage substandard performance; and
 - (b) recognition and reinforcement of fully effective performance, performance significantly above expectations and outstanding performance.
- (7) The performance management and development system must be integrated with other human resource policies and practices contemplated in section 67 of the Act as well as any other organisational development initiatives of the municipality.

Determination of performance management and development system

33. The objectives of the performance management and development system is to—
- (a) promote the objectives and developmental duties of local government, as set out in sections 152 and 153 of the Constitution;
 - (b) promote a culture of service to the public, accountability, mutual co-operation and assistance amongst staff members;
 - (c) institutionalise performance planning, monitoring and evaluation in municipalities;
 - (d) maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents by aligning municipal-wide, departmental and individual performance;
 - (e) build a common understanding among staff members of the municipality's objectives as contained in its integrated development plan and annual performance plan;
 - (f) set clear performance indicators and performance targets by communicating to staff members how their roles contribute to the success of the municipality;
 - (g) build individual capability, skills and competencies that are key to the municipality achieving its mandate and objectives and encourage commitment among staff;
 - (h) create an enabling environment to plan, monitor and measure performance against set targets or outputs;
 - (i) encourage desired behaviours as articulated in the Code of Conduct for Municipal Staff Members, as contained in Schedule 2 to the Act;
 - (j) identify and improve substandard performance of staff; and
 - (k) recognise performance of staff that have achieved a rating of performance significantly above expectations and outstanding performance.

Performance management and development system

34. (1) A staff member of a municipality is a public servant in a developmental local government system, and therefore must—
- (a) be committed to serve the public and to a collective sense of responsibility for performance in terms of standards and targets; and
 - (b) participate in the overall performance management system of the municipality, as well as the staff members' individual performance evaluation and reward system in order to maximise the ability of the municipality as a whole, to achieve its objectives.
- (2) The municipality, as represented by the relevant supervisor, and staff member must, during the planning phase, agree on—
- (a) performance objectives and targets that the staff member is expected to achieve during a performance cycle;
 - (b) specific performance standards, weightings for targets and performance indicators for measuring achievement of performance against set targets; and
 - (c) job specific competencies to be assessed in the performance cycle.

- (3) The supervisor and staff member must ensure that performance management is aligned to the staff member's job, and KPAs relevant to the post that the staff member holds.
- (4) The KPAs must relate to the staff member's functional area and must consist of not less than 5 and not more than 7 KPAs.
- (5) The KPIs—
- (a) include the input, quality or impact of an output by which performance in respect of a KPA is measured; and
 - (b) must be measurable and verifiable.
- (6) The performance standard for each KPI may be qualitative or quantitative, but must also satisfy the criteria set out in sub-regulation (5).
- (7) The KPA weighting demonstrates the relative weight of each KPA.
- (8) The job specific competencies, as derived from Annexure A, must include the name and definition of the specific competency, the expected level of capability, the relevant weightings, be specific and applicable to the job of the staff member.
- (9) The staff member's job specific competencies should not exceed six competencies within a performance cycle.
- (10) The supervisor must, during the performance cycle, monitor, coach and provide feedback to the staff member.
- (11) The supervisor and staff member must undertake a formal mid-year performance review. The review must be recorded as a formal engagement between the supervisor and staff member.
- (12) The supervisor and staff member must undertake an annual performance assessment for each performance cycle based on the performance agreement.
- (13) The criteria upon which the performance of the staff member must be assessed consist of two components: KPAs and job specific competencies. The staff member's performance must be assessed against both components. KPAs covering the main areas of the work will account for 80% of the weight while the job specific competencies will constitute 20% of the overall assessment result as per the weightings agreed in terms of the performance agreement.
- (14) The supervisor and staff member must conclude the annual performance assessment process as a formal engagement co-signed by the supervisor and staff member. The annual performance assessment must be recorded and signed by the supervisor and staff member.
- (15) The supervisor must ensure that any relevant personal development and career incidents are deliberated upon with the staff member during the performance appraisal or assessment.

Performance agreement

35. (1) A supervisor and staff member must enter into a performance agreement for each performance cycle of the municipality.
- (2) The performance agreement of a—
- (a) serving staff member must be concluded within 30 days of the commencement of the new financial year of the municipality; and
 - (b) staff member must be concluded within 60 days of—

- (i) his or her appointment after probation as from 1 July of the new financial year;
 - (ii) his or her transfer or promotion to a new post; or
 - (iii) his or her return from prolonged leave that is more than three months.
- (3) If at any time during the performance cycle, the responsibilities of the staff member change to the extent that the performance plan in the performance agreement is no longer appropriate, the parties must revise the performance agreement.
- (4) The performance agreement may not diminish the obligations and duties of a staff member in terms of the staff member's employment contract, or any applicable regulations or municipal policy.
- (5) The performance agreement must include a performance plan that contains—
- (a) the name, job title and the department of the staff member;
 - (b) the objectives or targets;
 - (c) KPAs, their weightings and the target date for meeting the KPA;
 - (d) the KPIs and the performance standard for each KPI;
 - (e) the name and definition of the job specific competencies, their weightings and the expected level of capability for each competency;
 - (f) a personal development plan prepared in compliance with regulation 51; and
 - (g) the process of monitoring and assessing performance, including the planned dates of assessment.

Team-based performance management and development system

36. (1) A municipality may establish a team-based performance management and development system for a category of staff below the level of a supervisor that will assist the municipality in managing probation, rewards, and skills development of staff members, which is consistent with the principles set out in this chapter.
- (2) Before implementing the team-based performance management and development system, the municipality must—
- (a) pilot the system on a team of staff members in all affected occupational streams; and
 - (b) consult the system with recognised trade unions within the local labour forum.

Performance monitoring and review

37. (1) The monitoring process involves a manager consistently measuring performance on the job and providing ongoing feedback to staff and teams on progress towards reaching staff member and team goals.
- (2) The monitoring of performance includes conducting progress assessment with staff member and teams through one-on-one or team engagement sessions during which their performance is compared against predetermined performance standards.
- (3) The supervisor must offer coaching when required in order to reinforce effective performance or bring the performance of the staff member closer to the expected standards.

(4) The performance of the staff member must be reviewed at mid-year to assess the staff member or teams' progress towards meeting performance targets, to identify challenges and agree to solutions and to consider reviewing targets resulting from workplace changes beyond the staff member or team's control.

(5) The municipality may review the performance of a staff member at any other time and on an ongoing basis to offer coaching and feedback.

Performance evaluation

38. (1) The annual performance evaluation must involve—
- (a) an assessment of the extent to which the staff member achieved the performance objectives and targets as outlined in the performance plan, which comprises —
- (i) each KPA assessed to determine the extent to which the specified standards or KPIs have been met, with due regard to *ad hoc* tasks that had to be performed under that KPA;
- (ii) an indicative rating on the five-point scale set out in the table below provided for each KPA; and
- (iii) the rating assigned to each KPA multiplied by the weight given to that KPA to provide a weighted score for that KPA.
- (b) an assessment of the extent to which the staff member achieved the job specific competencies as outlined in the performance plan, which comprises—
- (i) each competency assessed to determine the extent to which the specified standards or KPIs have been met;
- (ii) an indicative rating on the five-point scale set out in the table below provided for each job specific competency;
- (iii) the rating assigned to each job specific competency multiplied by the weight given to that competency to provide a score for that competency.
- (2) The five point rating scale as set out in the table below shall for purposes of implementation of this chapter, apply to all staff members.

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of a staff member at this level. The appraisal indicates that the staff member has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the staff member has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective performance	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the staff member has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.

Level	Terminology	Description
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the staff member has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/ assessment indicates that the staff member has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan. The staff member has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

(3) An overall rating is calculated by using the assessment rating calculator as provided in Annexure D. Such overall rating represents the outcome of the performance appraisal.

(4) The annual performance evaluation must determine a performance rating for the performance cycle.

(5) The staff member assessed or the person designated in terms of sub-regulation (7) must provide the supervisor with a portfolio of evidence relating to his or her KPAs for the entire performance cycle.

(6) The maintenance and provision of the portfolio of evidence to support the decision on the final score to each KPA and competency, is the responsibility of the staff member.

(7) Despite sub-regulation (6), the municipal manager may exempt categories of staff from maintaining a portfolio of evidence in which case the municipality must determine alternative mechanisms, or designate a staff member who will maintain the portfolio of evidence of those staff members.

(8) The evaluation of the performance of the staff member must be conducted by that member's supervisor or his or her delegate.

(9) The staff member's supervisor must keep a record of all assessment meetings.

(10) Personal growth and career development needs identified during any performance review or assessment, together with the actions and timeframes agreed to, must be recorded in the staff member's personal development plan.

(11) Once the annual performance evaluation has been concluded, the performance assessment reports and outcomes must be subjected to departmental moderation processes contemplated in regulation 39.

Performance moderation

39. (1) The municipal manager must establish departmental performance moderation committees, which must be convened annually.

(2) Performance moderation processes must take place within a reasonable timeframe after the end of the performance cycle, but not later than six months after the end of the financial year.

- (3) The departmental performance moderation committees shall be constituted as follows:
- (a) The relevant heads of departments, who must act as chairpersons in the committees;
 - (b) all managers directly accountable to the heads of departments, who must be recused from the committee before their assessments are considered by the committee; and
 - (c) a senior human resource functionary who will advise, guide and provide support, including arrangements for secretariat services.
- (4) The purpose of the departmental performance moderation committee is to—
- (a) conduct moderation of annual staff performance results in order to ensure that the norms and standards for performance management and development systems are applied in a fair, realistic and consistent manner across the department;
 - (b) assess and compare the performance and contribution of each staff member with his or her peers towards the achievement of departmental goals;
 - (c) ensure fairness, consistency and objectivity with regard to dispersal of performance recognition and ratings achieved for a common understanding amongst supervisors of the performance standards required at each level of the performance rating scale;
 - (d) determine the cost implications for recognition of performance of all staff members within the department;
 - (e) recommend the moderated performance scores for all staff members to the municipal moderating committee for approval;
 - (f) ensure that performance rewards are based on affordability;
 - (g) consider the impact of the performance assessments on financial rewards and options for various forms of recognition;
 - (h) recommend performance rewards as well as remedial actions for performance considered to be below effective performance; and
 - (i) ensure that the integrity of the performance management and development system is protected.
- (5) (a) If the departmental moderation committee has reason to believe that any performance assessment by the supervisor does not conform to performance norms and standards or that there is lack evidence or information to support the performance ratings, the departmental moderation committee may not reassess, amend or adjust the performance ratings of a staff member, but may refer the assessment back to the relevant supervisor for reassessment in consultation with the affected staff member.
- (b) Upon conclusion of the reassessment, the departmental moderation committee may reconvene to moderate the assessment of the staff member concerned.
 - (c) If the supervisor fails to reassess the staff member within the stipulated timeframe despite the request to do so by the relevant authority or the departmental moderation committee still has reason to believe that the performance ratings are not substantiated, the moderation committee may request the higher level supervisor to reassess the relevant staff member.

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

Performance rewards

40. (1) A performance related reward—
- (a) is at the discretion of the municipality; and
 - (b) may be awarded to a staff member—
 - (i) who has served the full assessment period of 12 months on 30 June of each financial year of a municipality;

- (ii) transferred or seconded horizontally during the performance cycle within the municipality;
 - (iii) who is on uninterrupted approved leave for 3 months or longer;
 - (iv) who is on approved maternity leave for more than 3 months; and
 - (v) who received a performance rating of performance significantly above expectations or outstanding performance during a performance cycle after moderation of performance results.
- (c) may not be awarded to a staff member—
- (i) appointed after 1 July of that performance cycle;
 - (ii) who is serving probation as stipulated in regulation 23;
 - (iii) whose performance period is less than 12 months;
 - (iv) whose employment is for a fixed term duration of less than 12 months; or
 - (v) whose post was upgraded without a change in performance agreement.
- (2) A municipality may not spend more than 1.5% of its annual salary and wage bill for staff performance rewards.

Disputes about performance agreements and assessment

41. (1) Any dispute about performance objectives or targets must be mediated by the relevant head of department or directorate of the staff member to whom this function is delegated. If the dispute is not resolved to the staff member's satisfaction, the staff member may lodge a grievance in terms of the applicable procedures.
- (2) Any dispute relating to the conclusion of the performance agreement or an amendment to the performance agreement, must be referred to the head of the relevant department or directorate not later than five days of lodging the grievance in terms of the applicable procedures.
- (3) A dispute contemplated in sub-regulation (2) must be resolved within one month of receipt of the dispute by the head of the department, after—
- (a) considering the representation from the staff member concerned and his or her supervisor; and
 - (b) consultation with the head of human resources.
- (4) A staff member who is not satisfied with the outcome of the procedure in sub-regulation (3), may lodge a dispute in terms of the dispute resolution mechanisms of the bargaining council.

Managing substandard performance

42. (1) A staff member who receives a performance rating below 3 in terms of the Five-Point Rating table in regulation 38(2) must—
- (a) be assisted in developing his or her competencies through training, and supervision; and
 - (b) develop a revised personal development plan with his or her supervisor.
- (2) The personal development plan must contain at least—
- (a) a description of the behaviour and skills that require improvement;
 - (b) a description of the actions that will be undertaken to improve the identified behaviour and skills that require improvement;

- (c) the deadlines for improvement;
 - (d) a schedule of meeting to assess improvements and provide feedback; and
 - (e) details of the potential consequences in the event that there is no improvement in performance.
- (3) The meetings to assess improvements and to provide a feedback must be recorded in writing.
- (4) The personal development plan to manage performance improvement must cover a maximum period of six months, at the end of which, a formal evaluation of performance must take place.
- (5) The following alternatives must be considered in respect of a staff member whose performance has not improved to at least a performance that is fully effective:
- (a) Continuation of the actions referred to in the personal development plan;
 - (b) alternative actions to improve performance;
 - (c) offering the staff member an alternative job within the municipality that is better suited to the staff member's behaviour and skills; or
 - (d) dismissal owing to incapacity in terms of the provisions of the Labour Relations Act.
- (6) Poor work performance must be dealt with in accordance with item 9 of Schedule 8 to the Labour Relations Act.

Performance management of staff members who are acting in posts

43. If a staff member is required to act in a post for a period that exceeds three months, the supervisor to whom the acting staff member is reporting, must review the KPAs and KPIs in consultation with the acting staff member, and include the KPAs and KPIs in the staff member's amended performance agreement.

CHAPTER 5

SKILLS DEVELOPMENT

PART A

OBJECTIVES

Objectives

44. (1) Skills development must—
- (a) support the achievement of the municipality's goals set out in the Integrated Development Plan by providing critical skills that ensure the delivery of quality services;
 - (b) promote the development and retention of competent municipal staff, including the development of technical, professional and specialist staff who have the required qualifications and skills;
 - (c) support the employment equity objectives of a municipality;
 - (d) be based on high quality provision and effective workplace learning and development practices, including coaching, mentoring, on-the-job learning and opportunities for the practical application of skills in the workplace;
 - (e) seek to continuously improve its results and the returns on learning investments, by defining measures of success, conducting regular evaluations and improving the impact of learning, training and development; and
 - (f) be designed to support and reinforce other capacity-building programmes in municipalities.
- (2) A staff member must take responsibility for his or her development and own career growth.
- (3) A municipality must support its staff members by—
- (a) clarifying the skills required for jobs, identifying relevant skills needs and developing opportunities to satisfy the skills needs;
 - (b) identifying new skills and knowledge required by staff to support their career growth and progression;
 - (c) creating learning opportunities which will allow their staff to develop the skills and expertise to enable them to compete effectively for placement in new or vacant posts; and
 - (d) ensuring that skills development is a KPA in senior managers and supervisors performance agreements. This is aimed at promoting career development through consultations with staff members.
- (4) The skills development process involves planning, skills assessment, implementation and review.

PART B**SKILLS DEVELOPMENT PLANNING****Alignment to strategic planning cycles**

45. The determination of municipal skills needs, priorities and budgets must be—
- (a) developed once every five years at the commencement of the Integrated Development Planning process and may be reviewed annually thereafter; and
 - (b) aligned to the strategic planning cycles associated with the—
 - (i) integrated development plan;
 - (ii) municipal budget;
 - (iii) human resource planning; and
 - (iv) performance management cycle.

Determination of skills needs

46. Skills needs in municipalities must be determined by conducting—
- (a) skills needs analysis, in which the municipality must identify skills needs at municipal and department levels based on critical roles, job categories and associated competencies; and
 - (b) a staff skills audit, which must identify skills needs for each staff member based on specific competency needs associated with current roles and future career aspirations.

Skills needs analysis

47. (1) Every municipality must conduct a skills needs analysis that analyses the municipality's skills needs and assesses the skills constraints on service delivery in the municipality as a whole and in each department or function.
- (2) The skills needs analysis must identify the priority skills needs, which if effectively developed, will have a marked impact on the municipality's performance.
- (3) The process of identifying the skills needs must—
- (a) be guided by the critical and scarce skills lists for the sector published by the Minister for Higher Education and Training and the Local Government: Competency Framework for Occupational Streams as contained in Annexure A.
 - (b) take into account the related institutional capacity needs and workplace skills plan of the municipality; and
 - (c) cover all major roles in the municipality, including—
 - (i) management and leadership;
 - (ii) technical, specialist, professional and administrative roles; and
 - (iii) specified priority skills needs.
- (4) The skills needs analysis must be based on—
- (a) a strategic evaluation of skills needs that have constrained the service delivery and performance of the municipality and each of its departments or functions in the current year;

- (b) a review of community feedback information and an assessment as to whether a lack of skills has contributed to the shortcomings in respect of service delivery;
- (c) a review of the effectiveness of the implementation of previous priority skills development programmes and interventions; and
- (d) an analysis of individual staff member personal development plans to identify common skills needs across job categories.

Staff skills audit

48. (1) A municipality must conduct a skills analysis using programmes or systems determined by the Minister to ascertain the skills needs of staff members in respect of their current roles.
- (2) Skills audit may comprise—
- (a) biographical audits, which includes information on the educational qualifications and experience of the staff member;
 - (b) perception based assessments; and
 - (c) evidence based assessments, including assessments using psychometric instruments.
- (3) Skills audit must be conducted once every five-years within 24 months from the election of the new council of a municipality.

Recognition of prior learning assessment

49. (1) A recognition of prior learning assessment determines a staff member's skills and knowledge acquired through formal or informal training conducted by industry or educational institutions, work experience and on-the-job training.
- (2) Recognition of prior learning assessment must be conducted—
- (a) by service providers that are accredited by the relevant Education and Training Quality Assurance Body; and
 - (b) in line with the provisions of the National Qualifications Framework established in terms of the National Qualifications Framework Act, 2008 (Act No. 67 of 2008).

Personal development plans

50. (1) Every staff member must have a personal development plan that sets out the strategies to—
- (a) address the staff member's development needs and specific skills to be developed for their current roles arising from the skills audit, as well as the learning interventions required to build these skills; and
 - (b) develop new skills and provide exposure to new areas of work, which are aligned to the municipality's strategic objectives.
- (2) The personal development plan must take into account the skills audit and the requirements of the performance management system.
- (3) A staff member may only undergo training that is —

- (a) contained in personal development plan or
- (b) approved by the municipal manager or his or her delegate

Workplace skills plan

51. (1) A municipality must develop a workplace skills plan arising from the outcomes of institutional skills needs analysis and the individual skills audits.
- (2) The workplace skills plan must include—
- (a) The priority skills needs for the municipality and each department or function;
 - (b) the associated interventions that the municipality intends conducting; and
 - (c) an aggregation of the learning and development initiatives from staff personal development plans.
- (3) The workplace skills plan must be included in the municipality's integrated development plan.
- (4) A municipality must submit a completed workplace skills plan to the LGSETA on 30 April of each year.

Budgeting for skills development

52. (1) A municipality must establish a skills development budget that provides funding for training and development identified in the workplace skills plan.
- (2) Funding for training and development of staff will derive from—
- (a) a municipality's own training budget;
 - (b) the skills development levies as prescribed in terms of Skills Development Levies Act, 9 (Act No 9 of 1999);
 - (c) discretionary and mandatory grants received from LGSETA; and
 - (d) provincial and national government capacity building grants.

PART C**IMPLEMENTING SKILLS DEVELOPMENT****Types of skills development programmes**

53. A municipality must focus on developing priority skills through—
- (a) structured learning programmes, which may include learnerships, apprenticeships, technicians-in-training programmes and graduates-in-training programmes;
 - (b) structured on-the-job learning and development, which may include—
 - (i) professional coaching of staff members by an external or internal expert coach, where such capacity exists;
 - (ii) coaching of staff by supervisors, including guiding a staff member to develop new skills;
 - (iii) mentoring staff to acquire technical, professional or specialist skills, which may include structured mentorship programmes;

- (iv) the creation of work exposure opportunities that may accelerate learning and or skills development, including—
 - (aa) allocating staff members to a specific project;
 - (bb) seconding a staff member to another department or work area to increase the staff member's exposure to other work processes and systems;
 - (cc) increasing the responsibilities allocated to a staff member;
 - (dd) rotating staff through the full range of activities of a particular process or department; and
 - (ee) work shadowing, where a staff member is given the opportunity to observe a more senior professional or manager at work, enabling the staff member to understand more complex and challenging roles in a structured and secure manner; and
- (c) professional development programmes.

Obligations of municipality

54. (1) Supervisors must ensure the development of employees through re-allocation, rotation and secondment of staff members across functions within a municipality with due regard to service delivery requirements, where applicable.
- (2) A municipality must ensure the effective management of the quality of learning delivery, especially that which is provided by the external training providers.
- (3) Supervisors must be encouraged to gain coaching skills, and should actively coach and support the development of staff members who report to them.
- (4) A municipality should prioritise the appointment of staff mentors who are experts in their fields to support structured skills transfers in order to achieve the required specialist and technical skills in respect of priority roles.

PART D

REVIEWING SKILLS DEVELOPMENT

Evaluating skills development quality and impact

55. (1) A municipality must—
- (a) conduct regular evaluations of the workplace skills plan and personal development plans as well as their implementation; and
 - (b) adjust its learning programmes to improve its effectiveness, including the impact on reducing the skills constraint on service delivery.
- (2) A municipality must ensure that—
- (a) every supervisor annually report on progress on implementing staff personal development plans and the other programmes contained in the workplace skills plan;
 - (b) the effect of implementing personal development plans for staff is evaluated;

- (c) evaluations, using standard benchmarks determined by the Minister, respond to priority learning programmes and contribute to the development of skills which result in improved performance and service delivery; and
- (d) regular skills development reports and evaluation results are—
 - (i) integrated into the wider capacity building initiatives within the municipality; and
 - (ii) reported to the relevant provincial and national capacity building structures.

PART E

PAYMENT FOR SKILLS DEVELOPMENT PROGRAMMES

Conditions of payment

56. (1) A municipality may agree to pay the full amount for, or part of, a staff member's learning programme and for reasonable travel and accommodation expenses on receipt of official proof of the structured learning programme as per the municipal training policy.
- (2) A municipality which agrees to pay for a learning programme must require the staff member to work for the municipality for a reasonable period after the completion of the programme, failing which the staff member must pay back the costs, or part of the costs, associated with the programme.
- (3) Despite sub-regulation (1), if a staff member fails to attend or fails a learning programme, the municipality must recover the costs associated with the programme after complying with section 34 of the Basic Conditions of Employment Act.

CHAPTER 6**DISPUTE RESOLUTION****Grievances**

57. Grievances must be dealt with in terms of the collective agreement concluded in the bargaining council designated for municipalities.

CHAPTER 7**DISCIPLINARY CODE AND PROCEDURES****Discipline**

58. Discipline must be dealt with in terms of the collective agreement concluded in the bargaining council designated for municipalities.

CHAPTER 8**REMUNERATION RELATED MATTERS****Remuneration**

59. Remuneration must be dealt with in terms of the collective agreement concluded in the bargaining council designated for municipalities.

CHAPTER 9**GENERAL****Delegations**

60. (1) The municipal council may, in writing, delegate any function allocated to it in terms of these Regulations, provided that it complies with section 59 of the Act.
- (2) The municipal manager may, in writing, delegate any function allocated to him or her in terms of these Regulations, provided that the delegation—
- (a) complies with the principles set out in section 59 of the Act; and
 - (b) is approved by the municipal council in accordance with the system of delegations contemplated in section 59 (4) of the Act.

Inconsistencies between different texts

61. In the event of an inconsistency between different texts of the Regulations, the English text prevails.

Transitional arrangements

62. These Regulations do not affect the validity of a contract of employment concluded before these Regulations are promulgated.

Personnel records

63. (1) A municipal manager must keep records of each staff member in a municipality and update it frequently.
- (2) Records contemplated in sub-regulation 1 must be disposed of in terms of the National Archives and Record Service of South Africa Act.

Repeal of regulations

64. Chapter 2 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers as published in Government Notice No. 21 of 17 January 2014, and all provisions thereto, made and in force under the Act, are hereby repealed.

Short title and commencement

65. These Regulations are called the Local Government: Municipal Staff Regulations and come into effect on 1 July 2022.

1. **REPORT ON THE ROLE OF GARDEN ROUTE DISTRICT AIR QUALITY ON THE ROOIKAT RECYLING PROJECT AND THE CURRENT STATUS OF THE PROJECT / VERSLAG RAKENDE DIE ROL VAN DIE GARDEN ROUTE DISTRIKS-LUGKWALITEITENHEID OP DIE ROOIKAT HERWINBARE PROJEK EN DIE HUIDIGE STATUS VAN DIE PROJEK / INGXELO NGENDIMA YOMASIPALA WESITHILI SE GARDEN ROUTE NGOMGANGATHO WOMOYA KWINKQUBO YOMSEBENZI WASE ROOIKAT KUNYE NENSIMO ESIQHUBAYO SALENKQUBO**

REPORT FROM ACTING EXECUTIVE MANAGER: COMMUNITY SERVICES (J COMPION) / MANAGER: AIR QUALITY MANAGEMENT: (J SCHOEMAN)

2 PURPOSE

To inform Council on the role of the District Air Quality unit on the Rooikat Recycling project and the status of the project.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Garden Route District Municipality Air Quality unit issued a provisional atmospheric emission licence (PAEL) to the Rooikat Recycling Project (Pty)Ltd on a duly zoned industrial erf in Greatbrak river. The PAEL was only issued after a waste management licence was issued by the Western Cape provincial department of environmental affairs and development planning: Directorate Waste Management (DEADP).

The requirements of the Air Quality act were strictly followed in terms of the required public participation process, the specialist air quality study and the factors considered in terms of section 39 of the act. An appeal was lodged against the licencing authority for the granting of the PAEL but was subsequently rejected by the appeal authority in terms of Section 62 of the Local Government: Municipal Systems Act, 2003 (Act 32 of 2003). The Rooikat

Recycling project is waiting for its Manufacturing Licence to commission the manufacturing part of their plant. The GRDM Air Quality unit will closely monitor the strict conditions of the PAEL to ensure that the residents of Greatbrak River is not negatively affected and that their constitutional right to clean air is upheld.

5. RECOMMENDATION

That Council take note of the role of the district air quality unit on the Rooikat Recycling project in Greatbrak River and the status of the project.

AANBEVELING

Dat die Raad kennis neem van die rol van die distriks- lugkwaliteitseeneheid ten opsigte van die Rooikat Recycling Projek in Grootbrakrivier en die huidige stand van die projek.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo indima yecandelo lomgangatho womoyoa lesithili kwinkqubo yeRooikat e Great-Brak River kunye nesimo senkqubo.

6. DISCUSSION / CONTENTS

6.1 Background

GRDM is charged with implementing the atmospheric emission licencing (AEL) system in terms of section 36 of the National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004) (the Act), in its jurisdiction.

GRDM is also required to play a role during the application phase of a waste management licence (WML) in its capacity as interested and affected party (IA&P)/organ of state. As any other IA&P, the Municipality is afforded a period of thirty (30) days to submit any comments and/or objections on a WML application.

The sequence of events in terms of the Rooikat Recycling AEL application is summarised below:

(a) Application for the Atmospheric Emission Licence

- The application for an Atmospheric Emission Licence (hard copies) was submitted on 14 October 2020 and 21 October 2020 on the South African Atmospheric Emission Licence Inventory Portal (SAAELIP), as required by section 37 of the Act.
- The hard copy application was acknowledged on 19 October 2020.
- An invoice for the application was issued on 19 October 2020.

(b) Public Participation process

- Newspaper adverts were placed in the Mossel Bay Advertiser (9 October 2020) and Die Burger (23 October 2020), and all interested and affected parties (I&AP's) was afforded thirty (30) days to provide comments.
- Public Participation report was submitted on 2 December 2020.
- Public Participation was also conducted in terms of NEMA as part of the Basic Assessment Process and is discussed in detail in the final DBAR.

It is worthy to note that we required the applicant to conduct a separate Public Participation Process for the AEL application although the National Framework for Air Quality Management in South Africa, 2017 only required one PPP for both the EIA and the AEL. The Air Quality Act requires, in terms of Section 38(3)(b), that the applicant must bring the application to the attention of relevant organs of state, interested persons and the public through the advertising in two newspapers circulated in the area in which the listed activity applied for or is to be carried out. We are confident that the minimum requirements were met.

(c) Specialist Air Quality Study

Specialist air quality study was submitted in September 2020. The study was revised and amended twice due to requests by the LA. The final study is dated March 2021.

As indicated above, the AEL granting letter was issued to the Rooikat facility only after the Waste Management Licence (Integrated Environmental Authorisation) was issued by the Department. In reaching its decision, GRDM considered the required Section 39 requirements, which are:

- (1) any applicable minimum emission standards set for ambient air and point source emissions that have been determined in terms of the NEM: AQA;
- (2) the pollution being or likely to be caused by carrying out the listed activity applied for and the effect or likely effect of that pollution on the environment, including health, social conditions, economic conditions, cultural heritage and ambient air quality;
- (3) the best practical environmental options available that could be taken to-
 - (i) prevent, control, abate or mitigate that pollution; and
 - (ii) to protect the environment, including health, social conditions, economic conditions, cultural heritage and ambient air quality, from harm as a result of that pollution;
- (4) section 24 of NEMA and any other applicable environmental impact assessment done, the decision taken on the application of the environmental authorisation, and any applicable notice issued, or regulation made pursuant for that section substituted by section 7 of the Air Quality Amendment Act, 2014 (Act 20 of 2014);
- (5) any relevant tradable emission scheme;
- (6) whether the applicant is a fit and proper person as contemplated in Section 49 of the NEM: AQA;
- (7) the applicant`s submissions;
- (8) any submissions from organs of state, interested persons and the public;
- (9) any guidelines issued by the Minister or MEC relating to the performance of the licencing authorities of their functions.

After the granting letter was issued, one of the objectors appealed both the issuing of the EA and the granting of the AEL. GRDM then immediately suspended the granting of the AEL and subsequently informed both the applicant (Rooikat), as well as the objector or appellant. Reasons are that the EA take precedence over the AEL process. The MEC for Local Government and Environmental Affairs of the Western Cape (MEC Bredell) was the appeal authority. GRDM received confirmation from the MEC's office that the appeal was rejected, and the EA confirmed. GRDM Appeal Authority (Municipal Manager) then decided the section 62 appeal and the appeal was also rejected and the granting of the AEL confirmed.

A provisional atmospheric emissions licence was then issued on 25 October 2021, with very stringent conditions to protect the environment and the affected receptor areas. It must also be noted that Rooikat must prove compliance with all its licence conditions for a period of at least six (6) months before a full AEL will be issued for a period of five (5) years.

6.2 Discussion

The Garden Route District Municipality (GRDM) became aware of a complaint lodged with the Public Protector against the Western Cape provincial government department of environmental affairs and development planning (DEADP): Waste Management Directorate, during November 2021. DEADP: Air Quality Management required some points of clarity through email communication with regards to the issuing of the PAEL to Rooikat Recycling.

The Garden Route District municipality then received a direct enquiry from the Public Protector, in a letter dated 19 January 2022, reference number 7/2-003635/21. The Public Protector enquiry was comprehensively addressed by the air quality unit and the Legal department. This was also reported to Council through the verbal feedback of the Municipal Manager, feedback to the Community Services Portfolio Council meeting on 9 February 2022 and a meeting with the Deputy Major of GRDM, Advocate Van Niekerk. Dr Schoeman also presented the project end of 2021 at a session requested by

the Major of Mossel Bay, where the meeting was live-streamed to affected parties and a question and answer session was held.

The current Status Quo of the project is that the building plans have been approved by the Mossel Bay municipality and Rooikat will start construction of the waste management part of their facility. Once the manufacturing licence is issued, they will start with construction of the manufacturing part. Once the plant is commissioned, the commission date must be communicated to the GRDM air quality unit. The installation of a continuous emission monitoring system (CEMS) forms part of the AEL requirements. The plant will be closely monitored and compliance and enforcement forms part of the PAEL. Only after Rooikat can proof compliance with all the conditions of its PAEL for a period of at least six months, will a full licence be considered.

6.3 Financial Implications

None at this stage, but there could be financial implications in the form of litigation if any objector takes our decision on review at the High Court.

6.4 Legal Implications

None, at this stage

6.5 Staff Implications

None. All matters pertaining to Rooikat are addressed by the district air quality unit, as the licencing authority.

6.6 Previous / Relevant Council Resolutions:

There are no previous or relevant Council resolutions related to this matter.

6.7 Risk Implications

There are no foreseen risks besides if litigation is initiated.

6.8 Comments from Executive Management:

6.8.1 Executive Manager: Roads and Transport Planning Services

Noted

6.8.2 Executive Manager: Corporate Services

Noted

6.8.3 Executive Manager: Financial Services

Noted that there is currently no financial implications, but might be in future if legal proceedings are instituted against GRDM.

6.8.4 Manager: Legal Services

Noted

[BACK TO AGENDA](#)

1. **STATUS QUO REPORT WITH REGARDS TO THE DISTRICT COVID-19 COMMAND CENTRE (DCC) AND THE WAY FORWARD DUE TO THE LAPSE OF THE NATIONAL STATE OF DISASTER / STATUS QUO VAN DIE DISTRIK COVID-19 BEHEERSENTRUM EN DIE PAD VORENTOE NA AFLOOP VAN DIE OPSEGGING VAN DIE NASIONALE RAMP TOESTAND / ISIMO ESIKHOYO NGOKUMALUNGA NEZIKO LENKUMANDA LE COVID-19 KUNYE NOMHLAHLANDLELA NGENXA YOKLUNQUNYANYISWA KWESIMO SONGXUNGUPHALO SIKAZWELONKE**

(18/3/2/2/6)

REPORT FROM ACTING EXECUTIVE MANAGER COMMUNITY SERVICES (G OTTO)

2. **PURPOSE**

To provide Council with a status quo report with regards to the District Command Centre (DCC), established in terms of Government Notice: 399 issued on 25 March 2020 in terms of section 27(2) of the Disaster Management Act, 2002 (Act no. 57 of 2002), to act as the official coordination platform to effectively manage the Covid -19 Pandemic, as well as to propose a way forward after the National Disaster Declaration lapsed.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The Minister of Cooperative Governance and Traditional Affairs declared a national state of disaster recognizing the need to augment the existing legislation and contingency arrangements prompting government departments and private sector to take collective action to deal with the pandemic.

Subsequently, the Minister of COGTA issued Directions and Regulation. In Gazettes No 43147 and 43148, respectively on 25 March 2020. These directions stipulated that for the duration of the COVID-19 state of Disaster all Premiers, Members of Executive Councils responsible for local government in

the province, the President of the South African Local Government Association (SALGA), all Executive Mayors/Mayors and Institutions of Traditional Affairs should take all reasonable measures to facilitate and implement the pro- active measures to the extent provided for in terms of these regulations.

To ensure proper monitoring, reporting and implementation of the regulations, directions, and guidelines by all relevant sectors, the President established a National Coronavirus Command Council to coordinate responses to the pandemic.

The state of disaster has been terminated as of 5 April 2022; therefore, we now need to consider the revision of the status quo.

As alluded to by the President of South Africa, Mr Cyril Ramaphosa proposed/draft Health Regulations were published for public comment, to manage and/or control COVID-19 outside the national state of disaster. Furthermore, after consideration of comments the new regulations will be finalised and promulgated under the National Health Act. See **Annexure A**

5. RECOMMENDATION

That the Council takes note of the report.

AANBEVELING

Dat die Raad kennis need van die verslag.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo ingxelo.

6.1 BACKGROUND

On 31 December 2019, the World Health Organization (WHO) reported a cluster of pneumonia cases in Wuhan, Hubei Province of China. Initially person to person transmission was not apparent and the majority of the cases were epidemiologically linked to seafood, poultry and live wildlife market (Huanan Seafood Wholesale Market) in the Jiangnan District of Hubei Province.

The causative pathogen was identified as a novel coronavirus (2019-nCoV) on 7 January 2020. It was later renamed as "severe acute respiratory

syndrome coronavirus 2" (SARS-CoV2) by the International Committee on Taxonomy of Viruses. The reason it was named SARS-CoV-2, is because the virus is a genetic cousin of the Coronavirus which caused the SARS-CoV outbreak in 2002.

1. In March 11, the WHO declared COVID-19 a pandemic as the number of affected countries increased and on 3 March 2020 the first case of coronavirus disease was recorded in South Africa by the National Institute for Communicable Diseases (NICD)

6.2 DISCUSSION

Disaster management

In consideration of the magnitude and severity of the COVID -19 outbreak which has been declared a global pandemic by the World Health Organisation (WHO), Dr Mmpahaka Tau, the Head of the National Disaster Management Centre (NDMC), on 15 March 2020 classified the COVID-19 pandemic as a national disaster.

Cabinet in its special Cabinet meeting held on the same day resolved to declare a National State of Disaster. In this regard, the Minister of Cooperative Governance and Traditional Affairs declared a national state of disaster recognizing the need to augment the existing legislation and contingency arrangements to deal with the pandemic.

After the initial three months period this declaration has been extended on monthly intervals. On the 4th of April 2022 the President of South Africa announced that the National State of Disaster declaration would be terminated by midnight on the 4th of April 2022.

To ensure proper monitoring, reporting and implementation of the regulations, directions and guidelines by all relevant sectors, the President established a National Coronavirus Command Council to coordinate responses to the pandemic.

Subsequently, the Minister of COGTA issued Directions and Regulations (Gazettes No 43147 and No.43148, respectively) on 25 March 2020. The directions issued stipulates that for the duration of the state of disaster for COVID-19, all Premiers, Members of Executive Councils responsible for local government in the province, the President of the South African Local Government Association, all Executive Mayors/Mayors, and Institutions of Traditional Affairs shall take all reasonable measures to facilitate and implement the measures to the extent provided.

To ensure a well-integrated and coordinated planning and response to the COVID-19 pandemic, these directions provided for the establishment of the provincial and district institutional structures. Terms of reference were developed in line with the Directions issued by the Minister of COGTA on 25 March 2020 to respond to COVID-19 in the Cooperative Governance and Traditional Affairs sectors.

With the above in mind, it is necessary to consider the context and coming into being of the Regulations issued in terms of section 27(2) of the DMA. In terms of GN.R 480 of 29 April 2020 the regulations were promulgated to provide for the steps necessary to prevent an escalation of the disaster and/or to alleviate, contain and minimise its effects.

These regulations empowered government to take the measures that prevented many more people from becoming severely ill and saved countless lives. These measures were effective in slowing down the rate of infection, easing pressure on our hospitals, and providing the time we needed to develop the infrastructure, resources, and capacity to manage many people who became ill as a result of the COVID-19 pandemic.

All these measures were necessary to respond to the devastating effects of the pandemic on human health. This was precisely the purpose for which a state of disaster is intended: to enable an effective disaster response that saves lives.

It is clear from the above that the intention of the introduction of the regulations was to, *inter alia*, (i) lessen the effects of the pandemic on human health, and (ii) capacitate hospitals to properly manage the number of people who become ill.

The state of disaster has, however, been terminated as of 5 April 2022, and the interpretation of the regulations and directions that remain needs to be done in the context of the reasons offered for the termination. In this regard, President Cyril Ramaphosa in his statement dated 4 April 2022 advised that:

"... in the context of a free and open democratic society, the additional powers that a state of disaster provides are temporary and limited. They should be maintained only as long as they are absolutely necessary.

... we have now entered a new phase in the COVID-19 pandemic.

... while the virus continues to circulate, it is not causing the same levels of severe illness that requires hospitalisation or the same number of deaths.

...While the pandemic is not over, and while the virus remains among us, these conditions no longer require that we remain in a National State of Disaster."

When the pandemic was declared a national disaster on the 15th of March 2022, no vaccines had been developed and the advice generally received from the World Health Organisation was for people to, *inter alia*, wear face masks/coverings, social distance, avoid crowding/gathering and to ensure that spaces are properly ventilated.

Today, over 33 million¹⁶ vaccines have been administered in South Africa alone, which means that more people are protected against the possibility of contracting severe covid-19. One of the objectives of the declaration of the national state of disaster (i.e., preventing severe illness) can now be managed through the administration of vaccines.

To still stay abreast in terms of pro- as well as re-active actions Instituted to address Covid-19 the following way forward is proposed:

5.1 That future District Covid 19 Command Centre meetings be limited to one feedback meeting per month and that the frequency of meetings only be considered if we see a sharp rise in new active cases (More than 50 new cases reported per day) or if requested by the Department of Health and Welfare/ the GRDM Mayor;

5.2 That the chairperson of the DCC continue with weekly Covid-19 updates by e-mail as well as to provide any new information received from any Cluster Lead to all roll-players as well as the GRDM communications section.

Municipal Health & Environmental Health Services

Section 24 of the Constitution of the Republic of South Africa entrenches the right of all citizens to live in an environment that is not harmful to their health or well-being. Section 83 of the National Health Act, 2003 (Act 61 of 2003), defines municipal health services and clearly stipulates the responsibilities of municipalities in the performance of such services.

The National Department of Health prepared guideline to guide Environmental Health Services (EHS) on key roles related to the management of the outbreak. The guide clearly states the Role of Environmental Health Practitioners in the management of COVID-19, namely;

- Participation in Outbreak Response Teams (ORT) activated at provincial and district level;
- Investigation of suspected cases and contact tracing;
- Monitoring of the management of the human remains and disposal of the dead;
- Ensure decontamination and disinfection of affected homes;
- Monitoring of the management of health care waste;

- Conduct health education, awareness raising and health promotion;

Well before the disease reached the borders of South Africa, the Garden Route District Municipality, in conjunction with the National Institute for Communicable Disease (NICD) started with their readiness plans to ensure that the District Municipality will be able to mitigate and prevent the spread of the disease.

In conjunction with the Communications Department, information about the disease was posted on the official Garden Route District Municipality website and social media sites to inform the local public about the spread, as well as the prevention and control of the disease.

The Municipal Health Department embarked on a mass poster and pamphlet campaign, targeting schools, crèches and local businesses in the district, especially in the informal and rural areas, in an effort to heighten awareness. Since the campaign started the department distributed more than 10 000 pamphlets to the schools and crèches in the district.

The reason for focusing on the schools and crèches was to ensure that the message reached individual households, through their children. The fact that certain households do not have children that attend school or crèche, posters were also posted at various local municipality buildings, churches, barbershops, libraries etc.

To further strengthen disease prevention and mitigation, COVID-19 activities were incorporated into the daily inspection activities which included.

- Active case investigation and contact tracing (Physical visits to homes of cases and contacts)
- Food control
 - Issuing of Certificate of Acceptability to ensure compliance for the transportation.
 - Manage food security projects (distribution of food parcels, including cooked and uncooked meals during Alert level 5 lockdown)

- Monitoring soup kitchens and school feeding schemes on a weekly basis
- Health surveillance of premises (Funeral Undertakers, Crematoria, Places of Worship, Crèches, Old Age homes, Clinics and Hospitals), consult and advice on COVID-19 protocols as prescribed by Regulations promulgated under the Disaster Management Act, which included the;
 - Training of funeral undertaker personnel
 - Transport and disposal of descendants
 - Monitoring of social and religious gatherings
 - Monitoring of Funeral gatherings/processions
 - Monitoring school and crèche activities.
 - Private businesses
 - Disposal of health care risk waste

During routine inspections the Golden rules for COVID-19 mitigation and prevention were enforced, namely

- Social distancing
- Hand sanitizing practices
- Wearing of masks
- Disinfection procedures and practices
- Avoiding overcrowded spaces

2. COVID-19 Legislation and Regulations

Since the 25th of March 2020, Dr Mmaphaka Tau, in his capacity as the Head of the National Disaster Management Centre, after assessing the potential magnitude and severity of the COVID- 19 pandemic in the country, in terms of section 23(1) (b) of the Disaster Management Act, 2002 (Act No. 57 of 2002, as amended), classified the COVID-19 pandemic as a national disaster.

Emanating from the classification of this occurrence as a national disaster, in terms of section 26, read with section 23(8) of the above-mentioned Act, the primary responsibility to co-ordinate and manage the disaster, in terms of existing legislation and contingency arrangements, is designated to the national executive.

In terms of Section 15(2) (A) of the Act, read with sections 23(8), Dr Tau called upon all organs of state to further strengthen and support the existing structures to implement contingency arrangements and to ensure that measures are put in place to enable the national executive to effectively deal with the effects of this disaster.

On the 15th of March 2020, Dr Nkosazana Dlamini Zuma, the Minister of Cooperative Governance and Traditional Affairs as designated under section 3 of the Disaster Management Act, 2002 (Act no 57 of 2002, as amended) in terms of section 27 (1) of the Act declared a national state of disaster. In terms of section 27(2) of the act the minister may, when required, make regulations or issue directions, since the onset of the COVID-19 pandemic the regulations as well as disaster management guidelines and notices have been published.

On the 4th of April 2022 the Resident of South Africa, Mr Cyril Ramaphosa announced that the National State of Disaster declaration will be terminated by midnight on the 4th of April 2022.

The Minister of Health intend, in terms of section 90(1)(j), (k) and (w) read with section 90(4)(c) of the National Health Act, 2003 (Act 61 of 2003), and after consultation with the National Health Council, to make the regulations contained in the Schedule hereto, with regard;

- Regulations Relating to the Surveillance and the Control of Notifiable Medical Conditions: Amendment
- Regulations Relating to Public Health Measures in Points of Entry
- Regulations Relating to the Management of Human Remains
- Regulations Relating to Environmental Health

6.3 Financial Implications

Thus far, all the COVID-19 related expenses have been funded from Council's cash reserves.

6.4 Legal Implications

Disaster Management Act, 2002 (Act No. 57 of 2002, as amended), sections as outlined in the above-mentioned discussion.

6.5 Staff Implications

No direct staff implications

6.6 Previous / Relevant Council Resolutions:

Monthly COVID-19 update reports have been submitted to Council since April 2020.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision for Council to not implement the directive.

6.8 Way forward

- Incorporate "COVID-19" hygiene principles into routine inspection procedures to mitigate/prevent the emergence and/or re-emergence of disease to ease the burden of disease.
- Conduct active case investigation and contact tracing in congregated- and self-contained settings or during cluster breakouts.
- Increase health and hygiene promotion efforts.

DISTRICT COUNCIL

26 APRIL 2022

1. **UPDATE REPORT ON THE ACTIONS TAKEN BY THE DISTRICT COMMAND CENTRE TO ADDRESS THE COVID-19 PANDEMIC / OPDATERINGSVERSLAG RAKENDE DIE AKSIE STAPPE WAT REEDS DEUR DIE DISTRIK BEHEERSENTRUM IN PLEK GESTEL IS OM DIE COVID-19 PANDEMIE AAN TE SPREEK / INGXELO ENTSHA NGAMANYATHELO ATHATYATHWE LIZIKO LENKUMANDA LESITHILI LOKUJIONGANA NOBHUBHANE WE COVID-19**

REPORT FROM ACTING EXECUTIVE MANAGER COMMUNITY SERVICES (J COMPION) / MANAGER: DISASTER MANAGEMENT / G OTTO

2. **PURPOSE**

To inform Council about the actions taken by The Garden Route District Command Centre to address the COVID-19 Pandemic, as well as the amended regulations promulgated in terms of the Disaster Management Act, 2002 (Act no 57 of 2002, as amended).

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

Dr Mmpahaka Tau, the Head of the National Disaster Management Centre (NDMC), classified the COVID-19 pandemic as a national disaster on 15 March 2020.

The Minister of Cooperative Governance and Traditional Affairs declared a national state of disaster recognizing the need to augment the existing legislation and contingency arrangements to deal with the pandemic on 15 March 2020. After the initial three months period this declaration has been extended on monthly intervals. On the 4th of April 2022 the Resident of South Africa, Mr Cyril Ramaphosa announced that the National State of Disaster declaration will be terminated by midnight on the 4th of April 2022.

5. **RECOMMENDATION**

That Council takes note of the report.

AANBEVELING

Dat die Raad kennis neem van die verslag.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo ingxelo.

6. DISCUSSION / CONTENTS**Table 1: COVID-19 figures on 06/05/2022**

	International	South Africa	Western Cape Province
Total Cases	494 215 914	3 725 177	671 603
Recovered	429 807 346	3 613 688	654 051
Deaths	6 183 655	100 067	21 878

On the 4th of April 2022 the Department of Health reported that the total number of positive patients for the district according to the latest data is 81 579, this is 142 more than the previous week when the total number of positive patients were on 81 437. The number of active cases were on 276 compared to the previous week was 67 less when the active cases were on 343

There is a 12% district increase in total number of new cases over the last 7 days compared to 7-14 days ago. Bitou, Mossel Bay and Oudtshoorn showed an increase in numbers.

The district had a 12% increase compared the Provincial increase of 5% and currently there is 45 active cases per 100 000 of population compared to the 55 of one week ago. The Western Cape Provincial figure is currently on 65 per 100 000 of population.

The total fatalities are currently on 2 673, this is 5 deaths more than the previous week.

With regards to hospital services, oxygen supply to all hospitals is sufficient and poses no challenges. The number of confirmed COVID positive patients in the general ward in George Regional Hospital is currently on 5. There are no patients in the High Care Unit.

The current position with regards to COVID-19 hospital admissions is as follows:

- Harry Comay: 1
- Riversdale: none
- Mossel Bay: none
- Knysna: none
- Ladismith: 1

- Oudtshoorn: none
- Uniondale: none

Table 2: Position in terms of COVID-19 positive cases within the GRDM as on 05/04/2022 (Latest Figures)

Date	Description	Oudtshoorn	Bitou	Knysna	George	Mossel Bay	Hessequa	Kannaland	GRDM
Thursday 05/04/2022	Positive Cases	9665	5728	9840	29397	18623	6243	2092	81588
	Deaths	527	144	289	905	492	234	82	2673
	Active Cases	20	28	40	92	76	17	9	282
	Recoveries	9118	5556	9511	28400	18055	5992	2001	78633

Table 3: Position in terms of COVID-19 positive cases within the GRDM as on 30/03/2022 (One week ago)

Date	Description	Oudtshoorn	Bitou	Knysna	George	Mossel Bay	Hessequa	Kannaland	GRDM
Thursday 30/03/2022	Positive Cases	9657	5714	9829	29385	18586	6241	2090	81502
	Deaths	527	144	288	904	490	233	81	2667
	Active Cases	20	22	48	115	76	19	9	309
	Recoveries	9110	5548	9493	28366	18020	5989	2000	78526

Table 4: Vaccinations administered in the GRDM until the 4th of April 2022

J&J Program	74 995
Pfizer first dose	174 499
Total people with second dose Pfizer	145 269
Total people received J&J Booster	7 800
Total people received Pfizer Booster	33 123
Immune-compromised vaccines administered for over 18 years	459

Even though there are sufficient vaccinations available there is slowdown in the number of vaccinations. **45.2%** of the total Garden Route population have received at least a one dose vaccine.

Table 4: Weekly municipal public health activities report (05 March – 01 April 2022)

FOOD PREMISES						
Type of Premises	Number of premises inspected	Number of premises compliant	Number of premises non-compliant	Number of legal actions taken	Number of premises closed/ Issued a closure notice	Comply to COVI-19 regulations (sanitizing, social distancing and wearing of masks)
Food manufacturing facilities (dairy, biltong, juice & cool drink production)	19	16	3	-	-	16
Supermarkets/ Superettes	104	75	32	4	-	100
Restaurants	105	85	20	6	-	100
Spaza shops	359	230	129	11	-	221
Take Away	71	56	15	5	-	64
Informal Food traders	193	178	15	-	-	180
Butcheries	13	11	2	-	-	11
Soup kitchens	1	1	-	-	-	1
School feeding schemes	7	7	-	-	-	7
Tshisanyamas	1	-	1	-	-	-
Food premises - Other	57	53	4	-	-	56
Totals	933	712	221	26	-	752
Compliance rate	78%					84%

HEALTH SURVEILLANCE OF PREMISES						
Name Premises	Number of premises inspected	Number of premises compliant	Number of premises non-compliant	Number of legal actions taken	Number of premises closed/ Issued a closure notice	Comply to COVI-19 regulations (sanitizing, social distancing and wearing of masks)
Shopping	20	20	-	-	-	20

centres/ Malls						
Funeral undertakers	16	15	1	-	-	15
Taverns/Pubs /Bottle stores	5	5	-	-	-	5
Crèches	77	63	14	4	-	72
Guest houses /Accommodation establishment (B&B, Hotels & Self-catering)	62	62	-	-	-	62
Schools	17	16	1	-	-	17
School Hostels	3	3	-	-	-	3
Churches	-	-	-	-	-	-
Hair salons/Barber shop	19	16	3	1	-	16
Informal settlements	46	30	23	2	-	N/A
Public toilets	125	104	31	-	-	98
Garages/ Petrol Stations	14	14	-	-	-	12
Retail shops	8	6	2	2	-	8
Taxi ranks	11	11	-	-	-	9
Prisons	1	1	-	-	-	1
SAPS Holding cells	-	-	-	-	-	-
Health Care Risk Waste facilities & Generator	15	14	1	-	-	13
Keeping of animals (excluding small holding farmers & on residential premises)	6	6	-	-	-	N/A
Illegal Dumping	142	14	109	2	-	N/A
Health Establishments						
Clinics	22	19	3	-	-	20
Hospitals	1	1	-	-	-	1
Old Age homes	13	12	1	-	-	12
Nursing homes	-	-	-	-	-	-

Funeral Gatherings	-	-	-	-	-	-
Recreational Facilities (Waterslides, caravan parks, Gymnasiums, Play parks, Swimming pools)	41	41	-	-	-	39
Other	21	12	9	-	-	10
TOTAL	685	478	207	-	-	433
Compliance rate	70%					90%

HEALTH AND HYGIENE EDUCATION/AWARENESS	
Type of community	Number of awareness sessions conducted
Formal Food Premises	381
Spaza Shops	359
Informal Food traders	193
Health Hygiene education (Funeral undertakers, Crèches, Churches, Hair salons/Barbershop, Clinics, Old Age homes, Taverns/Pubs/Bottle stores)	508
Surveillance and prevention of Communicable diseases	33
Total number of awareness sessions	1 474

SAMPLING (DRINKING WATER/ FINAL EFFLUENT/FOOD)				
Sample type	Number of samples	Compliance		Outstanding results
		Compliant	Non-compliant	
Drinking water (WSA)	79	53	1	25
Drinking water (NWSA)	4	-	1	3
Final effluent (WSA)	16	11	-	5
Final effluent (Private)	4	1	-	3
Recreational water	30	19	-	11
Food	8	8	-	4
Surface swabs	-	-	-	-
River	-	-	-	-
Milk	-	-	-	-
TOTALS	159	96	2	61

DISINFECTION ACTIVITIES – GOVERNMENT AND PRIVATE OWNED BUILDINGS AND PUBLIC SPACES		
Type of premises	Number of Deep cleansing activities	
	Conducted by GRDM	Conducted by private entities and/or B-municipality
Business premises (Food premises, Old Age Homes, Clinics, Spaza shops, Police stations, Retails stores, etc.)	-	-
Government premises (Police station, Prisons, Municipality buildings etc.)	-	-
Taxi ranks	-	-
Sidewalks	-	-

COVID-19 - CASE INFORMATION	
Number of home visit to COVID-19 positive cases	-
Number of COVID-19 cases contacted per telephone	1
Number of contacts traced: via phone	-
Number of contacts traced: via physical visits	-
Number of untraceable cases/contacts	-

DECEDENT INFORMATION	
Number of deaths (all deaths) (information to be obtained from funeral undertakers)	415
Number of COVID-19 deaths (information to be obtained from funeral undertakers)	5
Number COVID-19 funerals attended	-
Number of COVID-19 cremations	-

FUNERAL UNDERTAKER INFORMATION		
Number of registered Funeral Undertakers	47	
Total number of shelves at all Funeral undertakers	502	
Weekly statistics (30 March – 05 April 2022)		
Take note: Information used is only from undertakers that submitted reports		
	Total	%
Number of Funeral undertakers that submitted reports during reporting period	43	92%
Number of shelves/spaces of those that submitted reports	469	93%
Available shelves/ space	327	70%

COVID-19 Legislation and Regulations

Since the 25th of March 2020, Dr Mmaphaka Tau, in his capacity as the Head of the National Disaster Management Centre, after assessing the potential magnitude and severity of the COVID-19 pandemic in the country, in terms of section 23(1) (b) of the Disaster Management Act, 2002 (Act No. 57 of 2002, as amended), classified the COVID-19 pandemic as a national disaster.

Emanating from the classification of this occurrence as a national disaster, in terms of section 26, read with section 23(8) of the above-mentioned Act, the primary responsibility to co-ordinate and manage the disaster, in terms of existing legislation and contingency arrangements, is designated to the national executive.

In terms of Section 15(2) (aA) of the Act, read with sections 23(8), Dr Tau called upon all organs of state to further strengthen and support the existing structures to implement contingency arrangements and to ensure that measures are put in place to enable the national executive to effectively deal with the effects of this disaster.

On the 15th of March 2020, Dr Nkosazana Dlamini Zuma, the Minister of Cooperative Governance and Traditional Affairs as designated under section 3 of the Disaster Management Act, 2002 (Act no 57 of 2002, as amended) in terms of section 27 (1) of the Act declared a national state of disaster. In terms of section 27(2) of the act the minister may, when required, make regulations or issue directions, since the onset of the COVID-19 pandemic the regulations as well as disaster management guidelines and notices have been published.

On the 4th of April 2022 the Resident of South Africa, Mr Cyril Ramaphosa announced that the National State of Disaster declaration will be terminated by midnight on the 4th of April 2022.

The following transitional measures will remain in place for no longer than 30 days:

- **Masks** – Must be worn in indoor public spaces. No need to be worn outdoors
- **Gatherings** – No more than 50% of venue capacity:
 - With proof of vaccine or negative COVID test: no upper limit on numbers
 - Without proof of vaccine or negative COVID test: upper limit of 1000 indoors and 2000 outdoors
- **International arrivals** – Proof of vaccination or negative COVID test not older than 72 hours

6.3 Financial Implications

Thus far, all the COVID-19 related expenses have been funded from:
Council's cash reserves.

6.4 Legal Implications

Disaster Management Act, 2002 (Act No. 57 of 2002, as amended), sections as outlined in the above-mentioned discussion.

6.5 Staff Implications

No direct staff implications

6.6 Previous / Relevant Council Resolutions:

Monthly COVID-19 update reports have been submitted to Council since April 2020.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision for Council to not implement the directive.

BACK TO AGENDA

DISTRICT COUNCIL

26 APRIL 2022

1. **ENVIRONMENTAL REPORTING ON DR1263 AND DR1297 (SLANGRIVIER), MR331 (JONGESFONTEIN) AND MR355 (MADIBA ROAD) /OMGEWINGSVERSLAG RAKENDE DR1263 EN DR1297 (SLANGRIVIER), MR331 (JONGENFONTEIN) EN MR355 (MADIBA PAD)/ INGXELO NGOKUSINGQONGILEYO KU DR1263 KUNYE DR1297(SLANGRIVIER), MR331(JONGESFONTEIN) KUNYE NO MR355(MADIBA)**

REFER REPORT FROM THE EXECUTIVE MANAGER ROADS AND PLANNING SERVICES (JG DANIELS)

2 **PURPOSE**

The purpose of the report is to inform Council about Environmental Management (Monitoring) at DR1263 and DR1297 (Slangrivier), MR331 (Jongesfontein) and MR355 (Madiba Road).

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The GRDM: Roads and Transport Planning Services Department, as an implementing agent for the Western Cape Government Department of Transport and Public Works execute maintenance work and upgrade on roads and road reserves and associated infrastructure within provincially proclaimed land within the Garden Route District jurisdiction area.

Some of the executed activities have potential to pollute and degrade the environment. Therefore, it is the duty of GRDM to prevent environmental degradation. This environmental report present environmental monitoring on three construction projects that the roads department is current busy with.

5. **RECOMMENDATION**

That the Council takes note and discuss the report.

AANBEVELING

Dat die Raad kennis neem and die verslag bespreek.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo kwaye lixoxe lengxelo.

6. DISCUSSION / CONTENTS**6.1. Background**

GRDM: Roads and Transport Planning Service Department through the Environmental Control Officer monitors the environmental aspects of the road construction and maintenance activities that may or have the potential to detrimentally affect the environment.

The environmental aspects for each road are defined by the activity (construction or maintenance) that is taking place on the road, nature, location, and extent of the activity. These activities may have different or similar components that triggers activities listed on the Environmental Impact Assessment Regulations Listing Notices in terms of the National Environmental Management Act, 1998 (Act 107 of 1998). To execute listed activities are part of road construction and maintenance activities Environmental Authorisations must be applied for and some approvals must be obtained. The conditions and requirements of such authorisations and approvals provide guidance for environmental aspects and issues that must be monitored to prevent environmental degradation and harm to human life and animals.

6.2 Financial Implications

None

6.3 Legal Implications

None

6.5 Staff Implications

None

Document attached

Annexure A – Summary of monitored activity at DR1263 and DR1297 (Slangrivier).

Annexure B – Summary of monitored activity at MR331 (Jongesfontein) (Slangrivier).

Annexure C – Summary of monitored activity MR355 (Madiba Drive).

6.6 Previous / Relevant Council Resolutions

There are no previous or relevant Council resolutions related to this matter.

6.7 Risk Implications

None

Annexure A: Annexure A – Summary of monitored activities at DR1263 and DR1297 (Slangrivier).

Activity that is executed in Slangrivier is road construction activity. The sections of two gravel roads namely Divisional Road 1297 (DR1297) and Divisional Road 1263 are being upgraded to tar road. These roads occur within an urban area, Slangrivier. Therefore, the surrounding environment is not a sensitive environment, thus, no Environmental Authorisation was and associated approval from relevant departments were required for the execution of the construction of these roads. Therefore, environmental aspects that are being monitored are the environmental aspects typical in most construction projects for general prevention of degradation of the surrounding environment through waste management, implementation of pollution prevention measures (i.e. proper handling of fuel) and prevention of harm and degradation to human health and animals.

However, the components of the construction activities included installation of storm water pipes within a watercourse and upgrading of the causeway occurring at DR1263 approximately at kilometre 4. These activities triggered Activity 19 of the Environmental Impact Assessment Regulations Listing Notice 1 of 2014, thus, a Maintenance Management Plan (MMP) had to be prepared and submitted to the Provincial Department of Environmental Affairs Development Planning (Region 3). Therefore, environmental monitoring on the Slangrivier Construction Project which is the upgrading of the sections of DR1263 and DR1297 included the environmental aspects which are waste management, Fuel handling, Ablution Facilities, Dust control, Material Storages, and monitoring of compliance to the conditions and requirements of the approval of the MMPs. It must be noted that the approved MMP for the upgrading of the Causeway is not yet implemented as the causeway construction has not commenced yet.

These environmental aspects and conditions/requirements of the approval of the MMP served as scope/content of reporting in environmental monitoring report(s).

Methodology of monitoring

A site inspection is conducted at least once a month. During the site inspection a walk through at the site is done to inspect the environmental aspects and observe the physical conditions of the site. Furthermore, it is also ensured that transgressions as far as the environment is concerned are noted and recommendations are provided to resolve them.

Reporting

A report is written on monthly basis submitted to the project manager reporting on the status of the inspected aspects and any issues (transgressions) noted on site.

Summary of finding

In most of if not all the inspected months the following environmental aspects were found to be in good order:

Ablution facilities: the facilities are serviced every week, no leakages are observed. However, a leakage in one of the toilets was suspected and the issue was raised and attended to.



Waste: General waste is collected weekly by the Hessequa Local Municipality
Hazardous waste (saw dust containing diesel) is still stored on site waiting to be disposed or treated before disposal.



Dust control: dust on site and on surrounding minor roads that are used for detours is controlled regularly and when needed by mean of wetting the road and bare ground areas with a water truck.



There is only one aspect that requires close monitoring, and that aspect is Diesel Handling.

To ensure that the diesel is handled in a good manner to protect the environment and surface and groundwater resources a ground protective layer was constructed using the High-Density Polyethylene liner (HDPE), saw dust and sandbags. The HDPE liner is laid on the ground and saw dust is spread on top of it to make a blanket that will absorb spilled/leaked diesel, and the sand bags are used to make a barrier to channel rain water around the ground protective layer (nn). Diesel tanks are stored on the ground protective layer and vehicles are refueled at this station where a drip tray is also used to contain spillages during refueling.



A second diesel station is the power generator. The generator is placed on top of a ground protective layer same way as the diesel tanks.

The challenge regarding these diesel stations is lack of maintenance of the ground protective layer by site supervisor and lack of following instructions by diesel tank, power generator and construction vehicle operators during refueling. Spillages are observed in most inspection and the ground protective layer is always not in a good state. Below are photos showing non-compliances with the pollution prevention measures for potential pollution and degradation the environment and surface and groundwater resources that may result from improper handling of fuel in the Slangriver Project.







Transgression noted in Slangrivier so far

It was noted that sewage was leaking and flowing to the from the Hessequa Local Municipality sewage pipe that was apparently damaged by the GDRM construction team. Water samples were taken to confirm presence of feacal matter and it was indeed confirmed. The source of the leakage was addressed and the pipe was fixed/replaced.



The second transgression noted in Slangrivier was the dumping of soil next to the Slangriver. The soil was dumped by the Site Supervisor with the aim of closing the road as road users continued opening the road when plastic barriers are used to barricade the road. This act is the most transgression that was not taken lightly as it poses significant negative impacts on the Slang river such as excess sedimentation and increased turbidity, thus degradation of the water quality of the river. Immediately the dumped soil was discovered by the ECO an instruction to remove was issued and the site supervisor was made aware of the consequences of that act. Refer to the figure below that shows the impact of the dumped soil in the river.

It must be noted that this act was not reported to the Water Authorities because of the proposed upgrade of the causeway. The impacts of the dumped soil will be remedied during the construction phase of the causeway as it will have similar impacts that are addressed by an Aquatic Specialist and mitigation measures are proposed.



Conclusion

Most environmental aspects in Slangrivier are complying with the prevention measures to put in place with the aim of protecting the environment. The importance of monitoring the diesel stations cannot be overemphasized as it is the only aspect that is continually not complying.

The ECO is currently organizing a service provider that is going to assist with the disposal of the contaminated sawdust as it is classified as hazardous waste.

Furthermore, it strongly maintained that the team in Slangrivier must always consult and inform the ECO regarding environmental related issues to prevent actions that

may have significant consequences such as the one of the dumped soil next to the river.

Annexure B – Summary of monitored activity at MR331 (Jongesfontein) (Slangrivier).

Introduction

The Garden Route District Area received floods during May in 2021. The floods resulted to damage of several roads and associated structures across the region. The Major Road 331 (MR331) in Jongesfontein, Hessequa Local Municipality is one the roads that was severely affected. The damaged that was observed by GRDM that resulted in section (kilometer 9.47 to 9.49) to collapse was a slip failure. Due to the extent of damage to this road and necessity of this road, the road had to be prioritised and fixed immediately. To comply with the NEMA requirements a directive in terms of section 30 A of NEMA had to be applied for by submitting an Emergency Site Inspection Report (ESIR) to the Competent Authority Department of Environmental Affairs and Development Planning (DEA&DP): Development Management (Region 3). The ESIR identified all the affected roads and described the damages that occurred on these roads together with the proposed action to remedy the damages to the roads and associated infrastructures. Furthermore, an Environmental Management Programme (EMPr) was also submitted. The EMPr addresses environmental impacts that may results due to the remedial actions proposed to fix this road and mitigation measure are also provided.

Granted NEMA Approvals and Environmental Monitoring Scope

The Directive was granted by the Competent Authority. The conditions and requirements of the Directive and EMPr together with the mitigation measures formed scope of Environmental Monitoring at MR331. Environmental monitoring is done fortnightly and a report is prepared monthly (EMPr requirements) and a quarterly auditing monitoring report is submitted to DEA&DP Reginal Office quarterly (requirement of the Directive).

Before the construction (remedial works) could commence the ECO had to identify sensitive areas, protected plants and animal species that may occur within the area

as per the requirements of the Directives. No sensitive areas and animals were identified on site, identified protected plant species was a Milkwood Tree that occurred within the road reserve and was likely to be affected (figure 1). However, GRDM holds a Tree License granted by the Department of Forestry that permits trimming of Protected Tree Species.



Before Construction





During Construction

Compliance Status

The project in Jongesfontein is now completed. All the activities complied with the requirements of the approvals (Directive and EMP) throughout the project.

There is only one requirement that still needs to be met and that requirement is rehabilitation (revegetation) of the disturbed areas that are more likely to experience erosion effect. Areas that need to be revegetated are the slopes on the sides of the road (refer to the figure below).





Transgression

The transgression that was noted at MR331 was flattening of vegetation downstream. The reason(s) given for flattening the vegetation was for making a way to bring the gabions stones for construction of the gabion structure at the outlet. This act was strongly condemned as it clearly stated in the approvals that construction activities must be limited within the road reserve. Figures below shows the flatted vegetation.



Conclusion

The ECO to ensure that the seeds for revegetating are bought and affected areas are seeded before the end of April.

Annexure C – Summary of monitored activity MR355 (Madiba Drive).

The nature of the project at MR355 is the same the Jongesfontein project. The Garden Route District area had severe flash floods two times during the year 2021. The second floods occurred on the 22nd of November 2021. The second flood severely affected the Main Road 355 (MR355). The identified damaged was described as damage and failure of the armco that resulted the road to collapse (figure 1).

Likewise with MR331, a Directive was applied for and granted for execution of the proposed remedial works on MR355.



Figure 1: showing the damaged road.

Before the excavation activity in preparation for the laying of stormwater pipes with the diameter of 1.8 meters, protected trees within the affected area were identified. Identified trees species are the Yellow wood and a Fern Tree (figure 2 and 3 below respectively). However, it must be noted that the Fern Tree has ben confirmed by CapeNature and Forestry Department that it is not categorised as a protected tree species within the George Region and in Western Cape Province but still it has to be conserved. Thus, an approval to transplant the Fern Tree was requested and granted by CapeNature.

It must be noted that the Yellow tree species that was identified was affected by the floods as the streambank was eroded, thus undercutting the roots of the yellow wood trees. Figure 2 below shows the affected trees with exposed and suspended roots.



Figure 2: showing the exposed roods of the Yellow wood and other trees



Figure 3: Identified Fern Tree

Removal of the Armco

The damaged armco was removed as now it is considered as waste. An excavator was used to pull the armco to the other side of the river, where it was cut into pieces using Oxy Acetylene Cutting and was taken to the scrap yard.



Figure 4: showing the armco and after it was removed

Monitoring of excavation, stockpiling and installation of the PVC pipes.

Excavation and installation of the PVC pipes were executed in an manner that was within acceptable standards as far as environment is concerned throughout.



Figure 5: showing excavation and laid PVC pipes

Stockpiling

Before excavation started, areas suitable for stockpiling were discussed. During the first phase of excavation the excavated material was piled on the road as it was discussed. Two weeks after it was discovered that the material was stockpiled anywhere along the road reserve (RR). Stockpiling was stopped because some areas along the RR falls within the Critical Biodiversity Areas as per the bioregional plan(s). Furthermore, some of the protected trees in terms of the National Forest Act, 1998 (Act no. 84 of 1998), including the Cheese Wood (*Pittosporum viridiflorum*), and other vegetation types including the Seven-week Fern and a Cyperacea species occurred along the section of RR where the soil material was piled. However, suitable sections that can be used for stockpiling were identified along the RR.



Figure 6: showing stockpiling along the road reserve



Figure 7: showing some of the vegetation occurring along the road reserve

Illegal Activities observed at MR355 Site

Chopping of yellow wood

It was also noted that there are people who visit the site during afterhours as the excavator was broken into, also, one of the protected trees within the road reserve, outside the affected footprint area was impacted upon (figure 8). It is not known whether the branch of the tree was broken deliberately, or it fell on its own however, it was chopped using a chain saw (based on observation of the chopped wood on site), and logs that were chopped months ago were observed (figure 8), thus it was concluded that whoever cut the Yellow wood tree was continuing with his illegal activity. Taken measures to ensure security of the equipment onsite and the site in general a security personnel was placed at the site during after hours.



Figure 8: Freshly chopped yellow wood



Figure 9: Old chopped yellow wood logs

Burning of fire

It was observed that fire was made at the site and that household waste was dumped at the site (figure 10). The matter was immediately communicated with the personnel that are constantly onsite and they were made aware of the consequences of setting fire and littering.



Figure 10: showing evidence of made fire and dumped domestic waste respectively

Challenges at MR355

it can be said that presence of the public at the site is a challenge in terms of monitoring the environmental aspects at MR355. The gate is always closed, and the public is made aware about the road closure, however, the public, particularly, Cyclists and Pedestrians are still using the road.

Waste including households waste that is not part of the waste generated by the construction activities on site was observed on site three (3) times so far. It is impossible to track who the waste belongs to. Household waste, sometimes contains food items, the waste bags are messed up by Monkeys and Baboons that are found at the site the team has now to ensure that all the waste that is not know where it comes from is disposed and that the site is waste free. Even the fire that was made it cannot be identified who made it.

Conclusion

It is strongly recommended that security at MR355 ensures that the public stays away and stop using the road until all the construction activities are completed.

[**BACK TO AGENDA**](#)

1. REPORT ON 2022/2023 FENCING SUBSIDY APPLICATION PERIOD/ VERSLAG RAKENDE DIE AANSOEKTYDPERK VIR DIE 2022/2023 OMHENING SUBSIDIE/ INGXELO NGESICELO SENXASO NGOKUBIYELA KWIXESHA LIKA 2022/2023

REFER REPORT FROM THE EXECUTIVE MANAGER: ROADS AND TRANSPORT PLANNING SERVICES (JG DANIELS)

2 PURPOSE

The purpose of the report is to inform Council about the 2022/2023 Fencing Subsidy application period.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The District Municipality grants a subsidy on the total estimated costs involved for the construction of a standard fence and this means in practice that it will only entail the purchase price of the material component for the type of fencing per km, according to the prices obtained on an annual basis from the local service providers and/or tenders.

For 2022-2023 financial year the Stock-proof and Vermin-proof fencing price will be R41 300 and R61 900 respectively.

The planned advertisement date for 2022/2023 financial year fencing subsidy is from 6th May 2022 to 03rd June 2022 in regional newspapers and GRDM website.

5. RECOMMENDATION

That Council takes note of the report.

AANBEVELING

Dat die Raad kennis neem van die verslag.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo ingxelo

6. DISCUSSION / CONTENTS

6.1. Background

The Garden Route District Municipality, implementing agent on behalf of the Provincial Government of the Western Cape, is responsible for the maintenance of fencing along road reserves.

The Road Ordinance No 19 of 1976 determined that the Department of Transport and Public Works and the Garden Route District Municipality as its implementing agent, may maintain all fences along its provincial road network (Section 12 of the Road Ordinance, 19 of 1976).

6.2 Financial Implications

A budget of R1 500 000 has been made available.

6.3 Legal Implications

None

6.5 Staff Implications

None.

Document attached

Annexure A – Fencing Advert

Annexure B – Application form with Annexures

6.6 Previous / Relevant Council Resolutions

There are no previous or relevant Council resolutions related to this matter.

6.7 Risk Implications

None

Annexure A: Official Advert



Garden Route District Municipality gives subsidies for fencing on a yearly basis to assist landowners on neighbouring rural roads with fencing of their properties. This is subject to a budget as received from the Western Cape Government.

The funding will only be applicable on a subsidy basis. It effectively means that 60% subsidy will be contributed towards the cost of the fencing. The subsidy is determined by an average price for material. The material is deemed as 60% of total cost. Labour cost is deemed as 40% of the total cost and must be carried by the applicant. All initial costs must be carried by the applicant and subsidy will be paid out after the successful completion of the fence. For more information refer to the Fencing Subsidy Policy of Garden Route District Municipality.

The new fences must adhere to the specifications of the Provincial Government of the Western Cape: Roads Infrastructure Department. Minimum specifications will be made available to successful applicants.

Application process

- Application forms can be obtained from Mr Qamani Nkebana at the Roads Transport & Planning Department. Contact numbers at the office is 044-803 1506 or email Qamani@gardenroute.gov.za.
- Application period: **6 May 2022 to 03 June 2022**.
- Applications will be audited and evaluated according to risk analysis by a panel. Risk factors include: Status of road, traffic count, operating speed of vehicles, type of farming, condition of current fence, etc
- The panel outcome will be decided by **01 July 2022**. All applicants will be informed. A fencing subsidy contract will be signed with successful applicants. Unsuccessful applicants can apply again in the next financial year.
- All fences must be fully completed by **30 November 2022** for payment before **28 February 2023**.
- Payment will be done after an inspection and an approval for the fence has been made.

Closing date: 03 June 2022

Notice number: 36/2022

M STRATU
MUNICIPAL MANAGER
54 York Street
P.O. Box 12
GEORGE
6530
Tel: 044 803 1300
Fax: 086 555 6303

Annexure B: Application form with annexures



Annexure

B.1

FENCING SUBSIDY APPLICATION REPORT TO THE DISTRICT ROADS ENGINEER: REPLACEMENT OF DAMAGED / POOR FENCING AND GATES <i>(Please provide a separate form for each road on the application)</i>					
Mr/Ms					
Date of application					
Address					
Cellular phone:					
Home telephone number:					
Work telephone number:					
E mail address :					
Road Name & Number:					
Distance to the left of the road					
From Km		To km		Sub-total	km
From Km		To km		Sub-total	km
From Km		To km		Sub-total	km
From Km		To km		Sub-total	km
Total Km to the left of the road					km
Distance to the right of the road					
From Km		To Km		Sub-total	km
From Km		To Km		Sub-total	km
From Km		To Km		Sub-total	km
From Km		To Km		Sub-total	km
Total Km to the right of the road					km
TOTAL DISTANCE IN KILOMETERS LEFT AND RIGHT					km
Number of grid gates that may be removed			Left		
Number of swing gates that may be removed			Left		
Number of grid gates that may be removed			Right		
Number of grid gates that may be removed			Right		
SPECIFY THE TYPE OF FENCING <i>(Mark with X)</i>			Stock-proof		
			Vermin-proof		
<i>Please note: Where vermin-proof fencing is applied for, an official letter from Cape Nature Conservation must accompany the application and motivation thereof.</i>					
Type of farming:					
Age of wire fencing (years)					
Date that wire fencing was erected (year)					
Have you received or requested funding through any other entity, e.g. disaster funds; claims from private insurance.					

ANNEXURE B.3 For information only

GARDEN ROUTE DISTRICT MUNICIPALITY: ROADS DEPARTMENT	
FENCING SUBSIDY	1 July 2021 – 30 March 2022 1 JULY 2022 – 30 March 2023
PROVINCIAL ROADS	Trunk roads, Main Roads, District roads and Minor roads
SPECIFICATIONS	
1. STOCK-PROOF FENCES	Treated poles (100-125mm in diameter and 2.10 metres in length) placed 10 metres apart with five (5) treated droppers (50-60mm in diameter and 1.50 metres long) between poles and five (5) barbed and four (4) smooth fencing wires.
SUBSIDY	1 July 2021 – 30 March 2022: <i>R33 500.00 per 1000 meters fencing erected (excl VAT)</i> <i>– All totals rounded off to the nearest R100.00.</i> 1 July 2022 – 30 March 2023: <i>R41 300.00 per 1000 meters fencing erected (excl VAT) – All totals rounded off to the nearest R100.00</i>
2. VERMIN-PROOF FENCES	Treated poles (100-125mm in diameter and 2.10 meters in length) placed 10 meters apart with five (5) treated droppers (50-60mm in diameter and 1.50 meters long) between poles and three (3) barbed and two (2) smooth fencing wires with 75mm hexagonal wire netting.
SUBSIDY	1 July 2021– 30 June 2022: <i>R55 900.00 per 1000 meters fencing erected (excl VAT)</i> <i>– All totals rounded off to the nearest R100.00.</i> 1 July 2022 – 30 June 2023: <i>R61 900.00 per 1000 meters fencing erected (excl VAT) – All totals rounded off to the nearest R100.00</i>

BACK TO AGENDA

DISTRICT COUNCIL

26 APRIL 2022

1. PROGRESS REPORT ON MADIBA ROAD (MR0355) / VORDERINGSVERSLAG RAKENDE MADIBA-PAD (MR0355) / INGXELO NGOMSEBENZI OSELE WENZIWE E MADIBA ROAD (MR0355)

2. PURPOSE

The purpose of the report is to inform Council about the progress on Madiba Road.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Provincial Western Cape Government District Roads Engineer in Oudtshoorn and GRDM Roads Department have prioritised this road including all the flood damaged roads by putting on hold the remaining Regravelling program for the 2021/2022/2023 financial year.

A 200mm diameter pipe has been laid as a bypass while the team is excavating to replace the armco that washed away with a 1.8m diameter spigot and socket 100D pipe. To date, we have excavated 600-800mm deeper than the invert level of the pipe due to site conditions and placed 500mm thick gabion rocks as filter layer and a 300mm gravel material mixed with cement as bedding of the pipes. Laying of the pipes commenced on the 4th of April and the project is at 47% completion.

5. RECOMMENDATION

That Council takes note of the report.

AANBEVELING

Dat die Raad kennis neem van die verslag.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo ingxelo.

6. DISCUSSION / CONTENTS

6.1. Background

The Garden Route District area had severe flash floods that occurred on the 22nd of November 2021. These floods constituted severe damages on an armco failure in Madiba Road that collapsed the whole road 8 metres deep.

6.2 Financial Implications

A budget of R3 000 000 has been made available.

6.3 Legal Implications

None

6.5 Staff Implications

In-house maintenance and regravelling teams are currently on site repairing the road. 10 EPWP contract workers expired on the 31st of March 2022 and new approval to extend EPWP workers was approved by PGWC.

Document attached

Annexure A – Site Images.

6.6 Previous / Relevant Council Resolutions

There are no previous or relevant Council resolutions related to this matter.

6.7 Risk Implications

None

Annexure A: Site Images



Figure 1: Slip failure, Armco washed away



Figure 2: Slope in George direction for access



Figure 3: 200mm By-pass pass



Figure 4: Gabion Rocks



Figure 5: Gravel material with cement



Figure 6: Installation of the 1st pipe



Figure 7: 4th Pipe Installation

BACK TO AGENDA