



Notice is hereby given in terms of Section 29 of the Local Government: Municipal Structures Act, Act 117 of 1998, that the **A SPECIAL COUNCIL MEETING** of the 2016/2021 term of the Garden Route District Municipality will be held in the **CA Robertson Council Chambers, 54 York Street, George**, on **MONDAY, 04 MAY 2020** 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 SPESIALE RAADSVERGADERING van die 2016/2021 termyn van die Garden Route Distriksmunisipaliteit gehou sal word in die CA Robertson Raadsaal, Yorkstraat 54, George, op MAANDAG, 04 MEI 2020 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 EKHETHEKILEYO** yexesha lika 2016/2021 loMasipala Wesithili se Garden Route izakubanjelwa **kwiGumbi leBhunga iCA Robertson, 54 York Street, e George NGOMVULO, 04 KUCANZIBE 2020** ngentsimbi ye **11:00** ukuqwalasela imiba ebekwe kwi agenda.

  
**CLLR B.H.J. GROENEWALD**

Speaker  
Speaker  
Somlomo

  
**MG STRATU**

Municipal Manager  
Munisipale Bestuurder  
Mphathi Masipala

1. OPENING AND WELCOMING / OPENING EN VERWELKOMING / UVULO NOLWAMKELO
2. SILENT PRAYER / STILLE GEBED / UMTHANDAZO OTHULEYO
3. ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO
- 3.1 COUNCILLORS PRESENT / RAADSLEDE TEENWOORDIG / OCEBA ABAKHOYO
- 3.2 COUNCILLOR WITH LEAVE / RAADSLEDE MET VERLOF / OCEBA ABAKWIKHEFU
- 3.3 COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OCEBA ABANGEKHO KWIKHEFU
4. NOTING THE PROVISIONS OF SCHEDULE 1 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, 2000 / KENNISNAME VAN DIE VOORSKRIFTE VAN SKEDULE 1 (GEDRAGSDKODE VIR RAADSLEDE) / UQWALASELO LWEMITHETHO-NEMIMISELO YOLUHLU 1 (INDLELA YOKUZIPHATHA KOCEBA) LOMTHETHO WENKQUBO ZORHULUMENTE BASEKHAYA, 2000
5. DISCLOSURE OF INTERESTS BY COUNCILLORS AND OFFICIALS / VERKLARING VAN BELANGE DEUR RAADSLEDE EN AMPTENARE / UKUCHAZWA KWENJONGO NGOOCEBA KUNYE NAMAGOSA
6. INTRODUCTION OF NEWLY APPOINTED STAFF / BEKENDSTELLING VAN NUWE PERSONEEL / UKWAZISWA KWABASEBENZI ABASANDOKUQASHWA

None / Geen / Azikho

7	COMMUNICATIONS BY THE SPEAKER / MEDEDELINGS DEUR DIE SPEAKER / UNXIBELELWANO LUKASOMLOMO
8	COMMUNICATIONS BY THE EXECUTIVE MAYOR / MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / UNXIBELELWANO LUKA SODOLOPHU
9	COMMUNICATIONS BY THE MUNICIPAL MANAGER / MEDEDELINGS DEUR DIE MUNISIPALE BESTUURDER / UNXIBELELWANO LOMPHATHI MASIPALA
10	APPROVAL OF MINUTES OF COUNCIL MEETINGS / GOEDKEURING VAN NOTULES VAN RAADSVERGADERINGS / UKWAMKELWA KWEMIZUZU YENTLANGANO YEBHUNGA
10.1	NONE / GEEN / AZIKHO

11	<b>MINUTES OF MAYORAL COMMITTEE MEETINGS AND OTHER SECTION 79 COMMITTEES (FOR NOTIFICATION) / NOTULES VAN BURGEMEESTERSKOMITEEVERGADERINGS EN ANDER ARTIKEL 79 KOMITEES (VIR KENNISNAME) / IMIZUZU YEKOMITI KASODOLOPHU KUNYE NEZINYE IKOMITI ZOMHLATHI 79 (ITHATHELWE INGQALELO)</b>	
11.1	SPECIAL MAYORAL COMMITTEE MEETING / SPESIALE BURGEMEESTERSKOMITEEVERGADERINGS / IMIZUZU YENTLANGANO YEKOMITI KASODOLOPHU  20 APRIL / KUTSHAZIMPHUZI 2020	<b>7 – 17</b>
12	<b>STANDING ITEMS / STAANDE ITEMS / IMIBA EMISIWEYO</b>	
12.1	<b>APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR APRIL 2020 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVIRHOUDINGE INLIGTING VIR APRIL 2020 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KUTSHAZIMPUZI 2020 (1045343)</b> Refer (9/3/1) dated 21 April 2020; Report from the Executive Manager (B Holtzhausen) / Manager Human Resources (N Klaas)	<b>18 – 23</b>
<b>SECTION A</b>		
<b>REPORTS FROM THE SPEAKER / ITEMS VANAF DIE SPEAKER / IMIBA EVELA KUSOMLOMO</b>		
A.1	None / Geen / Azikho	
<b>SECTION B</b>		
<b>REPORTS FROM THE EXECUTIVE MAYOR / VERSLAE VANAF DIE UITVOERENDE BURGEMEESTER / IMIBA EVELA KUSODOLOPHU</b>		
B.1	<b>REPORT: SECTION 52 – RESPONSIBILITIES OF MAYOR / VERSLAG: ARTIKEL 52 VERANTWOORDELIKHEDE VAN DIE BURGEMEESTER / INGXELO: U MHLATHI 52 - UXANDUVA LUKA SODOLOPHU (1045722)</b> Refer (6/18/7) dated 22 April 2020; Report from the Executive Mayor (Cllr M Booysen)	<b>24 -75</b>

SECTION C		
ITEMS FROM THE OFFICE OF THE MUNICIPAL MANAGER / ITEMS VANAF DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER / IMIBA EVELA KWI OFISI YOMPHATHI MASIPALA		
C.1	<b>REPORT – REVISED/ADJUSTED SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN OF 2019/2020 / VERSLAG – HERSIENDE/AANGEPASTE DIENSLEWERINGS EN BEGROTINGSIMPLEMENTERINGSPLAN VIR 2019/2020 / INGXELO-UQWALASELO/ULUNGELELWANISO LONIKEZELO LWENKONZO KUNYE NESICWANGCISO SOKUMISELWA KOLWABIWO-MALI LUKA 2019/2020 (1044603)</b> Refer (9/11/1) dated 16 April 2020; Report from the Municipal Manager (MG Stratu) / Manager Performance Management (IG Saaiman)	76-90
C.2	<b>REPORT ON THE STATUS OF LITIGATION CASES: LEGAL SERVICES / VERSLAG RAKENDE DIE STATUS VAN DIE LITIGASIE-SAKE: REGSDIENSTE</b> Refer (14/1/1) dated 04 April 2020; Report from the Municipal Manager (MG Stratu) / Manager Legal Services (N Davids)	91 – 95
SECTION D		
ITEMS FROM THE FINANCIAL SERVICES DEPARTMENT / ITEMS VANAF DIE FINANSIËLE DIENSTE DEPARTEMENT / IMIBA ESUKA KWISEBE LENKONZO ZEMALI		
D.1		
SECTION E		
ITEMS FROM THE CORPORATE SERVICES DEPARTMENT / ITEMS VANAF DIE KORPORATIEWE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLAWULO		
E.1	NONE / GEEN / AZIKHO	
SECTION F		
ITEMS FROM THE COMMUNITY SERVICES DEPARTMENT / ITEMS VANAF DIE GEMEENSKAPSDIENSTE DEPARTEMENT / IMIBA ESUKA KWISEBE LENKONZO ZOLUNTU		
F.1	<b>REPORT ON THE DISTRICT FOOD BANK MODEL / VERSLAG INSAKE DIE DISTRIK VOEDSELBANK MODEL / INGXELO NGOHLOBO LWEBANKI YOKUTYA YESITHILI</b> Refer (10/1/3/4) dated 22 April 2020: Report from the Executive Manager: Community Services (C Africa)	96 – 102



## SECTION G

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

G.1	NONE / GEEN / AZIKHO	
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## SECTION H

**ITEMS FROM THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT / ITEMS VANAF DIE  
BEPLANNING EN EKONOMIESE DIENSTE DEPARTEMENT / IMIBA ESUKA KWISEBE  
LEZICWANGCISO KUNYE NOPHUHLISO LOQOQOSHO**

H.1	<b>REVIEWED IDP/BUDGET/PMS PROCESS PLAN FOR 2020/21 HERSIENE GOP/ BEGROTING/PBP PROSESPLAN VIR 2020/21 / IZICWANGCISO ZOPHUHLISO EZIHLINGAHLINGISIWEYO ZOMSEBENZI KUNYE NOKUQWALASELWA KWAKHONA KWE IDP/UHLAHLOLWABIWO MALI NENKQUBO EZICETIWEYO KU 2020</b>	103 - 127
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*Refer (16/8/2) dated 20 April 2020: Report from the Executive Manager: Planning and Economic Development (L Menze) /Manager IDP (M Cekiso)*

	In Closed Session / In Geslote Sessie / Kwi-Sashoni Yasekhusini	(see report on in close session agenda)
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	CLOSURE / SLUITING / UQUKUNJELO	
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Rdl / Cllr CN Lichaba  
 Rdl / Cllr S De Vries  
 Rdl / Cllr NF Kamte  
 Rdl / Cllr MP Mapitiza  
 Rdl / Cllr SF May  
 Rdl / Cllr D Saayman  
 Rdl / Cllr BN Van Wyk  
 Rdl / Cllr RE Spies  
 Rdl / Cllr JL Hartnick  
 Rdl / Cllr M Booysen  
 Rdl / Cllr AJ Rossouw  
 Rdl / Cllr KS Lose  
 Rdl / Cllr T Fortuin  
 Rdl / Cllr JP Johnson  
 Rdl / Cllr IT Mangaliso  
 Rdl / Cllr T Van Rensburg  
 Rdl / Cllr SS Mbandezi  
 Rdl / Cllr BHJ Groenewald  
 Rdl / Cllr E Meyer  
 Rdl / Cllr RH Ruiters  
 Rdl / Cllr I Stemela  
 Rdl / Cllr EH Stroebel  
 Rdl / Cllr PJ Van der Hoven  
 Rdl / Cllr T Teyisi  
 Rdl / Cllr V Gericke  
 Rdl / Cllr K Windvogel  
 Rdl / Cllr JC Lambaatjeen  
 Rdl / Cllr RR Wildschut  
 Rdl / Cllr ASM Windvogel  
 Rdl / Cllr NA Tsengwa  
 Rdl / Cllr L Tyokolo  
 Rdl / Cllr NV Gungubele (as at 08 Oct 2019)  
 Cllr GR Wolmarans (as 27 Nov 2019)  
 Cllr J Fry (**As at 25 March 2020**)  
**vacant**



Minutes of a Special Mayoral Committee  
meeting held via Zoom, on **Monday, 20 April 2020**  
at **14:00**

*Notule van 'n **Spesiale Burgemeesterskomitee***  
**Komiteevergadering** gehou op **Maandag , 20 April 2020**  
om **14:00** via Zoom

Imizuzu yentlanganiso eKhethekileyo Yekomiti  
Kasodolophu nebibanjwe ngobuchwephesha bobuxhaxaka  
be Zoom **ngoMvulo, 20 KuTshazimphuzi 2020 ngo 14:00**

# **1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UVULO NOLWAMKELO**

The Executive Mayor, Cllr 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 MEMBERS: PRESENT / LEDE: TEENWOORDIG / AMALUNGU: AKHOYO**

Cllr / Rdl / Ceba M Booysen

Execu

tive Mayor Cllr / Rdl / Ceba RH Ruiters

Cllr / Rdl / Ceba E Meyer

Cllr / Rdl / Ceba RE Spies

Cllr / Rdl / Ceba JC Lambaatjeen

Cllr / Rdl / Ceba JP Johnson

Cllr / Rdl / Ceba I Stemela

### **AMPTENARE / OFFICIALS / AMAGOSA**

Mr M Stratu

Municipal Manager

Mr C Africa

Executive Manager Community Services

Mr JW de Jager

Executive Manager Financial Services

Mr L Menze

Executive Manager Planning & Economic Development

Mr JG Daniels

Executive Manager Roads and Transport Services

Mr T Loliwe

Strategic Manager: Office of the Municipal Manager

Mr S Maqekeni  
Compliance

Manager: Integrated Support Services & Legal

Ms N Davids

Manager: Legal Services

Mr JH Compion	Manager: Municipal Health & Environmental Services
Ms P Lufele	Chief Audit Executive
Mr S Dladla	Chief of Staff: Office of the Executive Mayor
Mr G Otto	Manager Disaster Management
Mr P Dongi	Manager: Project Management
Mr M Cekiso	Manager: IDP
Mr B Desha	Snr Interpreter/ Translator / Committee Officer
Ms R Matthews	Committee Officer

3.2 MEMBERS: ABSENT WITH LEAVE / LEDE: AFWESIG MET VERLOF / AMALUNGU: ABEKWIKHEFU

Cllr / Rdl / Ceba  
KS Lose

3.3 MEMBERS: ABSENT WITHOUT LEAVE / LEDE: AFWESIG SONDER VERLOF / AMALUNGU: ANGEKHO KWIKHEFU

None / Geen / Azikho

**4. NOTING THE PROVISIONS OF SCHEDULE 1 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, ACT 32 OF 2000 / KENNISNAME VAN DIE VOORSKRIFTE VAN SKEDULE 1 (GEDRAGSDKODE VIR RAADSLEDE) VAN DIE PLAASLIKE REGERING MUNISIPALE STELSWET, WET 32 VAN 2000 / UQWALASELO LWEZIBONELELO ZOLUHLU 1 (INDELA YOKUZIPHATHA KOCEBA) ZE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, ACT 32 OF 2000**

Noted / Kennis / Ithathelwe ingqlelo

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

None / Geen / Azikho

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

The Executive Mayor, Cllr M Booysen informed the Councillors that the funeral of the late Cllr NC Jacob took place this past weekend and that the Councillors of the GRDM were uninvited, this was done to adhere to the current COVID 19 regulations.

The EPWP section of the Garden Route DM has been providing security services during the school feeding programs and the services might be extended until next week pending on new announcements. Cabinet will continue with discussions regarding the feeding programs and is expected to force certain schools who have not implemented the feeding programs to start. Minister Fritz is busy with discussions to avail money from the Community Safety funding to assist GRDM to continue with the provision of security service in schools.

Cllr Booysen requested the Councillors to exercise extreme safety measures because tensions are rising with the distribution food parcels. Councillors are encouraged to refrain from being physically present whilst food parcels are being handed out.

Further communication will be conveyed regarding additional financial support to the local municipalities to assist with food parcels.

Under the communications of the Mayor the following Councillors communicated the following:

Cllr R Ruiters informed the Councillors that in Mossel Bay 1000 food parcels were distributed to the community, but that it was not enough. DSD and SASSA did not provide enough support and only delivered 150 parcels.

Cllr RE Spies, communicated that no support has been received from DSD or SASSA in Knysna. Most of the food parcels that are being handed out are from private donations. Assistance from Government to assist Knysna will be highly appreciated.

Cllr JP Johnson communicated that Kannaland received 200 parcels and they have been evenly distributed between the 4 wards and it was not sufficient. There were riots in the area that were caused by insufficient food distributed. DSD, SASSA and Government should provide more support.

Cllr JC Lambaatjeen communicated that the constant movement of people remains a huge challenge. DSD did not deliver to all the people that were eligible for food parcels. Cllr Lambatjeen thanked the GRDMI for the 140 food parcels that were received by Oudtshoorn municipality and reported that the food will be used to top up the food parcels that Oudtshoorn municipality is currently distributing to the needy.

Cllr I Stemela expressed his gratitude for the 100 food parcels that GRDM donated to George Municipality to assist the needy.

## **7. COMMUNICATIONS BY THE MUNICIPAL MANAGER / MEDEDELINGS DEUR DIE MUNISIPALE BESTUURDER / UNXIBELELWANO LOMPHATHI MASIPALA**

The Municipal Manager communicated the following:

The Mancom is still meeting as per usual every Monday via virtual platforms and that the work is continuing. Supply Chain Management Committees are meeting regularly. District meetings at the JOC with various departments and officials to discuss and report on the latest updates on the COVID – 19 pandemic will now only be held every Monday, Wednesday and Fridays. DCF meetings with various Municipal Managers and Mayors are taking place weekly and Extended cabinet meetings are held 3 times per week. Every Sunday at 18H00 meetings with Minister Bredell and Municipal Managers and Mayors are also taking place.

Managers are busy with Post Lockdown Recovery Plans and will still adhere to the Covid 19 regulations and adhering to social distancing. The Process Plan for the IDP and Budget is going to be reviewed and GRDM only has the month of May to finalise the IDP and Budget process. Humanitarian relief remains a big challenge. No proper controls are in place and double dipping is a reality.

A foodbank with proper should be considered as it will ensure coordination and smooth operations. The criteria for beneficiaries of the food relief is also not aligned at the different municipalities and once the alignment is sorted out, the distribution of the food parcels will run smoothly.

The next Council meeting is going to take place on 4 May 2020 and the meeting will be conducted in the 3 committee rooms of GRDM to ensure that the COVID 19 rules and regulations are adhered to.

**8. CONFIRMATION OF MINUTES BEKRAGTIGING VAN NOTULE / UKUQINISEKISWA KWEMIZUZU (pg 6-13)**

RESOLVED

That the minutes of the Special Mayoral Committee meeting dated 30 March 2020, be approved with the corrections as identified.

BESLUIT

*Dat die notule van die Spesiale Burgemeesterskomiteevergadering gedateer 30 Maart 2020, goedgekeur word met die korreksies soos aangedui.*

ISIGQIBO

Seskuba imizuzu yentlangano Ekhethekileyo yeKomiti kaSodolophu yangomhla 30 kweyoKwindla 2020, iphunyezwe kunye nezilungiso.

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

**9.1 APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR MARCH 2020 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR MAART 2020 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA 2020 (1044231)**

*(9/3/1) dated 07 April 2020; Report from the Executive Manager: Corporate Services (B Holtzhausen) / Manager: Human Resources (N Klaas) (pg 14-23)* Refer

RESOLVED TO RECOMMEND TO COUNCIL

That the information on the appointments, service exits and labour relations matters for March 2020, be noted.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

*Dat kennis geneem word van die aanstellings, uitdienstredings en arbeidsverhoudinge inligting vir Maart 2020.*

IZINDULULO

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga yoKwindla 2020 kuthathelwe inqgalelo.

**MATTERS FOR CONSIDERATION / SAKE VIR OORWEGING / IMIBA EKUFUNEKA IQWALASELWE**



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

**10.1 EXECUTIVE MAYORS SPECIAL FUND POLICY/ UITVOERENDE BURGEMEESTERS SPESIALE FONDSBELEID / UMGAQO OKHETHEJILEYO WEZIBONELELO KASODOLOPHU OBEKEKILEYO**

*Refer (4/1/1/3) dated 08 April 2020: Report from the Municipal Manager (MG Stratu) / Strategic Manager in the Office of the Municipal Manager (T Loliwe) (pg 24-31)*

**RESOLVED TO RECOMMEND TO COUNCIL**

That Council approves the Policy.

**BESLUIT OM BY DIE RAAD AAN TE BEVEEL**

*Dat die Raad die beleid goedkeur.*

**IZINDULULO**

Sesokuba iBhunga liwuphumeze lomgaqo.

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

None / Geen / Azikho

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

None / Geen / Azikho

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

**13.1 REPORT ON THE ACTIONS TAKEN BY THE DISTRICT COVID-19 COMMAND COUNCIL TO ADDRESS THE COVID-19 PANDEMIC / VERSLAG RAKENDE DIE AKSIE STAPPE WAT REEDS DEUR COVID-19 DISTRIK BEREERRAAD IN PLEK IS OM DIE CORONAVIRUS (COVID-19) PANDEMIE AAN TE SPREEK/ INGXELO NGAMANYATHELO ATHATYATHWE IBHUNGA LOMTHETHO LE COVID-19 KWISITHILI UKUJONGANA NOBHUBHANE WE COVID-19**

*Refer (10/1/3/4) dated 08 April 2020: Report from the Executive Manager: Community Services (C Africa) / Disaster Management Manager (G Otto) (pg 32-49)*

**RESOLVED TO RECOMMEND TO COUNCIL**

That Council takes note of the report and that the emergency expenses incurred be approved.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

*Dat die Raad kennis neem van die verslag en dat goedkeuring gegee word vir die nood uitgawes vermeld.*

ISIGQIBO SOKUNDULULA KWIBHUNGA

Sesokuba iBhunga lithathele ingqalelo ingxelo kwaye indleko nezibangelwe luxakeko ziphunyezwe.

13.2 **GARDEN ROUTE REGIONAL WASTE MANAGEMENT FACILITY PUBLIC, PRIVATE PARTNERSHIP PROCESS PROGRESS REPORT/ GARDEN ROUTE VORDERINGSVERSLAG RAKENDE DIE STREEK AFVAL BESTUUR FASILITEIT PUBLIEKE, PRIVATE VENNOOTSKAP PROSES / INGXELO YOMSEBENZE OSELEWENZIWE KWINKQUBO YOBAMBIWANO LWABUCALA YOLUNTU NGOLAWULO LWENDAWO YENKUNKUMA KWINGINGQI YE GARDEN ROUTE**

*Refer (10/1/3/4) dated 08 April 2020: Report from the Executive Manager: Community Services (C Africa) / Manager District Waste Management (ME Hubbe) (pg 50-52)*

RESOLVED TO RECOMMEND TO COUNCIL

That Council takes note of the progress made with the Regional Waste Management Facility: Public Private Partnership project.

BESLUIT OM BY DIE RAAD AAN TE BEVEEL

*Dat die Raad kennis neem van die vordering gemaak met die Streek Afval Bestuur Fasiliteit: Publieke Private Vennootskap projek.*

ISIGQIBO SOKUNDULULA KWIBHUNGA

Sesokuba iBhunga lithathele ingqalelo umsebenzi osele wenziwe wenkqubo Yendawo Yolawulo Lwenkunkuma Kwingingqi:Ubambiswano Loluntu Nolwabucala.

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

None /Geen / Azikho

**15. ITEMS FROM THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT / ITEMS VANAF DIE BEPLANNING EN EKONOMIESE DIENSTE DEPARTEMENT / IMIBA ESUKA KWISEBE LEZICWANGCISO KUNYE NOPHULISO LOQOQOSHO**

**15.1 REPORT ON THE REGIONAL BULK ELECTRICITY GENERATION /ENERGY SECURITY / VERSLAG RAKENDE DIE STREEKS GROOTMAAT ELEKTRISITEITSVOORSIENING/ENERGIE SEKURITEIT / INGEXELO NGOVELISO LOMBANE NGOBUNINZI KWINGINGQI /INGQINISEKISO YAMANDLA**

*Refer (20/1/3) dated 03 March 2020: Report from the Executive Manager: Planning and Economic Development (L Menze) /Manager: Project Management (P Dongi) (pg 53-873)*

**RESOLVED TO RECOMMEND TO COUNCIL**

1. That Council supports the intention to promote economic growth through co-ordinated regional bulk electricity generation and distribution ensuring energy security.
2. That Council approves and authorises the Municipal Manager to enter into an MoA with InovaSure.
3. That the local municipalities in the district be approached by Management to support this initiative.
4. That Council approves and authorises the Municipal Manager to enter into correspondence with stakeholders, and to take relevant actions.
5. That the above recommendations be implemented when the Municipality has received confirmation and comments from National Treasury and GTAC on the existing PPP between Inovasure and Kannaland Municipality.

**BESLUIT OM BY DIE RAAD AAN TE BEVEEL**

1. *Dat die Raad die bedoeling ondersteun om ekonomiese groei te bevorder deur gekoördineerde krag opwekking en verspreiding van energie sekuriteit te verseker.*
2. *Dat die Raad goedkeuring verleen en die Munisipale Bestuurder bemaatig om 'n ooreenkoms aan te gaan met InovaSure.*
3. *Dat die plaaslike munisipaliteite in die distrik deur Bestuur genader word om hierdie inisiatief te steun.*
4. *Dat die Raad goedkeuring verleen en die Munisipale Bestuurder bemaatig om korrespondensie met die rolspelers aan te gaan en om die relevante aksies te neem.*
5. *Dat bogenoemde aanbevelings geïmplementeer word wanneer die munisipaliteit bevestiging en kommentaar van Nasionale Tesourie en GTAC ontvang het rakende die bestaande PPP tussen Inovasure en Kannaland Munisipaliteit.*

**ISIGQIBO SOKUNDULULA KWIBHUNGA**

1. Sesokuba iBhunga lixhase injongo zokukhuthaza uhlumo loqoqosho ngokulungelelanisa ukuveliswa kombane ngobuninzi kwingingqi kunye uqinisekise ukhuselo lozamandla.
2. Sesokuba iBhunga liwuphumeze kwaye livumele uMphathi Masipala ukuba angenele kwi MoA nabakwa InovaSure.
3. Sesokuba oomasipala sisithili bandwendwelwe Ngabaphathi ukuze baxhase eliphulo.
4. Sesokuba iBhunga liphumeze kwaye livumele uMphathi Masipala ukuba angenele kwingxoxo kunye babo babandakanyekayo, kwaye athabathe amnyathelo afanelekileyo.
5. Sesokuba ezi zindululo zingasentla zimiswlwe xa umasipala efumene ingqinisekiso kunye nezimvo zika Nodyebo Kazwelonke kunye ne GTACmalunga ne PPP ekoyo phakathi kwe Inovasure kunye noMasipala wase Kannaland.

**15.2 REPORT ON THE GARDEN ROUTE SPORTING AND CULTURAL EVENTS FOR 2020/21 / VERSLAG RAKENDE DIE GARDEN ROUTE SPORT EN KULTURELE BYEENKOMSTE VIR 2020/21 / / INGXELO NGEZEMIDLALO NEMICIMBI YEZENCUBEKO KWI GARDEN ROUTE KU 2020/21**

*Refer (19/1/3) dated 06 April 2020: Report from the Executive Manager: Planning and Economic Development (L Menze) (Pg 874- 920)*

**RESOLVED TO RECOMMEND TO COUNCIL**

1. That Council takes note of the progress feedback with regards to the implementation of the approved Concept Note of Garden Route Sporting and Cultural Events.
2. That Council approves and authorises the Municipal Manager to enter into a MoU with Southern African PGA Tour NPC and Yasina Investments (Pty) Ltd T/A AMAANI BLUE AFRICA.
3. That Council grants permission to Management to look into other Social Cohesion Programmes post the Covid19 aimed at building social compact societies.

**BESLUIT OM BY DIE RAAD AAN TE BEVEEL**

1. *Dat die Raad kennis neem van die vorderingsterugvoering met betrekking tot die implementering van die Konsepnota van die Garden Route Sport en Kulturelebyeenkomste.*

2. *Dat die Raad goedkeuring verleen en dat die Munisipale Bestuurder mat voortgaan om 'n ooreenkoms met Southern African PGA Tour NPC en Yasina Investments (Pty) Ltd T/A AMAANI BLUE AFRICA aan te gaan.*
3. *Dat die Raad goedkeuring aan Bestuur verleen om ook na ander sosiale programme na die Covid 19 te kyk met die oog om die sosiale kompakte te bou.*

#### ISIGQIBO SOKUNDULULA KWIBHUNGA

1. Sesokuba iBhunga lithathele ingqalelo unikezelo lwengxelo lomsebenzi osele wenziwe nokuphathelene nokumiselwa Kwesaziso Senkqubo ye Garden Route Ngezemidlalo kunye Neminyhadala yencubeko.
2. Sesokuba iBhunga liphumeze kwaye ligunyazise uMphathi Masipala ukuba angenele kwi MoU nabakwa Southern African PGA Tour NPC nabakwa Yasina Investments (Pty) Ltd T/A AMAANI BLUE AFRICA.
3. Sesokuba iBhunga linikezele abaPhathi invume lokuqwalasela ezinye iinkqubo Sobambiswano Zoluntu emveni kwe Covid19 nezijoliswe ekubanefuthe elintwini.

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

None / Geen / Azikho

#### CLOSURE / SLUITING / UQUKUNJELO

The meeting closed at 15:05 / Die vergadering sluit om 15:05 / Intlanganiso ivalwe nge 15:05.

.....

**EXECUTIVE MAYOR CLLR M BOOYSEN**

.....  
**DATE / DATUM / UMHLA**

**BACK TO AGENDA**

**APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR APRIL 2020 /  
AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR APRIL 2020 /  
ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI  
KUTSHAZIMPUZI 2020 (1045343)**

(9/3/1)

21 April 2020

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

**PURPOSE OF THE REPORT**

To report on the appointments, service exits and labour relations matters for April 2020.

**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: APRIL 2020**

The following employees were appointed permanently in March 2020 and their conditions of service and benefits implemented accordingly:

NR	DEPARTMENT	DESIGNATION	STATION	NAME	RACE & GENDER	FROM DEMOGRAPHIC AREA
1	ROADS SERVICES DEPARTMENT	ENGINEERING TECHNICIAN	GEORGE	KL QENDU	A/M	PLETTENBERGBAY
2	COMMUNITY SERVICES DEPARTMENT	ENVIRONMENTAL HEALTH PRACTITIONER	PLETTENBERGBAY	SD MARTHINUS	C/F	GEORGE

**SERVICE EXITS: APRIL 2020**

NR	DEPARTMENT	DESIGNATION	STATION	NAME	RACE & GENDER	REASON	TERMINATION DATE
1	ROADS SERVICES DEPARTMENT	OPERATOR	RIVERSDALE	JJ PIETERSE	C/M	RETIRED	30 APRIL 2020

**EMPLOYMENT EQUITY STATISTICS****APPOINTMENTS**

Underneath find a detailed synopsis of appointments made for the period April 2020.

NR	DEPARTMENT	DESIGNATION	EMPLOYMENT CATEGORY	NAME	RACE & GENDER	EMPLOYMENT EQUITY
1	ROADS DEPARTMENT	ENGINEERING TECHNICIAN	Technicians and Associate Professionals	KL QENDU	A/M	In line with Employment Equity
2	COMMUNITY SERV DEPARTMENT	ENVIRONMENTAL HEALTH PRACTITIONER	Technicians Associate Professionals	SD MARTHINUS	C/F	In line with employment Equity

**SUMMARY OF EMPLOYMENT EQUITY BREAKDOWNS: APRIL 2020**

The total sum of employees appointed for April 2020 is two (2) of which the breakdown is as follows:

- African Male 1
- Coloured Female 1

**LABOUR RELATIONS: APRIL 2020**

DISCIPLINARY HEARING					
N O	DEPARTMENT	DATE	NATURE OF DISCIPLINARY HEARING	PROGRESS MADE	OUTCOMES
1.	Planning and economic development	13 January 2020.	Gross Dereliction of Duties	Matter finalised.	Matter resolved via a settlement agreement.
2.	Roads	21 Aug 2019	Spreading of false statements	In process	Meeting was held on 17th February 2020, awaits outcome from HOD before 28 February 2020. Due to the severity of the allegations, the HOD will request for a formal investigation
3.	Community Services	28 Jun 2019	Unfair labour Practise- the supervisor instructed the aggrieved party to lift	In Process	New date is the 27th February 2020. HOD resolved to refer the matter for a formal investigation.

			heavy stuff while he is aware of the injury.		
4.	Roads	21 October 2019.	Unfairly discriminated- the aggrieved party is acting as a superintendent, and he was not shortlisted, when the post was advertise.	In Process	Meeting was held on the 17th February 2020, Matter referred to step 3. Meeting scheduled for 13 March
5.	Corporate Services	12 December 2019	Unfair Labour Practice	In Process	Step 1 is scheduled for the 16th January 2020.  Step 1 outcome: HOD didn't support the request from the aggrieved party. Matter refers to step 3.  Meeting scheduled for 13 March 2020 with Municipal Manager.
6.	Roads Services	04 February 2020	Unfair labour practise	In process	Meeting is scheduled for the 11 <sup>th</sup> March 2020.

#### INCAPACITY CASES

N O	DEPARTMENT	DATE	NATURE OF INCAPACITY	PROGRESS MADE	OUTCOMES
1.	Roads	21 Feb 2019	Hip injury	In process	Formal meeting was conducted 03 March 2020, and resolved to place him an alternative position. Memo in circulation for consideration.
2.	Roads	19 Mar 2019	Musculoskeletal problems	In process	Appointment at the Rheumatologists is on the 07th May 2020 @13H15.



3.	Roads	26 Mar 2019	Sleeping Disorder	In process	<p>The employee has to see the doctor after his 6 months (March 2020) for re-evaluation, where-after the situation will be re-looked at.</p> <p>Both the Pension and Group Life funds declined his application and the employee intends to declare a dispute with the relevant funds and must do so within the prescribed three months period.</p>
4.	Roads	13 May 2019	Back injury	In process	<p>Meeting held on 06th February 2020, the group insurance send form back that the doctor must complete. Awaits report from the specialist by 16 March 2020.</p>
5.	Roads	12 Jun 2019	Ankle injury	In process	<p>The employee is back at work since 28 Oct 2019, doctor indicated that the employee could drive a bakkie and perform some admin work. Follow up meeting scheduled for 28 Feb 2020. Outcome of meeting, awaits latest medical report, employee will see specialist on 11 March 2020, and where-after committee will reconvene to assess the situation. HOD resolved that the employee can perform light duties</p>

					as recommended by the specialist.
6.	Roads	21 August 2019	Sleeping Disorder	In process	Outcome of meeting held 28 February 2020 - The employee has been declared fit by Dr Van Niekerk and will resume duties 02 March 2020.
7.	Roads	04 Dec 2019	Back injury	In process	Doctor report indicates that the employee must go on light duty until he goes off on pension. Employee is currently at work.
8.	Roads	08 October 2019.	Skin Condition	In process	Meeting was held on 14th February 2020. Chairperson recommends that the employee have a follow-up session with Dr Van Niekerk. Awaiting for Doctor's appointment.

DISPUTES					
NO	DEPARTMENT	DATE	NATURE OF DISPUTE	PROGRESS MADE	OUTCOMES
1.	Planning and Development	15 Mar 2018	Transportation of Night shift employees as per the BCEA.	In process	Meeting of task team was scheduled on the 18th February 2020. The team made certain recommendations for consideration by

					MM. Memo in circulation for signage.
<b>INFORMAL COUNSELLING</b>					
<b>NO</b>	<b>DEPARTMENT</b>	<b>DATE</b>	<b>NATURE OF COUNSELLING SESSION</b>	<b>PROGRESS MADE</b>	<b>OUTCOMES</b>

#### **CONTRACT APPOINTMENTS: APRIL 2020**

No contract appointments for April 2020.

#### **FINANCIAL IMPLICATIONS**

As per budget for each position

#### **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

#### **UITVOERENDE OPSOMMING:**

*Die doel van die verslag is om 'n opsomming te gee van permanente en kontrak aanstellings, hoe die aanstellings gelyke indiensnemings doelwitte bevorder, aantal amptenare wat uitdiens getree het en 'n oorsig oor verwante arbeids aangeleenthede vir die periode 01 – 30 April 2020.*

#### **RECOMMENDATION**

That the information on the appointments, service exits and labour relations matters for April 2020, be noted.

#### **AANBEVELING**

*Dat kennis geneem word van die aanstellings, uitdienstredings en arbeidsverhoudinge inligting vir April 2020.*

#### **ISINDULULO**

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga yuTshazimpuzi 2020 luthathelwe inqalelo.

**REPORT: SECTION 52 – RESPONSIBILITIES OF MAYOR / VERSLAG: ARTIKEL 52  
VERANTWOORDELIKHEDE VAN DIE BURGEMEESTER / INGXELO: U MHLATHI 52 - UXANDUVA  
LUKA SODOLOPHU (1045722)**

(6/18/7)

22 April 2020

**REPORT FROM THE EXECUTIVE MAYOR (M BOOYSEN)**

**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.

**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**

**FINANCIAL IMPLICATIONS**

None

**RELEVANT LEGISLATION**

Municipal Finance Management

Act, No 56 of 2003, section 52

Municipal Budget and Reporting Regulations, 17 April 2009

**UITVOERENDE OPSOMMING**

*Die Uitveorende Burgemeester van die munisipaliteit moet binne 30 dae na die einde van die kwartaal 'n verslag aan die Raad voorlê oor die finansiële posisie van die munisipaliteit.*

**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 2020.

**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 2020.*

**ISINDULULO**

Sesokuba iBhunga lithathele ingqalelo ingxelo ngokumiselwa kolwabiwo-mali kunye nemicimbi yezemali zomasipala zonyaka uzakuthi ga ngoku kunye nexesha eliphela ngomhla 31 kweyoKwindla 2020.

**ANNEXURE**

Section 52 Report



# **GARDEN ROUTE DISTRICT MUNICIPALITY**

**FINANCIAL YEAR 2019 - 2020**

## **QUARTERLY MAYORAL SECTION 52 REPORT**

**YEAR TO DATE ENDING  
31 MARCH 2020**

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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 Accounts



**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, 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.

These figures are presented in terms of Section 52 of the MFMA. The information is presented for the 3rd Quarter ending 31 March 2020.

But before we go to the figures, herewith an overview of the 3rd Quarter's events:

Garden Route District Municipality (GRDM) received its third consecutive unqualified audit opinion with findings for the 2018/19 Audited Financial Year. The Auditor-General (AG) attributed the Western Cape municipalities' 2018/19 success to "effective leadership culture, the implementation of action plans, and established policies and procedures".

During March 2020, the 1<sup>st</sup> Men's Parliament was launched and presented by the Deputy Minister of Social Development, Honorable Hendrietta Ipeleng Bogopane-Zulu, in collaboration with the South African National AIDS Council, Takuwani Riime and Garden Route District Municipality. The purpose of the assembly was to discuss approaches to behavioural change programmes of the Department of Social Development (DSD) that seek to promote positive outcomes critical to change the course of gender-based violence faced by all South Africans.

On 13 March 2020, Garden Route District Municipality's Council, approved a ten-year and eight-month contractual agreement for a Public-Private Partnership (PPP) between GRDM and Eden Waste Management. Furthermore, the facility will include integrated disposal services to accommodate household and hazardous waste from four municipalities in the Garden Route – Bitou, Knysna, George and Mossel Bay.

This is a first PPP of its kind for South Africa. We are the first district municipality out of 44 district municipalities in South Africa to champion such an initiative.

We are also planning a sod-turning event soon. Thereafter, construction of the Facility will start in February 2020, with the first truckloads of domestic waste expected by September 2020.

The total cumulative cost to the district municipality over the contract period is projected at R790 million. The Regional Waste Management Facility will have a life-span of approximately 30 years.

The municipal services and support activities that will be provided by the Regional Waste Facility, will include the following:

- The safe disposal of general waste;
- a hazardous waste cell for the safe disposal of regional hazardous waste;
- bulk waste transport;
- chipping of green waste;
- crushing of builder's rubble; and

- alternative waste treatment technologies, but only if the alternative waste treatment technologies can be incorporate on a no-additional cost basis.

We were quite busy at the end of the year as we also hosted the annual Garden Route Environmental Forum's (GREF) key stakeholder event in George on 11 March 2020 under the theme: "Reflecting on regional environmental initiatives and planning ahead for 2020".

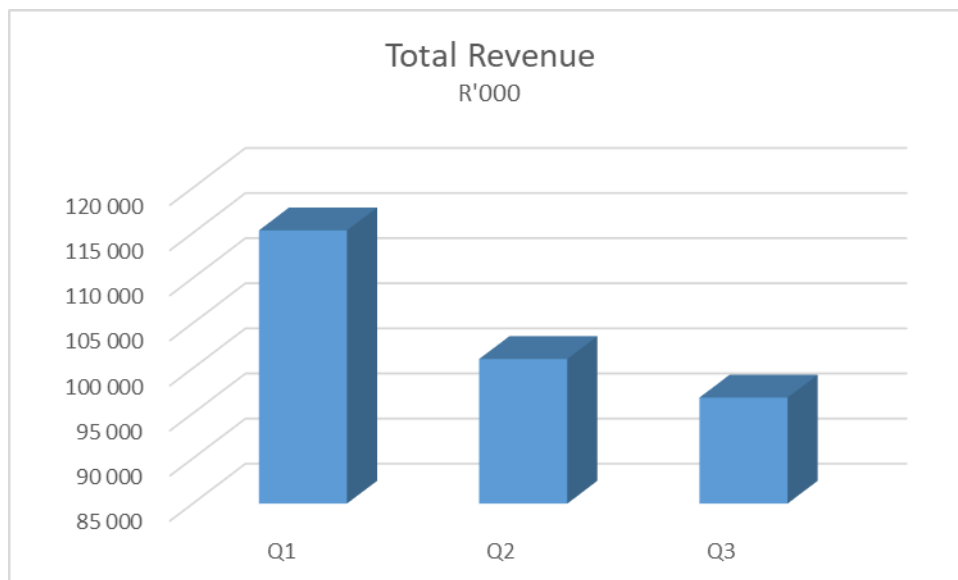
There are four major challenges that the district face, namely, "Invasive alien plants, water scarcity, electrical shortages, and unemployment". It is important to link Invasive Alien Plants Eradication to Renewable Energy and Water Security, in an essence to address unemployment in the Garden Route District.

*Herewith an executive summary of the performance of the Council for the 3<sup>rd</sup> Quarter ending 31 March 2020. The actual and budgeted figures reported, includes the Roads Operational Budget.*

### Revenue by source

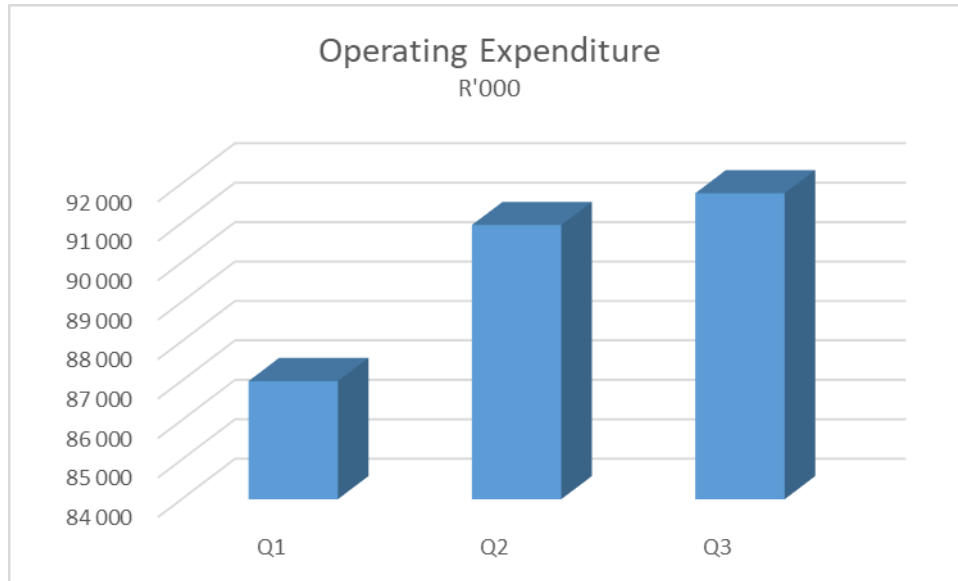
The total revenue received by source for the 3<sup>rd</sup> quarter amounts to **R 96,758,791**, against an adjusted budget of **R 407,223,235 (including Roads Agency)**. This represents **23.8%** recording of revenue for the third quarter, this was in line with expected performance of 25% for the quarter.

The revenue in respect of the roads agency function is integrated on a monthly basis in the financial records.



### Operating Expenditure by source

For the third quarter of the financial year the municipality records expenditure performance of **R 91,758,688** against an adjusted budget of **R 405,125,635 (including Roads Agency)**, representing **22.6%** of expenditure, this is in line with expected performance of 25% for the quarter, the slight deviation of 2.4% is due to non-cash items (e.g. debt impairment and post-retirement benefits) that is only accounted for at year-end.



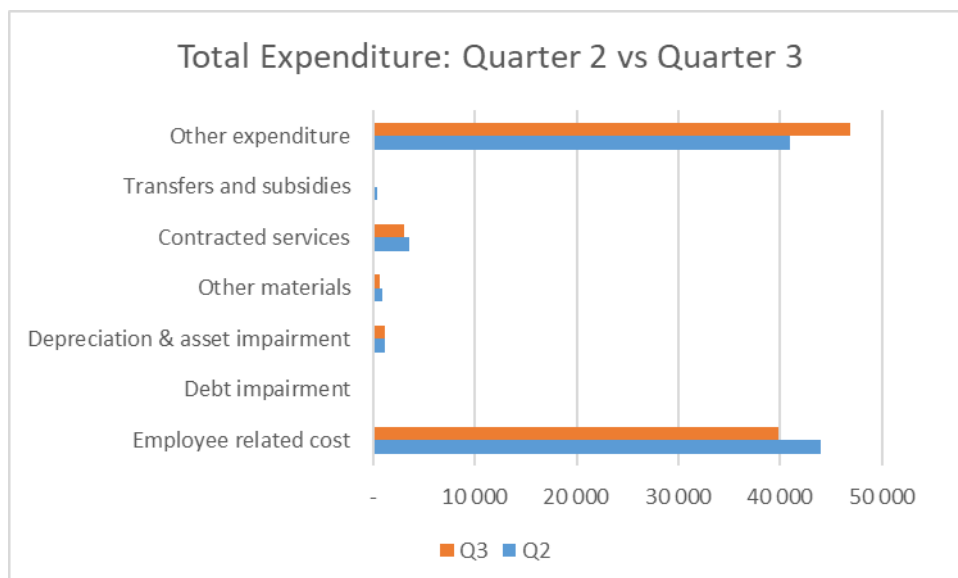
The salary expenditure for the third quarter was **R 37,316,703** to an adjusted budget of **R 146,256,000** (which includes contributions to post retirement benefits) representing **25.5%** spending of budget for the quarter.

The councillor remuneration for the third quarter amounts to **R 2,440,453** to an adjusted budget of **R 12,828,000** representing **19%** of budget.

Spending on contracted services was **R 3,084,912** in the third quarter representing **9.8%** spending of an adjusted budget of **R 31,436,000** for the quarter.

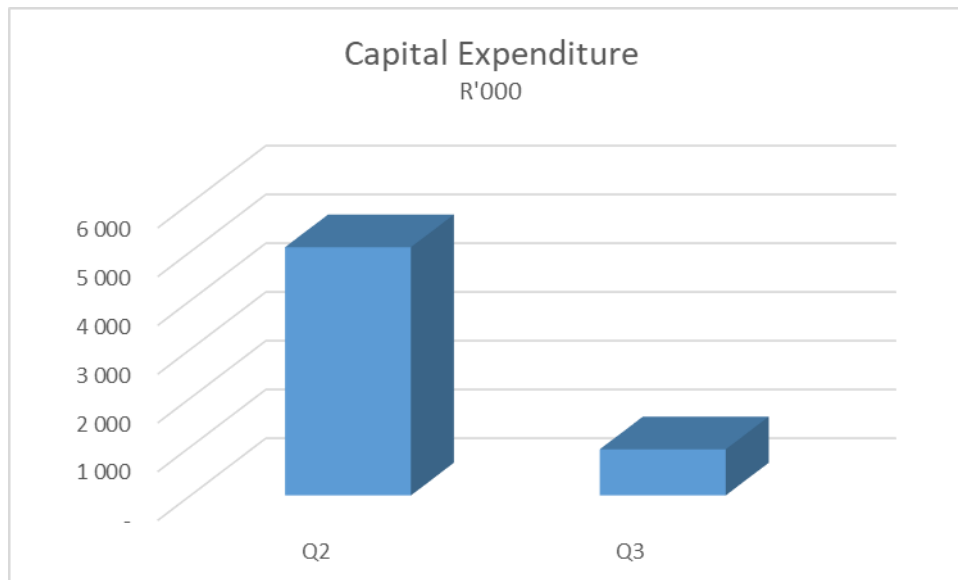
Spending on other expenditure was **R 46,919,008** in the third quarter representing **23.1%** spending of an adjusted budget of **R 203,528,000** (including Roads Budget) for the quarter.

The expenditure in respect of the roads agency function is integrated on a monthly basis in the financial records.



## Capital Expenditure

The adjusted capital budget for the financial year amounts to **R 8,564,432**. For the third quarter, capital expenditure was **R 945,535** representing **11%** of the budget. The total spend at the end of the third quarter equals **74%** of the 2019/2020 budget, which is in line with expectations.



Refer to detailed capital expenditure performance on pages **34 – 37**.

## 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 2020.

## 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 3<sup>rd</sup> quarter ending 31 March 2020.

### **3.2 Consolidated performance**

#### **3.2.1 Against annual budget (adjusted)**

*The actual and budgeted figures reported, includes the Roads Budget.*

#### **Revenue by source**

For the third quarter the municipality records revenue performance of **R 96,758,791** against an adjusted budget of **R 407,223,235** representing **23.8%**, this was in line with expected performance of 25% for the quarter.

#### **Operating Expenditure by type**

For the third quarter of the financial year the municipality records expenditure performance of **R 91,758,688** against a budget of **R 405,125,635**, representing **22.6%** of expenditure including the Roads Agency Function, this is in line with expected performance of 25% for the quarter, the slight deviation of 2.4% is due to non-cash items (e.g. debt impairment and post-retirement benefits) that is only accounted for at year-end as per accounting standards.

## **Capital Expenditure**

The adjusted capital budget for the financial year amounts to **R 8,564,432**. For the third quarter, capital expenditure was **R 945,535** representing **11%** of the budget. The total spend at the end of the third quarter equals **74%** of the 2019/2020 budget, which is in line with expectations.

### **3.3 Material variances from SDBIP**

Attached to this report as Annexure is the SDBIP report for the 3<sup>rd</sup> quarter ending 31 March 2020.

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

### **3.4 Conclusion**

Detailed analysis of the municipal performance for the 3<sup>rd</sup> quarter ending 31 March 2020 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 statements

#### 4.1.1 Table C1: s71 Monthly Budget Statement Summary

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

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Financial Performance</b>									
Property rates	–	–	–	–	–	–	–		–
Service charges	–	–	5 800	–	–	4 350	(4 350)	-100%	5 800
Investment revenue	15 715	16 893	13 293	766	4 213	9 970	(5 757)	-58%	13 293
Transfers and subsidies	172 435	165 426	174 749	44 830	169 672	131 062	38 610	29%	174 749
Other own revenue	214 495	235 001	213 381	17 816	139 196	160 036	(20 840)	-13%	213 381
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>402 645</b>	<b>417 320</b>	<b>407 223</b>	<b>63 412</b>	<b>313 081</b>	<b>305 417</b>	<b>7 663</b>	<b>3%</b>	<b>407 223</b>
Employee costs	140 534	144 964	146 256	12 045	112 811	109 692	3 119	3%	146 256
Remuneration of Councillors	11 933	12 828	12 828	818	7 384	9 621	(2 237)	-23%	12 828
Depreciation & asset impairment	3 172	3 477	3 424	377	3 410	2 568	842	33%	3 424
Finance charges	–	–	–	–	–	–	–		–
Materials and bulk purchases	36	4 084	2 424	296	2 041	1 818	223	12%	2 424
Transfers and subsidies	–	1 965	1 636	82	1 080	1 227	(147)	-12%	1 636
Other expenditure	242 728	251 339	238 557	16 979	142 983	178 918	(35 935)	-20%	238 557
<b>Total Expenditure</b>	<b>398 403</b>	<b>418 656</b>	<b>405 126</b>	<b>30 596</b>	<b>269 709</b>	<b>303 844</b>	<b>(34 135)</b>	<b>-11%</b>	<b>405 126</b>
<b>Surplus/(Deficit)</b>	<b>4 242</b>	<b>(1 336)</b>	<b>2 098</b>	<b>32 817</b>	<b>43 372</b>	<b>1 573</b>	<b>41 798</b>	<b>2657%</b>	<b>2 098</b>
Transfers and subsidies - capital (monetary alloc	–	–	–	–	–	–	–		–
Contributions & Contributed assets	–	–	–	–	–	–	–		–
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	<b>4 242</b>	<b>(1 336)</b>	<b>2 098</b>	<b>32 817</b>	<b>43 372</b>	<b>1 573</b>	<b>41 798</b>	<b>2657%</b>	<b>2 098</b>
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
<b>Surplus/ (Deficit) for the year</b>	<b>4 242</b>	<b>(1 336)</b>	<b>2 098</b>	<b>32 817</b>	<b>43 372</b>	<b>1 573</b>	<b>41 798</b>	<b>2657%</b>	<b>2 098</b>
<b>Capital expenditure &amp; funds sources</b>									
<b>Capital expenditure</b>	<b>10 623</b>	<b>6 923</b>	<b>8 564</b>	<b>148</b>	<b>6 342</b>	<b>6 423</b>	<b>(81)</b>	<b>-1%</b>	<b>8 564</b>
Capital transfers recognised	4 000	–	3 435	–	3 435	2 576	859	33%	3 435
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	6 623	6 923	5 129	148	2 907	3 847	(940)	-24%	5 129
<b>Total sources of capital funds</b>	<b>10 623</b>	<b>6 923</b>	<b>8 564</b>	<b>148</b>	<b>6 342</b>	<b>6 423</b>	<b>(81)</b>	<b>-1%</b>	<b>8 564</b>
<b>Financial position</b>									
Total current assets	196 625	178 550	172 081		158 505				172 081
Total non current assets	307 314	292 602	315 014		310 865				315 014
Total current liabilities	102 393	82 034	82 420		53 654				82 034
Total non current liabilities	137 987	86 240	86 240		144 852				86 240
Community wealth/Equity	263 560	302 878	318 435		270 864				318 821
<b>Cash flows</b>									
Net cash from (used) operating	13 793	(755)	(13 937)	32 817	43 372	(10 453)	(53 824)	515%	(13 937)
Net cash from (used) investing	(9 258)	366	(1 276)	(45 393)	(68 750)	(957)	67 793	-7083%	(1 276)
Net cash from (used) financing	–	–	–	–	–	–	–		–
<b>Cash/cash equivalents at the month/year end</b>	<b>174 303</b>	<b>169 379</b>	<b>154 555</b>	<b>–</b>	<b>139 966</b>	<b>158 358</b>	<b>18 391</b>	<b>12%</b>	<b>150 132</b>
<b>Debtors &amp; creditors analysis</b>	<b>0-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>91-120 Days</b>	<b>121-150 Dys</b>	<b>151-180 Dys</b>	<b>181 Dys-1 Yr</b>	<b>Over 1Yr</b>	<b>Total</b>
<b>Debtors Age Analysis</b>									
Total By Income Source	1 873	2 409	636	1 265	399	383	3 633	25 607	36 205
<b>Creditors Age Analysis</b>									
Total Creditors	21	28	2	46	343	1	3	21	465



#### 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	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
<b>Revenue - Functional</b>										
<i><b>Governance and administration</b></i>		232 272	217 702	226 156	50 950	197 273	169 617	27 657	16%	226 156
Executive and council		231 601	216 981	225 435	50 484	196 526	169 076	27 450	16%	225 435
Finance and administration		671	721	721	466	748	541	207	38%	721
Internal audit		-	-	-	-	-	-	-	-	-
<i><b>Community and public safety</b></i>		8 041	8 856	8 802	299	6 326	6 601	(276)	-4%	8 802
Community and social services		-	-	-	-	-	-	-	-	-
Sport and recreation		7 820	8 406	8 166	275	6 005	6 124	(120)	-2%	8 166
Public safety		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Health		221	450	636	24	321	477	(156)	-33%	636
<i><b>Economic and environmental services</b></i>		162 333	160 105	164 051	12 163	109 239	123 038	(13 799)	-11%	164 051
Planning and development		-	-	-	-	-	-	-	-	-
Road transport		162 000	160 000	163 946	12 163	109 171	122 959	(13 788)	-11%	163 946
Environmental protection		333	105	105	1	68	79	(11)	-14%	105
<i><b>Trading services</b></i>		-	30 657	8 215	-	243	6 161	(5 919)	-96%	8 215
Energy sources		-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		-	30 657	8 215	-	243	6 161	(5 919)	-96%	8 215
<i><b>Other</b></i>	4	-	-	-	-	-	-	-	-	-
<b>Total Revenue - Functional</b>	2	402 645	417 320	407 223	63 412	313 081	305 417	7 663	3%	407 223
<b>Expenditure - Functional</b>										
<i><b>Governance and administration</b></i>		123 554	126 483	130 754	9 053	84 683	98 066	(13 383)	-14%	130 754
Executive and council		44 144	45 692	52 669	2 731	25 976	39 502	(13 526)	-34%	52 669
Finance and administration		76 860	78 090	75 512	6 174	57 095	56 634	461	1%	75 512
Internal audit		2 550	2 702	2 573	148	1 612	1 930	(318)	-16%	2 573
<i><b>Community and public safety</b></i>		90 298	79 377	78 466	6 545	58 985	58 850	135	0%	78 466
Community and social services		20 403	9 814	10 768	1 140	8 699	8 076	623	8%	10 768
Sport and recreation		12 767	13 225	12 592	915	9 224	9 444	(220)	-2%	12 592
Public safety		27 288	25 301	24 226	2 141	18 175	18 170	5	0%	24 226
Housing		-	-	-	-	-	-	-	-	-
Health		29 841	31 037	30 880	2 349	22 887	23 160	(273)	-1%	30 880
<i><b>Economic and environmental services</b></i>		178 859	176 200	179 803	14 700	121 459	134 852	(13 394)	-10%	179 803
Planning and development		8 640	9 147	8 288	507	5 908	6 216	(308)	-5%	8 288
Road transport		166 635	163 468	168 004	13 958	112 897	126 003	(13 107)	-10%	168 004
Environmental protection		3 585	3 585	3 510	234	2 654	2 633	21	1%	3 510
<i><b>Trading services</b></i>		5 018	33 470	13 324	181	2 813	9 993	(7 180)	-72%	13 324
Energy sources		-	-	-	-	-	-	-	-	-
Water management		10	10	9	-	-	7	(7)	-100%	9
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		5 008	33 460	13 315	181	2 813	9 986	(7 173)	-72%	13 315
<i><b>Other</b></i>		674	3 126	2 777	117	1 769	2 083	(314)	-15%	2 777
<b>Total Expenditure - Functional</b>	3	398 403	418 656	405 126	30 596	269 709	303 844	(34 135)	-11%	405 126
<b>Surplus/ (Deficit) for the year</b>		4 242	(1 336)	2 098	32 817	43 372	1 573	41 798	2657%	2 098

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. This is because the municipality budgets most of its income under the Governance and administration function of the Government Financial Statistics (GFS) classification.

Operational performance for the revenue budget totals **R 96,758,791** for the third quarter ending 31 March 2020. Based on the adjusted budget of **R 407,223,235** this represents **23.8%** of budgeted revenue for the quarter under review including the Roads Agency Function.

### **Operating Expenditure**

Operational performance for the expenditure budget totals **R 91,758,688** for the third quarter ending 31 March 2020. Based on the adjusted budget of **R 405,125,635** this represents a **22.6%** of budgeted expenditure. The year to date expenditure amounts includes the Roads Agency Function.

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	2018/19	Budget Year 2019/20							
		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		232 074	216 981	225 435	50 484	196 526	169 076	27 450	16,2%	225 435
Vote 2 - Budget and Treasury Office		—	—	—	—	—	—	—	—	—
Vote 3 - Corporate Services		198	721	721	466	748	541	207	38,3%	721
Vote 4 - Planning and Development		—	—	—	—	—	—	—	—	—
Vote 5 - Public Safety		—	—	—	—	—	—	—	—	—
Vote 6 - Health		221	450	636	24	321	477	(156)	-32,7%	636
Vote 7 - Community and Social Services		—	—	—	—	—	—	—	—	—
Vote 8 - Sport and Recreation		7 820	8 406	8 166	275	6 005	6 124	(120)	-2,0%	8 166
Vote 9 - Waste Management		—	30 657	8 215	—	243	6 161	(5 919)	-96,1%	8 215
Vote 10 - Roads Transport		—	—	—	—	—	—	—	—	—
Vote 11 - Waste Water Management		—	—	—	—	—	—	—	—	—
Vote 12 - Water		—	—	—	—	—	—	—	—	—
Vote 13 - Environment Protection		333	105	105	1	68	79	(11)	-14,2%	105
Vote 14 - Roads Agency Function		162 000	160 000	163 946	12 163	109 171	122 959	(13 788)	-11,2%	163 946
Vote 15 - Electricity		—	—	—	—	—	—	—	—	—
Total Revenue by Vote	2	402 645	417 320	407 223	63 412	313 081	305 417	7 663	2,5%	407 223
Expenditure by Vote	1									
Vote 1 - Executive and Council		46 981	51 456	56 366	2 913	29 101	42 275	(13 174)	-31,2%	56 366
Vote 2 - Budget and Treasury Office		24 519	21 608	23 183	1 690	16 861	17 387	(527)	-3,0%	23 183
Vote 3 - Corporate Services		41 210	42 339	41 407	3 469	30 390	31 055	(665)	-2,1%	41 407
Vote 4 - Planning and Development		22 739	24 234	22 806	1 989	18 411	17 105	1 306	7,6%	22 806
Vote 5 - Public Safety		41 369	32 060	30 946	2 685	22 917	23 210	(293)	-1,3%	30 946
Vote 6 - Health		33 581	33 212	32 985	2 562	24 868	24 739	129	0,5%	32 985
Vote 7 - Community and Social Services		—	—	—	—	—	—	—	—	—
Vote 8 - Sport and Recreation		12 767	13 225	12 592	915	9 168	9 444	(276)	-2,9%	12 592
Vote 9 - Waste Management		5 008	33 460	13 315	181	2 444	9 986	(7 543)	-75,5%	13 315
Vote 10 - Roads Transport		4 225	3 468	4 058	—	—	3 044	(3 044)	-100,0%	4 058
Vote 11 - Waste Water Management		(7)	10	—	—	—	—	—	—	—
Vote 12 - Water		18	—	9	—	—	7	(7)	-100,0%	—
Vote 13 - Environment Protection		3 585	3 585	3 510	234	2 654	2 633	21	0,8%	3 510
Vote 14 - Roads Agency Function		162 410	160 000	163 946	13 958	112 897	122 959	(10 063)	-8,2%	163 946
Vote 15 - Electricity		—	—	—	—	—	—	—	—	—
Total Expenditure by Vote	2	398 403	418 656	405 126	30 596	269 709	303 844	(34 135)	-11,2%	405 116
Surplus/ (Deficit) for the year	2	4 242	(1 336)	2 098	32 817	43 372	1 573	41 798	2656,9%	2 107

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 functions. 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

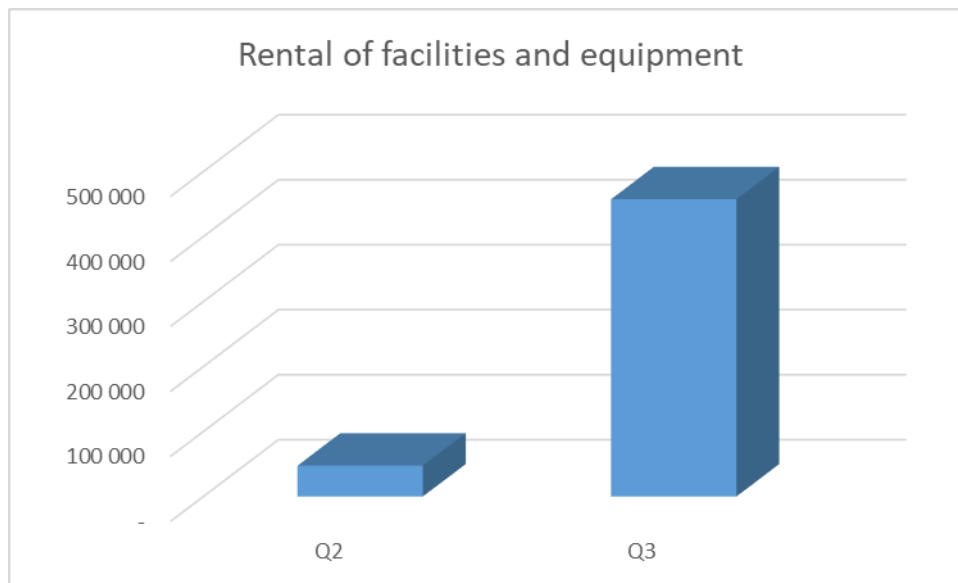
Description	Ref	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue By Source										
Property rates								-		
Service charges - electricity revenue								-		
Service charges - water revenue								-		
Service charges - sanitation revenue								-		
Service charges - refuse revenue				5 800			4 350	(4 350)	-100%	5 800
Rental of facilities and equipment		3 846	1 593	1 523	90	904	1 142	(238)	-21%	1 523
Interest earned - external investments		15 715	16 893	13 293	766	4 213	9 970	(5 757)	-58%	13 293
Interest earned - outstanding debtors		897	964	3 500	295	2 570	2 625	(55)	-2%	3 500
Dividends received		-	-	-			-	-		-
Fines, penalties and forfeits		-	-	-			-	-		-
Licences and permits		333	105	105	1	68	79	(11)	-14%	105
Agency services		21 062	23 015	185 561	17 130	123 916	139 171	(15 254)	-11%	185 561
Transfers and subsidies		172 435	165 426	174 749	44 830	169 672	131 062	38 610	29%	174 749
Other revenue		184 358	205 672	22 692	300	11 737	17 019	(5 282)	-31%	22 692
Gains on disposal of PPE		4 000	3 652	-			-	-		-
Total Revenue (excluding capital transfers and contributions)		402 645	417 320	407 223	63 412	313 081	305 417	7 663	3%	407 223
Expenditure By Type										
Employee related costs		140 534	144 964	146 256	12 045	112 811	109 692	3 119	3%	146 256
Remuneration of councillors		11 933	12 828	12 828	818	7 384	9 621	(2 237)	-23%	12 828
Debt impairment		1 601	1 721	3 594	-	17	2 695	(2 679)	-99%	3 594
Depreciation & asset impairment		3 172	3 477	3 424	377	3 410	2 568	842	33%	3 424
Finance charges		-	-	-			-	-		-
Bulk purchases		-	-	-			-	-		-
Other materials		36	4 084	2 424	296	2 041	1 818	223	12%	2 424
Contracted services		50 354	46 505	31 436	802	11 109	23 577	(12 468)	-53%	31 436
Transfers and subsidies		-	1 965	1 636	82	1 080	1 227	(147)	-12%	1 636
Other expenditure		190 773	203 113	203 528	16 177	131 857	152 646	(20 789)	-14%	203 528
Loss on disposal of PPE							-	-		-
Total Expenditure		398 403	418 656	405 126	30 596	269 709	303 844	(34 135)	-11%	405 126
Surplus/(Deficit)		4 242	(1 336)	2 098	32 817	43 372	1 573	41 798	0	2 098
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)								-		
(National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)								-		
Transfers and subsidies - capital (in-kind - all)								-		
Surplus/(Deficit) after capital transfers & contributions		4 242	(1 336)	2 098	32 817	43 372	1 573			2 098
Taxation								-		
Surplus/(Deficit) after taxation		4 242	(1 336)	2 098	32 817	43 372	1 573			2 098
Attributable to minorities										
Surplus/(Deficit) attributable to municipality		4 242	(1 336)	2 098	32 817	43 372	1 573			2 098
Share of surplus/ (deficit) of associate										
Surplus/ (Deficit) for the year		4 242	(1 336)	2 098	32 817	43 372	1 573			2 098

### **Revenue by Source**

Revenue by source explains the types of income budgeted for and the performance of these items individually:

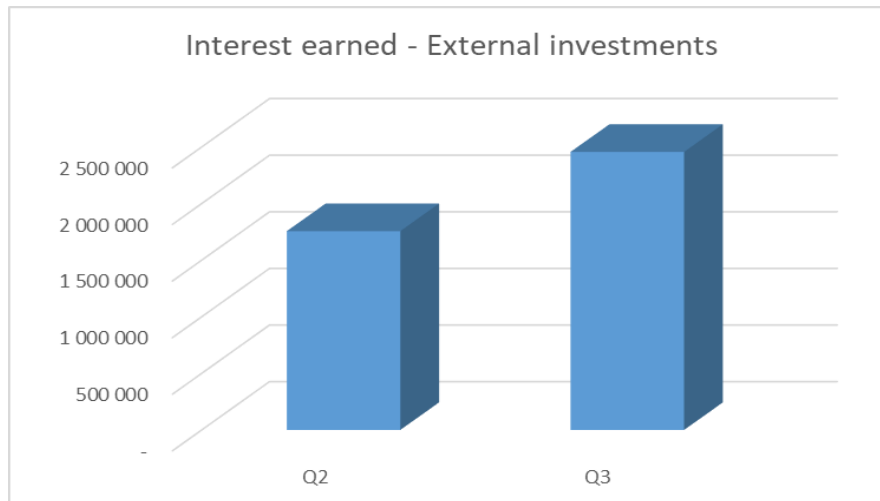
#### **Rental of facilities and equipment:**

Rental of facilities and equipment for the third quarter ending 31 March 2020 amounted to R 457,413. Duplicate billing runs occurred with the July and September 2019 billing runs which resulted in a reported increase during Quarter 1, correcting journals was passed during Quarter 2 to correct this.



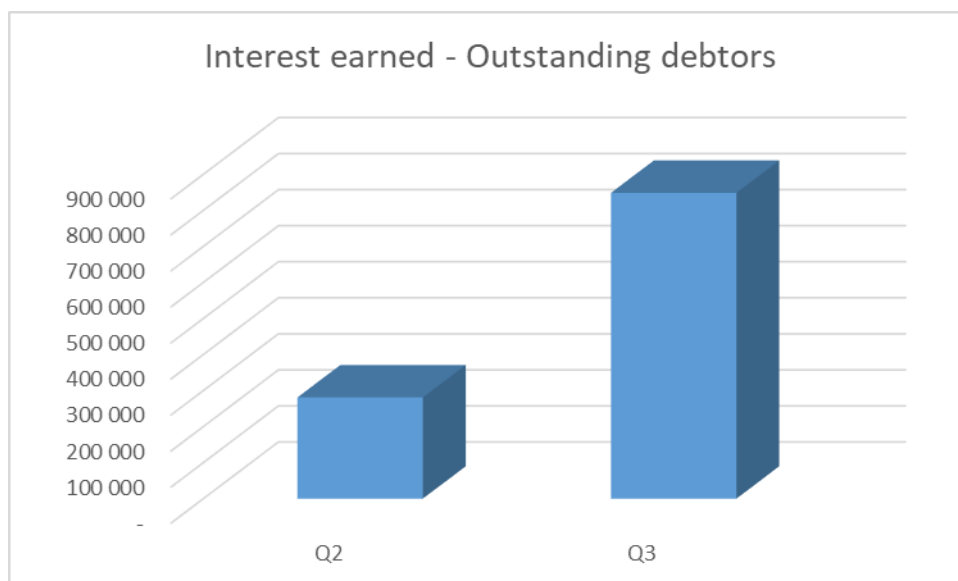
#### **Interest earned – External Investments:**

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 2020 amounted to R 2,456,476. Interest is included in the financial records only once received upon maturity of the investments, and not monthly as it accrues until it is paid out. Maturity is dated in quarter 4 of the financial year, which will cause an increase in performance of interest earned on external investments.



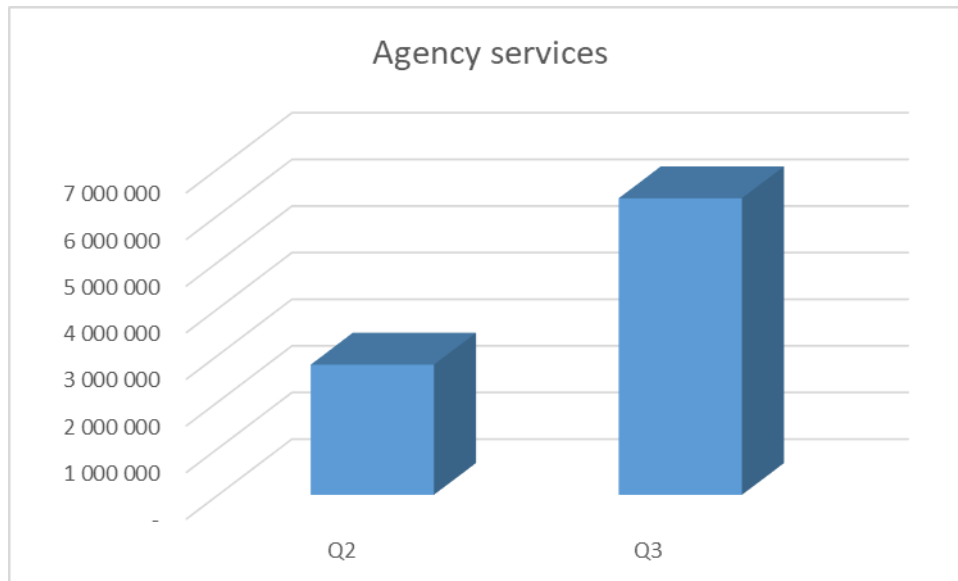
#### Interest raised – Outstanding debtors

Interest on outstanding debtors for the third quarter ending 31 March 2020 amounted to R 848,564. Duplicate billing runs occurred with the July and September 2019 billing runs which resulted in a reported increase during Quarter 1, correcting journals was passed during Quarter 2 to correct this.



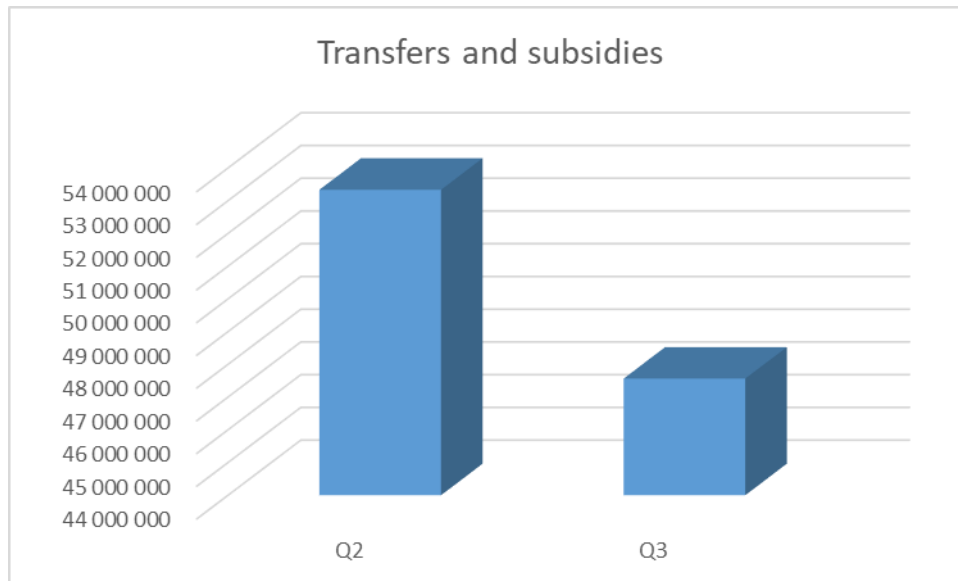
#### Agency services

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 3% on the cost of additional reseal projects. An amount of R 6,363,920 was recorded for the third quarter ending 31 March 2020.



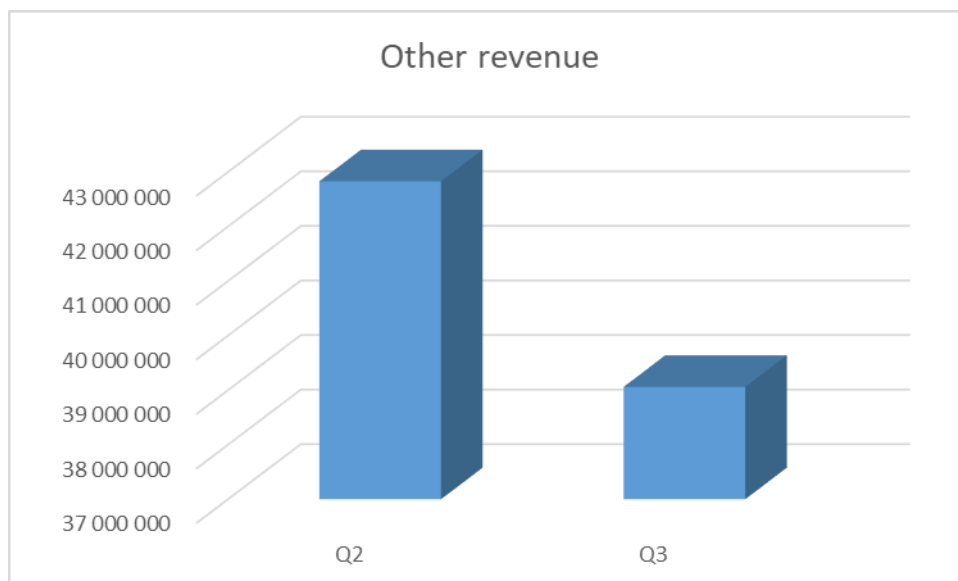
#### Transferred recognised – operational

The transfers recognised represents the allocations as promulgated in the National and Provincial Division of Revenues Act's respectively. The municipality received R 734,000 for the EPWP grant and R 280,000 in respect of the Western Cape Finance Support grant during November 2019. The municipality received its third instalment of Equitable Share to the amount of R 52,239,000 during March 2020 and also an R 80,000 for the Disaster Management Internship Grant. National Treasury deducted the unspent funds of Rural Roads Asset Management Grant which were not approved for rollover to the amount of R218 000 from the Equitable Share amount transferred to the municipality during March 2020, correcting journals will be processed during January 2020. The municipality received R 900,000 from Provincial Treasury for the Integrated Transport Planning Grant during the month of January 2020. During the month of February 2020 the municipality received the last payment of R 487,000 for the EPWP Grant, and also for the Rural Roads Asset Management grant to the amount of R 771,000. The Provincial Treasury also transferred the Financial Support Management Grant of R 600,000 to the municipality during February 2020. The last instalment of the Equitable Share to the amount of R 39,342,000 was received during March 2020 as well as R 1,300,000 in respect of the Safety Plan Implementation Grant.



#### Other revenue / Sundry income

Other revenue reflects an amount of R 39,059,364 for the third quarter ending 31 March 2020. Other revenue consists of the following: Roads income (incorporated on a monthly basis by means of a journal), Interest on current account and resorts income.



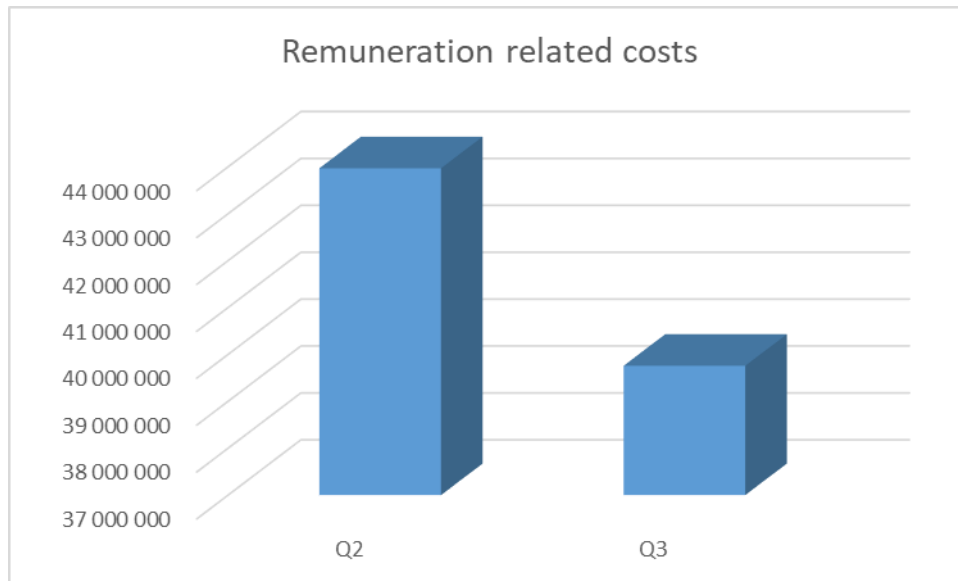
#### Expenditure by Type

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 2020 amounted to R 39,757,155 of an adjusted budgeted amount of R 159,084,000 that represents 25% of the budgeted amount.



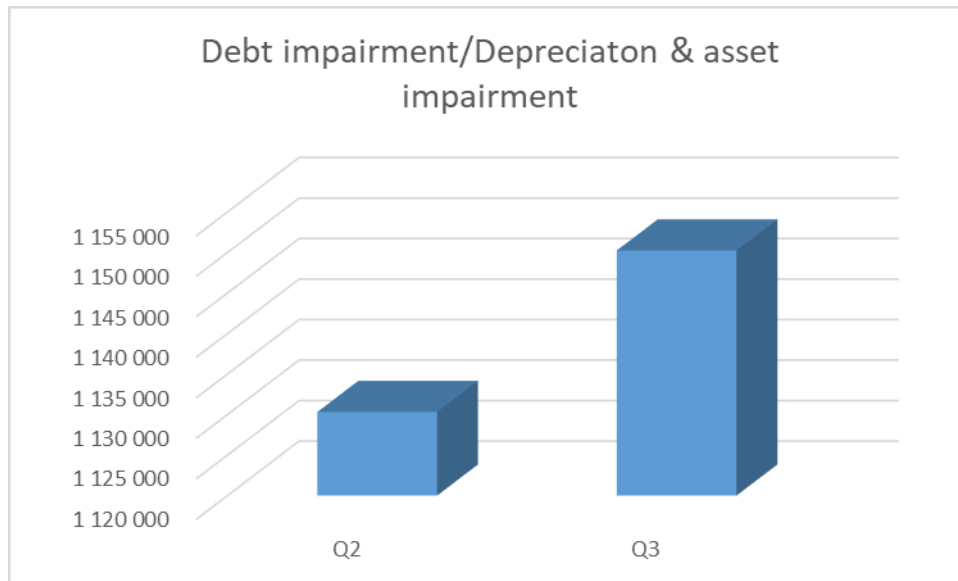


#### Debt Impairment / Depreciation and asset impairment

These items account for non-cash budgeted items. The fixed asset register module must still be implemented at Garden Route DM by the service provider of the financial system. The municipality are awaiting the service provider to implement the new fixed asset management system as the previous asset management system (Market Demand) withdrew from the financial system service provider, Phoenix had to develop a new asset register (at no additional cost to municipalities, as this was a mSCOA requirement when National Treasury awarded the transversal tender for financial systems.) Garden Route DM must first test 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.

It is envisioned that the service provider will be able to present a complete asset management system during the third quarter. Extensive meetings have taken place between management and the management of the service provider regarding the fixed asset register. Currently the Excel asset register is used and manual journals are prepared monthly based on previous year figures to process the depreciation charges.

R 1,166,952 were recorded for the third quarter and year to date ending 31 March 2020.

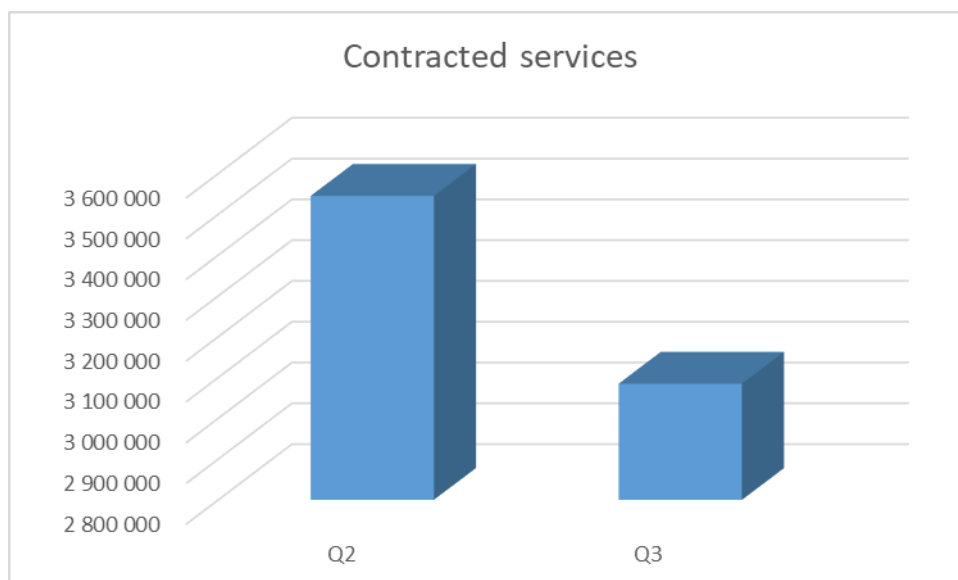


#### Finance charges

The municipality have no outstanding loans and it is not envisioned that Council will take up any new loans in the short term.

#### Contracted services

Contracted services amounted to R 3,084,912 for the third quarter ending 31 March 2020.

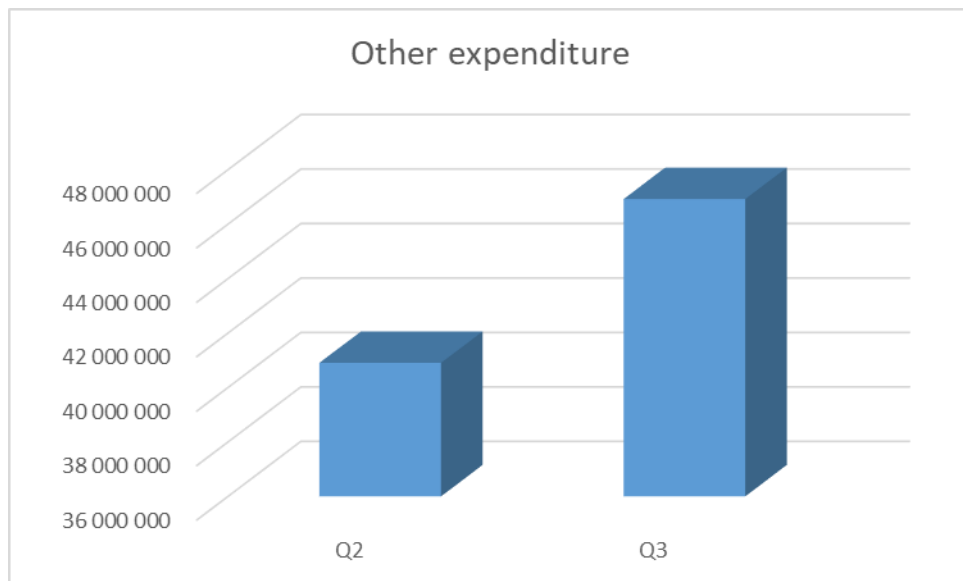


#### Other expenditure

Other expenditure reflects all other expenses not specifically mentioned and amounted to R 46,919,008 for the third quarter ending 31 March 2020.

The other expenditure consists of the following:

- Operating costs
- Operating Projects (own funds)
- Roads expenditure



#### Roads Agency Function

The income and expenditure of the roads agency function is integrated on a monthly basis.

#### **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	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>	1									
<b>Multi-Year expenditure appropriation</b>	2									
Vote 1 - Executive and Council		30	500	-	-	-	-	-		-
Vote 2 - Budget and Treasury Office		42	-	-	-	-	-	-		-
Vote 3 - Corporate Services		2 428	1 503	1 243	21	442	932	(490)	-53%	1 243
Vote 4 - Planning and Development		37	-	-	-	-	-	-		-
Vote 5 - Public Safety		4 713	2 000	-	-	-	-	-		-
Vote 6 - Health		2 343	-	-	-	-	-	-		-
Vote 7 - Community and Social Services		-	-	-	-	-	-	-		-
Vote 8 - Sport and Recreation		1 000	-	-	-	-	-	-		-
Vote 9 - Waste Management		-	-	-	-	-	-	-		-
Vote 10 - Roads Transport		-	-	-	-	-	-	-		-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-		-
Vote 12 - Water		-	-	-	-	-	-	-		-
Vote 13 - Environment Protection		30	-	-	-	-	-	-		-
Vote 14 - Roads Agency Function		-	-	-	-	-	-	-		-
Vote 15 - Electricity		-	-	-	-	-	-	-		-
<b>Total Capital Multi-year expenditure</b>	4,7	<b>10 623</b>	<b>4 003</b>	<b>1 243</b>	<b>21</b>	<b>442</b>	<b>932</b>	<b>(490)</b>	<b>-53%</b>	<b>1 243</b>
<b>Single Year expenditure appropriation</b>	2									
Vote 1 - Executive and Council		-	-	124	-	-	93	(93)	-100%	124
Vote 2 - Budget and Treasury Office		-	-	5	1	1	4	(3)	-69%	5
Vote 3 - Corporate Services		-	70	478	-	55	358	(303)	-85%	478
Vote 4 - Planning and Development		-	-	22	-	-	17	(17)	-100%	22
Vote 5 - Public Safety		-	400	3 835	-	3 445	2 876	569	20%	3 835
Vote 6 - Health		-	2 300	2 300	-	2 255	1 725	530	31%	2 300
Vote 7 - Community and Social Services		-	-	-	-	-	-	-		-
Vote 8 - Sport and Recreation		-	-	500	99	116	375	(259)	-69%	500
Vote 9 - Waste Management		-	-	30	27	27	23	4	20%	30
Vote 10 - Roads Transport		-	-	-	-	-	-	-		-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-		-
Vote 12 - Water		-	-	-	-	-	-	-		-
Vote 13 - Environment Protection		-	150	28	-	-	21	(21)	-100%	28
Vote 14 - Roads Agency Function		-	-	-	-	-	-	-		-
Vote 15 - Electricity		-	-	-	-	-	-	-		-
<b>Total Capital single-year expenditure</b>	4	<b>-</b>	<b>2 920</b>	<b>7 322</b>	<b>128</b>	<b>5 900</b>	<b>5 491</b>	<b>409</b>	<b>7%</b>	<b>7 322</b>
<b>Total Capital Expenditure</b>		<b>10 623</b>	<b>6 923</b>	<b>8 564</b>	<b>148</b>	<b>6 342</b>	<b>6 423</b>	<b>(81)</b>	<b>-1%</b>	<b>8 564</b>

The adjusted capital budget for the financial year amounts to **R 8,564,432**. For the third quarter, capital expenditure was **R 945,535** representing **11%** of the budget. The total spend at the end of the third quarter equals **74%** of the 2019/2020 budget, which is in line with expectations.

Provincial treasury required the municipality to provide more information in terms of the commitments of capital items on the budget. Refer to Section 11 for more details regarding the progress of the spending of capital budget projects.

#### 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	2018/19	Budget Year 2019/20			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
<b>R thousands</b>	<b>1</b>					
<b><u>ASSETS</u></b>						
<b>Current assets</b>						
Cash		174 303	169 379	154 555	139 966	154 555
Call investment deposits		–	–	–	–	–
Consumer debtors		–	–	8 098	–	8 098
Other debtors		16 205	2 312	2 312	10 745	2 312
Current portion of long-term receivables		3 550	3 324	3 878	3 867	3 878
Inventory		2 568	3 536	3 239	3 927	3 239
<b>Total current assets</b>		<b>196 625</b>	<b>178 550</b>	<b>172 081</b>	<b>158 505</b>	<b>172 081</b>
<b>Non current assets</b>						
Long-term receivables		61 508	63 353	63 353	59 705	63 353
Investments		26	26	27	27	27
Investment property		84 677	83 831	86 044	86 025	86 044
Investments in Associate						
Property, plant and equipment		159 740	143 644	163 677	163 262	163 677
Biological						
Intangible		1 363	1 748	1 912	1 845	1 912
Other non-current assets						
<b>Total non current assets</b>		<b>307 314</b>	<b>292 602</b>	<b>315 014</b>	<b>310 865</b>	<b>315 014</b>
<b>TOTAL ASSETS</b>		<b>503 940</b>	<b>471 152</b>	<b>487 095</b>	<b>469 371</b>	<b>487 095</b>
<b><u>LIABILITIES</u></b>						
<b>Current liabilities</b>						
Bank overdraft						
Borrowing		857	–	–	698	
Consumer deposits				386	538	
Trade and other payables		71 843	51 753	51 753	36 517	51 753
Provisions		29 692	30 281	30 281	15 901	30 281
<b>Total current liabilities</b>		<b>102 393</b>	<b>82 034</b>	<b>82 420</b>	<b>53 654</b>	<b>82 034</b>
<b>Non current liabilities</b>						
Borrowing		591	1 462	1 462	28	1 462
Provisions		137 396	84 778	84 778	144 823	84 778
<b>Total non current liabilities</b>		<b>137 987</b>	<b>86 240</b>	<b>86 240</b>	<b>144 852</b>	<b>86 240</b>
<b>TOTAL LIABILITIES</b>		<b>240 380</b>	<b>168 274</b>	<b>168 660</b>	<b>198 506</b>	<b>168 274</b>
<b>NET ASSETS</b>	<b>2</b>	<b>263 560</b>	<b>302 878</b>	<b>318 435</b>	<b>270 864</b>	<b>318 821</b>
<b><u>COMMUNITY WEALTH/EQUITY</u></b>						
Accumulated Surplus/(Deficit)		235 253	271 173	288 436	239 538	287 116
Reserves		28 307	31 705	30 000	31 326	31 705
<b>TOTAL COMMUNITY WEALTH/EQUITY</b>	<b>2</b>	<b>263 560</b>	<b>302 878</b>	<b>318 435</b>	<b>270 864</b>	<b>318 821</b>

The financial position of Council is recorded at the end of the third quarter ending 31 March 2020. This table excludes the figures for the Roads department.

#### 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	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>	<b>1</b>									
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>										
<b>Receipts</b>										
Property rates								-		
Service charges								-		
Other revenue		214 495	230 385	207 930	17 520	136 625	155 947	(19 322)	-12%	207 930
Government - operating		172 435	165 426	174 749	44 830	169 672	131 062	38 610	29%	174 749
Government - capital		-	-	(0)		-	(0)	0	-100%	(0)
Interest		15 715	16 893	13 293	1 062	6 783	9 970	(3 187)	-32%	13 293
Dividends								-		
<b>Payments</b>										
Suppliers and employees		(388 852)	(411 494)	(405 126)	(30 514)	(268 629)	(303 844)	(35 215)	12%	(405 126)
Finance charges				-		-	-	-		-
Transfers and Grants			(1 965)	(4 784)	(82)	(1 080)	(3 588)	(2 508)	70%	(4 784)
<b>NET CASH FROM/(USED) OPERATING ACTIVITIES</b>		<b>13 793</b>	<b>(755)</b>	<b>(13 937)</b>	<b>32 817</b>	<b>43 372</b>	<b>(10 453)</b>	<b>(53 824)</b>	<b>515%</b>	<b>(13 937)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>										
<b>Receipts</b>										
Proceeds on disposal of PPE		3 156	3 652	3 652			2 739	(2 739)	-100%	3 652
Decrease (Increase) in non-current debtors		-	3 636	3 636			2 727	(2 727)	-100%	3 636
Decrease (increase) other non-current receivables		(1 791)	-				-	-		
Decrease (increase) in non-current investments		-	-		(45 244)	(62 408)	-	(62 408)	#DIV/0!	
<b>Payments</b>										
Capital assets		(10 623)	(6 923)	(8 564)	(148)	(6 342)	(6 423)	(81)	1%	(8 564)
<b>NET CASH FROM/(USED) INVESTING ACTIVITIES</b>		<b>(9 258)</b>	<b>366</b>	<b>(1 276)</b>	<b>(45 393)</b>	<b>(68 750)</b>	<b>(957)</b>	<b>67 793</b>	<b>-7083%</b>	<b>(1 276)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>										
<b>Receipts</b>										
Short term loans								-		
Borrowing long term/refinancing								-		
Increase (decrease) in consumer deposits								-		
<b>Payments</b>										
Repayment of borrowing								-		
<b>NET CASH FROM/(USED) FINANCING ACTIVITIES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>		<b>4 535</b>	<b>(389)</b>	<b>(15 213)</b>	<b>(12 576)</b>	<b>(25 378)</b>	<b>(11 410)</b>			<b>(15 213)</b>
Cash/cash equivalents at beginning:		169 768	169 768	169 768		165 345	169 768			165 345
Cash/cash equivalents at month/year end:		174 303	169 379	154 555		139 966	158 358			150 132

The municipal bank balance at 31 March 2020 totals R 2,866,494.22 and the short term deposits made amounts to R 137,100,000, therefore the total cash and cash equivalents amounts to R 139,966,494.22

More detailed information regarding the cash position is tabled below that is giving a breakdown of the commitments against the cash of council:

<b>REPORTING MONTH: 31 MARCH 2020</b>		
<b>Commitments against Cash &amp; Cash Equivalents</b>		
<b>ITEM</b>	<b>Previous Month R'000</b>	<b>Current Month R'000</b>
<b>Bank balance as at 31 March 2020</b>	<b>17 542 779,12</b>	<b>2 866 494,22</b>
<b>Other Cash &amp; Cash Equivalents: Short term deposits</b>	<b>135 000 000,00</b>	<b>137 100 000,00</b>
<b>Total Cash &amp; Cash Equivalents:</b>	<b>152 542 779,12</b>	<b>139 966 494,22</b>
<b>LESS:</b>	<b>102 500 362,48</b>	<b>102 467 157,43</b>
Unspent Conditional Grants	2 893 312,64	2 893 312,64
Provision for staff leave	13 566 381,65	13 566 381,65
Provision for bonus	-	-
Post Retirement Benefits	37 463 916,00	37 463 916,00
Performance Bonus	-	-
Grant received in advance	13 114 250,00	9 835 687,50
Trade Payables	4 491 829,44	4 491 829,44
Unspent Capital budget	-	80 780,54
Unspent Operational budget	30 970 672,75	34 135 249,66
<b>Sub total</b>	<b>50 042 416,64</b>	<b>37 499 336,79</b>
<b>PLUS:</b>	<b>6 500 599,87</b>	<b>6 500 599,87</b>
VAT Receivable	4 625 088,65	4 625 088,65
Receivable Exchange	1 875 511,22	1 875 511,22
	<b>56 543 016,51</b>	<b>43 999 936,66</b>
<b>LESS OTHER MATTERS:</b>		
Capital Replacement Reserve	31 327 891,00	31 327 891,00
<b>Sub Total</b>	<b>25 215 125,51</b>	<b>12 672 045,66</b>
<b>LESS: CONTINGENT LIABILITIES</b>	<b>10 757 434,15</b>	<b>10 757 434,15</b>
Theunis Barnard	38 231,00	38 231,00
I Gerber	21 840,00	21 840,00
A de Wet	614 675,00	614 675,00
Barry Louis Rae Trust	4 500 000,00	4 500 000,00
Banger Car Hire	18 800,00	18 800,00
Combined summons between George Municipality, Garden Route DM and D Stoffels	20 836,00	20 836,00
Combined summons between G Brown and Garden Route DM	31 032,00	31 032,00
Combined summons between Brenda Kraft and Garden Route DM	415 264,31	415 264,31
Isivuno Auctioneers: Summons	223 574,84	223 574,84
Portion of Portion 2 of Farm 238, Hooggekraal	431 400,00	431 400,00
Erf 99, Glentana	4 021 781,00	4 021 781,00
Labour disputes: V Blom & Roode	350 000,00	350 000,00
Labour disputes: B Ntozini	70 000,00	70 000,00
<b>Recalculated available cash balance</b>	<b>14 457 691,36</b>	<b>1 914 611,51</b>

## 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 2019/20									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	(12)	-	-	-	-	-	-	(35)	(47)	(35)		
Interest on Arrear Debtor Accounts		1810	290	282	293	289	285	284	1 849	1 281	4 853	3 988		
Recoverable unauthorised, irregular, fruitless and wasteful expenditure		1820	-	-	-	-	-	-	-	-	-	-		
Other		1900	1 595	2 127	343	976	114	99	1 783	24 361	31 399	27 334		
Total By Income Source		2000	1 873	2 409	636	1 265	399	383	3 633	25 607	36 205	31 287	-	-
2018/19 - totals only											-	-		
Debtors Age Analysis By Customer Group														
Organs of State		2200	508	309	47	38	77	86	710	1 921	3 695	2 831		
Commercial		2300	-	-	-	-	-	-	-	-	-	-		
Households		2400	-	-	-	-	-	-	-	-	-	-		
Other		2500	1 365	2 100	588	1 227	322	297	2 923	23 687	32 510	28 456		
Total By Customer Group		2600	1 873	2 409	636	1 265	399	383	3 633	25 607	36 205	31 287	-	-

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 municipality are required to submit debtors aged analysis data strings on a monthly basis.

Currently 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		NT Code	Budget Year 2019/20								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	
R thousands											
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	21	28	2	46	343	1	3	21	465	
Auditor General	0800										-
Other	0900										-
Total By Customer Type	1000	21	28	2	46	343	1	3	21	465	-

The municipality are required to submit creditors aged analysis data strings on a monthly basis.

The reason for long outstanding creditors are due to invoices not submitted by either suppliers or user departments, other reasons also include disputes on certain invoices.

The municipality are continuously working towards resolving outstanding disputes on invoices and obtaining outstanding invoices.

## 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 readably 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 2020	Movements for the month			Balance as at 31 March 2020	Interest earned Month	Interest earned Year to date
		Investments matured	Investments made	Interest capitalised			
<b>Eden district municipality</b>							
Interest Received YTD					-		
Standard Bank	47 000 000,00	-11 500 000,00	-11 500 000,00		47 000 000,00	243 812,29	997 947,82
Investec Bank	-	-11 500 000,00	-11 500 000,00		-	238 522,60	412 933,56
ABSA	26 000 000,00	-			26 000 000,00		131 654,18
Nedbank	47 000 000,00	-11 500 000,00	-13 600 000,00		49 100 000,00	243 390,41	1 064 924,85
Standard Bank - Bank Guarantee investment investment	15 000 000,00				15 000 000,00	-	464 045,07
<b>BANK DEPOSITS</b>	<b>135 000 000,00</b>	<b>-34 500 000,00</b>	<b>-36 600 000,00</b>	<b>-</b>	<b>137 100 000,00</b>	<b>725 725,30</b>	<b>3 071 505,48</b>

## 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	2018/19	Budget Year 2019/20							
			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:			157 166	162 568	164 252	2 261	125 487	123 189	(1 263)	-1,0%	164 252
Local Government Equitable Share			151 237	157 370	157 370	–	118 028	118 028	1	0,0%	157 370
Finance Management			1 000	1 000	1 000		1 000	750			1 000
Municipal Systems Improvement			–		–			–			–
EPWP Incentive			1 021	1 629	1 629		1 629	1 222			1 629
NT - Rural Roads Asset Management Systems			2 425	2 569	2 568	2 261	4 830	1 926			2 568
Fire Service Capacity Building Grant		3	1 483		1 685			1 264	(1 264)	-100,0%	1 685
									–		
									–		
									–		
									–		
Other transfers and grants [insert description]									–		
Provincial Government:			14 810	2 859	10 498	1 630	3 410	7 873	(2 381)	-30,2%	10 498
PT - Integrated Transport Plan			1 800	900	1 490	–	900	1 118	(218)	-19,5%	1 490
PT - WC Support Grant			1 450	280	3 951	–	880	2 963			3 951
PT - Disaster Management Grant			10 000		2 177	–		1 633	(1 633)	-100,0%	2 177
PT - WC Support Grant			360	379	379	330	330	284	45	15,9%	379
PT - Safety Plan Implementation (WOSA)			1 200	1 300	2 500	1 300	1 300	1 875	(575)	-30,7%	2 500
Other transfers and grants [insert description]									–		
District Municipality:			–	–	–	–	–	–	–		–
[insert description]									–		
									–		
Other grant providers:			–	–	–	–	–	–	–		–
[insert description]									–		
									–		
Total Operating Transfers and Grants		5	171 976	165 427	174 750	3 890	128 896	131 063	(3 644)	-2,8%	174 750

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	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
<b>EXPENDITURE</b>										
<b>Operating expenditure of Transfers and Grants</b>										
<b>National Government:</b>		157 166	162 568	164 252	90	4 080	123 189	(119 109)	-96,7%	164 252
Local Government Equitable Share		151 237	157 370	157 370			118 028	(118 028)	-100,0%	157 370
Finance Management		1 000	1 000	1 000	90	766	750	16	2,1%	1 000
Municipal Systems Improvement		–					–	–		–
EPWP Incentive		1 021	1 629	1 629	–	1 629	1 222	408	33,4%	1 629
NT - Rural Roads Asset Management Systems		2 425	2 569	2 568			1 926	(1 926)	-100,0%	2 568
Fire Service Capacity Building Grant		1 483		1 685	–	1 685	1 264	421	33,3%	1 685
Other transfers and grants [insert description]								–		
<b>Provincial Government:</b>		14 810	2 859	10 498	–	1 992	7 873	(5 881)	-74,7%	10 498
PT - Integrated Transport Plan		1 800	900	1 490	–		1 118	(1 118)	-100,0%	1 490
PT - Disaster Management Grant		10 000	–	2 177	–	1 750	1 633	117	7,2%	2 177
PT - WC Support Grant		1 450	280	3 951	–	242	2 963	(2 721)	-91,8%	3 951
PT - Safety Plan Implementation (WOSA)		1 200	1 300	2 500	–		1 875	(1 875)	-100,0%	2 500
Other transfers and grants [insert description]		360	379	379	–		284	(284)	-100,0%	379
<b>District Municipality:</b>		–	–	–	–	–	–	–		–
[insert description]								–		
<b>Other grant providers:</b>		–	–	–	–	–	–	–		–
[insert description]								–		
<b>Total operating expenditure of Transfers and Grants:</b>		171 976	165 427	174 750	90	6 072	131 063	(124 990)	-95,4%	174 750

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	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
	1	A	B	C						D
<b>Councillors (Political Office Bearers plus Other)</b>										
Basic Salaries and Wages		7 481	11 359	11 359	755	6 832	8 519	(1 687)	-20%	11 359
Pension and UIF Contributions		2 408	232	232	5	40	174	(134)	-77%	232
Medical Aid Contributions		122	75	75	4	37	56	(20)	-35%	75
Motor Vehicle Allowance		1 696	199	727	8	56	545	(489)	-90%	727
Cellphone Allowance		1 125	–	–	47	419	–	419	#DIV/0!	–
Housing Allowances		1 046	434	434			325	(325)	-100%	434
Other benefits and allowances		–	528	–			–	–		–
<b>Sub Total - Councillors</b>		<b>13 877</b>	<b>12 828</b>	<b>12 828</b>	<b>818</b>	<b>7 384</b>	<b>9 621</b>	<b>(2 237)</b>	<b>-23%</b>	<b>12 828</b>
<b>% increase</b>	4		<b>-7,6%</b>	<b>-7,6%</b>						<b>-7,6%</b>
<b>Senior Managers of the Municipality</b>	3									
Basic Salaries and Wages		4 442	5 634	4 103	423	3 811	3 077	734	24%	4 103
Pension and UIF Contributions		161	–	150	0	1	113	(111)	-99%	150
Medical Aid Contributions		124	256	98	4	39	74	(35)	-47%	98
Overtime		–	–	–	–	–	–	–		–
Performance Bonus		838	–	901	–	–	676	(676)	-100%	901
Motor Vehicle Allowance		805	–	687	56	533	515	18	3%	687
Cellphone Allowance		111	–	133	9	81	99	(18)	-19%	133
Housing Allowances		194	–	–			–	–		–
Other benefits and allowances		(211)	–	11		0	8	(8)	-96%	11
Payments in lieu of leave		–	–	–			–	–		–
Long service awards		–	–	–			–	–		–
Post-retirement benefit obligations	2	–	–	–			–	–		–
<b>Sub Total - Senior Managers of Municipality</b>		<b>6 464</b>	<b>5 890</b>	<b>6 082</b>	<b>493</b>	<b>4 466</b>	<b>4 562</b>	<b>(96)</b>	<b>-2%</b>	<b>6 082</b>
<b>% increase</b>	4		<b>-8,9%</b>	<b>-5,9%</b>						<b>-5,9%</b>
<b>Other Municipal Staff</b>										
Basic Salaries and Wages		86 899	85 591	85 914	7 508	66 921	64 435	2 485	4%	85 914
Pension and UIF Contributions		13 210	14 463	14 463	1 272	10 298	10 847	(549)	-5%	14 463
Medical Aid Contributions		10 314	10 904	10 904	626	4 722	8 178	(3 456)	-42%	10 904
Overtime		3 045	–	3 275	134	1 717	2 456	(739)	-30%	3 275
Performance Bonus		–	–	–	–	–	–	–		–
Motor Vehicle Allowance		6 906	–	465	765	6 912	349	6 563	1881%	465
Cellphone Allowance		198	–	58	7	68	44	24	55%	58
Housing Allowances		1 311	–	6 965	116	1 090	5 224	(4 134)	-79%	6 965
Other benefits and allowances		2 641	19 685	11 298	378	5 242	8 474	(3 232)	-38%	11 298
Payments in lieu of leave		6 064	–	(1 600)	214	6 445	(1 200)	7 645	-637%	(1 600)
Long service awards		–	–	–	–	145	–	145	#DIV/0!	–
Post-retirement benefit obligations	2	2 866	8 432	8 432	532	4 786	6 324	(1 538)	-24%	8 432
<b>Sub Total - Other Municipal Staff</b>		<b>133 454</b>	<b>139 074</b>	<b>140 174</b>	<b>11 552</b>	<b>108 345</b>	<b>105 131</b>	<b>3 215</b>	<b>3%</b>	<b>140 174</b>
<b>% increase</b>	4		<b>4,2%</b>	<b>5,0%</b>						<b>5,0%</b>
<b>Total Parent Municipality</b>		<b>153 795</b>	<b>157 791</b>	<b>159 084</b>	<b>12 863</b>	<b>120 195</b>	<b>119 313</b>	<b>882</b>	<b>1%</b>	<b>159 084</b>

Remuneration related expenditure for the third quarter ending 31 March 2020 amounted to **R 39,757,155** of an adjusted budgeted amount of **R 159,084,000** 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 dealt with separately.

**SECTION 11 – CAPITAL PROGRAMME PERFORMANCE**

The table below provides information on capital budget spending:

SCOA config	Nr	Project description	Cost centre	Adjusted budget R'	YTD Expenditure R'	Year to date Budget	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.
071201240008	1	Steel Shelves	1308	6 800,00	6 780,00	5 100,00	Completed	Purchased & Delivered	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.
071206240002	2	Evacuation Chair	1305	26 565,00	4 950,00	19 923,75	In process	Order issued	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.
072204300001	3	Upgrading of Council Buildings	2204	450 000,00	75 200,00	337 500,00	In process	Order issued	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.
071307104104	4	Laptops	1307	125 677,00	125 676,52	94 257,75	Completed	Purchased & Delivered	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.
071307104109	5	Qnap File Server	1307	38 968,00	0,00	29 226,00	In process	Order issued	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.
071307104110	6	Projector/s	1307	8 559,00	8 559,00	6 419,25	Completed	Purchased & Delivered	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.
071307104111	7	Scanners	1307	17 827,00	17 826,09	13 370,25	Completed	Purchased & Delivered	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.
071307104113	8	24 Inch Monitors	1307	3 477,00	3 476,52	2 607,75	Completed	Purchased & Delivered	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.
071307104116	9	Insurance Claims	1307	50 000,00	4 608,18	37 500,00	Not started yet	No ICT insurance claims up to date	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.
071307104117	10	High Spec PC Communication	1307	19 957,00	19 956,52	14 967,75	Completed	Purchased & Delivered	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.
071307104118	11	Printer HP black/white	1307	10 260,00	10 260,00	7 695,00	Completed	Purchased & Delivered	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.
071307104119	12	Printer HP 4 in One	1307	24 700,00	24 700,00	18 525,00	Completed	Purchased & Delivered	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.
071307104120	13	Printer HP Colour	1307	8 090,00	8 090,00	6 067,50	Completed	Purchased & Delivered	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.
071307104121	14	Office Automation	1307	225 441,00	25 440,26	169 080,75	In process	Order issued	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.
071307103001	15	Upgrade Server Room for hosting purposes	1307	110 000,00	0,00	82 500,00	In process	Specs finalised - SCM to advertise tender. Completion date: 31 May 2020	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.

071307104002	16	ICT Furniture	1307	58 250,00	0,00	43 687,50	In process	SLA in process to be finalised	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071806103101	17	Plett Office Building	1806	2 300 000,00	2 255 480,02	1 725 000,00	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
072305230001	18	Hazmat Rescue & Fire Equipment Equipment	2305	382 500,00	6 600,00	286 875,00	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
074403230003	19	Recycling Mascot	4403	30 000,00	26 990,00	22 500,00	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104001	20	Fireproof Safe (800x525x500)	1307	11 237,00	11 237,00	8 427,75	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104101	21	Morpho Sigma Lite Biometric Devices	1307	91 936,00	0,00	68 952,00	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104102	22	UniFi Cloud Key Gen2 Plus	1307	1 357,00	0,00	1 017,75	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104103	23	UniFi Security Gateway	1307	4 109,00	4 108,70	3 081,75	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104105	24	Desktops	1307	111 642,00	111 641,74	83 731,50	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307103901	25	MS Office	1307	223 745,00	0,00	167 808,75	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104106	26	8 Port Switches	1307	15 100,00	15 043,48	11 325,00	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104107	27	Ubiquiti UNIFI AC Pro Access Points	1307	12 626,00	12 626,09	9 469,50	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104108	28	16 Port Switches	1307	14 358,00	14 358,35	10 768,50	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104112	29	Voice Recorder	1307	2 653,00	2 652,17	1 989,75	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104114	30	HD Infrared IP Dome Camera (Spack)	1307	11 000,00	10 282,61	8 250,00	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.

071307104115	31	Replacing ICT Capital Equipment beyond economical repair	1307	40 000,00	9 826,09	30 000,00	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071601103302	32	6000Litre Water Tanker	1601	1 750 288,00	1 750 032,28	1 312 716,00	Completed	Purchased & Delivered	No expected challenges anticipated	Final payment(the outstanding 20%) was done in December 2019 and also the delivery of the vehicles. The payment of almost R687k were unfortunately booked against the prpayment vote. Correcting journals will be done in January 2020
072305220001	33	Water tankers	1601	1 685 027,00	1 685 027,00	1 263 770,25	Completed	Purchased & Delivered	No expected challenges anticipated	Final payment(the outstanding 20%) was done in December 2019 and also the delivery of the vehicles. The payment of almost R687k were unfortunately booked against the prpayment vote. Correcting journals will be done in January 2020
071308040008	34	Desk	1308	5 542,00	5 541,74	4 156,50	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071308040009	35	File Labelling Machines	1308	4 900,00	4 869,57	3 675,00	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071308040010	36	Chairs	1308	5 200,00	5 156,52	3 900,00	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071308040011	37	Water Dispenser	1308	2 600,00	2 556,52	1 950,00	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
072204300044	38	Office Equipment	2204	50 000,00	44 417,53	37 500,00	Inprocess	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
072305230004	39	Canopy	2305	17 500,00	0,00	13 125,00	In process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071314000452	40	Desk	1314	21 000,00	18 120,00	15 750,00	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071308102412	41	Back support for chairs	1308	5 900,00	4 360,50	4 425,00	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071308102413	42	Fridge	1308	4 058,00	3 067,04	3 043,50	Completed	Purchased & Delivered	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071203102401	43	Heavy Duty Punch	1203	5 000,00	1 179,78	3 750,00	In Process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071307104122	44	8 Port Gigabit Ethernet POE Switch	1307	1 648,00	1 647,51	1 236,00	In Process	Order issued	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.
071308102201	45	Pool Vehicle	1308	300 000,00	0,00	225 000,00	In Process	Funds made available with February Adjustment Budget	No expected challenges anticipated	Monthly all project managers will report to the BTO 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.






071315102401	46	Office Furniture: Basic Conditions of Service	1315	30 000,00	0,00	22 500,00	In process	Funds made available with February Adjustment Budget	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.
071312102401	47	Office Furniture: Training and Development	1312	10 000,00	0,00	7 500,00	In process	Funds made available with February Adjustment Budget	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.
071312102402	48	Projectors: Training and Development	1312	20 000,00	0,00	15 000,00	In process	Funds made available with February Adjustment Budget	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.
071316102401	49	Ergonomic Chair:OHS	1316	15 000,00	0,00	11 250,00	In process	Funds made available with February Adjustment Budget	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.
071316103101	50	Fire Alarm System(Mission Street): OHS	1316	20 000,00	0,00	15 000,00	In process	Funds made available with February Adjustment Budget	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.
073602103901	51	Dispersion Model Software Program	3602	28 000,00	0,00	21 000,00	In process	Funds made available with February Adjustment Budget	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.
071310102401	52	Voice Recorder	1310	3 935,00	0,00	2 951,25	In process	Funds made available with February Adjustment Budget	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.
071808102402	53	GPS Coordinator	1808	10 000,00	0,00	7 500,00	In process	Funds made available with February Adjustment Budget	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.
071018102402	54	Microphone System: Council Chambers	1018	80 000,00	0,00	60 000,00	In process	Funds made available with February Adjustment Budget	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.
071310104001	55	Office Chairs: Legal Services	1310	10 000,00	0,00	7 500,00	In process	Funds made available with February Adjustment Budget	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.
071808102401	56	Identity Scanner	1808	12 000,00	0,00	9 000,00	In process	Funds made available with February Adjustment Budget	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.
071310104002	57	Office Furniture: Legal Services	1310	30 000,00	0,00	22 500,00	In process	Funds made available with February Adjustment Budget	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				8 564 432,00	6 342 345,33	3 327 625,50				

## SECTION 12 – OPERATIONAL PROJECTS PERFORMANCE

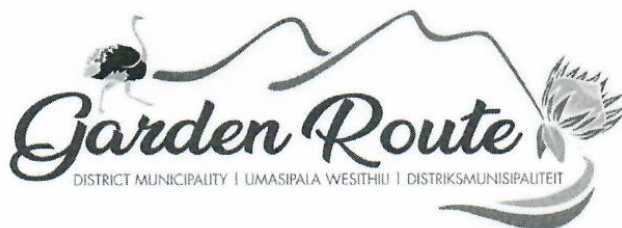
Refer to table below for the actual expenditure against the budgeted amounts for the largest 35 operational projects budgeted for in the 2019/20 financial year:

Project code & name	Total Adjusted Budget 2019/20	Year to date actual at the end of the 3rd Quarter 2019/20	% Spent
COM01 Blue Flag Beach application and operational costs	26 000,00	22 121,74	85,08%
COM02 Incentives and awareness	84 103,00	69 181,48	82,26%
COM04 Social assistance	110 000,00	88 776,37	80,71%
COM06 Annual Garden Route Environmental forum	45 000,00	45 000,00	100,00%
COM07 GREF database maintenance and development	235 000,00	193 970,00	82,54%
COM14 Development of an Air Quality Management Plan	117 752,00	116 920,61	99,29%
COM32 Awareness Campaign: Home Composting Pilot Project	32 039,00	28 155,00	87,88%
COM33 Integrated Waste Management Plan Review	730 600,00	568 000,00	77,74%
COM34 Waste minimization strategy	820 000,00	13 520,00	1,65%
COR11 External Bursaries	410 000,00	88 757,73	21,65%
COR13 Training	1 585 000,00	1 397 147,46	88,15%
COR33 Medical Examination	165 408,00	102 162,00	61,76%
COR41 Unemployed Training (EPWP)	535 000,00	479 371,57	89,60%
MM005 Barnowl Risk System	607 200,00	535 157,50	88,14%
MM007 Organisational Performance Management	631 000,00	385 000,00	61,01%
MM020 Christmas Hampers	160 382,00	160 382,40	100,00%
MM023 Women in Business	120 000,00	97 851,79	81,54%
MM024 Grant in Aid	161 950,00	71 950,00	44,43%
MM025 Donations and Sponsor of Sport Equipment	313 835,00	168 835,00	53,80%
MM038 Youth Development	275 000,00	255 000,00	92,73%
PED01 SCEP	100 000,00	100 000,00	100,00%
PED02 Growth & Development Strategy	100 000,00	100 000,00	100,00%
PED03 Film Office	200 000,00	200 000,00	100,00%
PED05 SME Support Programme	400 000,00	400 000,00	100,00%
PED11 Getaway	100 000,00	100 000,00	100,00%
PED12 Namibia Tourism Expo	180 000,00	180 000,00	100,00%
PED17 Cater Care Project	350 000,00	350 000,00	100,00%
PED21 Establishment of a District Development Agency	320 965,00	64 347,83	20,05%
PED22 Fresh produce market	1 063 000,00	242 727,00	22,83%
PED24 Green Energy	300 000,00	163 611,00	54,54%
PED29 IDP Rep Forum	85 000,00	68 020,60	80,02%
PED30 Public Participation	10 000,00	9 375,00	93,75%
PED62 EPWP Grant	2 529 000,00	2 963 303,32	117,17%
PED63 EPWP Manager section (running costs)	1 137 224,00	835 614,38	73,48%
<b>Totals:</b>	<b>14 040 458,00</b>	<b>10 664 259,78</b>	<b>75,95%</b>

## SECTION 13 – SECTION 11 WITHDRAWALS

 <b>PROVINCIAL TREASURY</b> <b>Withdrawals from Municipal Bank Accounts</b> <b>In accordance with Section 11, Sub-section 1 (b) to (j)</b> 		
<b>NAME OF MUNICIPALITY:</b>	GARDEN ROUTE DISTRICT MUNICIPALITY	
<b>MUNICIPAL DEMARCATION CODE:</b>	DC4	
<b>QUARTER ENDED:</b>	31 MARCH 2020	
<b>MFMA section 11. (1)</b> 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 -  (b) to defray expenditure authorised in terms of section 26(4); (c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1); (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; (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 - (i) money collected by the <i>municipality</i> on behalf of that person or organ of state by agreement; or (ii) any insurance or other payments received by the <i>municipality</i> for that person or organ of state; (f) to refund money incorrectly paid into a bank account; (g) to refund guarantees, sureties and <i>security</i> deposits; (h) for cash management and <i>investment</i> purposes in accordance with section 13; (i) to defray increased expenditure in terms of section 31; or (j) for such other purposes as may be <i>prescribed</i> . (4) The <i>accounting officer</i> must within 30 days after the end of each <i>quarter</i> - (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 (b) submit a copy of the report to the relevant <i>provincial treasury</i> and the <i>Auditor-General</i> .	<b>Amount</b>	<b>Reason for withdrawal</b>
	none	
	none	
	none	
	none	
	none	
	none	
	none	
	none	
	R 123 300 000,00	Investments made for the 3rd Quarter
	R 91 758 687,83	Quarter 3 expenditure
	(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 (b) submit a copy of the report to the relevant <i>provincial treasury</i> and the <i>Auditor-General</i> .	<b>Name and Surname:</b>
<b>Rank/Position:</b>		Municipal Manager
<b>Signature:</b>		
<b>Tel number</b>	<b>Fax number</b>	<b>Email Address</b>
044 803 1340		corin@edendm.co.za
<b>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: <a href="mailto:enkuna@pgwc.gov.za">enkuna@pgwc.gov.za</a> on or before the 15th of the month following the end of each quarter.</b>		

## 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](mailto:info@gardenroute.gov.za)  
[www.gardenroute.gov.za](http://www.gardenroute.gov.za)

## OFFICE OF THE MUNICIPAL MANAGER

Enquiries:	Jan-Willem De Jager
Reference:	6/1/1 – 19/20
Date:	14 April 2020

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

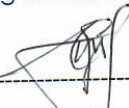
for the quarter ended **31 March 2020**, has been prepared in accordance with the Municipal Finance Management Act (Act 56 of 2003) and regulations made under the Act.



Disclaimer: Please note that the Section 52 Reporting is subject to changes due to the fact that the Municipality are experiencing challenges with the reporting of M09 March 2020 due to the lack of completeness and credibility of information on the financial system (Phoenix). The municipality populated the C-Schedule manually, and aligned the March 2020 figures to the actual year-to-date figures as reflected on the ledger in order to align with the data strings.

Print Name MONDE STRAU

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

Signature 

Date 14/4/2020



**PERFORMANCE MANAGEMENT:**

**QUARTER 3**

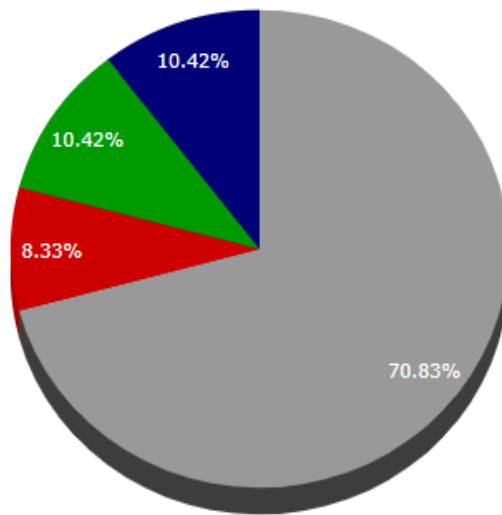
**January – March 2020**



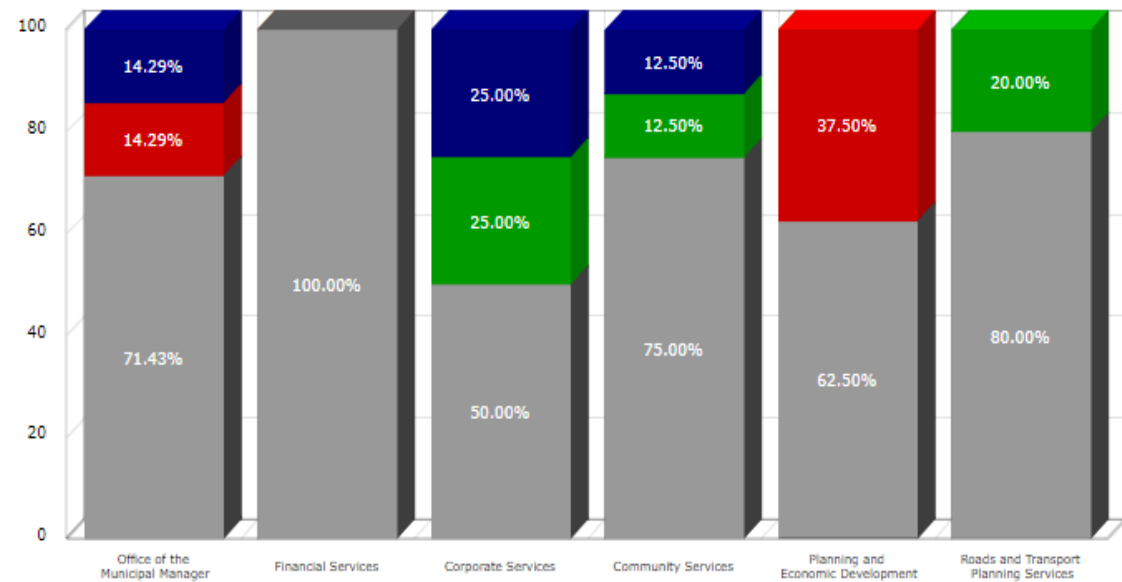
## Top Layer KPI Report

Report drawn on 14 April 2020 at 14:44  
for the months of Quarter ending March 2020 to Quarter ending March 2020.

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 Planning Services
■ Not Yet Applicable	34 (70.83%)	5 (71.43%)	8 (100.00%)	6 (50.00%)	6 (75.00%)	5 (62.50%)	4 (80.00%)
■ Not Met	4 (8.33%)	1 (14.29%)	-	-	-	3 (37.50%)	-
■ Almost Met	-	-	-	-	-	-	-
■ Met	5 (10.42%)	-	-	3 (25.00%)	1 (12.50%)	-	1 (20.00%)
■ Well Met	-	-	-	-	-	-	-
■ Extremely Well Met	5 (10.42%)	1 (14.29%)	-	3 (25.00%)	1 (12.50%)	-	-
Total:	48	7	8	12	8	8	5
	100%	14.58%	16.67%	25.00%	16.67%	16.67%	10.42%

## Office of the Municipal Manager

Ref	KPI	Unit of Measurement	Strategic Objective	Original Annual Target	Revised Annual Target	YTD Actual	Quarter ending March 2020				Overall Performance for Quarter ending March 2020 to Quarter ending March 2020	
							Original Target	Adjustment	Actual	Departmental KPI: Corrective Measures	Original Target	Actual
TL1	Submit an OPCAR progress report to the MANCOM on a quarterly basis	Number of progress reports submitted quarterly	Good Governance	4	4	4	1	0	2		1	2
TL2	Develop Standard Operating Procedures for the Municipality and submit to MANCOM for approval(Inclusive Report)	Number of SOP's developed and submitted to MANCOM	Good Governance	10	10	57	2	0	0		2	0
TL3	Submit the Top layer SDBIP for 2020/21 for approval by the Mayor within 14 days after the budget has been approved	Top Layer SDBIP for 2020/21 submitted to the Mayor within 14 days after the budget has been approved	Good Governance	1	1	0	0	0	0		0	0
TL4	Draft the annual performance report for 2018/19 and submit to the Auditor General by 31 August 2019	Annual performance report for 2018/19 drafted and submitted to the Auditor General by 31 August 2019	Good Governance	1	1	1	0	0	0		0	0
TL5	Develop an Individual Performance Management System for the first five levels of reporting within the Organisation by June 2020	Individual Performance Management System developed by June 2020	Good Governance	1	1	0	0	0	0		0	0
TL6	Review the risk management policy submit to Council by 31 May 2020	Reviewed risk management policy submitted to Council by 31 May 2020	Good Governance	1	1	0	0	0	0		0	0
TL7	Compile the Risk based audit plan (RBAP) for 2020/21 and submit to the Audit Committee for consideration by 30 June 2020	RBAP for 2020/21 compiled and submitted to the Audit Committee by 30 June 2020	Good Governance	1	1	0	0	0	0		0	0

Financial Services
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Ref	KPI	Unit of Measurement	Strategic Objective	Original Annual Target	Revised Annual Target	YTD Actual	Quarter ending March 2020				Overall Performance for Quarter ending March 2020 to Quarter ending March 2020	
							Original Target	Adjustment	Actual	Departmental KPI: Corrective Measures	Original Target	Actual
TL38	Financial viability measured in terms of the available cash to cover fixed operating expenditure by 30 June 2020 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excludi	Number of months that available cash is sufficient to cover the monthly operating expenditure	Financial Viability	5,20	5,20	0	0	0	0		0	0
TL39	Submit a Strategic Plan to Council to address the financial sustainability of Garden Route District Municipality by December 2019	Strategic Plan submitted to Council by December 2019	Financial Viability	1	1	1	0	0	0		0	0
TL40	Achieve a current ratio of 1 (Current assets : Current liabilities)	Number of times the municipality can pay back its short term-liabilities with its short-term assets	Financial Viability	1	1	0	0	0	0		0	0
TL41	Develop Standard Operating Procedures for the Finance department on the ten most critical processes and submit to MANCOM for approval by December 2019	Number of SOP's developed and submitted to MANCOM by December 2019	Good Governance	10	10	10	0	0	0		0	0
TL42	Develop a Strategic Plan to address the minimization of the use of Consultants within the Department and submit to MANCOM by December 2019	Strategic Plan submitted to MANCOM by December 2019	Good Governance	1	1	1	0	0	0		0	0
TL43	The percentage of the municipal capital budget spent on capital projects by 30 June 2020 (Actual amount spent on capital projects /Total amount budgeted for capital projects)(Report submitted by CFO)	% of capital budget spent by 30 June 2020	Financial Viability				90.00%	90.00%	0.00%	0.00%	0.00%	0.00%
TL44	Financial viability measured in terms of the municipality's ability to meet it's service debt obligations by 30 June 2020 ((Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Reven	% of debt coverage	Financial Viability				30.00%	30.00%	0.00%	0.00%	0.00%	0.00%
TL45	Compilation of the Annual Financial Statements(AFS) for the 2018/2019 financial year and submit to the Auditor General(AG) by 31 August 2019	Compilation and submission of the AFS to the AG by 31 August 2019	Financial Viability				1	1	1	0	0	0

## Corporate Services

Ref	KPI	Unit of Measurement	Strategic Objective	Original Annual Target	Revised Annual Target	YTD Actual	Quarter ending March 2020				Overall Performance for Quarter ending March 2020 to Quarter ending March 2020	
							Original Target	Adjustment	Actual	Departmental KPI: Corrective Measures	Original Target	Actual
TL8	Report to MANCOM on the revision of the Human Resource Policies of the Organisation	Number of reports submitted to MANCOM	Good Governance	4	4	3	1	0	1	[D154] Executive Manager: Corporate Services: Submit additional report to Mancom dated 16 April for discussion (March 2020)	1	1
TL9	Compile and submit an implementation plan to MANCOM addressing the Improved Corporate Image of the Organisation by March 2020	Number of implementation plans compiled and submitted to MANCOM by March 2020	Good Governance	1	1	1	1	0	1	[D155] Executive Manager: Corporate Services: Minutes can be delayed due to the COVID19 lockdown. (March 2020)	1	1
TL10	Number of people from employment equity target groups that will be appointed in the three highest levels of management during the 2019/20 financial year in compliance with the municipality's approved employment equity plan	Number of people that will be appointed in the three highest levels of management in compliance with a municipality's approved employment equity plan	A Skilled Workforce and Communities	1	1	0	0	0	0		0	0
TL11	Spent 0.5% of personnel budget on training by 30 June 2020 (Actual total training expenditure divided by total personnel budget)	% of the personnel budget spent on training by June 2020	A Skilled Workforce and Communities	0.50%	0.50%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%
TL12	Limit vacancy rate to 10% of budgeted post by 30 June 2020 (Number of funded posts vacant divided by number of budgeted funded posts)	% vacancy rate	A Skilled Workforce and Communities	10.00%	10.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%
TL14	Review the organisational structure and submit to Council by 30 June 2020	Organisational structure reviewed and submitted to Council by 30 June 2020	A Skilled Workforce and Communities	1	1	0	0	0	0		0	0
TL15	Compile a Fleet Management Policy for the Organisation and submit to Council for approval by June 2020	Fleet Management Policy developed and submitted to Council by June 2020	A Skilled Workforce and Communities	1	1	0	1	-1	0		1	0
TL17	Award 16 external bursaries to qualifying candidates by 31 March 2020	Number of external bursaries awarded by March 2020	A Skilled Workforce and Communities	16	16	25	16	0	25		16	25
TL46	Report to Council on appointments, exists and Labour Relations matters	Number of reports submitted to Council	Good Governance	1	1	3	1	0	3		1	3
TL47	Report to Council on the Execution of Council resolutions	Number of reports submitted to Council	Good Governance	1	1	1	1	0	1		1	1
TL48	Review IT Policies and submit to Council by 30 June 2020	Number of Policies reviewed and submit to Council by 30 June 2020	Good Governance	2	2	8	3	0	8		3	8
TL49	Review HR Policies and submit to Council by 30 June 2020	Number of Policies reviewed and submit to Council by 30 June 2020	Good Governance	10	10	0	0	0	0		0	0

<b>Community Services</b>
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Ref	KPI	Unit of Measurement	Strategic Objective	Original Annual Target	Revised Annual Target	YTD Actual	Quarter ending March 2020				Overall Performance for Quarter ending March 2020 to Quarter ending March 2020	
							Original Target	Adjustment	Actual	Departmental KPI: Corrective Measures	Original Target	Actual
TL28	Job creation through the construction and operation of the Regional Landfill facility	Number of Jobs created by 30 June 2020	Growing an Inclusive District Economy	100	100	0	0	0	0		0	0
TL29	Raise public fire awareness through 8 sessions with the community by 30 June 2020	Number of public fire awareness sessions raised by 30 June 2020	Sustainable Environmental Management and Public Safety	8	8	0	0	0	0		0	0
TL30	Compile a strategy to address the management of emergency incidents via partnerships with relevant stakeholders by June 2020	Strategy submitted to MANCOM by June 2020	Sustainable Environmental Management and Public Safety	1	1	1	0	0	0		0	0
TL31	Development of climate change adaptation interventions in terms of Municipal Health and Environmental Services Strategy and submit to Council by March 2020	Municipal Health and Environmental Services Strategy submitted to Council by March 2020	Sustainable Environmental Management and Public Safety	1	1	1	1	0	1		1	1
TL32	Conduct Public Health Awareness through 8 sessions with the community by 30 June 2020	Number of session conducted by 30 June 2020	Healthy and Socially Stable Communities	8	8	10	2	0	6		2	6
TL33	Submit three research proposals to Stellenbosch University through the MOU with Stellenbosch University by December 2019	MOU signed by December 2019	Good Governance	1	1	1	0	0	0		0	0
TL34	Submit progress reports on Regional Waste Management Facility to Council by June 2020	Progress report submitted to Council by June 2020	Healthy and Socially Stable Communities	1	1	0	1	-1	0	[D193] Executive Manager: Community Service: This KPI is incorrect. A memo was submitted and no changes has been made. (March 2020)	1	0
TL50	Develop a Strategy to address the Corona Virus and submit to MANCOM by April 2020	Strategy developed and submitted to MANCOM by April 2020	Healthy and Socially Stable Communities	1	1	0	0	0	0		0	0

<b>Planning and Economic Development</b>
--

Ref	KPI	Unit of Measurement	Strategic Objective	Original Annual Target	Revised Annual Target	YTD Actual	Quarter ending March 2020				Overall Performance for Quarter ending March 2020 to Quarter ending March 2020	
							Original Target	Adjustment	Actual	Departmental KPI: Corrective Measures	Original Target	Actual
TL18	Development of a Growth and Development Strategy and submit to Council by June 2020	Growth and Development Strategy developed and submitted to Council by June 2020	Growing an Inclusive District Economy	1	1	0	0	0	0		0	0
TL19	Development of a Garden Route Tourism Strategy and submit to Council by June 2020	Tourism Strategy develop and submitted to Council by June 2020	Growing an Inclusive District Economy	1	1	0	0	0	0		0	0
TL20	Develop a Strategy on SME's development and submit to Council by March 2020	SME's development strategy developed and submitted to Council by March 2020	Growing an Inclusive District Economy	1	1	0	1	0	0		1	0
TL22	Develop an Implementation Plan addressing the Investment Conference, Smart City Summit and Green Energy Summit resolutions and submit to MANCOM by January 2020	Implementation Plan developed and submitted to MANCOM by January 2020	Growing an Inclusive District Economy	1	1	0	1	0	0		1	0
TL23	Appointment of an Independent Valuer to evaluate the District Properties by June 2020	Valuer appointed by June 2020	Financial Viability	1	1	0	0	0	0		0	0
TL24	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2020	Number of Job opportunities created through the Expanded Public Works Programme (EPWP) by 30 June 2020	Growing an Inclusive District Economy	150	150	241	0	0	0		0	0
TL26	Compile a Development Strategy on Organisational Implementation of EPWP and submit to Council by March 2020	Development Strategy compiled and submitted to Council by March 2020	Growing an Inclusive District Economy	1	1	0	1	0	0		1	0
TL27	Compile and submit the final annual report and oversight report for 2018/19 to Council by 31 December 2019	Final annual report and oversight report for 2018/19 submitted to Council by 31 December 2019	Growing an Inclusive District Economy	1	1	1	0	0	0		0	0

### Roads and Transport Planning Services

Ref	KPI	Unit of Measurement	Strategic Objective	Original Annual Target	Revised Annual Target	YTD Actual	Quarter ending March 2020				Overall Performance for Quarter ending March 2020 to Quarter ending March 2020	
							Original Target	Adjustment	Actual	Departmental KPI: Corrective Measures	Original Target	Actual
TL35	Develop an Implementation Strategy to obtain EPWP funding for Calitzdorp and submit to the Municipal Manager by December 2019	Implementation Strategy submitted to the Municipal Manager by December 2019	Growing an Inclusive District Economy	1	1	0	0	0	0		0	0
TL36	Spent 95% of the roads budget allocation by 30 June 2020 (Actual expenditure divided by approved allocation received)	% of the roads spent by 30 June 2020	Financial Viability	95.00%	95.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%
TL51	Regravel 32.84km of roads by 30 June 2020	Number of km's of roads regavelled	Bulk Infrastructure Co-ordination	32.84	32.84	0	0	0	0		0	0
TL52	Reseal 29.46km of roads by 30 June 2020	Number of km's of roads resealed	Bulk Infrastructure Co-ordination	29.46	29.46	0	0	0	0		0	0
TL53	Development and submission of a Maintenance Management Plan by 31 March 2020	Maintenance Management Plan development and submitted to Council by 31 March 2020	Bulk Infrastructure Co-ordination	1	1	1	1	0	1		1	1

[BACK TO AGENDA](#)

**REPORT – REVISED/ADJUSTED SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN  
OF 2019/2020 / VERSLAG – HERSIENDE/AANGEPASTE DIENSLEWERINGS EN  
BEGROTINGSIMPLEMENTERINGSPLAN VIR 2019/2020 / INGXELO-  
UQWALASELO/ULUNGELELWANISO LONIKEZELO LWENKONZO KUNYE NESICWANGCISO  
SOKUMISELWA KOLWABIWO-MALI LUKA 2019/2020(1044603)**

(9/11/1)

14 April 2020

**REPORT FROM THE MUNICIPAL MANAGER :( MG STRATU) / MANAGER PERFORMANCE  
MANAGEMENT (MS IG SAAIMAN)**

**PURPOSE OF THE REPORT**

The report is tabled to Council in terms of section 54 (1) (c) as required in terms of the Municipal Finance Management Act 56 of 2003.

**BACKGROUND**

Municipal Finance Management Act 56 of 2003

**Section 54 (1) (c)** *On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must –*

*(c) consider and, if necessary, make any provisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;*

**FINANCIAL IMPLICATIONS**

None

The document is compiled internally



**RELEVANT LEGISLATION**

Municipal Finance Management Act, no.56 of 2003

**UITVOERENDE OPSOMMING**

*Die hersiende/aangepaste Top Vlak Dienslewering en Begrotings Implementeringsplan is terugwerkend vanaf Januarie 2020.*

**RECOMMENDATION**

That Council approves the revised/adjusted Service Delivery and Budget Implementation Plan for the 2019/2020 financial year.

**AANBEVELING**

*Dat die Raad die hersiende/aangepaste Dienslewering en Begrotings Implementeringsplan vir 2019/2020 goedkeur.*

**ISINDULULO**

Sesokuba iBhunga liphumeze uqwalaselo/ulungelelwaniso Lonikezelo Lwenkonzo kunye Nesicwangciso Sokumiselwa koLwabiwo-Mali lonyakamali ka 2019/2020.

**ANNEXURE**

Annexure A: Report from the Performance Unit

**Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19 Q1	Dec-19 Q2	Mar-20 Q3	Jun-20 Q4
TL1	Office of the Municipal Manager	Good Governance and Public Participation	Good Governance	Submit an OPCAR progress report to the MANCOM on a quarterly basis	Number of progress reports submitted quarterly	Municipal Manager	4	Number	4	4	1	1	1	1
TL2	Office of the Municipal Manager	Good Governance and Public Participation	Good Governance	Develop Standard Operating Procedures for the Municipality and submit to MANCOM for approval(Inclusive Report)	Number of SOP's developed and submitted to MANCOM	Municipal Manager	New KPI for 2019/2020	Number	10	10	3	2	2	3
TL3	Office of the Municipal Manager	Good Governance and Public Participation	Good Governance	Submit the Top layer SDBIP for 2020/21 for approval by the Mayor within 14 days after the budget has been approved	Top Layer SDBIP for 2020/21 submitted to the Mayor within 14 days after the budget has been approved	Municipal Manager	1	Number	1	1	0	0	0	1
TL4	Office of the Municipal Manager	Good Governance and Public Participation	Good Governance	Draft the annual performance report for 2018/19 and submit to the Auditor General by 31 August 2019	Annual performance report for 2018/19 drafted and submitted to the Auditor General by 31 August 2019	Municipal Manager	1	Number	1	1	1	0	0	0
TL5	Office of the Municipal Manager	Municipal Transformation and Institutional Development	Good Governance	Develop an Individual Performance Management System for the first five levels of reporting within	Individual Performance Management System developed by June 2020	Municipal Manager	New KPI for 2019/2020	Number	1	1	0	0	0	1

Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19 Q1	Dec-19 Q2	Mar-20 Q3	Jun-20 Q4
				the Organisation by June 2020										
TL6	Office of the Municipal Manager	Good Governance and Public Participation	Good Governance	Review the risk management policy submit to Council by 31 May 2020	Reviewed risk management policy submitted to Council by 31 May 2020	Municipal Manager	New KPI for 2019/2020	Number	1	1	0	0	0	1
TL7	Office of the Municipal Manager	Good Governance and Public Participation	Good Governance	Compile the Risk based audit plan (RBAP) for 2020/21 and submit to the Audit Committee for consideration by 30 June 2020	RBAP for 2020/21 compiled and submitted to the Audit Committee by 30 June 2020	Municipal Manager	1	Number	1	1	0	0	0	1
Corporate Services														
TL8	Corporate Services	Municipal Transformation and Institutional Development	Good Governance	Report to MANCOM on the revision of the Human Resource Policies of the Organisation	Number of reports submitted to MANCOM	Executive Manager: Corporate Services	New KPI for 2019/2020	Number	4	4	1	1	1	1

**Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19 Q1	Dec-19 Q2	Mar-20 Q3	Jun-20 Q4
TL9	Corporate Services	Good Governance and Public Participation	Good Governance	Compile and submit an implementation plan to MANCOM addressing the Improved Corporate Image of the Organisation by March 2020	Number of implementation plans compiled and submitted to MANCOM by March 2020	Executive Manager: Corporate Services	New KPI for 2019/2020	Number	1	1	0	0	1	0
TL10	Corporate Services	Municipal Transformation and Institutional Development	A Skilled workforce and Communities	Number of people from employment equity target groups that will be appointed in the three highest levels of management during the 2019/20 financial year in compliance with the municipality's approved employment equity plan	Number of people that will be appointed in the three highest levels of management in compliance with a municipality's approved employment equity plan	Executive Manager: Corporate Services	1	Number	1	1	0	0	0	1
TL11	Corporate Services	Municipal Transformation and Institutional Development	A Skilled workforce and Communities	Spent 0.5% of personnel budget on training by 30 June 2020 (Actual total training expenditure divided by total personnel budget)	% of the personnel budget spent on training by June 2020	Executive Manager: Corporate Services	0.5%	Percentage	0.5	0.5	0	0	0	0.5

**Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19	Dec-19	Mar-20	Jun-20
											Q1	Q2	Q3	Q4
TL12	Corporate Services	Municipal Transformation and Institutional Development	A Skilled workforce and Communities	Limit vacancy rate to 10% of budgeted post by 30 June 2020 (Number of funded posts vacant divided by number of budgeted funded posts)	% vacancy rate	Executive Manager: Corporate	10%	Percentage	10	10	0	0	0	10
TL14	Corporate Services	Municipal Transformation and Institutional Development	A Skilled workforce and Communities	Review the organisational structure and submit to Council by 30 June 2020	Organisational structure reviewed and submitted to Council by 30 June 2020	Executive Manager: Corporate Services	1	Number	1	1	0	0	0	1
TL15	Corporate Services	Municipal Transformation and Institutional Development	A Skilled workforce and Communities	Compile a Fleet Management Policy for the Organisation and submit to Council for approval by March 2020	Fleet Management Policy developed and submitted to Council by March 2020	Executive Manager: Corporate Services	New KPI for 2019/2020	Number	1	1	0	0	1	0
TL17	Corporate Services	Municipal Transformation and Institutional Development	A Skilled workforce and Communities	Award 16 external bursaries to qualifying candidates by 31 March 2020	Number of external bursaries awarded by March 2020	Executive Manager: Corporate	16	Number	16	16	0	0	16	0
<b>Revised: New(added) KPI's for 2019/2020</b>														
TL46	Corporate Services	Good Governance and Public Participation	Good Governance	Report to Council on appointments, exists and Labour Relations matters	Number of reports submitted to Council	Executive Manager: Corporate	New KPI for 2019/2020	Number	4	4	1	1	1	1

**Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19	Dec-19	Mar-20	Jun-20
											Q1	Q2	Q3	Q4
TL47	Corporate Services	Good Governance and Public Participation	Good Governance	Report to Council on the Execution of Council resolutions	Number of reports submitted to Council	Executive Manager: Corporate	New KPI for 2019/2020	Number	2	2	0	0	1	1
TL48	Corporate Services	Good Governance and Public Participation	Good Governance	Review IT Policies and submit to Council by 30 June 2020	Number of Policies reviewed and submit to Council by 30 June 2020	Executive Manager: Corporate	New KPI for 2019/2020	Number	5	5	0	0	3	2
TL49	Corporate Services	Good Governance and Public Participation	Good Governance	Review HR Policies and submit to Council by 30 June 2020	Number of Policies reviewed and submit to Council by 30 June 2020	Executive Manager: Corporate	New KPI for 2019/2020	Number	10	10	0	0	0	10
<b>Planning and Economic Development</b>														
TL18	Planning and Economic Development	Local Economic Development	Growing an Inclusive District Economy	Development of a Growth and Development Strategy and submit to Council by June 2020	Growth and Development Strategy developed and submitted to Council by June 2020	Executive Manager: Planning and Economic Development	New KPI for 2019/2020	Number	1	1	0	0	0	1
TL19	Planning and Economic Development	Local Economic Development	Growing an Inclusive District Economy	Development of a Garden Route Tourism Strategy and submit to Council by June 2020	Tourism Strategy develop and submitted to Council by June 2020	Executive Manager: Planning and Economic Development	New KPI for 2019/2020	Number	1	1	0	0	0	1
TL20	Planning and Economic Development	Local Economic Development	Growing an Inclusive District Economy	Develop a Strategy on SME's development and submit to Council	SME's development strategy developed and submitted to	Executive Manager: Planning and Economic	New KPI for 2019/2020	Number	1	1	0	0	1	0

**Garden Route District Municipality**  
**Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19	Dec-19	Mar-20	Jun-20
											Q1	Q2	Q3	Q4
				by March 2020	Council by March 2020	Development								
TL22	Planning and Economic Development	Local Economic Development	Growing an Inclusive District Economy	Develop an Implementation Plan addressing the Investment Conference, Smart City Summit and Green Energy Summit resolutions and submit to MANCOM by January 2020	Implementation Plan developed and submitted to MANCOM by January 2020	Executive Manager: Planning and Economic Development	New KPI for 2019/2020	Number	1	1	0	0	1	0
TL23	Planning and Economic Development	Municipal Financial Viability and Management	Financial Viability	Appointment of an Independent Valuer to evaluate the District Properties by June 2020	Valuer appointed by June 2020	Executive Manager: Planning and Economic Development	New KPI for 2019/2020	Number	1	1	0	0	0	1
TL24	Planning and Economic Development	Local Economic Development	Growing an Inclusive District Economy	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2020	Number of Job opportunities created through the Expanded Public Works Programme (EPWP) by 30 June 2020	Executive Manager: Planning and Economic Development	0	Number	150	150	0	50	0	100
TL26	Planning and Economic Development	Local Economic Development	Growing an Inclusive District Economy	Compile a Development Strategy on Organisational Implementation of EPWP and submit to Council by	Development Strategy compiled and submitted to Council by March 2020	Executive Manager: Planning and Economic Development	New KPI for 2019/2020	Number	1	1	0	0	1	0

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19	Dec-19	Mar-20	Jun-20
											Q1	Q2	Q3	Q4
				March 2020										
TL27	Planning and Economic Development	Good Governance and Public Participation	Growing an Inclusive District Economy	Compile and submit the final annual report and oversight report for 2018/19 to Council by 31 December 2019	Final annual report and oversight report for 2018/19 submitted to Council by 31 December 2019	Executive Manager: Planning and Economic Development	1	Number	1	1	0	1	0	0
Community Services														
TL28	Community Services	Local Economic Development	Growing an Inclusive District Economy	Job creation through the construction and operation of the Regional Landfill facility	Number of Jobs created by 30 June 2020	Executive Manager: Community Service	New KPI for 2019/2020	Number	100	100	0	50	0	50
Revised: New(added) KPI's for 2019/2020														



**Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19	Dec-19	Mar-20	Jun-20
											Q1	Q2	Q3	Q4
TL29	Community Services	Basic Service Delivery	Sustainable Environmental Management and Public Safety	Raise public fire awareness through 8 sessions with the community by 30 June 2020	Number of public fire awareness sessions raised by 30 June 2020	Executive Manager: Community Service	New KPI for 2019/2020	Number	8	8	0	0	0	8
TL50	Community Services	Basic Service Delivery	Sustainable Environmental Management and Public Safety	Develop a Strategy to address the Corona Virus and submit to MANCOM by April 2020	Strategy developed and submitted to MANCOM by April 2020	Executive Manager: Community Service	New KPI for 2019/2020	Number	1		0	0	0	1
<b>Community Services</b>														
TL30	Community Services	Basic Service Delivery	Sustainable Environmental Management and Public Safety	Compile a strategy to address the management of emergency incidents via partnerships with relevant stakeholders by June 2020	Strategy submitted to MANCOM by June 2020	Executive Manager: Community Service	New KPI for 2019/2020	Number	1	1	0	0	0	1
TL31	Community Services	Basic Service Delivery	Sustainable Environmental Management and Public Safety	Development of climate change adaptation interventions in terms of Municipal Health and Environmental Services Strategy and submit to	Municipal Health and Environmental Services Strategy submitted to Council by March 2020	Executive Manager: Community Service	New KPI for 2019/2020	Number	1	1	0	0	1	0

**Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19 Q1	Dec-19 Q2	Mar-20 Q3	Jun-20 Q4
				Council by March 2020										
TL32	Community Services	Basic Service Delivery	Healthy and socially stable communities	Conduct Public Health Awareness through 8 sessions with the community by 30 June 2020	Number of session conducted by 30 June 2020	Executive Manager: Community Service	8	Number	8	8	2	2	2	2
TL33	Community Services	Municipal Transformation and Institutional Development	Good Governance	Submit three research proposals to Stellenbosch University through the MOU with Stellenbosch University by December 2019	MOU signed by December 2019	Executive Manager: Community Service	New KPI for 2019/2020	Number	1	1	0	1	0	0
TL34	Community Services	Municipal Health and Environmental Waste	Healthy and Socially Stable Communities	Submit progress reports on Regional Waste Management Facility to Council by June 2020	Progress report submitted to Council by June 2020	Executive Manager: Community Service	New KPI for 2019/2020	Number	1	1	0	0	0	1
<b>Roads and Transport Planning Services</b>														
TL35	Roads and Transport Planning Services	Local Economic Development	Growing an Inclusive District Economy	Develop an Implementation Strategy to obtain EPWP funding for Calitzdorp and submit to the Municipal Manager by	Implementation Strategy submitted to the Municipal Manager by December 2019	Executive Manager: Roads and Transport Development	New KPI for 2019/2020	Number	1	1	0	1	0	0

**Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19	Dec-19	Mar-20	Jun-20
											Q1	Q2	Q3	Q4
				December 2019										
TL36	Roads and Transport Planning Services	Basic Service Delivery	Financial Viability	Spent 95% of the roads budget allocation by 30 June 2020 (Actual expenditure divided by approved allocation received)	% of the roads spent by 30 June 2020	Executive Manager: Roads and Transport Development	95%	Percentage	95%	95%	0	0	0	95%
<b>Revised: New(added) KPI's for 2019/2020</b>														
TL51	Roads and Transport Planning Services	Basic Service Delivery	Bulk Infrastructure Co-ordination	Regravel 32.84km of roads by 30 June 2020	Number of km's of roads regravelled	Executive Manager: Roads and Transport Development	New KPI for 2019/2020	Number	32.84	32.84	0	0	0	32.84
TL52	Roads and Transport Planning Services	Basic Service Delivery	Bulk Infrastructure Co-ordination	Reseal 29.46km of roads by 30 June 2020	Number of km's of roads resealed	Executive Manager: Roads and Transport Development	New KPI for 2019/2020	Number	29.46	29.46	0	0	0	29.46

**Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19	Dec-19	Mar-20	Jun-20
											Q1	Q2	Q3	Q4
TL53	Roads and Transport Planning Services	Basic Service Delivery	Bulk Infrastructure Co-ordination	Development and submission of a Maintenance Management Plan by 31 March 2020	Maintenance Management Plan development and submitted to Council by 31 March 2020	Executive Manager: Roads and Transport Development	New KPI for 2019/2020	Number	1	1	0	0	1	0
<b>Finance Department</b>														
TL38	Financial Services	Municipal Financial Viability and Management	Financial Viability	Financial viability measured in terms of the available cash to cover fixed operating expenditure by 30 June 2020 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, 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	Chief Financial Officer	5.2	Number	5.2	5.2	0	0	0	5.2

**Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19	Dec-19	Mar-20	Jun-20
											Q1	Q2	Q3	Q4
TL39	Financial Services	Municipal Financial Viability and Management	Financial Viability	Submit a Strategic Plan to Council to address the financial sustainability of Garden Route District Municipality by December 2019	Strategic Plan submitted to Council by December 2019	Chief Financial Officer	New KPI for 2019/2020	Number	1	1	0	1	0	0
TL40	Financial Services	Municipal Financial Viability and Management	Financial Viability	Achieve a current ratio of 1 (Current assets : Current liabilities)	Number of times the municipality can pay back its short term-liabilities with its short-term assets	Chief Financial Officer	1	Number	1	1	0	0	0	1
TL41	Financial Services	Municipal Financial Viability and Management	Good Governance	Develop Standard Operating Procedures for the Finance department on the ten most critical processes and submit to MANCOM for approval by December 2019	Number of SOP's developed and submitted to MANCOM by December 2019	Chief Financial Officer	New KPI for 2019/2020	Number	10	10	5	5	0	0
TL42	Financial Services	Good Governance and Public Participation	Good Governance	Develop a Strategic Plan to address the minimization of the use of Consultants within the Department and submit to MANCOM by December 2019	Strategic Plan submitted to MANCOM by December 2019	Chief Financial Officer	New KPI for 2019/2020	Number	1	1	0	1	0	0

**Garden Route District Municipality  
Top Layer SDBIP 2019/2020: Final Revised/Adjusted**

Ref/Assist	Directorate	National KPA	Pre-determined Objectives	KPI Name	Unit of Measurement	KPI Owner	Baseline	Target Type	Annual Target	Revised Target	Sep-19	Dec-19	Mar-20	Jun-20
											Q1	Q2	Q3	Q4
TL43	Financial Services	Municipal Financial Viability and Management	Financial Viability	The percentage of the municipal capital budget spent on capital projects by 30 June 2020 (Actual amount spent on capital projects / Total amount budgeted for capital projects)(Report submitted by CFO)	% of capital budget spent by 30 June 2020	Chief Financial Officer	90%	Percentage	90%	90%	0	0	0	90%
TL44	Financial Services	Municipal Financial Viability and Management	Financial Viability	Financial viability measured in terms of the municipality's ability to meet its service debt obligations by 30 June 2020 ((Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	% of debt coverage	Chief Financial Officer	30%	Percentage	30%	30%	0	0	0	30%
TL45	Financial Services	Municipal Financial Viability and Management	Financial Viability	Compilation of the Annual Financial Statements(AFS) for the 2018/2019 financial year and submit to the Auditor General(AG) by 31 August 2019	Compilation and submission of the AFS to the AG by 31 August 2019	Chief Financial Officer	1	Number	1	1	1	0	0	0

**BACK TO AGENDA**

SPECIAL COUNCIL

04 MAY 2020

**REPORT ON THE STATUS OF LITIGATION CASES: LEGAL SERVICES / VERSLAG RAKENDE  
DIE STATUS VAN DIE LITIGASIE-SAKE: REGSDIENSTE / INGXELO NGESIMO SAMATYALA  
EZIMANGALAO: ICANDELO LEZOMTHETHO**

(14/1/1)

04 April 2020

**REPORT FROM OFFICE OF THE MUNICIPAL MANAGER, M G STRATU: MANAGER: LEGAL SERVICES (N DAVIDS)**

**PURPOSE OF THE REPORT**

The purpose of the report is to inform Council of the current status of the litigation cases in the Legal Department.

**BACKGROUND / DISCUSSION**

The Legal Department are currently dealing with the following litigation cases:

1. NOTICE OF MOTION : LARA JOHNSON

We've received a Notice of Motion that the Applicant (Ms Lara Johnson) is requesting the UN General Assembly to authorize EoP Scientific and Cultural Law to be implemented as binding international law. The Applicant is a radical extremist who believe that every family should only have one (1) child and that Council must agree with her sentiments. The Applicant did not only serve this notice on us, but various municipalities throughout the Western Cape (writer even received an enquiry from the West Coast District Municipality who received the same Notice of Motion.

Millers Attorneys was appointed to inform the Applicant that they act on our behalf and all correspondence must be addressed to them. According to our attorneys, this application has no prospects of success.

This file can be closed as no further correspondence was received from the Applicant.

Fees paid to Attorneys: R2 495.50

## 2. ISIVUNO AUCTIONEERS

Isivuno was appointed as the successful tenderer to auction our assets (Roads). We've notice that there is a shortfall of R223 574,84 which Isivuno was supposed to pay to us. Despite numerous requests for payment, none was forthcoming and approval was granted for Raubenheimers Attorneys to be appointed as our attorneys of record. Summons was served on Isivuno which they've opposed.

The trial date for this matter has been set down for 8 May 2020.

Fees paid to Attorneys: R15 229.01

## 3. KUMUTU & OTHERS : EVICTION

Kumutu entered into a lease agreement with the municipality to lease our property, Portions 21, 37 and 38 of the Farm Nooitgedacht No 30, Oudtshoorn. The lease has expired in 2018 and the rental has not been paid. Despite numerous attempts for payment, none was forthcoming and Miller Lamprecht Attorneys was appointed to approach the court for an eviction order and a civil claim for the rental (outstanding amount of R103 828.25).

Kumutu appointed James King & Badenhorst Attorneys to represent her, who send a letter to the Municipality, requesting further occupation on the property to proceed with their farming activities and also to arrange to pay instalments on a portion of the outstanding amount. This request was declined since we've been trying since the contract expired (June 2018) to get the outstanding money and to leave Council's property. Now that the notices were served on them, now only they want to pay a **portion** (*my emphasis*) of the outstanding amount in installments (no indication from them how much or over what period) and also for them to be on the property until 30 June 2020.

This "offer" was rejected.

The eviction application was placed on the court-roll for 3 April 2020 but as a result of the lockdown, could not take place. We now await a new court date.



Fees paid to Attorneys: R9 727.19

4. COMBINED SUMMONS: BIDDULPS INTERNATIONAL : CLAIM AMOUNT : R38 377,33

The letter of intention to institute legal proceedings against an organ of state was not submitted within six (6) months of the incident. This is a requirement in terms of the Act and the Plaintiff must apply for condonation at Court. The Insurance Company was informed of this non-compliance.

No attorneys fees to date as it was referred to our Insurers and Province.

5. VAN ROOI CASE : LABOUR COURT

Van Rooi applied for the position of Manager: PMU and was unsuccessful. Van Rooi then proceeded action against the Municipality, claiming that the Municipality discriminated against him based on race. According to Van Rooi, he was the best-suited candidate for the position, adheres to all the requirements and resides in the District.

Brand & Van der Bergh Attorneys was appointed as the Municipality's representatives.

On 17 April 2020, Van Rooi wrote a letter to this Municipality with a proposed settlement offer. In terms of this letter, he referred his case to the CCMA in which he alleged that this Municipality discriminated against him based on race. The purpose of his letter is an attempt to reach an agreement, failing which he will refer the matter to arbitration. Van Rooi was willing to settle for an amount of R6 696 305,80 (after tax has been deducted) – total cost of company he would have earned for a period of six (6) years. This offer was rejected and Van Rooi was informed that we will await the date for the arbitration hearing.

Van Rooi appointed Adv. Thorne as his representative.

A Statement of Claim was served on us, the basis of their claim being:

- 5.1 Van Rooi applied for the position of Manager: Project Management Unit;

- 5.2 Van Rooi, at the time, was in possession of a B.Tech Degree in Civil Engineering and registered as a professional engineering technician with the Engineering Council of South Africa.
- 5.3 Van Rooi was shortlisted for the position and invited for an interview.
- 5.4 Van Rooi received a notification that he was unsuccessful.
- 5.5 Van Rooi submitted a formal request for written reasons why he was not successful.
- 5.6 Van Rooi also requested a copy of the scoresheets and recommendations from the interview panel; copy of his scoresheet and the individual points awarded by each assessor and a copy of the Municipality's Recruitment and Selection Policy as well as the equity targets for the position.

According to Van Rooi, he believes this municipality acted in a manner that impairs his fundamental humanity comparable to the listed grounds, amounting to discrimination in terms of section 6(1) of EEA in terms of race and so violated him to an opportunity to fill a position which he has proven he is perfectly qualified for and was a preferred candidate in the Municipality's employment equity plan.

It is important to note that Mr Van Rooi was not the best-suited candidate for the position and furthermore, according to the score-sheet, was not even the second-best candidate, but the forth (4<sup>th</sup>) out of seven (7) people that were shortlisted.

A Notice of Intention to Oppose was served on the Applicant on 7 August 2019.

The latest proposal received from Van Rooi are as follows:

*Proposal 1* – They propose a settlement excluding damages amounting to R1 800 000.00 whereby the Municipality and him share the tax duty as per the recent tax tables.

*Proposal 2* – They propose a settlement of R1 600 000.00 after tax amount as a gratuity.

*Proposal 3* – They propose a settlement of R2 300 000.00 before tax amount and this municipality is fully liable for tax

The Pre-trial has been set down for 29 April 2020. However, due to the lockdown regulations, the pre-trial will not proceed on 29 April 2020, unless the Registrar informs the Parties otherwise.

Fees paid to Attorneys: R5 347.50

### **FINANCIAL IMPLICATIONS**

Attorney's fees

### **RELEVANT LEGISLATION**

Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)

Delegations Document (Powers and Functions) approved by Council

### **UITVOERENDE OPSOMMING**

*Die doel van die verslag is om die Raad in kennis te stel van die huidige status van litigasie-sake wat tans deur Regsdienste hanteer word.*

### **RECOMMENDATION**

That Council takes note of the litigation report.

### **AANBEVELINGS**

*Dat die Raad kennis neem van die litigasie-verslag.*

### **ISINDULULO**

Sesokuba iBhunga lithathele ingqalelo ingxelo yesimangalo.

SPECIAL COUNCIL

4 MAY 2020

**REPORT ON THE DISTRICT FOOD BANK MODEL / *VERSLAG INSAKE DIE DISTRIK*  
VOEDSELBANK MODEL / INGXELONGOHOLOBO LWEBANKI YOKUTYA YESITHILI**

(10/1/3/4)

22 April 2020

**REPORT FROM EXECUTIVE MANAGER COMMUNITY SERVICES (C AFRICA)****PURPOSE OF THE REPORT**

The purpose of the report is to obtain Council approval for the Garden Route District Municipality District Food bank model.

**BACKGROUND / DISCUSSION**

The Garden Route District Municipality District Food Bank (GDFB) model is a not-for-profit food bank that serves the whole of the Garden Route District. GDFB goal is to alleviate hunger in the Garden Route by soliciting, collecting and packaging food for distribution through a network of service agencies and programs that serve the target population group. The services include food parcel programs and emergency food programs. GDFB receives support from the Provincial Government, Local municipalities, charitable organizations and corporate sponsorship.

Approximately 20% of the GRDM residents qualify for assistance from GDFB. The target groups are members of households that are in dire need for food due to unemployment caused by the current Coronavirus outbreak or unemployment in general. It is envisaged that more than 50% of the target group will be children that are currently at home and cannot benefit from their school feeding schemes. GDFB operates a warehouse facility where donated or rescued foods are stored for distribution. The program actively solicits food from local food farmers, retailers, wholesalers, and processors. In addition, GDFB collect food donations from chain food suppliers for immediate distribution to service programs.

It is estimated that the number of people that need food relieve will escalate over the next two to six months due to the ripple effect of the pandemic on the local economy. The outcome of the project is to improve the ability of families to take care of their children and to provide advantage for breadwinners to seek employment opportunities after the lock-down is lifted. The programme will thus also address crime and health issues related to food security and malnutrition.

The services improve the ability of families to care for children and achieve goals of self-sufficiency. GDFB's services, now, are a small investment in comparison to cost of ignoring the problem of hunger in the county and the influence it has on a number of health and crime issues.

The mission of the GRDM District Food Bank is to alleviate hunger in the Garden Route district due to the Coronavirus Pandemic by soliciting, collecting, growing, and packaging food for distribution through a network of agencies and programs, as well as provide opportunities for self-sufficiency. The services include food parcel programs, emergency shelters, congregate meal sites, residential treatment services, and children's programs.

### **Objectives**

This initiative is designed to create a food bank that will serve all of the Garden route district. The objectives are:

- Establish a donation network of local farmers, retailers, wholesalers, and processors in the GRDM.
- Effectively distribute to B-Municipalities the food to low-income families that make up over 20%-30% of GRDM.
- Acquire start-up funding through corporate, private charities and government financial support.

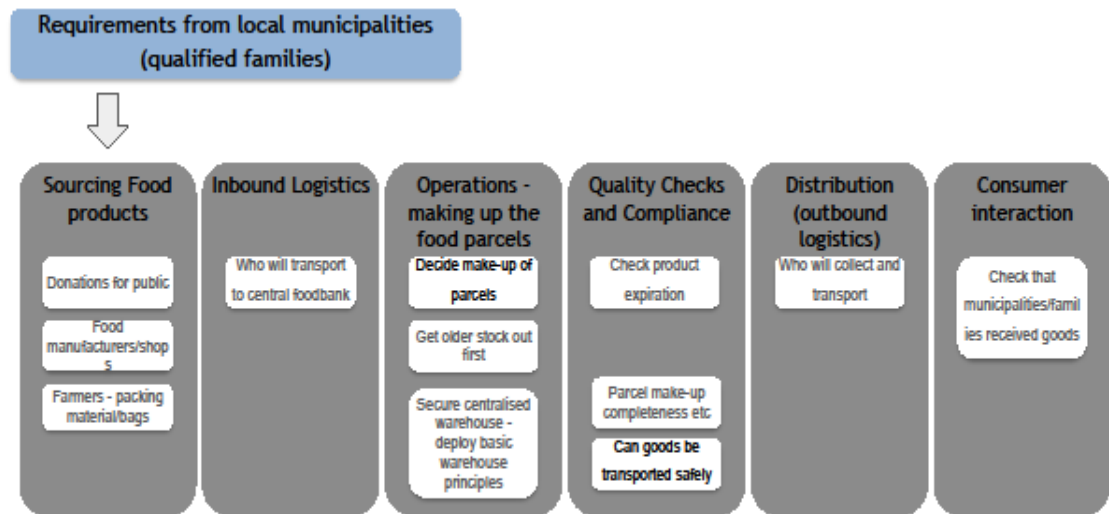
## **Financial implications**

GDFB's start-up cost has still to be determined. A significant portion of the cost is donated trucks and collection vehicles for food, as well as a storage facility. The remainder are the expenses normally associated with opening an office. The program is funded by contributions from seven B-authorities within the GRDM region and various corporate sponsors such as farmers, food manufacturing companies, a grant from Western Cape Provincial administration, and residents from the GRDM. GDFB will immediately start a fundraising campaign. A bank account will be opened under the supervision of the CFO which will be used solely for this food bank programme. All current financial control will apply to this account and annual financial statements will be audited and be available for oversight. All legal aspects must be in place before start-up.

## **Warehouse / food storage facility**

It is paramount that a suitable facility be sourced for the storage, handling and distribution of the food parcels. The building must be adequate in size for both storing and packaging of food parcels. The business fraternity has already been approach the facility at the old Mc Cains, in George has been identified as an adequate warehouse, but it is not available. Other facilities like the Old York hostel has also been investigated but according to Mr Neels Barnard it would cost nearly R2 Million to repair and make safe again. Another facility about 600m<sup>2</sup> are renting at a fee of R30 000 per month and we are still awaiting confirmation.

## GDFB Supply Chain Model



### The process

Requests sent via the call centre, municipal manager, humanitarian relief agency, or registered nonprofit organisation are routed to Department of Social Development social workers.

Social workers then conduct a telephonic assessment with each individual applicant, and screen the person's ID against SASSA's database to check whether the person is an existing grant or food recipient from SASSA.

Once a prospective beneficiary is confirmed as meeting the criteria, they are then contacted by the Department, and given details of when delivery will take place.

## **Beneficiaries**

Current systems must be used to identify the target beneficiaries of the project.

- Households affected by COVID-19 infections in the following instances:
  - A member/s of the family who tested positive for the virus and are in quarantine in their homes.
  - A household where a member of the family who tested positive for the virus and who have insufficient means to sustain themselves during the lockdown period.
- A person who is on medication or who suffers from a chronic illness and have insufficient means to sustain themselves, and was assessed and referred by a local clinic or registered health practitioner.
- A person and their household who have insufficient means to sustain themselves during the lockdown period who was assessed and referred by a registered humanitarian relief agency, DSD, registered NPO or municipal manager. In this instance, the elderly, child headed houses, grant awaiting beneficiaries will be prioritised.

## **Strategy and Implementation Summary**

GDFB will focus on establishing an effective collection network with local farmers, retailers, wholesalers, and processors. The program will also start a fundraising campaign with district retail outlets, banks and corporate companies in order to raise much needed funding.

GDFB will advertise its services to the target populations groups through its website and current communications channels.



**RELEVANT LEGISLATION**

Disaster Management Act, Act 57 of 2002  
Health Act, Act 61 of 2003

**COMMENTS: EXECUTIVE MANAGER FINANCIAL SERVICES**

The estimated financial requirement for GRDM to setup and run a food bank for one year is estimated to be at least R1m. My opinion is that GRDM is not in a financial position to contribute financially to the Food Bank initiative in terms of leasing additional space, appointing officials to manage/run the food bank. In the past few weeks, we have received clear instructions from NT to not spend financial resources on non-core municipal functions. I have read through the mandate of a DM that is listed in the document, and I cannot find a clear reference to the Food Bank being a primary DM function. Having said that, there is obviously a great need in the community for food. I would suggest that GRDM assist in co-ordination and networking efforts by supporting DSD/NGO's and existing soup kitchens through contacts with B municipalities.

**COMMENTS: EXECUTIVE MANAGER PLANNING & ECONOMIC DEVELOPMENT SERVICES**

Funding will be one key inhibiting factor, is there a contribution from municipalities to contribute into this? Or reliance will be on donor or aid funding from various institutions?

DSD's role is critical in this regard in terms of identifying vulnerable and recipients of this aid MAKING use of their database. I am of the opinion that its more relevant. Usage of municipal indigent registers can compromise this process as that register often than not, get manipulated. Lastly, the role of the private sector is very key for them to contribute to this. Their aid would indeed come in handy.

**UITVOERENDE OPSOMMING**

*Die Garden Route Distriksmunisipaliteit beoog die daarstelling van 'n Distrik voedselbank om die sosiale impak van die Covid19 pandemie te verlig.*

*Die fokus sal wees om voedel donasies te sentraliseer en te koordineer en te versprei na 20% van die gemeenskap wat die meeste deur hongersnood geraak word. Die beginsel van die projek is dat voedseldonasies of geldelike bydrae van verskeie sektore bestuur sal word vir voedselaankope en verspreiding na geaffekteerde gemmenskappe.*

### **RECOMMENDATIONS**

1. That Council enter into a service level agreement with the local municipalities, governmental sector departments and reputable non-governmental organisations to operate and manage the Foodbank.
2. That the local municipalities, governmental sector departments and a reputable non-governmental organization enter into a service level agreement to operate and manage a local Food Bank.

### **AANBEVELINGS**

1. *Dat die Raad 'n dienste ooreenkoms aangaan met B-munisipaiteite, sektor departemente en erkende nie-winsgewende organisasies ten opsigte van die bedryf en bestuur van 'n distriksvoedsel bank.*
2. *Dat die plaaslike owerheid en die sektor departemente en 'n erkende nie-winsgewende organisasie 'n diens ooreenkoms aangaan ten opsigte van die bedryf en bestuur van 'n plaaslike voedsel bank.*

### **IZINDULULO**

1. Sesokuba iBhunga lingenele kwisivumelwano kunye nomasipala basekuhlaleni, amacandelo karhulumente kunye nemibutho esemthethweni engengokarhulumente ukusebenzisa kunye nokulawula le Foodbank.
2. Sesokuba oomasipala basekuhlaleni, amacandelo karhulumente kunye nemibutho esemthethweni engengokarhulumente angenele kwisivumelwano senkonzo ngokusebenzisa kunye nokulawula le Foodbank.

**REVIEWED IDP/BUDGET/PMS PROCESS PLAN FOR 2020/21 /HERSIENE GOP /  
BEGROTING/PBP PROSESPLAN VIR 2020/21 / IZICWANGCISO ZOPHULISO  
EZIHLENGAHLENGISIWEYO ZOMSEBENZI KUNYE NOKUQWALASELWA KWAKHONA KWE  
IDP/UHLAHLOLWABIWO MALI NENKQUBO EZICETIWEYO KU 2020/21**

(16/8/2)

20 April 2020

**REPORT FROM THE EXECUTIVE MANAGER PLANNING AND ECONOMIC DEVELOPMENT (L  
MENZE): DISTRICT IDP MANAGER (M CEKISO)**

**PURPOSE OF THE REPORT**

To present to Council the reviewed IDP/Budget and PMS review process plan for 2020/21 for adoption by Council.

**BACKGROUND**

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

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”.

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.

The IDP/Budget and PMS review process plan for 2020/21 was table to Council for adoption on the 27<sup>th</sup> August 2019.

Given the national lockdown of our country which is as the results of the COVID – 19 pandemic, there are certain activities that we won't be able to implement as entailed in our Council approved IDP/Budget and PMS process plan and that will amount to non-compliance with our process plan.

It is against the aforementioned background that, Council is requested to adopt a reviewed IDP/Budget and PMS review process plan for 2020/21.

The reviewed IDP/Budget and PMS review Process Plan for 2020/21 (**Annexure A**) is attached as Annexure.

### **FINANCIAL IMPLICATIONS**

None.

### **RELEVANT LEGISLATION**

The reviewed 2020/21 IDP/Budget and PMS process plan was prepared in terms of section 28 (1) of the Local Government: Municipal Systems act 32 of 2000 and Section 21 (1) (a) of the Local Government: Municipal Finance Management Act (Act 56 of 2003).

### **UITVOERENDE OPSOMMING**

*Die GOP / Begroting en PMS-hersieningsprosesplan vir 2020/21 was aan die Raad voorgelê vir goedkeuring op 27 Augustus 2019. Gegewe die nasionale ineenstorting van ons land wat die resultaat is van die COVID - 19-pandemie, is daar sekere aktiwiteite wat ons nie sal kan implementeer nie, soos voorgeskryf in ons Raad se goedgekeurde IDP / Begroting en PMS-prosesplan. nie-nakoming van ons prosesplan. Dit is teen die bogenoemde agtergrond dat die Raad versoek word om 'n hersiene prosesplan vir GOP / begroting en PMS vir 2020/21 aan te neem.*

### **RECOMMENDATION**

That Council adopt the following plan for 2020/21 IDP/Budget and PMS review process:

1. Reviewed IDP/Budget and PMS review process plan “Annexure A”.

**AANBEVELING**

*Dat die Raad die volgende planne vir die hersiening van die 2020/21 Geïntegreerde Ontwikkelingsplan (GOP) proses, goedkeur:*

1. *Hersien GOP/Begroting/PMS proses plan "Aanhangsel A".*

**ISINDULULO**

Sesokuba I Bhunga liphumeze esi zicwangciso silandelayo zenkqubo zohlehlengiso ze IDP ku 2020/21:

1. Uqwalaselo lwe IDP/ Inkqubo zezicwangciso Zohlahlo Lwabiwo Mali/ PMS "Isisongelo A"

**APPENDIX**

Annexure A: Reviewed IDP/Budget and PMS process plan for 2020/21 review.



**REVIEWED IDP/BUDGET & PMS  
PROCESS  
PLAN REVIEW  
FOR 2020-2021**

[www.gardenroute.gov.za](http://www.gardenroute.gov.za)

Tel: 044 803 1300 • [info@gardenroute.gov.za](mailto:info@gardenroute.gov.za)

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

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## 1. INTRODUCTION

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 2020/2021 IDP development and Budget process will be undertaken. It has been prepared in line with the 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.

The 2020/21 budget will be developed from the Garden Route District Priorities, emanating from the analysis phase of the Integrated Development Plan. Strategies will be developed in the context of the identified policy priorities. Out of these strategies will emerge MTREF Operational Plans that will contain departmental performance indicators over the 3 years, with targets and resource allocation estimates.

The IDP and the budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the tabled budget are mutually consistent and credible. (Municipal Finance Management Act, 2003; Local Government: Municipal Planning and Performance Management Regulations, 2001 and 2006).

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

### 1.1.1 Integrated Development Plan (IDP)

**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:

- a) Links, integrates and coordinates plans and takes into account proposals for the development of the community;
- b) Aligns the resources and capacity of the municipality with the implementation of the plan;
- c) Complies with the provisions of this Chapter (Chapter 5 MSA); and
- d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation".

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.*

### 1.1.2 The Annual Budget

The Annual Budget and the IDP are inseparably linked to one another; something has been formalized through the promulgation of the Municipal Finance Management Act (56 of 2003). **Section 21 (1) of the Municipal Finance Management Act (MFMA)** indicates that:

"The Mayor of a municipality must:

- At least 10 months before the start of the budget year, table in the municipal council
- a time schedule outlining key deadlines for
- The preparation, tabling and approval of the annual budget;
- The annual review of –
  - a) The integrated development plan in terms of section 34 of the Municipal Systems Act; and
  - b) The budget related policies.
- The tabling and adoption of any amendment to the integrated development plan and the budget related policies; and
- The consultative processes forming part of the processes referred to subparagraph (i), (ii) and (iii)" – herein first three sub bullets (denoted as -).

### **1.1.3 The Service Delivery & Budget Implementation Plan (SDBIP)**

The Service Delivery & Budget Implementation Plan (SDBIP) is an implementation plan of the approved Integrated Development Plan (IDP) and Medium Term Revenue Expenditure Framework.

Therefore, only projects that are budgeted for are implemented. Section 1 of the MFMA defines the SDBIP as:

“A detailed plan approved by the Mayor of a municipality in terms of section 53 (1) (c) (ii) for implementing the municipality’s delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:

- a) Projections for each month of –
  - i. Revenue to be collected, by source; and
  - ii. Operational and capital expenditure, by vote;
- b) Service Delivery Targets and Performance indicators for each quarter

### **1.2 What elements does the development of this IDP comprise (content)?**

The main output is a 5 year strategic document. This strategic document is likely to comprise a number of components, including:

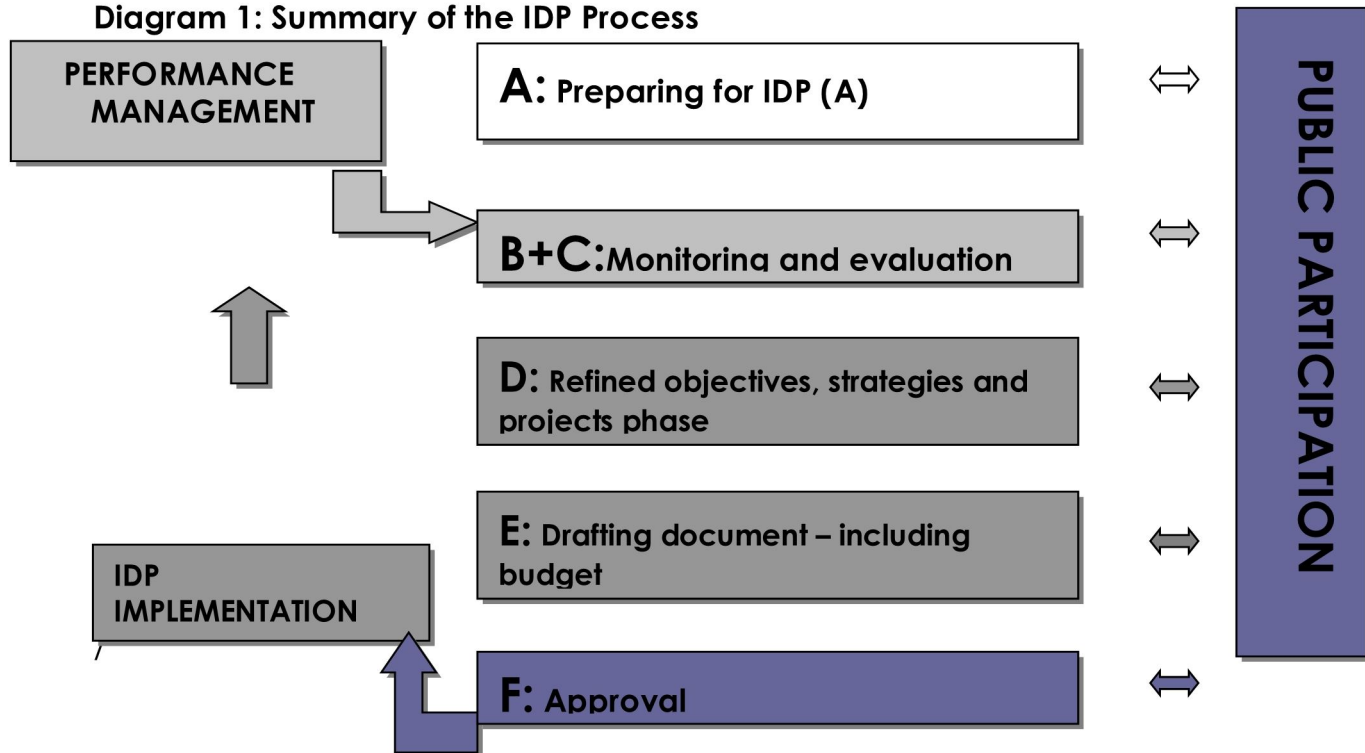
- The development/review of a spatial development framework
- Development/review of sector plans
- Development/review of Objectives and Strategies
- Development of new projects
- Financial Plan
- Institutional Plan
- Performance Management framework
- Service delivery and budget implementation plan

Improvements to the IDP process and content may be considered from the previous year's Provincial Assessment report. These can be regarded as inputs into the IDP development process. An outcome of the development of the IDP is the annual budget, which is prepared for a three year period, reviewed annually.

### **1.3 How is the IDP process undertaken (process)?**

The process reflected in the diagram below represents a continuous cycle of planning, implementation and review. Implementation commences after the Municipal Council adopts the IDP and Budget.

Diagram 1: Summary of the IDP Process



## 2. ORGANISATIONAL ARRANGEMENTS

The following seven (7) structures will guide the IDP and Budget Review Process of Garden Route District Municipality:

- IDP/Budget/PMS Representative Forum.
- IDP/Budget/PMS Steering Committee.
- IDP/Budget/PMS Technical Steering Committee.
- Municipal Managers Forum (MMF).
- District Coordinating Forum (DCF).
- District Public Participation Forum (DPPF).
- Portfolio Committees.

### 2.1 2.1 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. The terms of reference are attached as **Annexure A**

## **2.2 IDP/Budget/PMS Steering Committees**

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. The danger is that these activities can become un-coordinated which will result in unnecessary duplication. The terms of reference are attached as **Annexure A**

## **2.3 IDP/Budget/PMS technical Steering committee**

This is a technical team that will ensure district-wide IDP/Budget and PMS co-ordination and integration. The technical steering committee prepares for the seating of the ordinary steering committee.

This committee is chaired by the Municipal Manager and consists of all HOD's and relevant middle managers, the Manager for IDP provides secretariat. This committee meet once a quarter as informed by IDP phases.

## **2.4 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.

## **2.5 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.

## 2.6 Garden Route Portfolio Committees

Garden Route District Municipality reconfigured its Portfolio committees to align to the municipality's performance management system and reflect the new key performance areas of local government. These committees will monitor the IDP process for forward planning and the implementation of the IDP through the Service Delivery and Budget Implementation Plan.

The Portfolio Committees are as follows:

- Strategic Services.
- Roads & Transport Planning Services.
- Financial Services.
- Planning & Economic Development.
- Community Services.
- Property/ Asset Management.
- Corporate Services.

## 3. ROLES AND RESPONSIBILITIES

Role Player	Roles and Responsibilities
Council	<ul style="list-style-type: none"> <li>• Adoption of a District Framework and Process Plan.</li> <li>• Ensure the amendment of the IDP under changing circumstances.</li> <li>• Adoption of the IDP and Budget</li> </ul>
Executive Mayor	<ul style="list-style-type: none"> <li>• General management of the drafting of the IDP</li> <li>• Assign responsibilities in this regard to the Municipal Manager and Portfolio Committees.</li> <li>• Recommend the draft IDP and Budget to the Council for adoption/Approval.</li> </ul>
Municipal Manager	<ul style="list-style-type: none"> <li>• Decide on planning process;</li> <li>• Develop and compile a draft IDP/SDF</li> <li>• Monitor the process of IDP/SDF Review;</li> <li>• Overall Management and co-ordination;</li> <li>• Provide the necessary resources for the compilation and implementation of the IDP/SDF.</li> <li>• Ensure that the Budget and SDBIP is informed by the approved IDP.</li> <li>• Submit a draft IDP to the Mayoral Committee</li> </ul>
HOD's	<ul style="list-style-type: none"> <li>• Provide technical/ sector expertise</li> <li>• Identify strategic gaps in the existing plans, and advise accordingly</li> <li>• Prepare and review selected Sector Plans.</li> <li>• Prepare draft progress reports and proposals.</li> </ul>

Manager: Integrated Development Planning	<ul style="list-style-type: none"> <li>• Day-to-day management of the process</li> <li>• Assist and support the Municipal Manager in the development of the IDP</li> <li>• Facilitate the sitting of the IDP Steering Committee and Rep Forum</li> <li>• Ensure that phases of the IDP are fully implemented and reported accordingly.</li> <li>• Oversee the alignment of the planning process internally and with those of the local municipal areas.</li> </ul>
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## 4. MECHANISMS FOR PUBLIC PARTICIPATION

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.

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

### 4.1 IDP REPRESENTATIVE FORUM (IDP RF)

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organizations into the IDP RF and ensure their continued participation throughout the process.

### 4.2 MEDIA

Amongst other means, the local press will be used to inform the community of the progress with respect to IDP process. The community radio stations will be utilised to make public announcements regarding planning process where necessary. The municipality will make use of the following, but not limited to:

- Municipal Website
- Notices
- Bulk SMS

### 4.3 IMBIZO

The District will collaborate with Local Municipalities in organizing joint Imbizo as mass meetings.

#### **4.4 ANNUAL REPORT AND IDP/BUDGET ROADSHOWS**

The District will collaborate with Local Municipalities in organizing joint Annual Report and IDP/Budget Roadshows. There will be a two-way communication on the planned programmes and budget.

**SCHOOLS/TERTIARY/CHURCHES** - utilised for dissemination of information and feedback on services as well as for research purposes.

### **5. 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.

#### **5.1 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.

- **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.

- **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.

## **6. ACTION PLAN AND BUDGET**

### **6.1 Action plan**

Each phase of the IDP process will be initiated by an IDP Steering Committee meeting, an MMF and DCF meeting. This will allow both Garden Route District internally, as well as Local Municipalities to give clear direction to activities required in the phase. Details of the steps within each phase are included as an Annexure.

Representative Forum meetings will be held quarterly and these will be scheduled to facilitate community participation and relevant input to the IDP development process.

Each phase of the budget process will entail submission and approval by the Budget Steering committee before submission and approval by Council. When the operational plans over the MTREF are complete, as well as the reviews and development of budget related policies, the financial plans should be compiled. These financial plans are costs of implementing the IDP. Included in the financial plan should be three-year projections of capital and recurrent expenditure. The medium term financial planning approach will ensure that all strategies developed as part of the IDP are integrated into the funding basket.

Reference has to be made to past performance in order to project future requirements. Details on the performance in 2018/19 as well as during the first semester of 2019/20 will provide adequate analysis of the spending capacity and constraints of the municipality.

There will be a need to consider the MTREF projections currently in existence and recognize them as the baseline against which the future projections are based. There will be a need to recognize the impacts of capacity to deliver, delayed delivery, inflationary pressures and changed priorities on the baseline. The outcomes from the baseline analyses will produce realistic baseline from which future projections could be based.

Infrastructure budgets (chiefly financed by MIG) should indicate the following segments:

As part of the process of developing the budgets, an appropriate budget structure should be identified, with requests for any amendments to be made to the budget office. The budget structure should promote accountability, responsibility, allocation of centre of



The budget documents from the different departments will be developed according to the relevant templates distributed for this purpose.

In establishing the Budget Submissions, each HOD should, amongst other things, test the alignment of the Garden Route District Municipality projects, programmes and recurrent expenditure with those of provincial and national government departments. This will eliminate any possible duplication of effort.

After the stakeholder consultations and public participation processes, relevant amendments will be effected to the draft IDP and Budget, thus making it to become the final IDP and Budget proposal for submission to Council for approval.

<b>ACTIVITY TABLE – PER PHASE</b>		
<b>TIME FRAMES</b>	<b>PROCESS OF IDP</b>	<b>OUTPUT</b>
July – Aug 19	<ul style="list-style-type: none"> <li>• Consultation with the LM's on the district framework and process plan</li> <li>• Invite interested stakeholders to be part of the IDP Rep Forum</li> <li>• Develop and submission of the District Framework and IDP/Budget Process</li> </ul>	<ul style="list-style-type: none"> <li>• Advertise for interested stakeholders</li> <li>• District Framework and IDP/Budget and PMS Process Plan adopted by Council and submitted to MEC and Website</li> <li>• IDP/Budget/PMS Activity Schedule adopted by Council</li> </ul>
SEP -	<ul style="list-style-type: none"> <li>• Review of the status quo on the</li> </ul>	<ul style="list-style-type: none"> <li>• Draft situational analysis report</li> </ul>

Nov 19	<ul style="list-style-type: none"> <li>developmental sectors</li> <li>Needs identification through: <ul style="list-style-type: none"> <li>public meetings by sectors</li> <li>inputs from LM's</li> </ul> </li> <li>Review Budget Process (Review budget process, content and compliance with legislative requirement)</li> <li>Departmental Strategic Planning Sessions – assess status quo, SWOT analysis, key issues for consideration</li> </ul>	<ul style="list-style-type: none"> <li>Departmental SWOT analysis and status quo reports</li> <li>Undertake assessment of 17/18 budget process and identify gaps &amp; where improvement can be made with suggested solution.</li> <li>Budget estimates (All income source, MTEF &amp; Implementing agents &amp; Council)</li> </ul>
Dec 19	<ul style="list-style-type: none"> <li>Technical Strategic Planning session</li> <li>Departments submit draft Operational budgets</li> </ul>	<ul style="list-style-type: none"> <li>Technical Strategic Plan Report.</li> <li>Draft Departmental Budgets.</li> </ul>
Jan 20	<ul style="list-style-type: none"> <li>Institutional Strategic Planning Session</li> <li>Review and align Municipal Vision (What does the municipality want to achieve?) Align Vision, Objectives and Strategies, Project (phase two) Identification/ prioritisation per municipality</li> <li>Review of the organogram</li> </ul>	<ul style="list-style-type: none"> <li>Institutional Strategic Planning Report.</li> <li>Reviewed Vision, Strategies.</li> <li>Reviewed Organogram.</li> </ul>
Feb 20	<ul style="list-style-type: none"> <li>First Draft IDP</li> <li>Prepare business plans for projects</li> <li>Finalise MTEF Projects</li> <li>Finalise project list Reviewed Sector Plans and alignment</li> <li>Workshopping of Councillors</li> </ul>	<ul style="list-style-type: none"> <li>Review budget</li> <li>Draft IDP</li> <li>Final list of projects with business plans</li> </ul>
March 20	<ul style="list-style-type: none"> <li>Executive Mayor table the draft IDP and Budget with Sector Plans to Council</li> </ul>	<ul style="list-style-type: none"> <li>Draft IDP and Budget approved by Council</li> <li>Submission of Draft IDP and Budget to DLG, Treasury and Website</li> </ul>
April 20	<ul style="list-style-type: none"> <li>Public Consultation on the Draft IDP/Budget</li> <li>Integration of comments.</li> </ul>	<ul style="list-style-type: none"> <li>IDP Roadshow Report</li> <li>Final Draft IDP and Budget</li> </ul>
May 20	<ul style="list-style-type: none"> <li>Submission of the Final IDP and Budget to Council for adoption.</li> </ul>	<ul style="list-style-type: none"> <li>Draft IDP and Budget approved by Council</li> <li>Submission of Draft IDP and Budget to DLG Treasury and Website</li> </ul>

## 6.2 Budget

Garden Route District has set aside budget for the 2019/20 IDP process as outlined table below. Funding will be sourced from operational budget.

NO.	DESCRIPTION	BUDGETED AMOUNT
1.	Meetings	R730 000
2.	Advertisements	
3	Printing Documentation	
TOTAL		

## 7. 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.

## 8. BINDING PLANS AND LEGISLATION

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Municipal Structures Act, No 117 of 1998, Municipal Systems Acts, No 32 of 2000, and Municipal Finance Management Act, No 56 of 2003 are specific to local government. The Municipal Systems Act has a specific chapter dedicated to IDPs and is the driving piece of legislation for the development and review of IDPs. Arising from the Municipal Systems Act, the IDP and PMS Regulations need to be complied with.

National sector legislation contains various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of a discrete sector plans (e.g. Infrastructure development sector plan).
- Links between the IDP and budget process as outlined in the Municipal Finance Management Act.

- Legal compliance requirement (such as principles required in the National Environmental Management Act – NEMA).
- More a recommendation than a requirement, which is deemed to add value to the municipal planning process and product (in this case, Climate Change Framework and National Development Plan).

<b>Category of requiremen</b>	<b>Sector requirement</b>	<b>National department</b>	<b>Legislation/policy</b>
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
	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 Reform	Development Facilitation Act, No 67 of 1995
Requirement for sector planning to be incorporated into IDP	Housing strategy and targets	Department of Human Settlements	Housing Act, No 107 of 1997
	Coastal management issues	Department of Environmental Affairs	National Environmental Laws Amendment Act, No 14 of 2009
	Local Economic Development	Department of Local Government	Municipal Systems Act, No 32 of 2000
	Integrated Infrastructure Planning	Department of Local Government	Integrated Planning Act of 1997
	Spatial framework	Department of Local Government	Municipal Systems Act, No 32 of 2000
	Disaster Management Plan/Framework	Department of Local Government	Municipal Systems Act, No 32 of 2000
	Integrated Energy Plan	Department of Energy	White Paper on Energy Policy, December 1998

These are highlighted in the table below:

<b>Category of requirement</b>	<b>Sector requirement</b>	<b>National department</b>	<b>Legislation/policy</b>
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	IDP/Budget link	National Treasury	Municipal Finance Management
	Developmental local government	Department of Local Government	White Paper on Local Government, 1998
Value adding contribution	Sustainable Development and Environmental Awareness	Department of Environmental Affairs	COP 17
	Global Partnership responding to worlds main development challenges	Department of Social Development	Millennium Development Goals

In terms of provincial legislation, the Provincial Spatial Development Plan and the Provincial Growth and Development Strategy should be used as guiding policy documents and therefore need to be considered during the IDP process.

Each local municipality and the district municipality must include all the planning documents that have been approved by Council or other strategies that might be relevant to the IDP process.

## 9. ANNEXURE A

### TERMS OF REFERENCE

#### 9.1 IDP/Budget/PMS Steering Committee

- Commission studies necessary as may be required for the successful compilation of the IDP;
- Considers and comments on:
  - inputs from sectors forums/ sub-committee/s, and consultants;
  - inputs from provincial sector departments and support providers;
  - public inputs
- Processes, summarises and documents outputs;
- Makes content and recommendations;
- Prepares, facilitates and documents meetings;
- Facilitate control mechanisms regarding the effective and efficient implementation, monitoring and amendment of the IDP;
- Ensure coordination and integration of sector plans and projects; and
- Ensure that the municipal budget is in line with the IDP.

#### Chaired by:

- District Executive Mayor

#### Secretariat:

- IDP section.

#### Composition:

- Mayoral Committee
- Head of Departments
- Middle Managers
- Cluster Sector Champs
- Supporting Functions

#### 9.2 IDP/Budget/PMS Representative Forum

The IDP/Budget/PMS Representative Forum is the structure which institutionalises and guarantees representative participation in the IDP Process. The selection of members to the IDP Representative Forum needs to be based on criteria which ensures geographical and social representation.

- Represent the interests of their constituents in the IDP process;
- Provide an organisational mechanism for discussion, negotiation and

decision making between the stakeholders including municipal government;

- Ensure communication between all the stakeholder representatives including the municipal government;
- Monitor the performance of the planning and implementation process.

**Chaired by:**

- District Executive Mayor

**Secretariat:**

- Municipal Manager

**Composition:**

- Members of the Mayoral Committee;
- GRDM Councillors;
- Traditional Leaders;
- Local Municipality Mayors
- Local Municipality Municipal Managers
- Municipal Head of Departments / Designated officials;
- Sector Departments and State Owned Entities
- Stakeholder representatives of organised groups;
- Advocates for unorganised groups;
- Resource persons;
- Community Representatives (e.g. Community Policing Forum).

**Frequency of Meetings**

There will be 4 meetings held annually, each quarter. Each meeting will provide feedback on the progress on each phase of the IDP process. Given the COVID - 19 pandemic, other meetings wont able to take part due to

**NOTE**

The IDP Representative Forum is a forum of the mayors and Councillors, therefore only delegated councillors will represent the Mayors, and

- No officials are required to represent the Mayor in the IDP Rep Forum meetings, only Councillors will be allowed.
- No official will be allowed to make presentations on behalf of the Mayors in the IDP Rep Forum.
- Any municipality that fail to comply with the above will not be allowed to make presentations in the meeting

### 2019/20 IDP, BUDGET & PERFORMANCE MANAGEMENT FOR THE REVIEW OF 2020/21

Phase	Activities	Timeframe	Responsible Department
<b>A</b>	<b>Preparation phase/Pre-planning</b>		
<b>IDP/BUDGET/PMS SCHEDULE</b>			
1	District IDP Budget & PMS Alignment Working Session	1 August 2019	Planning and Economic Development
2	IDP Steering Committee Workshop to outline the review process	14 August 2019	Planning and Economic Development
3	Budget Steering Committee to discuss rollovers, savings declarations and new applications	August 2019	Budget & Treasury Office/Corporate Services
4	MMF & DCF	4 September 2019	Planning & Economic Development
5	Council Approval of Framework Plans & Process Plans (IDP/Budget and PMS)	27 August 2019	Planning & Economic Dev / Finance / Corporate Services
6	HOD'S to assess accuracy of staff allocation versus current budget	30 August 2019	Heads of Departments / Budget & Treasury Office
7	Submit adopted Framework and Process Plans with Council resolution to MEC - DLG NT and PT	4 September 2019	Planning and Economic Development
8	Advertise IDP District Framework and IDP/Budget Process Plan	10 September 2019	Planning and Economic Development
<b>ANNUAL REPORT</b>			
9	Submit draft previous financial year report and evidence to Internal Audit including annual financial statements and financial and non-financial information (APR)	August 2019	BTO
10	Submit AR including AFS and APR to combined Audit/Performance Committee – <b>Joint PAC/Risk/MPAC</b>	26 August 2019	Planning and MM Office
11	Mayor tables the unaudited Annual Report in Council	27 August 2019	Planning Department
12	Submit AR including AFS and APR to AG for auditing purposes	31 August 2019	Planning/MM/CFO
13	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	31 August 2019	MM
14	Annual Report is made public and representation is invited	2 September 2019	Planning and economic Development Department
<b>B+C</b>	<b>Analysis Phase / Monitoring and evaluation</b>		
15	*Assessment of existing level of development - Situational analysis *Prepare analysis information on existing services, current backlogs and identification development priorities *Collect data from other sources, analyze impact of new information and unexpected events *Evaluate achievement of objectives and strategies *Get inputs from Sector Plan information *Assess implementation progress, overview of funding available per department (both from savings as well as internal budget and external funds)	September – November 2019	All Departments
16	IGR Forum meeting (Sector specific analysis information)	25 October 2019	Strategic Planning IGR



**2019/20 IDP, BUDGET & PERFORMANCE MANAGEMENT FOR THE REVIEW OF 2020/21**

Phase	Activities	Timeframe	Responsible Department
17	MMF and DCF meeting	21 November 2019	Planning & Economic Development
18	District IDP Managers Forum	26 November 2019	Planning and Economic Development
19	IDP/PMS/Budget Rep Forum meeting (District-wide consultation and inputs on district priorities)	27-28 November 2019	Planning & Economic Development
20	Formulation of draft tariffs for 2019/2020 based on three alternative scenarios	November – December 2019	HODs/BTO
21	Develop & distribute project based budget templates including indicative growth parameter for 2019/20 based on CPI average including estimated overall funding	28 November 2019	Budget & Treasury Office
22	Alignment of Organogram with Payday information - verify warm bodies; identify vacant posts	14 January 2020	Corporate Services
23	Technical Strategic Planning Session	15 January 2020	MM's Office and Planning Department
24	Finalise service charge estimates for 2019/20	17 January 2020	BTO
25	Strategic planning session. Adopt proposed programs and projects - agree on key financial issues	23-25 January 2020	Office of the MM
PERFORMANCE MANAGEMENT			
26	Quarter 1 Performance reporting (July - Sept)	17 October 2019	Municipal Manager's Office
27	Conduct quarterly reviews with HODs	24 October 2019	Municipal Manager's Office
28	Submit performance report to Performance Audit Committee	29 November 2019	Municipal Manager's Office
29	Submit mid-year performance assessment report for 2018/19 to Council	24 January 2020	Municipal Manager's Office
30	Quarter 2 Performance reporting (Oct - Dec)	17 January 2020	Municipal Manger's Office
31	Submit performance report to Performance Audit Committee	12 February 2020	Municipal Manager's Office
ANNUAL REPORT			
32	Mayor tabled audited Annual Report and financial statements to Council	13 December 2019	MM/Planning & Economic Development
33	Council adopts oversight report	13 December 2019	MM/Strategic Manager
34	Oversight Report is made public	19 December 2019	Planning and MM's Office
35	Audited Annual Report is made public e.g. posted on municipality's website	19 December 2019	Planning and MM's Office
36	Oversight report is submitted to Legislators, Treasuries and DLG	19 December 2019	Planning and MM's Office
D	STRATEGIES PHASE / REFINED OBJECTIVES, STRATEGIES, PROGRAMMES AND PROJECTS PHASE		
IDP & Budget			
37	Refine strategies, programmes and draft projects as necessary for MTREF period, with keyperformance indicators and targets (as per strategic plan outcome)	Dec – January 2020	All Departments
38	IDP Steering Committee Meeting - KPAs to present planning and implementation progress	4 February 2020	Planning Department/HODs
39	Costing of approved organogram including filled and vacant positions. Submit draft operating budgets, having taken funding envelopes into account	24 January 2020	All Departments

**2019/20 IDP,BUDGET & PERFORMANCE MANAGEMENT FOR THE REVIEW OF 2020/21**

Phase	Activities	Timeframe	Responsible Department
40	Consolidate all inputs including sector plan information and prepare draft IDP and Budget	February – March 2020	Planning Department /BTO
41	Budget hearings to be held between HoDs and MM to balance the budget	31 January – 6 February 2020	Municipal Manager
42	Budget Steering Committee to approve draft budget allocations (IDP/ Budget link	February 2020	BTO
43	Finalise Parameters for MTREF using guidelines from Treasury and outer year budgets	March 2020	BTO
44	IDP Steering Committee meeting to present the draft IDP and Budget	February 2020	Planning Department/BTO
45	Session to link projects and operating budgets to IDP strategies and programmes at departmental level to ensure projects are ready to load onto the system	March 2020	BTO and all departments
46	MMF and DCF meeting	13 February 2020	Planning and Economic Department
47	District IDP Managers Forum	5 March 2020	Planning and Economic Department
48	IDP/Budget/Representative Forum meeting to present the draft IDP (district-wide consultation)	12 March 2020	Planning and Economic Department
49	GRDM Council approval of the draft IDP & Budget and noting of the SDBIP	26 March 2020	Planning/BTO /Corporate Services
50	Draft IDP and Draft Budget published - Advertise for public comment (21 days) sent to NT PT	10 April 2020	Planning/ BTO
PERFORMANCE MANAGEMENT			
	Quarter 3 Performance reporting (Jan - March)	17 April 2020	Municipal Manager's Office
E	Reviewed IDP document (Integration/programme implementation and operational plan)		
IDP & Budget			
51	Incorporate relevant comments to the Draft final reviewed IDP	May 2020	Planning and Economic Department
52	IDP Steering Committee meeting (implementation and operational plan)	May 2020	Planning and Economic Department
53	Budget steering committee/budget workshop and institutional strategic planning session	May 2020	MM/ HODs
F	APPROVAL PHASE		
IDP & BUDGET			

54	GRDM Council Approval of IDP & Budget	May 2020	Planning/BTO /Corporate Services
55	Final IDP and Budget published (within 10 days of approval)	June 2020	Planning/BTO
56	Submit IDP, Budget and SDBIP to MEC - DLG, Provincial and National Treasury & publicize on website	June 2020	Municipal Manager's Office

Signed by:

**MUNICIPAL MANAGER (M. STRATU)**

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_

**EXECUTIVE MAYOR (M. BOOYSEN)**

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_

BACK TO AGENDA