



Notice is hereby given in terms of Section 29 of the Local Government: Municipal Structures Act, Act 117 of 1998, that a **COUNCIL MEETING** of the 2021/2026 term of the Garden Route District Municipality will be held at the CA Robertson Council Chambers and on Zoom on **MONDAY, 27 FEBRUARY 2023** at **11:00** to consider the items as set out in the agenda.

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*Kennis geskied hiermee ingevolge Artikel 29 van die Wet op Plaaslike Regering: Munisipale Strukture, 1998, Wet 117 van 1998, dat 'n **RAADSVERGADERING** van die 2021/2026 termyn van die Garden Route Distriksmunisipaliteit gehou sal word in die CA Robertson Raadsaal en via Zoom op **MAANDAG, 27 FEBRUARIE 2023** om **11:00** ten einde oorweging aan die items soos in die agenda uiteengesit, te skenk.*

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Kukhutshwe isaziso ngokwemiqathango yoMhlathi 29 woRhulumente Basekhaya: Umthetho Wezolawulo loMasipala, 1998, uMthetho 117 wango 1998, sokuba **INTLANGANISO YEBHUNGA** yexesha lika 2021/2026 loMasipala Wesithili se Garden Route izakubanjelwa kwiGumbi leBhunga CA Robertson naku Zoom, **NGOMVULO, 27 KWEYOMDUMBA 2023** ngentsimbi ye **10:00** ukuqwalasela imiba ebekwe kwi agenda.

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**ALD GR WOLMARANS**  
**SPEAKER**  
**SPEAKER**  
**SOMLOMO**

**MG STRATU**  
 Municipal Manager  
*Munisipale Bestuurder*  
 Mphathi Masipala

Date: 10 FEBRUARY 2023

## AGENDA

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

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 MEETING / GOEDKEURING VAN NOTULES VAN RAADSVERGADERING / UKUPHUNYEZWA KWEMIZUZU YENTLANGANISO YEBHUNGA

10.1	Minutes of a Council meeting dated 30 January 2023 / <i>Notule van 'n Raadsvergadering gedateer 30 Januarie 2023</i> / Imizuzu Yentlanganiso yeBhunga eKhethekileyo yangomhla 30 KweyoMqungu 2023	<b>8 - 46</b>
<b>11.</b>	<b>MINUTES OF MAYORAL COMMITTEE MEETING AND SECTION 79 COMMITTEES (FOR NOTIFICATION) / NOTULES VAN BURGEMEESTERSKOMITEEVERGADERINGS EN ARTIKEL 79 A (VIR KENNISNAME) / IMIZUZU YEKOMITI KASODOLOPHU NEZINYE IKOMITI ZOMHLATHI 79 (ITHATHELWE INGQALELO)</b>	
11.1	Mayoral Committee meeting dated 13 January 2023 / <i>Uitvoerende Burgemeesterskomiteevergadering gedateer 13 Januarie 2023</i> / Imizuzu /yentlanganiso Yekomiti Kasodolophu ngomhla 13 KweyoMqungu 2023	<b>47 – 55</b>
<b>12.</b>	<b>STANDING ITEMS / STAANDE ITEMS / IMIBA EMISIWEYO</b>	
12.1	<b>APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR DECEMBER 2022 AND JANUARY 2023 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR DESEMBER 2022 EN JANUARIE 2023 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA YOMNGA 2022 NEYOMQUNGU 2023</b> <i>Refer Report dated 06 February 2023 from the Executive Manager Corporate Services (B Holtzhausen)/ Acting Human Resources Manager (C Scheepers)</i>	<b>56 – 66</b>
12.2	<b>PROGRESS REPORT ON THE GARDEN ROUTE REGIONAL WASTE MANAGEMENT FACILITY PROJECT/VORDERINGSVERSLAG INSAKE DIE GARDEN ROUTE STREEK AFVALBESTUUR FASILITEIT PROJEK /INGXELO MOKUSELE KWENZIWE KWINDAWO YOLAWULO LWENKUNKUMA YENGINGI YE GARDEN ROUTE</b> <i>Refer Report dated 06 February 2023 from the Executive Manager Community Services (C Africa)/ District Waste Manager (J Gie)</i>	<b>67 – 74</b>
<b>SECTION A</b>		
<b>REPORTS FROM THE SPEAKER</b>		
A.1	<b>REPORT ON THE COUNCIL RESOLUTION REGISTER FOR THE MONTHS OF AUGUST UNTIL DECEMBER 2022 / VERSLAG RAKENDE DIE RAADSRESOLUSIE REGISTER VIR DIE MAANDE AUGUSTUS TOT DESEMBER 2022 / INGXELO NGOLUHLU LWEZIGQIBO ZEBHUNGA KWIXESHA LENYANGA KWEYETHUPAUKUYA KWEYEMNGA 2022</b> <i>Refer Report dated 06 February 2023 from the Speaker (Ald G Wolmarans)</i>	<b>75 – 132</b>
A.2	<b>REPORT ON THE ATTENDANCE OF COUNCIL, COMMITTEE MEETINGS AND WORKSHOPS FOR THE PERIOD AUGUST UNTIL DECEMBER 2022 BY COUNCILLORS / VERSLAG RAKENDE DIE BYWONING VAN RAAD, KOMITEEVERGADERINGS EN WERKSWINKELS VIR DIE PERIODE AUGUSTUS TOT DESEMBER 2022 / INGXELO NGOKUZINYASWA KWENTALANGANISO ZEBHUNGA, EZEKOMITI NAKUNYE NEWORKSHOP KWIXESHA LANGOMHLA KWEYETHUPA 2022 UKUYA KUMHLA KWEYEMNGA 2022 NGOOCEBA</b> <i>Refer Report dated 06 February 2023 from the Speaker (Ald G Wolmarans)</i>	<b>133 – 142</b>

A.3	<b>RESTRUCTURING OF SECTION 79 AND 80 COMMITTEES / HERSAMESTELLING VAN ARTIKEL 79 EN 80 KOMITEES / ULUNGELELWANISO LWEKOMITI ZOMHLATHI 79 KUNYE 80</b> <i>Refer Report dated 06 February 2023 from the Speaker (Ald G Wolmarans)</i>	<b>143 – 151</b>
<b>SECTION B</b>		
<b>REPORTS FROM THE EXECUTIVE MAYOR / VERSLAE VANAF DIE UITVOERENDE BURGEMEESTER / IMIBA EVELA KUSODOLOPHU</b>		
B.1	<b>4<sup>TH</sup> ADJUSTMENT BUDGET 2022/2023 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) / VIERDE AANSUIWERINGSBEGROTING 2022/2023 MEDIUM TERMYN EN INKOMSTE EN UITGAWE RAAMWERK (MTIUR) / UGQITHISELO LOLWABIWO-MALI OLU-LUNGISIWEYO LUKA 2022/2023 LWENGENISO YEXESHA ELIFUTSHANE KUNYE NENDLELA YENCITHO(MTREF)</b> <i>Refer Report dated 20 February 2023 from the Executive Mayor (Ald M Booysen)</i>	<b>152 – 191</b>
<b>SECTION C</b>		
<b>REPORTS FROM THE OFFICE OF THE MUNICIPAL MANAGER / ITEMS VANAF DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER / IMIBA EVELA KWI OFISI YOMPHATHI MASIPALA</b>		
C.1	<b>REPORT ON THE REVIEW OF THE LEASE AGREEMENT BETWEEN THE GARDEN ROUTE DISTRICT MUNICIPALITY AND OUDTSHOORN MUNICIPALITY: ERF 3216, ST JOHN STREET, OUDTSHOORN / VERSLAG RAKENDE DIE HERSIENING VAN DIE HUUROOREENKOMS TUSSEN GARDEN ROUTE DISTRIKSMUNISIPALITEIT EN OUDTSHOORN MUNISIPALITEIT : ERF 3216, ST JOHNSTRAAT, OUDTSHOORN / INGXELO NGOQWALASELO LWESIVUMELWANO ESIPHAKATHI KOMASIPALA WESITHILI SE GARDEN ROUTE KUNYE NOMASIPALA WASE TSHORENI: ERF 3216,ST JOHN STREET, ETSHORENI</b> <i>Refer Report dated 12 January 2023 from the Municipal Manager (MG Stratu) / Manager Legal Services (N Davids)</i>	<b>192 –216</b>
<b>SECTION D</b>		
<b>REPORTS FROM THE FINANCIAL SERVICES DEPARTMENT / ITEMS VANAF DIE FINANSIËLE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZEMALI</b>		
D.1	<b>DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 JANUARY 2023 TO 31 JANUARY 2023 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 JANUARIE 2023 TO 31 JANUARIE 2023/ INGXELO YOTYESHELO: UKUMISELWA KOMGAQO-NKQUBO WOLAWULO LWENCITHO KWIXESHA LOMHLA 01 KWEYOMQUNGU 2023 UKUYA 31 KWEYOMQUNGU 2023</b> <i>Refer Report dated 06 February 2023 from the Acting Executive Manager Financial Services (T Loliwe)</i>	<b>217 - 222</b>

SECTION E		
REPORTS FROM THE CORPORATE SERVICES DEPARTMENT / ITEMS VANAF DIE KORPORATIEWE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLAWULO		
E.1	<b>UPDATED RECRUITMENT AND SELECTION POLICY / OPGEDATEERDE WERWINGS EN KEURINGSBELEID / UMGAQO-NKQUBO OHLAZIYIWEYO WOKULOBABA KUNYE NOKUQESHA UKUZE UPHUNYEZWE LIBHUNGA</b> <i>Refer Report dated 17 January 2023 from the Executive Manager Corporate Services (B Holtzhausen) / Acting Human Resources Manager (C Scheepers)</i>	223 – 260
E.2	<b>REPORT TO COUNCIL REGARDING THE PROTECTION OF PERSONAL INFORMATION POLICY (POPI) / VERSLAG AAN RAAD OOR DIE BESKERMING VAN PERSOONLIKE INLIGTINGSBELEID (POPI) / INGXELO KWIBHUNGA KOMGAQO-NKQUBO WOKUKHUSELELWA WOLWAZI LOMNTU (POPI)</b> <i>Refer Report dated 17 January 2023 from the Executive Manager Corporate Services (B Holtzhausen)/</i>	261 – 273
SECTION F		
REPORTS FROM THE COMMUNITY SERVICES DEPARTMENT / ITEMS VANAF DIE GEMEENSKAPSDIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLUNTU		
F.1	<b>PROGRESS REPORT WITH REGARDS TO THE ACTIVITIES OF THE DISTRICT FOOD PANTRY/ VORDERINGSVERSLAG MET BETREKKING TOT DIE BEDRYF VAN 'N DISTRIK VOEDSEL SPENS / INGXELO MALUNGA NEMISEBENZI EYENZEIWE YINDAWO UOKUGCINA UKUYA YESITHILI</b> <i>Refer Report dated 16 January 2023 from the Executive Manager Community Services (C Africa)/ Disaster Manager (G Otto)</i>	274 – 280
SECTION G		
REPORTS FROM THE ROADS AND TRANSPORT PLANNING SERVICES DEPARTMENT / ITEMS VANAF DIE PAAIE EN VERVOER BEPLANNINGSDIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZENDLELA KUNYE NEZICWANGCISO KWEZOTHUTHO		
G.1	NONE / GEEN / AZIKHO	
SECTION H		
REPORTS FROM THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT / ITEMS VANAF DIE BEPLANNING EN EKONOMIESE DIENSTE DEPARTEMENT / IMIBA YESEBE LEZICWANGCISO KUNYE NOPHUHLISO LOQOQOSHO		
H.1	<b>REPORT TO EVALUATE THE ACHIEVEMENT OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) TARGETS/VERSLAG VIR DIE EVALUEERING VAN PRESTASIE VAN DIE UITGEBREIDE OPENABARE WERKS PROGRAM (UOWP) TEIKENS / INGXELO NGOKUQWALASELWA KWEZIPHUMO ZENJONGO ZENKQUBO EYANDISIWEYO YOMSEBENZI WOLUNTU(EPWP)</b> <i>Refer Report dated 10 December 2022 from the Executive Manager Planning and Development Services (L Menze)/ Manager EPWP (R Dyantyi)</i>	281 – 286

H.2	<b>GARDEN ROUTE DISTRICT MUNICIPALITY PUBLIC PARTICIPATION STRATEGY/ GARDEN ROUTE DISTRICT MUNICIPALITEIT PUBLIEKE DEELNAME STRATEGIE / UBUCHULE BOMASIPALA WESITHILI SE GARDEN ROUTE BOTHABATHONXAXHEBA KOLUNTU</b> <i>Refer Report dated 10 December 2022 from the Executive Manager Planning and Development Services (L Menze)/ Manager IDP (M James)</i>	287 – 305
<b>SECTION I</b>  <b>NOTICE OF URGENT MOTIONS / KENNISGEWING VAN DRIGENDE MOSIES / ISAZISO SEZIPHAKAMISO</b>		
I.1	None / Geen / Asikho	
<b>SECTION J</b>  <b>NOTICES OF MOTIONS / KENNISGEWING VAN MOSIES / ISAZISO SEZIPHAKAMISO</b>		
J.1	None / Geen / Asikho	
<b>SECTION K</b>  <b>IN CLOSED SESSION / IN GESLOTE SESSIE / KWI-SASHONI YASEKHUSINI</b>		
K.1	REPORTS WILL BE DISTRIBUTED SEPERATELY FROM THIS AGENDA	
	<b>CLOSURE / SLUITING / UQUKUNJELO</b>	

Ald M Booyesen  
 Ald GR Wolmarans  
 Ald G van Niekerk  
 Ald P Terblanche  
 Ald S De Vries  
 Ald CN Lichaba  
 Cllr / Rdl / Ceba NV Gungubele  
 Cllr / Rdl / Ceba J Hoogbaard  
 Cllr / Rdl / Ceba JG Meiring  
 Cllr / Rdl / Ceba CA Swart  
 Cllr / Rdl / Ceba K Malooi  
 Cllr / Rdl / Ceba C Scheepers  
 Cllr / Rdl / Ceba B van Noordwyk  
 Cllr / Rdl / Ceba CP Taute  
 Cllr / Rdl / Ceba D Acker  
 Ald JC Lambaatjeen  
 Cllr / Rdl / Ceba LSS van Rooyen  
 Cllr / Rdl / Ceba RJ Hector  
 Cllr / Rdl / Ceba SM Toto  
 Ald V Gericke  
 Ald IC Kritzingen  
 Cllr / Rdl / Ceba DL Cronje  
 Cllr / Rdl / Ceba HRT Stroebel  
 Cllr / Rdl / Ceba NT Seti  
 Ald NS Ndayi  
 Ald RH Ruiters  
 Cllr / Rdl / Ceba M Kannemeyer  
 Cllr / Rdl / Ceba MA Mkonto  
 Cllr / Rdl / Ceba JJ Cornelius  
 Cllr / Rdl / Ceba JP Buys (as of 27 July 2022)  
 Cllr / Rdl / Ceba JJ Bavuma (as of 27 July 2022)  
 Cllr / Rdl / Ceba D Saptoe (as of 25 October 2022)  
 Cllr / Rdl / Ceba R April (as of 25 October 2022)  
 Cllr / Rdl / Ceba HD Ruiters (as of 14 December 2022)  
 Cllr / Rdl/Ceba RW Arends (as of 30 January 2023)  
 1 x Vacant



Minutes of a **Council meeting of**  
 the 2021/2026 term of  
 Garden Route District Council held at the **CA Robertson Council Chambers**, and via  
**Zoom** on **Monday, 30 January 2023** at **10:00**

Notule van 'n **Raadsvergadering** van  
 die 2021/2026 termyn  
 van Garden Route Distriksraad gehou in die **CA Robertson Raadsaal** en via **Zoom**  
 op **Maandag, 30 Januarie 2023** om **10:00**

Imizuzu **Yentlanganiso yeBhunga**  
 yexesha 2021/2026 yoMasipala Wesithili se Garden Route  
 nebibanjwe kwiGumbi **leBhunga CA Robertson**, kunye **nango Zoom**, ngo  
**30 ngoMvulo kweyeMqungu 2023**, ngo **10:00**

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

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

2. **EVACUATION PROCEDURES / ONTRUIMINGSPROSEDURES / IKNQUBO  
YOKUFUDUSWA**

The evacuation procedures were presented by the Secretary to Council, Adv Maqekeni who explained the evacuation procedures in case of emergency.

3. **SILENT PRAYER (MEDITATION) / STILLE GEBED (MEDITASIE) / UMTHANDAZO  
OTHULEYO**

A moment of silence was observed.

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

C.1 **INAUGURATION OF ANC COUNCILLOR: GARDEN ROUTE DISTRICT COUNCIL: CLLR  
RW ARENDS / INHULDIGING VAN ANC RAADSLID: RDL RW ARENDS/  
UKUFUNGISWA KOCEBA WE ANC: IBHUNGA LESITHILI SE GARDEN ROUTE: UCEBA  
RW ARENDS**

*Refer report dated 23 January 2023 from the Municipal Manager (MG Stratu)(pg 212 - 215*

**RESOLVED**

5.1.1 That cognizance be taken of the notice from the IEC, dated 20 January 2023.

5.1.2. That Cllr. Russel Warren Arends be inaugurated as a Councillor of Garden Route District Council with effect from 20 January 2023.

5.1.3. That Cllr. Russel Warren Arends be requested to take the Oath of Office, as required in terms of the Rules of Order.

**BESLUIE**

- 5.1.1 *Dat kennis geneem word van die kennisgewing van die OVK, gedateer 20 Januarie 2023*
- 5.1.2 *Dat Rdl. Russel Warren Arends met ingang van 20 Januarie 2023 as Raadslid van die Gardenroute Distriksmunisipaliteit ingehuldig word.*
- 5.1.3 *Dat Rdl. Russel Warren Arends, versoek word om 'n eed van die kantoor te neem, soos vereis ingevolge die Reëls van Orde.*

**ISIGQIBO**

- 5.1.1 Sesokuba kuthathelwe ingqalelo isaziso se IEC, sangomhla wama 20 KweyoMqungu 2023.
- 5.1.2 Sesokuba uCeba. Russel Warren Arends, afungiswe njengo Ceba weBhunga loMasipala Wesithili se Garden Route ukususela ngomhla we 20 KweyoMqungu 2023.
- 5.1.3 Sesokuba uCeba. Russel Warren Arends, acengwe ukuba athathe Isifungo se Ofisi njengoko kufunwa yiYimithetho Yocino Cwangco.

**NB: The Speaker, The Executive Mayor, Ald M Booysen, Ald S De Vries, Cllr JP Buys and Mr MG Stratu expressed a warm welcome to the newly inaugurated Councillor.**

**4. ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO**

**4.1 COUNCILLORS PRESENT / RAADSLEDE TEENWOORDIG /OOCEBA ABAKHOYO**

Ald M Booysen	DA
Ald GR Wolmarans	DA
Cllr / Rdl / Ceba J Hoogbaard	DA
Cllr / Rdl / Ceba K Malooi	DA

Cllr / Rdl / Ceba P Terblanche	DA
Cllr / Rdl / Ceba CA Swart	DA
Cllr / Rdl / Ceba JG Meiring	DA
Ald S De Vries	ANC
Ald CN Lichaba	ANC
Cllr / Rdl / Ceba NV Gungubele	ANC
Cllr / Rdl / Ceba JJ Cornelius	ICOSA
Cllr / Rdl / Cceba JP Buys	PBI
Cllr / Rdl / Ceba D Acker	FREEDOM FRONT PLUS
Cllr / Rdl / Ceba R Saptoe	GOOD
Ald GJ van Niekerk	George Municipality
Ald IC Krtizinger	George Municipality
Cllr / Rdl / Ceba D L Cronje	George Municipality
Ald V Gericke	George Municipality
Cllr / Rdl / Ceba RJ Hector	George Municipality
Cllr / Rdl / Ceba SM Toto	George Municipality
Cllr / Rdl / Ceba B van Noordwyk	Hessequa Municipality
Cllr / Rdl / Ceba CP Taute	Hessequa Municipality
Cllr / Rdl / Ceba RW Arends	Knysna Municipality
Cllr / Rdl / Ceba NT Seti	Bitou Municipality
Ald RH Ruiters	Mossel Bay Municipality
Cllr / Rdl / Ceba JJ Bavuma	Mossel Bay Municipality
Cllr / Rdl / Ceba M Kannemeyer	Mossel Bay Municipality
Ald JC Lambaatjeen	Oudtshoorn Municipality
Cllr / Rdl / Ceba S van Rooyen	Oudtshoorn Municipality
Cllr / Rdl / Ceba R April	Oudtshoorn Municipality
Cllr / Rdl / Ceba HD Ruiters	Kannaland Municipality
<u>OFFICIALS / AMPTENARE / AMAGOSA</u>	
Mr / Mnr / Mnu MG Stratu	Municipal Manager
Ms / Me / Nkzn B Holtzhausen	Executive Manager Corporate Services
Mr / Mnr / Mnu T Loliwe	Acting Executive Manager Financial Services

Mr / Mnr / Mnu C Africa	Executive Manager Community Services
Mr / Mnr / Mnu L Menze	Executive Manager Economic Development and Planning
Mr/Mnr /Mnu JG Daniels	Executive Manager Roads and Transport Services
Mr / Mnr / Mnu S Maqekeni	Manager Integrated Support Services & Legal Compliance
Ms / Me / Nkzn N Davids	Manager Legal Service
Mr / Mnr / Mnu K Nieuwoudt	Manager ICT
Mr / Mnr / Mnu C Martin	Manager Income, Bank Recons, Expenditure & Remuneration
Mnr / Mnr / Mnu T Mpuru	Manager SCM, Stores & Data
Ms/ Me / Nksnz M James	District IDP Manager
Ms / Me / Nkzn IG Saaiman	Manager Performance Management
Ms Me / Nkzn P Lufele	Chief Audit Executive
Ms / Me / Nkzn N Klaas	Manager Policy Development and Research
Mr / Mnr / Mnu P Dongi	Manager Project Management
Mr / Mnr / Mnu C Scheepers	Acting Manager Human Resources
Mr / Mnr / Mnu J Compion	Manager Municipal Health Services
Mr / Mnr / Mnu J Gie	District Waste Manager
Mr / Mnr / Mnu G Otto	Manager Disaster Management
Mr / Mnr / Mnu D Stoffels	Fire Chief
Ms / Me / Nksnz R Matthews	Head: Committee Services
Mr / Mnr / Mnu B Desha	Snr Committee Officer / Translator / Interpreter

Ms / Me / Nksnz C van Wyngaardt	Committee Officer
Ms / Me / Nksnz T Gauzela	Committee Officer
Ms / Me / Nksnz L James	Risk Management Manager
Mr / Mnr / Mnu J Mkunqwana	Manager Human Settlements
Ms / Me / Nksnz S Sims	Manager Human Settlements
Mr / Mnr / Mnu R Dyantyi	Manager EPWP
Mr / Mnr / Mnu S Bendle	Chief Municipal Health Officer
Mr / Mnr / Mnu A Magxotwa	IDP Officer

4.2 **COUNCILLORS AND OFFICIALS WITH LEAVE / RAADSLEDE EN AMPTENARE MET VERLOF / OOCBA ABAKWIKHEFU**

Cllr / Rdl / Ceba HRT Stroebe	Knysna Municipality
Cllr / Rdl / Ceba MA Mkonto	Mossel Bay Municipality
Ald NS Ndayi	Bitou Municipality

4.3 **COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OOCBA ABANGEKHO**

Cllr / Rdl / Ceba A Tsengwa	Knysna Municipality
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5. **NOTING OF THE PROVISIONS OF SCHEDULE 7 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL STRUCTURES AMENDMENT ACT, 2021 / KENNISNAME VAN DIE VOORSKRIFTE VAN SKEDULE 7 (GEDRAGSKODE VIR RAADSLEDE) VAN DIE PLAASLIKE REGERING MUNISIPALE AANGEPASTE STRUKTUREWET, 2021 / UQWALASELO LWEMITHETHO-NEMIMISELO YOLUHLU 7 (INDLELA YOKUZIPHATHA KOOCBA) UMTHETHO WEZOLAWULO LOMASIPALA WORHULUMENTE WASEKHAYA, 2021**

The Code of conduct was noted.

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

None / Geen / Azikho

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

The Speaker, Ald G Wolmarans communicated the following:

The Speaker welcomed all the Councillors and officials to the first ordinary Council meeting of the year. The Speaker reminded Council that this year is going to be a busy year as Councillors are busy the preparation for the Provincial and National Elections scheduled for next year.

The Speaker informed the Councillors that recognition will be given to one of the officials, who worked in the Community Services Department for many years and has now retired. The Speaker informed Council that Mr S Bendle is retiring after 41 years of service.

**NB: The Speaker, Executive Mayor, Ald M Booysen, Cllr JP Buys and Mr MG Stratu congratulated Mr S Bendle and wished him well with his retirement and thanked him for his service.**

The Speaker congratulated the following Councillors who will celebrate their birthdays during the month of February: Ald JC Lambaatjeen, Cllr C Swart, Cllr M Kannemeyer and Cllr HD Ruiters.

**NB: Cllr R Arends left the meeting at 10:35.**

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

The Executive Mayor communicated the following:

The Executive Mayor said that the GRDM region experienced a good economic boost over the holiday period primarily driven by the tourism sector and that the Economic Development Section will provide figures with regards to the number of tourist that visited the area soon.

The Executive Mayor thanked all the Fire Fighters for their hard work during the season for extinguishing the fires that flared up. The Executive Mayor reported that no lives were lost when during these fires.

The Executive Mayor reported that the GRDM is awaiting money from the Provincial Government to assist municipalities such as Kannaland, Oudtshoorn, etc to procure generators, in order to alleviate challenges that have been brought by loadshedding.

The Executive Mayor reported that 25 students will graduate from the Cater Care Programme during the month of theFebruary.

The Executive Mayor reported that the GRDM is awaiting for a roll out of an amount of R30 million received from the National Skills fund towards the running of the Skills Mecca programme and said that more than 400 students will benefit from this funding.

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

Ald V Gericke suggested that the GRDM should approach the National Government to seek assistance with regards to Economic Development, in the form of funding or any other programmes to upskill business owners in the area. Ald V Gericke suggested that the various Chief Whips of Council should form

part of a delegation that will submit a presentation to National Government on what this council wants to achieve in terms of Economic Development.

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

Ald S de Vries said that this year must be the year of action. Ald S de Vries said that the ANC will support the programmes that will deal with the current energy crisis that our country is undergoing as well as economic reconstruction programmes, especially youth development.

Ald S de Vries said that there are various grants available to boost economic development and that assistance can be provided to the GRDM but we should have business plans..

Ald S de Vries suggested that Council should look at the Community Workers Programme (CWP) investigate to see what role we can play in that space. He also advised that COGTA has redesigned the programme and is currently working with the various SETA's. Ald S de Vries said that he will make himself available to assist.

Under the Communication of the Executive Mayor, Cllr D Saptoe communicated the following:

Cllr D Saptoe said that he supports the proposals from the two previous speakers and that the GOOD party will also support the proposed programmes.

The Executive Mayor, Ald M Booysen responded by saying that Cllrs should not just wait for Council meetings to raise certain issues that could benefit the region and that a programme must be developed for the informal sector, and any ideas the Chief Whips have should be shared freely with him. The Executive Mayor also advised that he agrees with the proposals from Ald Gericke, Ald De Vries and Cllr Saptoe that Council should look at programmes that will rejuvenate and grow the economy of the region.

The Executive Mayor suggested that the reports regarding the Energy Crisis and the Regional Landfill Site should become standing items on the agenda.

After the submissions as mentioned above, from the various whips of the different political parties, it was resolved that the Executive Mayor be mandated to champion the process of the development of the social compact, involving all the political parties to address issues of economic growth, youth unemployment and related matters. This proposal was proposed by Ald V Gericke and seconded by Ald S de Vries.

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

The Municipal Manager communicated the following:

The Municipal expressed his warm welcome to the newly inaugurated Councillor, R Arends. The Municipal Manager wished Mr S Bendle well on his retirement.

The Municipal Manager informed Council that the Mayoral Committee at its meeting this morning resolved that the reports regarding the energy crisis and landfill site will become standing items on the agenda.

The Municipal Manager informed Council that the Mayoral Committee meeting was supposed to take place on 25 January 2022, but the meeting was postponed, but that the reports, i.e Adjustment Budget, Section 52 and Section 72 were submitted before 25 January 2023 to the Executive Mayor as per the prescripts of the MFMA.

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

10.1 **MINUTES OF A SPECIAL COUNCIL MEETING DATED 08 DECEMBER 2022 / NOTULE VAN 'N SPESIALE RAADSVERGADERING GEDATEER 08 DESEMBER 2022 / IMIZUZU YENTLANGANISO YEBHUNGA EKHETHEKILEYO YANGOMHLA 08 KWEYOMNGA 2022 (PG 9-19)**

**RESOLVED**

That the minutes of the Special Council meeting dated 08 December 2022 be approved,

**BESLUIT**

*Dat die notule van die Spesiale Raadsvergadering gedateer gedateer08 Desember 2022, goedgekeur word.*

**ISIGQIBO**

Sesokuba Imizuzu Yentlanganiso yeBhunga eKhathekileyo yangomhla 08 KweyeMnga 2022 iphunyezwe.

10.2 **MINUTES OF A COUNCIL MEETING DATED 14 DECEMBER 2022 / NOTULE VAN 'N RAADSVERGADERING GEDATEER 14 DESEMBER 2022 / IMIZUZU YENTLANGANISO YEBHUNGA YANGOMHLA 14 KWEYOMNGA 2022**

**RESOLVED**

That the minutes of the Council meeting dated 14 December 2022 , be approved, with the following correction:

"That on page 28 the following words be removed: the Speaker responded that she has written to Ald Lichaba and be replaced with: " *the Speaker said that she will respond to Ald Lichaba in the new year*".

That on page 34, Under the resolution of the Oversight on the Annual report that it be recorded that Ald. Lichaba's wants it recorded that she has reservation on the Annual report.

That on page 36, under the resolution of the Annual Report, that it be recorded that Ald Lichaba has reservations on the annual report.

### **BESLUIT**

*Dat die notule van die Raadsvergadering gedateer gedateer 14 Desember 2022, goedgekeur word, met die volgende korreksie:*

*Dat op Bladsy 28 die volgende woorde verwyder: Dat die Speaker het geantwoord dat sy aan Ald Lichaba geskryf het, maar dat dit vervang moet word met die volgende: Die Speaker het gese dat sy in die nuwe jaar sal voortgaan".*

*Dat op bladsy 34, Onder die besluit rakende die Oorsig die Jaarverslag Lichaba se finansiële voorbehoud aangeteken word.*

*Dat op bladsy 36, Onder die besluit rakende die Jaarverslag Ald Lichaba se voorbehoud aangeteken word.*

### **ISIGQIBO**

Sesokuba Imizuzu Yentlanganiso yeBhunga eKhathekileyo yangomhla 14 KweyeMnga 2022 iphunyezwe nezi zilungiso:

"Okokuba kwiphepha 28 lamagama alandelayo asuswe: uSomlomo uphendule ukuba uye wabhalela ku Ald Lichaba afakelwe ngala: " uSolomo uthe uzakumphendula kunyaka omtsha u Ald Lichaba"

Okokuba kwiphepha 34, Phantsi wezigqibo Zoqwalaselo Banzi kwingelo Yonyaka kufuneka ibhalwe okokuba u Ald. Lichaba ufuna kubhalwe ukuba yena akaxolanga yingxelo yoNyaka.

Okokuba kwiphepha 36, phantsi kwesigqibo seNgxelo Yonyaka, u Ald. Lichaba akaxolanga yingxelo kwaye kubhalwe njalo.

10.3 **MINUTES OF A SPECIAL COUNCIL MEETING DATED 13 JANUARY 2023 / NOTULE VAN 'N SPESIALE RAADSVERGADERING GEDATEER 13 JANUARIE 2023 / IMIZUZU YENTLANGANISO YEBHUNGA EKHETHEKILEYO YANGOMHLA 13 KWEYOMQUNGU 2023 (PG 41-51)**

**RESOLVED**

That the minutes of the Special Council meeting dated 13 January 2023 , be approved, with the following correction:

"That on page 42 the names of Cllr JP Buys and Ald V Gericke be added to the name of the councillors present.

:That on page 48 an additional recommendation be added which reads as follows: That the exit interview be made available to Councillors who may want to access it"".

**BESLUIT**

*Dat die notule van die Spesiale Raadsvergadering gedateer gedateer 13 Januarie 2023, goedgekeur word, met die volgende korreksies:*

*"Dat op bladsy 42 die name van Rdl JP Buys en Ald V Gericke bygevoeg word om deel te vorm van die Raadslede teenwoordig".*

*Dat op bladsy 48, 'n addisionele aanbeveling bygevoeg word wat as volg moet lees: Dat die uittree onderhoud aan alle Raadslede verskaf word vir insae.*

**ISIGQIBO**

Sesokuba Imizuzu Yentlanganiso yeBhunga eKhathekileyo yangomhla 13 KweyeMqungu 2023 iphunyezwe nezi zilungiso:

“Okokuba kwiphepha 42 amagama ka Ceba JP Buy nelika Ald V Gericke afakwe kuluhlu lwamagama oocebe abebekhona.

: Okokuba kwiphepha 48 isindululo esongezelelweyo sifakwe nesifundeka ngoluhlobo: Okokuba udliwanondlebe lokuphuma lufumaneke kubo bonke ooCeba abanofuna ukulufumana”

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

11.1 NONE / GEEN / AZIKHO

**NB: E.2 was dealt with next.**

**E.2 REPORT ON ORGANISATIONAL STRUCTURE OF ROADS AND TRANSPORT PLANNING SERVICES DEPARTMENT / VERSLAG RAKENDE ORGANISASIE STRUKTUUR VAN PAAIE EN VERVOERBEPLANNINGSDIENSTE DEPARTEMENT / INGXELO NGESIMO SOLAWULO LWESEBE LEZENDLELA KUNYE NENKONZO YEZICWANGCISO YEZOTHUTHO**

*Refer Report dated 17 January 2023 from the Executive Manager Corporate Services (B Holtzhausen)/ Acting Human Resources Manager (L Janse van Rensburg) (pg 231-239)*

**RESOLVED**

That the structure proposals of the Roads and Transport Planning Services Department as approved by the Western Cape Government, Department of Transport and Public Works, be noted and implemented with effect from 1 February 2023.

**BESLUIT**

*Dat kennis geneem word van die struktuur voorstelle vir die Paaie en Beplanningsdienste Departement soos goedgekeur deur die Wes-Kaapse Regering, Departement van Vervoer en Publieke Werke, vir implementering met ingang vanaf 1 Februarie 2023.*

**ISIGQIBO**

Sesokuba izindululo zobume beSebe leeNkonzo zeNdlela noCwangciso njengoko zamkelwe nguRhulumente weNtshona Koloni, iSebe lezoThutho neMisebenzi yoLuntu, ziqatshelwe kwaye ziphunyezwe ukususela ngomhla woku-1 kweyoMdumba ngowama-2023.

**NB: Ald P Terblanche and Mr JG Daniels left the meeting at 11:15.**

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

**12.1 APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR OCTOBER AND NOVEMBER 2022 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR OKTOBER EN NOVEMBER 2022 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA YEKHALA 2022 (pg 52-59)**

**RESOLVED**

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

**BESLUIT**

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

**ISIGQIBO**

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga yeKhala 2021 kuthathelwe ingqalelo.

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

A.1 None / Geen / Asikho

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

**B.1. THIRD ADJUSTMENT BUDGET 2022/2023 MEDIUM TERM REVENUE AND  
EXPENDITURE FRAMEWORK (MTREF) / DERDE AANSUIWERINGSBEGROTING  
2022/2023 MEDIUM TERMYN EN INKOMSTE EN UITGAWE RAAMWERK (MTIUR) /  
ULUNGELEWANISO LOLWABIWO-MALI LWESITHATHU LUKA 2022/2023  
LWENGENISO YEXESHA ELIFUTSHANE KUNYE NENDLELA YENCITHO(MTREF)**  
*Refer Report dated 18 January 2023 from the Executive Mayor (Ald M Booysen) (pg 60-91)*

**RESOLVED**

(1) That the second adjustments budget of Garden Route District Municipality for the financial year 2022/2023 as set out in the schedules contained in Section 4 be **approved:**

- i. Table B1 Adjustments Budget Summary;
- ii. Table B2 Adjustments Budget Financial Performance (by standard classification);
- iii. Table B3 Adjustments Budget Financial Performance (by municipal vote);
- iv. Table B4 Adjustment Budget Financial Performance (revenue by source); and
- v. Table B5 Adjustment Budget Capital Expenditure (by municipal vote and funding source)

(2) That Council approves the Adjustment Operating Expenditure Budget of R513,043,134.

(3) That Council approves the Adjustment Operating Revenue Budget of R507,251,076.

(4) That Council approves the Adjustment Capital Budget of R127,797,414.

(5) That a revised Service Delivery and Budget Implementation Plan (SDBIP) for the 2022/23 financial year be compiled and tabled to the Executive Mayor for approval.

**BESLUIE**

- (1) *Dat die tweede aangepaste Begroting van Garden Route Distriksmunisipaliteit vir die finansiële jaar 2022/2023 soos vervat in die skedules van Seksie 4 goedgekeur word:*
  - i. *Tabel B1 Aangepaste Begrotings Opsomming;*
  - ii. *Tabel B2 Aangepaste Begroting Finansiële Prestasie (volgens standaard klassifikasie);*
  - iii. *Tabel B3 Aangepaste Begroting Finansiële Prestasie (volgens pos);*
  - iv. *Tabel B4 Aangepaste Begroting Finansiële Prestasie (volgens finansieringsbron); en*
  - v. *Tabel B5 Aangepaste Kapitale Begroting (volgens pos en finansieringsbron)*
- (2) *Dat die Raad die Aangepaste Uitgawe Begroting van R513,043,134 goedkeur.*
- (3) *Dat die Raad die Aangepaste Inkomste Begroting van R507,251,076 goedkeur.*
- (4) *Dat die Raad die Aangepaste Kapitaal Begroting van R127,797,414 goedkeur.*
- (5) *Dat die hersiende Dienslewering- en Begrotings Implementerings Plan vir 2022/2023 opgestel en aan die Uitvoerende Burgermeester voorgelê word vir goedkeuring.*

**ISIGQIBO**

- (1) *Sesokuba ulwabiwo-mali lwesibini olulungisiweyo loMasipala Wesithili se Garden Route kunyakamali ka 2022/2023 njengoko kuchaziwe kuluhlu oluqulwathwe kuMhlathi 4 luphunyezwe:*
  - i. *Table B1 Ushwankathelo loLwabiwo-Mali Olu-Lungisiweyo*
  - ii. *Table B2 Ulwabiwo-Mali Olulungisiweyo Umsebenzi Wezemali (ngokwendlela ezifanelekileyo);*

- iii. Table B3 Ulwabiwo-Mali Olulungisiweyo Umsebenzi Wezemali (ngokwevoti yomasipala);
  - iv. Table B4 Ulwabiwo-Mali Olulungisiweyo Umsebenzi Wezemali (ingeniso ngokovimba); kunye
  - v. Table B5 Ulwabiwo-Mali Olulungisiweyo Incitho Yenkunzi (ngokwevoti yomasipala kunye nenxaso yovimba)
- (2) IBhunga liphumeze Ulwabiwo-Mali Olu-Lungisiweyo Lencitho Eqhubayo ye R513,043,134.
- (3) IBhunga liphumeze uLwabiwo-Mali Oluqhubayo Lwengeniso noluyi R507,251,076.
- (4) IBhunga liphumeze Ulwabiwo-Mali Oluyinkunzi Olu-Lungisiweyo lwe R127,797,414.
- (5) Sesokuba ulungisowe Lonikezelo Nkonzo kunye Nesicwangciso Sokumiselwa koLwabiwo-Mali(SDBIP) kunyakamali ka 2022/2023 luqulunqwe kwaye luthiwe theca kuSodolophu obekekileyo ukuze luphunyezwe.

B.2. **SECTION 52 REPORT – RESPONSIBILITIES OF THE MAYOR / VERSLAG: ARTIKEL 52 VERANTWOORDELIKHEDE VAN DIE BURGEMEESTER / INGXELO: U MHLATHI 52 - UXANDUVA LUKA SODOLOPHU**

*Refer Report dated 17 January 2023 from the Executive Mayor (Ald M Booysen) (pg 92-150)*

**RESOLVED**

1. 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 December 2022.
2. That it be noted that the Section 52 report was submitted before the 25<sup>th</sup> January 2023 to the Executive Mayor as per the prescripts of the MFMA.

**BESLUIE**

1. *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 Desember 2022.*
2. *Dat kennis geneem word dat die Artikel 52 verslag ingedien was voor 25 Januarie 2023 soos per die voorskrifte van die MFBW.*

**ISIGQIBO**

1. Sesokuba iBhunga lithathele ingqalelo ingxelo ngokumiselwa kolwabiwomali kunye nemicimbi yezemali zomasipala zonyaka uzakuthi ga ngoku kunye nexesha eliphela ngomhla 31 KweyoMsintsi 2022.
2. Sesokuba kuthathelwe ingqalelo ukuba ingxelo yeCandelo 52 iye yanikezelwe phambi komhla 25 kweyoMqungu 2023 kuSodolophu Obekekileyo ngokwemiqathango ye MFMA.

B.3.

**SECTION 72 MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT 31 DECEMBER 2022 / VERSLAG: ARTIKEL 72 HALFJAARLIKSE BEGROTING EN PRESTASIE ASSESSERING: 31 DESEMBER 2022 / INGXELO: UMHLATHI 72 ULWABIWOMALI-LOMBINDI NYAKA KUNYE NOQWALASELO LOMSEBENZI 31 KWEYOMNGA 2022**

*Refer Report dated 17 January 2023 from the Executive Mayor (Ald M Booysen) (pg 151-210)*

**RESOLVED**

- 5.1.1 That Council takes note of the mid-year budget and performance report in terms of Section 72 of the Municipal Finance Management Act;
- 5.1.2 That Council takes note of the SDBIP performance report for the six months ending 31 December 2022.
- 5.1.3 That Council takes note that an adjustment budget will be tabled in February 2023 for consideration.

- 5.1.4 That it be noted that the Section 72 report was submitted before the 25<sup>th</sup> January 2023 to the Executive Mayor as per the prescripts of the MFMA.

### **BESLUIE**

- 5.2.1 *Dat die Raad kennis neem van die halfjaarlikse Prestasieverslag voorgelê in terme van Artikel 72 van die Munisipale Finansiële Bestuurswet, en*
- 5.2.2 *Dat die Raad kennis neem van die SDBIP Prestasieverslag vir die eerste ses maande van die jaar geëindig 31 Desember 2022.*
- 5.2.3 *Dat die Raad kennis neem dat 'n aangepaste begroting voorgelê gaan word vir oorweging in Februarie 2023.*
- 5.2.4 *Dat kennis geneem word dat die Artikel 72 verslag ingedien was voor 25 Januarie 2023 soos per die voorskrifte van die MFBW.*

### **ISIGQIBO**

- 5.3.1 iBhunga lithathele ingqalelo ulwabiwo-mali lombindi nyaka kunye noqwalaselo lomsebenzi ngokwemithetho yoMhlathi 72 woMthetho woLawulo Lwemali zoMasipala;
- 5.3.2 iBhunga lithathele ingqalelo ingxelo yomsebenzi we SDBIP kwinyanga ezintandathu eziphela ngomhla 31 kweyoMnga 2022.
- 5.3.3 iBhunga lithathele ingqalelo ukuba kuzakuthiwa thaca ulungelelwaniso lolwabiwo-mali kweyoMdumba 2023 ukuze luqwalaselwe.
- 5.3.4 Sesokuba kuthathelwe ingqalelo ukuba ingxelo yeCandelo 52 iye yanikezelwe phambi komhla 25 kweyoMqungu 2023 kuSodolophu Obekekileyo ngokwemiqathango ye MFMA.

B.4

**PROCESS OF DEVELOPMENT OF SOCIAL COMPACT, INVOLVING ALL THE POLITICAL PARTIES TO ADDRESS ISSUES OF ECONOMIC GROWTH, YOUTH UNEMPLOYMENT AND RELATED MATTERS / PROSES RAKENDE DIE ONTWIKKELING VAN SOSIALE KOMPAKTE, WAT AL DIE POLITIEKE PARTYE BETREK OM KWESSIES VAN EKONOMIESE GROEI, JEUGWERKLOOSHEID EN VERWANTE SAKES AAN TE SPREEK /INDLELA YOKUPHULISA IFUTHE LEZOKUHLALA,NELIBANDAKANYA YONKE IMIBUTHO YEZOPOLITIKO UKUJONGANA NOHLUMO LOQOQOQSHO, INTSWELANGQESHO YOLUTSHA KUNYE NEMIBA EYAMANISWA NAYO**

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

Ald V Gericke suggested that the GRDM should approach the National Government to seek assistance with regards to Economic Development, in the form of funding or any other programmes to upskill business owners in the area. Ald V Gericke suggested that the various Chief Whips of Council should form part of a delegation that will submit a presentation to National Government on what this council wants to achieve in terms of Economic Development. This proposal was seconded by Ald S de Vries.

**RESOLVED**

That the Executive Mayor be mandated to champion the process of the development of the social compact, involving all the political parties to address issues of economic growth, youth unemployment and related matters.

**BESLUIT**

*Dat die Uitvoerende Burgemeester gemandaat word om die proses van die ontwikkeling van die sosiale verdrag te bevorder, wat al die politieke partye betrek om kwessies van ekonomiese groei, jeugwerkloosheid en verwante sake aan te spreek.*

**ISIGQIBO**

Sesokuba uSodolophu Olawulayo anikwe igunya lokukhokela lenkqubo yefuthe lokuphuhlisa kwezokuhlala, ukubandakanywa kwayo onke amqela ezopolitiko ukujongana nohlumo loqoqosho, intswela ngqesho yolutsha neminye imiba eya yanyaniswa nayo.

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

**C.1 INAUGURATION OF NEW COUNCILLORS: GARDEN ROUTE DISTRICT COUNCIL: CLLR D.C SAPTOE AND COUNCILLOR: RJ APRIL / INHULDIGING VAN NUWE RAADSLEDE: GARDEN ROUTE DISTRIKSMUNISIPALITEIT: RDL D.C SAPTOE EN RAADSLID: RJ APRIL/ UKUFUNGISWA KOCEBA WE GOOD: IBHUNGA LESITHILI SE GARDEN ROUTE: UCEBA D.C SAPTOE KUNYE: RJ APRIL**

*Refer report dated 16 November 2022 from the Municipal Manager (MG Stratu)(pg 93-97)*

**NB:** This report was dealt with first on the agenda and the resolutions can be found on page 2 of the minutes.

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

**D.1 DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 NOVEMBER 2022 TO 31 DECEMBER 2022 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 NOVEMBER 2022 TOT 31 DESEMEBER 2022 / NGXELO YOTYESHELO: UKUMISELWA KOMGAQO-NKQUBO WOLAWULO LWEZEMALINCITHO KWIXESHA LOMHLA 1 KWEYENKANGA 2022 UIKUYA 31 KWEYEMNGA 2022**

*Refer Report dated 14 December 2022 from the Executive Manager Financial Services (J-W de Jager)(pg 215-220)*

**RESOLVED**

1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 November 2022 to 31 December 2022, be noted.

2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.

#### **BESLUIT**

1. *Dat die kennis geneem word van die implementering van Artikel 36 van die Voorsieningskanaal beleid in terme van die afwykings vir die periode van 1 November 2022 tot 31 Desember 2022.*
2. *Dat kennis geneem word dat in terme van Artikel 114 van die Munisipale Finansiële Bestuurswet, Wet 56 van 2003, daar geen goedkeuring was van tenders wat toegeken is in die normale implementering van die Voorsieningskanaalbeleid van die munisipaliteit nie.*

#### **ISIGQIBO**

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

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

#### **E.1 REPORT ON THE PROPOSED SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS FOR THE PERIOD JANUARY UNTIL JUNE 2023 / VERSLAG RAKENDE DIE KONSEP VOORGESTELDE SKEDULE VAN VERGADERINGS VIR 2021 VIR DIE TYDPERK JANUARIE TOT JUNIE 2023 TEN OPSIGTE VAN RAAD EN KOMITEES / INGXELO NGESIPHAKAMISO SOLUHLU LWENTLANGANISO ZEBHUNGA KUNYE NEEKOMITI KWIXESHA LENYANGA YOMQUNGU UKUYA KWEYESILIMELA 2023**

*Refer Report dated 17 January 2023 from the Executive Manager Corporate Services (B Holtzhausen)(pg 221-230)*

#### **RESOLVED-**

1. That the proposed schedule of dates for Council and Committee meetings for the period January until June 2023, be approved.

2. That the closing dates for submission of reports be strictly adhered to.
3. That it be noted that the schedule is subject to changes due to the some municipalities and SALGA not being able to confirm their meeting dates..
- 4 That it be noted that the Speaker may call Special meetings from time to time which are not included in this calendar.
5. That Council approve the Council recess dates as from 23 June 2023 – 14 July 2023.

### **BESLUIE**

1. *Dat die konsep voorgestelde skedule van vergaderingdatums vir Raad en komiteevergaderings vir 2023, goedgekeur word.*
2. *Dat die sluitingsdatums vir die indiening van verslae streng nagekom word.*
3. *Dat kennis geneem word dat die skedule onderhewig is aan veranderinge weens die afwagterende datums vir SALGA se vergaderings.*
4. *Dat kennis geneem word dat die Speaker van tyd tot tyd Spesiale vergaderings kan belê wat nie in hierdie kalender ingesluit is nie.*
5. *Dat die Raad die Raad reses datums soos vanaf 23 Junie 2023 – 14 Julie 2023, goedkeur.*

### **ISIGQIBO**

1. Sesokuba isiphakanyisweyo seentlanganiso zeBhunga kunye neKomiti kwixesha elisusela kwinyanga yoMqungu ukuya kweyeSilimela 2022, siphunyezwe.
2. Sesokuba intsuku zokuvalwa kokungeniswa kwengxelo ukuthoyelwa kwawo ubengqongqo.
3. Sesokuba kuthathelwe ingqalelo ukuba uluhlu luxhomekeke kwinguqu nokuxhomekele kwimihla esalindiweyo ka SALGA.

4. Sesokuba kuthathelwe ingqalelo ukuba uSomlomo angabiza intlanganiso Ekhethekileyo yeBhunga ngamaxesha athile, nengabandakanywanga koluluhlu.
5. Sesokuba iBhunga liphumeze imihla yekhefu leBhunga ukususela ngomhla 23 kweyeSilimela 2023-14 kweyeKhala 2023.

**E.2 REPORT ON ORGANISATIONAL STRUCTURE OF ROADS AND TRANSPORT PLANNING SERVICES DEPARTMENT / VERSLAG RAKENDE ORGANISASIE STRUKTUUR VAN PAAIE EN VERVOERBEPLANNINGSDIENSTE DEPARTEMENT / INGXELO NGESIMO SOLAWULO LWESEBE LEZENDLELA KUNYE NENKONZO YEZICWANGCISO YEZOTHUTHO**

*Refer Report dated 17 January 2023 from the Executive Manager Corporate Services (B Holtzhausen)/ Acting Human Resources Manager (L Janse van Rensburg) (pg 231-239)*

**NB: This report was dealt with first on the agenda and the recommendations can be found on page 10 of the minutes.**

**E.3 REPORT ON THE SKILLS AUDIT FOR THE ORGANISATION IN COMPLIANCE WITH THE MUNICIPAL STAFFING REGULATION FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY (GRDM) / VERSLAG RAKENDE DIE VAARDIGHEIDS OUDIT VIR DIE ORGANISASIE IN LYN MET DIE MUNISIPALE PERSONEEL REGULASIES VIR DIE GARDEN ROUTE DISTRICT MUNISIIPALITEIT (GRDM) / INGXELO MALUNGA NOPHICOTHO LWEZAKHONO SEBHUNGA NGOKUTHOBELA IMITHETHO YOLAWULO YABASEBENZI BOMASIPALA KUMASIPALA WESITHILI SE GARDEN ROUTE**

*Refer Report dated 16 January 2023 from the Executive Manager Corporate Services (B Holtzhausen)/ Acting Human Resources Manager (C Scheepers)(pg 240-278)*

**RESOLVED**

That Council takes note of the amended Personal Development Plan form.

**BESLUIT**

*Dat die Raad kennis neem van die aangepaste Persoonlike Ontwikkelingsvorm.*

**ISIGQIBO**

Sesokuba iBhunga lithathele ingqalelo ifom yesicwangciso sophuhliso lomntu elungisiweyo.

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

F.1 **PROGRESS REPORT ON THE GARDEN ROUTE REGIONAL WASTE MANAGEMENT FACILITY PROJECT/VORDERINGSVERSLAG INSAKE DIE GARDEN ROUTE STREEK AFVALBESTUUR FASILITEIT PROJEK / INGXELO YENKQUBO NGENKQUBO YEPROJEKTHI YOLAWULO LWENKUNKUMA KWINGINGQI**

*Refer Report dated 16 January 2023 from the Executive Manager Community Services (C Africa)/ District Waste Manager (J Gie) (pg 279 – 285)*

**RESOLVED**

1. That Council notes the progress made on the Garden Route Regional Waste Management Facility Project.
2. That it be noted that reports regarding the Garden Route Regional Waste Management Facility become a standing item on the agenda.

**BESLUIT**

1. *Dat die Raad kennis neem van die vordering gemaak met die Garden Route Streek Afvalbestuur Fasiliteit.*
2. *Dat kennis geneem word dat verslae rakende die Garden Route Streek Afvalbestuur fasiliteit 'n staande item op die agenda word.*

**ISIGQIBO**

1. Sesokuba iBhunga liqaphela inkqubela-phambili eyenziweyo kwiProjekthi yoLawulo Lwenkunkuma Yengingqi yeGarden Route.
2. Sesokuba kuthathelwe ingqalelo ukuba iingxelo malunga Nendawo Yolawulo Lwenkunkuma yeNgingqi ye Garden Route ibengumba omileyo kwi agenda.

F.2 **FEEDBACK REPORT WITH REGARD TO THE EFFECTS OF PROLONGED LOADSHEDDING IN THE DISTRICT / TERUGVOERRINGSVERSLAG TEN OPSIGTE VAN DIE EFFEK VAN VERLENGDE BEURTKRAG IN DIE DISTRIK**

*Refer Report dated 23 January 2023 from the Executive Manager Community Services (C Africa)/ Disaster Manager (G Otto) (pg 286-294)*

**RESOLVED**

That Council takes note of the report.

**BESLUIT**

*Dat die Raad kennis neem van die verslag.*

**ISIGQIBO**

Sesokuba iBhunga lithathele.

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

G.1 NONE / GEEN / AZIKHO

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

**H.1 REQUESTED/SUGGESTED ADOPTION OF THE ENERGY MANAGEMENT POLICY /  
AANVRAAG/VOORGESTELDE GOEDKEURING VAN DIE ENERGIEBESTUURSBELEID /  
ISICELO/IMBONO YOKWAMKELA UMGAQO-NKQUBO WOLAWULO LWAMANDLA**

*Refer Report dated 17 November 2022 from the Executive Manager Planning and Development Services (L Menze)/ Manager Projects, Properties, Facilities and Resorts Management (P Dongi) (pg 295-317)*

**RESOLVED**

That Council approve the Energy Management Policy.

**BESLUIT**

*Dat die Raad die voorgestelde Energiebestuursbeleid goedkeur.*

**ISIGQIBO**

Sesokuba iBhunga liphumeze ingqalelo kwaye liphumeze uMgaqo-Nkqubo Wolawulo Lwamandla.

H.2

**REPORT ON THE REQUEST FOR PROPOSALS FROM INDEPENDENT POWER PRODUCERS AND ALTERNATIVE TECHNOLOGY TO WASTE MANAGEMENT / VERSLAG RAKENDE DIE VERSOEK VIR VOORSTELLE VAN ONAFHANKLIKE KRAGPRODUSENTE EN ALTERNATIEWE TEGNOLOGIE TOT AFVALBESTUUR/ INGXELO KWISICELO SESIPHAKAMISO EZIVELA KUBAVELISI ABAZIMELEYO MAMANDLA KUNYE NOBUCHULE OBUBONYE KULAWULO LWENKUNKUMA**

*Refer Report dated 17 January 2023] from the Executive Manager Planning and Development Services (L Menze)/ Manager Projects, Properties, Facilities and Resorts Management (P Dongi)*

**RESOLVED**

- 5.1 That Council approves and authorize management to embark on a call for proposals from IPPs to establish alternative energy producing facilities and alternative technology to waste management on the following municipal properties.
  - 5.1.1 Remainder of Farm 419,
  - 5.1.2 Portion 2 Farm 238
  - 5.1.3 Portion 0 Farm 459 Doordrift
  - 5.1.4 Portion 9 Farm 291 Defontein Outspan
  - 5.1.5 Farm 60/88 Warmwater Calitzdorp
  - 5.1.6 Farm 60/118 Warmwater Calitzdorp
  - 5.1.7 Farm 60/119 Warmwater Calitzdorp
  - 5.1.8 Farm 60/126 Warmwater Calitzdorp
  - 5.1.9 Farm 60/127 Warmwater Calitzdorp
  - 5.1.10 Farm 29/0 Groenefontein
  - 5.1.11 Farm 29/9 Groenefontein
  - 5.1.12 Farm 29/22 Groenefontein
  - 5.1.13 ERF 975 Dysselsdorp
  - 5.1.14 ERF 2 Dysselsdorp
- 5.2 That it be noted that the properties earmarked and listed in 5.1.1 – 5.1.14 for these projects are not required for the provision of basic municipal services as contemplated in section 14 (1) of the Municipal Finance Management Act 56 of 2003.
- 5.3 That the provisions of the Asset Transfer Regulations process be followed for this request for proposal on implementation (advertising, public participation process, granting of rights to use, control or management the municipal assets, comments from Provincial and National Treasuries,

etc.) and that the item be referred back to Council after the comments have been received.

- 5.4 That the local municipalities in the district be approached by management to support this initiative.

### **BESLUIITE**

- 5.1 *Dat die Raad bestuur goedkeur en magtig om voorstelle in te win vanaf IPP's om alternatiewe energieproduserende fasiliteite en alternatiewe tegnologie vir afvalbestuur op die volgende munisipale eiendomme te vestig.*

- 5.1.1 *Oorskiet van Plaas 419,*
- 5.1.2 *Gedeelte 2 van plaas 238*
- 5.1.3 *Gedeelte 0 van plaas 459 Doordrift*
- 5.1.4 *Gedeelte 9 van plaas 291 Defontein Outspan*
- 5.1.5 *Plaas 60/88 Warmwater Calitzdorp*
- 5.1.6 *Plaas 60/118 Warmwater Calitzdorp*
- 5.1.7 *Plaas 60/119 Warmwater Calitzdorp*
- 5.1.8 *Plaas 60/126 Warmwater Calitzdorp*
- 5.1.9 *Plaas 60/127 Warmwater Calitzdorp*
- 5.1.10 *Plaas 29/0 Groenefontein*
- 5.1.11 *Plaas 29/9 Groenefontein*
- 5.1.12 *Plaas 29/22 Groenefontein*
- 5.1.13 *ERF 975 Dysselsdorp*
- 5.1.14 *ERF 2 Dysselsdorp*

- 5.2 *Dat die eiendomme geoormerk soos gelys in 5.1.1 – 5.1.14 vir hierdie projekte nie nodig is vir die verskaffing van basiese munisipale dienste soos beoog in artikel 14 (1) van die Munisipale Finansiële Bestuur Wet 56 van 2003 nie.*

- 5.3 *Dat die bepalings van die Bate-oordragregulasies-proses gevolg word vir hierdie versoek (advertering, openbare deelnameproses, toekenning van regte om die munisipale bates te gebruik, te beheer of te bestuur, kommentaar van Provinsiale en Nasionale Tesourie, ens.) en dat die item na die Raad terugverwys word nadat die kommentaar ontvang is.*
- 5.4 *Dat die plaaslike munisipaliteite in die distrik deur bestuur genader word om hierdie inisiatief te ondersteun.*

### **ISIGQIBO**

- 5.1 Sesokuba iBhunga liphumeze kwaye ligunyazise abaphathi ukuba bengene kwiphulo lokufuna izicelo kwi IPP's ukuze limisele ukuveliswa kombane okungokunye kunye nobuchule obungobunye kulawulo lwenkunkuma kulemihlaba ilandelayo yeBhunga:

- 5.1.1 Remainder of Farm 419,
- 5.1.2 Portion 2 Farm 238
- 5.1.3 Portion 0 Farm 459 Doordrift
- 5.1.4 Portion 9 Farm 291 Defontein Outspan
- 5.1.5 Farm 60/88 Warmwater Calitzdorp
- 5.1.6 Farm 60/118 Warmwater Calitzdorp
- 5.1.7 Farm 60/119 Warmwater Calitzdorp
- 5.1.8 Farm 60/126 Warmwater Calitzdorp
- 5.1.9 Farm 60/127 Warmwater Calitzdorp
- 5.1.10 Farm 29/0 Groenefontein
- 5.1.11 Farm 29/9 Groenefontein
- 5.1.12 Farm 29/22 Groenefontein
- 5.1.13 ERF 975 Dysselsdorp
- 5.1.14 ERF 2 Dysselsdorp

- 5.2 Sesokuba kuthathelwe ingqalelo imihlaba iphawulwe kwaye ikuluhlu kwu 5.1.1-5.1.14 ilungiselelwe eziprojekthi ayilungelanga ukubonelela ngenkqubo ezingundozo zikamasipala njengoko kufunwa licandelo 14(1) soMthetho 56 wango 2003 woLwulo lweMali zoMasipala.
- 5.3 Sesokuba izibonelelo zeMithetho Yonikezelo Lwempahla ilandelwe kwesi sicelo sesiphakamiso kumiselo(intengiso, inkqubo yokuthabatha inxaxheba koluntu, ukunikezelwa kwelungelo lokusebenzisa, ulawulo kunye nokujongana nempahla zikamasipala, izimvo zika noNdyebo wePhondo noka Zwelonken njal, njal) kwaye lombu ubuyiselwe kwakhona kiBhunga emveni kwezimvo eziye zafunyanwa.
- 5.4 Sesokuba oomasipala basekuhlaleni kwisithili bandwendwele ngabaphathi ukuze baxhase eliphulo.

H.3

**DONATION OF PROPERTIES / DONASIE EIENDOMME / UNIKEZELO LWEMIHLABA**

*Refer Report dated 17 November 2022 from the Executive Manager Planning and Development Services (L Menze)/ Manager Projects, Properties, Facilities and Resorts Management (P Dongi)(pg 472-476)*

**RESOLVED**

That Council takes note of the contents of this report.

**BESLUIT**

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

**ISIGQIBO**

Sesokuba iBhunga lithathele ingqalelo umongo wengxelo.

H.4

**REPORT ON THE GARDEN ROUTE GROWTH AND DEVELOPMENT STRATEGY IMPLEMENTATION PLANS FOR STRATEGIC PRIORITIES / VERSLAG RAKENDE DIE GARDEN ROUTE GROEI EN ONTWIKKELING STRATEGIE IMPLEMENTERINGSPLANNE VIR STRATEGIESE PRIORITEITE / INGXELO YE GARDEN ROUTE MALUNGA NOHLUMO KUNYE NOKUMISELWA KWESICWANGCISO BUCHULE BEZOPHURLISO YEZOBUCHULE OBUGQAMILEYO**

*Refer Report dated 14 January 2023 from the Executive Manager Planning and Development Services (L Menze)/ Manager DED & Tourism (M Wilson)(pg 477—512)*

**RESOLVED**

1. That Council takes note of the report on the implementation plans developed for the strategic priorities identified within the Garden Route Growth and Development Strategy.
2. That Council approves these implementation plans.

**BESLUIT**

1. *Dat die Raad kennis neem van die verslag oor die implementeringsplanne wat ontwikkel is vir die strategiese prioriteite wat binne die Garden Route groei- en -ontwikkelingstrategie geïdentifiseer is.*
2. *Dat die Raad hierdie implementeringsplanne goedkeur.*

**ISIGQIBO**

1. Sesokuba iBhunga lithathele ingqalelo ingxelo yokumiselwa kwezicwangciso zophuhliso yobuchule obuphambili obuphauliweyo Kubuchule Bezohlumo Lwe Garden Route kunye noPhuhliso.
2. That Council approves these implementation plans.

H.5 **PROGRESS REPORT ON THE GARDEN ROUTE GROWTH AND DEVELOPMENT STRATEGY (GRG&DS) / VORDERINGSVERSLAG RAKENDE DIE GARDEN ROUTE GROEI- EN ONTWIKKELINGSTRATEGIE (GRG&DS) / INGXELO YENKQUBO YOKUKHULA NEQHINGA LOPHULISO KWI GARDEN ROUTE (GRG&DS)**

*Refer Report dated 14 January 2023 from the Executive Manager Planning and Development Services (L Menze)/ Manager DED & Tourism (M Wilson)(pg 513-519)*

**RESOLVED**

That Council takes note of the progress in terms of the Garden Route Growth and Development Strategy, including the way forward in terms of implementation.

**BESLUIT**

*Dat die Raad kennis neem van die vordering in terme van die Tuinroete-groei- en -ontwikkelingstrategie, insluitend die pad vorentoe in terme van implementering.*

**ISIGQIBO**

Sesokuba iBhunga lithathele ingqalelo inkqubela phambili ngokweSicwangciso soHlumo lweGarden Route neSicwangciso soPhuhliso, kubandakanywa nenkqubela phambili ngokubhekiselele ekuphonyezweni kwayo.

H.6 **REPORT ON THE NOMINATION OF MUNICIPAL REPRESENTATIVES ON THE GOVERNING BODY OF AFFILIATED MUSEUMS / VERSLAG RAKENDE DIE NOMINASIES VAN MUNISIPALE VERTEENWOORDIGERS IN DIE BEHEERLIGGAAM VAN GEAFFILIEERDE MUSEUMS / INGXELO NGOKUTYUNJWA KWABAMELI BAKAMASIPALA KWIBHUNGA ELILAWULAYO LEMYUZIYAMU**

*Refer Report dated 06 December 2022 from the Executive Manager Planning and Development Services (L Menze)/ Manager DED & Tourism (M Wilson)(pg 520-524)*

**RESOLVED**

That the following Councillors be nominated to serve as municipal representatives on the Governing Body of Affiliated Museums:

- Cllr M Kannemeyer - **Great Brak River Museum**
- Cllr C Swart - **CP Nel Museum**

**BESLUIT**

*Dat die volgende Raadslede genomineer word om as Munisipale Verteenwoordigers op die Beheerliggam van Geaffilieerde Museums:*

- Rdl M Kannemeyer - **Great Brak River Museum**

- Rdl C Swart - CP Nel Museum

### **ISIGQIBO**

Sesokuba Abaceba balandelayo bachongwe ukuba babengamalungu kamasipala kwiBhodi zoLawulo Olayamaniswe ne Museum:

- Ceba M Kannemeyer - Great Brak River Museum
- Ceba C Swart - CP Nel Museum

## **H.7 REPORT REGARDING THE INTRODUCTION OF THE RECENTLY APPROVED WC INCLUSIONARY HOUSING POLICY – WC CABINET AND GOVERNMENT DURING OCTOBER 2022 / VERSLAG RAKENDE DIE BEKENDSTELLING VAN DIE ONLANGS GOEDGEKEURDE WK-INSLUITENDE BEHUISINGSBELEID – WK-KABINET EN DIE REGERING GEDURENDE OKTOBER 2022 / UKWAZISA UMGAQO-NKQUBO OSANDOKUPHUNYEZWA WENTSHONA KOLONI- IKHABHINETHI YEWC KUNYE NORHULUMENTE – KWEYEDWARHA 2022**

*Refer Report dated 06 December 2022 from the Executive Manager Planning and Development Services (L Menze)/ Manager Human Settlements (J Mkunqwana)(pg 525-625)*

### **RESOLVED**

- 5.1 That Council considers and support the need for application of Inclusionary Housing as an additional essential form of housing.
- 5.2 That Council to note and support the merits of having this form of alternative housing based on cohesive partnership arrangements between the public and private sector stakeholders in the affordable housing context.
- 5.3 That it be noted there is a strong correlation linked to the proposed GRDM Draft Incentives Framework and the WC DoHS inclusionary housing policy framework.
- 5.4 That it further be noted that the envisaged successful implementation of this form of policy significantly depends on the other B Municipalities respective consideration of the related cost quantities and concessions.

### **BESLUIE**

- 5.1 *Dat die Raad die behoefte aan toepassing van Inklusiewe Behuising as 'n bykomende noodsaaklike vorm van behuising oorweeg en ondersteun.*

- 5.2 *Dat die Raad kennis neem en die meriete daarvan ondersteun om hierdie vorm van alternatiewe behuising te hê wat gebaseer is op samehangende vennootskapsreëlings tussen die publieke en private sektor belanghebbendes in die konteks van bekostigbare behuising.*
- 5.3 *Daar kennis geneem word dat daar 'n sterk korrelasie is wat gekoppel is aan die voorgestelde GRDM Konsepaansporingsraamwerk en die WC DoHS inklusiewe behuisingsbeleidsraamwerk.*
- 5.4 *Dat kennis geneem word dat die beoogde suksesvolle implementering van hierdie vorm van beleid aansienlik afhang van die ander B Munisipaliteite onderskeie oorweging van die verwante kostehoeveelhede en toegewings.*

### **ISIGQIBO**

- 5.1 Sesokuba iBhunga liqwalasele kwaye lixhase imfuno yesicelo Yezindo Zendibaniselwano njengelingwe yesongezelelo esibalulekileyo sezindlu.
- 5.2 Sesokuba iBhunga lithathele ingqalelo kwaye lixhase injongo zokubanalefomu yezindlu nezayamaniswa nobambiswano oluqilima olu lungiselelwe phakathi kwama candelo oluntu nawakucala ngokweknqubo yezindlu ezifikelelekayo.
- 5.3 Sesokuba kuthathelwe ingqalelo ukuba kunothungelwano olumandla kwisiphakamiso soYilo lwe GRDM lwe Incentives Framework kunye nomgaqo-nkqubo wendlela yokusebenza yendibaniselwano lwezindlu.
- 5.4 Sesokuba kuthathelwe ingqalelo ngakumbi okokuba kujongwe impumelelo ekumiselweni kwefomu yomgaqo-nkqubo ngokuxhomekeke ngokumandla kwabanye ooMasipala B ngenjongo yokuqwalasela iindleko zobuninzi kunye namaxabiso.

### **H.8 INTRODUCTION OF THE DRAFT GRDM INCENTIVES POLICY FRAMEWORK FOR CONSIDERATION AND FORMAL APPROVAL / BEKENDSTELLING VAN DIE KONSEP GRDM AANSPORINGSBELEID RAAMWERK VIR OORWEGING EN FORMELE GOEDKEURING / UKWAZISWA KWENDLEA YOKUSEBENZA YOMGAQO NKQUBO WEMINIKEZLO WE GRDM UKUZE UQWALSELWE KUNYE NOKUPHUNYEZWA OKUSESIKWENI**

*Refer Report dated 06 December 2022 from the Executive Manager Planning and Development Services (L Menze)/ Manager Human Settlements (J Mkunqwana (pg 626-652)*

### **RESOLVED**

- 5.1 That Council considers and approve the proposed GRDM Draft Incentives Policy Framework which must apply throughout the district region in alignment with the recently reviewed GRDM Integrated Human Settlements Strategic Plan (Version 2).

- 5.2 That Council considers to workshop the Incentives Policy Framework through the normal consultative structures, the DCF and MMF to ensure common understanding and applicability by all B Municipalities.
- 5.3 That Council to further consider and approve the holding of GRDM internal workshops to promote and ensure common understanding of the proposed Draft GRDM Incentives Framework by all internal and external stakeholders.
- 5.4 That it be noted that, when fully approved and implemented across the district, this Policy Framework will contribute to the desired eventuality of an enabling and supportive affordable housing delivery context with a range of private sector development partners.
- 5.5 That it be noted that a technical expert will have to be appointed in cooperation with the SHRA and NASHO to look at cost structure and related implications per each of the B Municipalities.

### **BESLUIE**

- 5.1 *Dat die Raad die voorgestelde GRDM Konsep Aansporingsbeleidsraamwerk oorweeg en goedkeur wat regdeur die distrikstreek moet geïmplementeer word in ooreenstemming met die onlangs hersiene GRDM Geïntegreerde Menslike Nedersettings Strategiese Plan (Weergawe 2).*
- 5.2 *Dat die Raad dit oorweeg om die Aansporingsbeleidsraamwerk deur die normale raadplegende strukture, die DCF en MMF te werk, om gemeenskaplike begrip en toepaslikheid deur alle B Munisipaliteite te verseker.*
- 5.3 *Dat die Raad die hou van interne GRDM-werkswinkels verder sal oorweeg en goedkeur verleen om gemeenskaplike begrip van die voorgestelde Konsep GRDM-aansporingsraamwerk deur alle interne en eksterne belanghebbendes te bevorder en te verseker.*
- 5.4 *Dat kennis geneem word dat, wanneer dit ten volle goedgekeur en geïmplementeer word regoor die distrik, hierdie Beleidsraamwerk sal bydra tot die gewenste moontlikheid van 'n bemagtigende en ondersteunende bekostigbare behuisingsleweringskonteks met 'n reeks ontwikkelingsvennote in die privaatsektor.*
- 5.5 *Dat kennis geneem word dat 'n tegniese deskundige in samewerking met die SHRA en NASHO aangestel sal moet word om te kyk na kostestruktuur en verwante implikasies per elk van die B Munisipaliteite.*

### **ISIGQIBO**

- 5.1 Sesokuba iBhunga lithathele ingqalelo liphumeze iSikhokelo soMgaqonkqubo oYilwayo weNkuthazo we-GRDM ekufuneka sisebenze kuwo wonke ummandla wesithili ngokuhambelana neSicwangciso-qhinga esiDityanisiweyo se-GRDM sokuHlaliswa koLuntu esisandul' ukuphononongwa (Ushicilelo 2).

- 5.2 Sesokuba iBhunga lizakuqwalasela ngakumbi kunye nocweyo lweNkqubo-sikhokelo yoMgaqo-nkqubo weNkuthazo kusetyenziswa amaqumrhu aqhelekileyo othethwano, i-DCF kunye ne-MMF ukuqinisekisa ukuqonda okufanayo kunye nokusetyenziswa kwabo bonke ooMasipala B.
- 5.3 Sesokuba iBhunga lizakuqwalasela ngakumbi kwaye lamkele ukubanjwa kweendibano zocweyo zangaphakathi ze-GRDM ukukhuthaza nokuqinisekisa ukuqondwa okufanayo kweSikhokelo seNkuthazo esiYilwayo se-GRDM ngabo bonke abachaphazelekayo bangaphakathi nabangaphandle.
- 5.4 Sesokuba kuqatshelwe ukuba xa sivunyiwe kwaye siphunyezwa kwisithili siphela, esi Sakhelo soMgaqo-nkqubo siya kuba negalelo kwinto enqwenekayo yonikezelo lwezindlu olufikelelekayo oluvumelayo nolunenxaso kunye noluhlu lwamahlakani ophuhliso lwecandelo labucala.
- 5.5 Sesokuba kuqatshelwe ukuba ingcali yobugcisa kuya kufuneka iqeshwe ngentsebenziswano ne-SHRA kunye ne-NASHO ukujonga ubume beendleko kunye neziphumo ezinxulumene noko kuMasipala we-B ngamnye.

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

I.1 None / Geen / Azikho

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

J.1 None / Geen / Azikho

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

K.1 None / Geen / Azikho

**NB: REPORT ON THE ADDENDUM WAS DEALT WITH NEXT.**

D.2

**REVIEW OF GRDM SUPPLY CHAIN MANAGEMENT POLICY AND PREFERENTIAL PROCUREMENT POLICY / HERSIENING VAN GRDM VOORSIENINGSKANAALBESTUURBELEID EN VOORKEURVERKRYGINGSBELEID / UQWALASELO LOMGAQO-NKQUBO WE GRDM WOLAWULO LWENCITHO KUNYE NONGAQO-NKQUBO WENTENGO OKHETHEKILEYO**

*Refer Report dated 18 January 2023 from the Executive Manager Financial Services (J-W de Jager) / Manager Supply Chain Management (T Mpuru)(pg 5-198)*

**RESOLVED**

1. That Council notes the 2022 Preferential Procurement Policy Framework Act (5/2000): Preferential Procurement Regulations as Gazetted on 4 November 2022.
2. That Council notes that the 2022 Regulations came into effect on 16 January 2023.
3. That Council approve the amended Preferential Procurement Policy & Supply Chain Management Policy as aligned to the Preferential Procurement Regulations, 2022 that were gazetted in November 2022.
4. That further research will be conducted within ninety (90) days in order to incorporate additional specific goals in the GRDM Preferential Procurement Policy as part of the 2023/24 budget processes.

**BESLUIT**

1. *Dat die Raad kennis neem van die Voorkeurverkrygingsregulasies 2022 wat gepubliseer is in die Staatskoerant van 4 November 2022.*
2. *Dat die Raad kennisneem dat die nuwe regulasies effektief is vanaf 16 Januarie 2023.*
3. *Dat die Raad die aangepaste Voorkeurverkrygingsbeleid en Voorsieningskanaalbeleid goedkeur om dit in lyn te bring met die Voorkeurverkrygingsregulasies 2022.*
4. *Dat verdere navorsing gedoen sal word binne neentig (90) dae om addisionele spesifieke doelwitte by die Voorkeurverkrygingsbeleid te inkorporeer as deel van die 2023/24 begrotingsprosesse.*

**ISIGQIBO**

1. Sesokukuba iBhunga lithathele ingqalelo uMthetho weNkqubo-sikhokelo yoMgaqo-nkqubo wokuThenga ngokuKhethayo ka-2022 (5/2000): iMimiselo yokuThengwa kweeMpahla eKhethekileyo njengoko iGazethi iGazethi nge-4 kaNovemba ka-2022.

2. Sesokuba iBhunga liqaphele ukuba iMimiselo ka-2022 iqale ukusebenza nge-16 kaJanuwari 2023.
3. Sesokuba iBhunga liphumeze uMgaqo-nkqubo ohlonyelweyo wokuThengwa kweeMpahla noMgaqo-nkqubo woLawulo lokuThengwa kweeMpahla njengoko ulungelelaniswe neMimiselo yokuThenga ngokuKhethekileyo, ka-2022 eyapapashwa kwigazethi ngoNovemba ka-2022.
4. Sesokuba uphando olongezelelweyo luya kuqhutywa ukuze kubandakanywe iinjongo ezithile ezongezelelweyo kuMgaqo-nkqubo wokuThenga ngokuKhethekileyo we-GRDM njengenxalenye yeenkqubo zohlahlo lwabiwo-mali luka-2023/24 kwintsuku ezingamashumi alithoba (90).

### **CLOSURE / SLUITING / UQUKUNJELO**

The meeting closed at 12:37 with 28 Councillors present / Die vergadering sluit om 12:32 met 28 Raadslede teenwoordig / Intlanganiso ivalwe ngo 12:32 iNooceba abayi 28.

.....

**SPEAKER: ALD GR WOLMARANS**

.....

**DATE / DATUM / UMHLA**

**BACK TO AGENDA**



Minutes of a  
**Mayoral Committee meeting**  
 Held at **CA Robertson Council Chambers**, and via **Zoom**,  
 on **Friday, 13 January 2023 at 09:00**

*Notule van 'n **Burgemeesterskomiteevergadering***  
*Gehou in die **CA Robertson Raadsaal** en via **Zoom**,*  
*op **Vrydag, 13 Januarie 2023 om 09:00***

Imizuzu **yeKomiti Kasodolophu**  
 nebibanjwe kwiGumbi **leBhunga CA Robertson**, kunye **nango Zoom**, ngo  
**ngoLwesihlanu, 13 kweyoMqungu 2023 ngo 09:00**

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

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

**2. EVACUATION PROCEDURES / ONTRUIMINGSPROSEDURES / IKNQUBO  
OKUFUDUSWA**

The evacuation procedures were presented by the OHS Officer, Mr L Shoto and noted by all the Councillors and Officials.

**3. SILENT PRAYER / STILLE GEBED / UMTHANDAZO OTHULEYO**

Ms. P Lufele opened the meeting with a prayer

**4. ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO**

**4.1 COUNCILLORS PRESENT / RAADSLEDE TEENWOORDIG / OOCCEBA ABAKHOYO**

Ald M Booysen	Executive Mayor
Ald IC Kritzinger	
Ald P Terblanche	
Cllr / Rdl / Ceba N Ndayi	
Cllr / Rdl / Ceba JC Lambaatjeen	
Ald RH Ruiters	
Ald GR Wolmarans	Observer

**OFFICIALS / AMPTENARE / AMAGOSA**

Mr MG Stratu	Municipal Manager
Ms B Holtzhausen	Executive Manager Corporate Services
Mr L Menze	Executive Manager Economic Development and Planning
Mr J-W de Jager	Executive Manager Financial Services
Mr C Africa	Executive Manager Community Services
Mr JG Daniels	Executive Manager Roads and Transport Services

Adv. S Maqekeni	Manager Integrated Support Services & Legal Compliance
Mr T Loliwe	Strategic Manager in the Office of the Municipal Manager
Ms N Davids	Manager Legal Services
Ms M Wilson	Manager DED and Tourism
Ms L James	Chief Risk Officer
Ms IG Saaiman	Manager Performance Management
Mr S Dladla	Chief of Staff in the Office of the Executive Mayor
Ms M James	District IDP Manager
Mr J Mkunqwana	Manager Human Settlements
Ms S Simms	Manager Human Settlements
Mr H Pieters	Manager: Communication
Mr. B Desha	Acting Head: Committee Services
Ms T Gauzela	Committee Officer

4.2 **COUNCILLORS AND OFFICIALS WITH LEAVE / RAADSLEDE EN AMPTENARE MET VERLOF / OOCBBA ABAKWIKHEFU**

Cllr / Rdl / Ceba J Hoogbaard  
Ms R Matthews

4.3 **COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OCBBA ABANGEKHO**

None / Geen / Azikho

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

The Code of Conduct for Councillors was noted.

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

None / Geen / Ayikho

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

The Executive Mayor reported the following:

The Executive Mayor wished everyone a prosperous new year for 2023. The Executive Mayor acknowledged the councillors and officials who joined the meeting via teams and he wished Cllr J Hoogbard a speedy recovering having undergone an eye operation.

The Executive Mayor reported that there is an up coming council meeting towards the end of January where he will convey his gratitude to Mr. J-W de Jager. He also mentioned that it is understandable based on the state of our country that Mr. de Jager had to take up his new job.

The Executive Mayor advised Council that Mr. de Jager's decision to take up the new job has nothing to do with the organization, he is not leaving because of unhappiness with the GRDM. Finally, the Executive Mayor said that he hopes that Mr. de Jager has rubbed off his expertise on the other managers in his department.

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

The Municipal Manager wished everyone a prosperous 2023r despite the challenges we are facing as a country including the constant power outages.. He also encouraged the Mayco to support the administration in making sure that it steers the organization into a right direction despite these challenges. The Municipal Manager wished Mr. J-W de Jager well in his new endeavors and reported that the GRDM prides itself to for procuding employees who are sought after all over the world. He thanked Mr. De Jager on behalf of management for his contribution at the GRDM. The Municipal Manager said that he is positive that this is going to be a fruitful year and it will be characterized by implementation of the projects that council has approved. "This year will be about monitoring and recording milestone in the implementation of all planned projects of GRDM", said the Municipal Manager.

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

E.1 **APPOINTMENT PROCESS FOR THE EXECUTIVE MANAGER: FINANCIAL SERVICES / AANSTELLINGSPROSES VIR DIE UITVOERENDE BESTUURDER: FINANSIËLE DIENSTE / INKQUBO YOKUQESHA KOMPETHI OLAWULAYO: IINKONZO ZEZIMALI**  
*report from the Executive Manager: Corporate Services (B. Holtzhausen)/Acting Manager: Human Resources (C Scheepers)*

**RESOLVED TO RECOMMEND TO COUNCIL**

1. That Council takes note that Mr Jan Willem De Jager has resigned from his position as the Executive Manager: Financial Services and from the Garden Route District Municipality effective from 29 January 2023.

2. That it be noted that the position of the Executive Manager: Financial Services has been budgeted for.
3. That approval be granted to commence with the process of filling the position of the Executive Manager: Financial Services, which will become vacant from 29 January 2023.
4. That the position of the Executive Manager: Financial Services be advertised Nationally in accordance with the Regulations on appointment and conditions of employment of Senior Managers and be advertised within fourteen (14) days of this Resolution.
5. That a Selection Panel be appointed as follows:
  - a) the Municipal Manager, who will be the Chairperson;
  - b) the portfolio chairperson of the finance portfolio committee; and
  - c) Mr. Mbulelo Memani, who is the Municipal Manager of Bitou and a former CFO be part on the panel.
6. Human Resources officials to serve in an advisory capacity, but not to form part of the Selection Panel.
7. That a Service Provider be appointed to facilitate the Selection process.
8. That the appointment process be done in accordance with the Regulations.
9. That the attached process plan for the appointment of the Executive Manager: Financial Services and the advertisement be approved.
10. That Mr. Thembani Loliwe be appointed as the Acting Executive Manager: Financial Services for a period not exceeding three (3) months commencing on 30 January 2023.

**BESLUIT OM AAN DIE RAAD TE BEVEEL**

1. *Dat die Raad kennis neem dat mnr Jan Willem De Jager vanaf 29 Januarie 2023 uit sy pos as die Uitvoerende Bestuurder: Finansiële Dienste en uit die Garden Route Distriksmunisipaliteit bedank het.*

2. *Dat kennis geneem word dat daar begroot is vir die pos van die Uitvoerende Bestuurder: Finansiële Dienste.*
3. *Dat goedkeuring verleen word om met die proses om die pos te vul, te begin van die Uitvoerende Bestuurder: Finansiële Dienste, wat vanaf 29 Januarie 2022 vakant sal word.*
4. *Dat die pos van die Uitvoerende Bestuurder: Finansiële Dienste nasionaal geadverteer word ooreenkomstig die Regulasies oor aanstelling en diensvoorwaardes van Senior Bestuurders en binne veertien (14) dae vanaf hierdie Besluit geadverteer word.*
5. *Dat 'n Keurpaneel soos volg aangestel word:*
  - a) *die Munisipale Bestuurder, wat die Voorsitter sal wees;*
  - b) *Die portefeuljevoorsitter van die finansiële portefeuljekomitee; en*
  - c) *Dat Mnr. Mbulelo Memani, die Munisipale Bestuurder van Bitou en 'n voormalige Uitvoerende Bestuurder, Finansiële Dienste deel van die panel vorm en*
6. *Dat 'n Menslike Hulpbronne-amptenaar om in 'n adviserende hoedanigheid te dien, maar nie om deel te vorm van die Keurpaneel nie.*
7. *Dat 'n Diensverskaffer aangestel word om die Keuringsproses te fasiliteer.*
8. *Dat die aanstellingsproses in ooreenstemming met die Regulasies gedoen word.*
9. *Dat die aangehegte prosesplan vir die aanstelling van die Uitvoerende Bestuurder: Finansiële Dienste en die advertensie goedgekeur word.*
10. *Dat mnr. Thembani Loliwe as die Waarnemende Uitvoerende Bestuurder: Finansiële Dienste aangestel word vir 'n tydperk van minstens drie (3) maande vanaf 30 Januarie 2023.*

**ISIGQIBO SOKUNDULULA KWIBHUNGA**

1. Sesokuba iBhunga lithathele ingqalelo into yokuba uMnu Jan Willem De Jager uye warhoxa kwisikhundla sakhe njengoMphathi oLawulayo: weeNkonzo zeZimali nakuMasipala weSithili saseGarden Route ukususela nge-29 kaJanuwari 2023.
2. Sesokuba kuqatshelwe ukuba isikhundla soMphathi oLawulayo: liNkonzo zezeziMali sikuhlahlo lwabiwo-mali.
3. Sesokuba kunikwe imvume ukuze kuqalwe ngenkqubo yokuzalisa isithuba soMphathi oLawulayo: liNkonzo zeZimali, esingazikuba namntu ukususela ngomhla wama-29 kuJanuwari wama-2022.
4. Skuba isikhundla soMphathi oLawulayo: weeNkonzo zeZimali masipapashwe kuzwelonke ngokungqinelana neMimiselo yokuqeshwa kunye neemeko zengqesho yaBaphathi abaKhulu kwaye sipapashwe kwiintsuku ezilishumi elinesine (14) zesi siGqibo.
5. Sesokuba iPhaneli yoKhetho yonyulwe ngolu hlobo lulandelayo:
  - a) uMphathi kaMasipala, oza kuba nguSihlalo;
  - b) Usihlalo wepotfoliyo yekomiti yezemali; kwaye
  - c) UMnu. Mbulelo Memani, onguMphathi kaMasipala waseBitou kunye nowayesakuba yi-CFO abe yinxalenye yesigqeba.
6. Amagosa ajongene nezabasebenzi asebenze njengeengcebiso, kodwa angabi yinxalenye yePhaneli yoKhetho..
7. Sesokuba kuqeshwe uMboneleli weNkonzo ukuququzelela inkqubo yoKhetho.
8. Sesokuba inkqubo yokuqesha mayenziwe ngokungqinelana neMigaqo.
9. Sesokuba isicwangciso senkqubo esiqhotyoshelweyo sokuqeshwa koMphathi oLawulayo: liNkonzo zeZimali kunye nentengiso yamkelwe.
10. Sesokuuba uMnu. Thembani Loliwe aqeshwe njengeBambelela loLawulo lweSigqeba: liNkonzo zeZimali isithuba esingadlulanga kwiinyanga ezintathu, ukuqala nge 30 Januury 2023.

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

19.1 None / Geen / Asikho

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

20.1 None / Geen / Asikho

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

20.1 None / Geen / Asikho

**CLOSURE / SLUITING / UQUKUNJELO**

The meeting closed at 12:12 / Die vergadering sluit om 12:12 / Intlanganiso ivalwe nge 12:12.

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**EXECUTIVE MAYOR  
ALD M BOOYSEN**

**BACK TO AGENDA**

1. **APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR DECEMBER 2022 AND JANUARY 2023 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR DESEMBER 2022 EN JANUARIE 2023 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA YOMNGA 2022 NEYOMQUNGU 2023**

(9/3/1)

**REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN) ACTING MANAGER: HUMAN RESOURCES (CE SCHEEPERS)**

## 2 **PURPOSE**

To report on the appointments, service exits and labour relations matters for December 2022 and January 2023.

## 3. **DELEGATED AUTHORITY**

Council

## 4. **EXECUTIVE SUMMARY**

The purpose of the report is to provide a summary of permanent and contract appointments, how the appointments promote employment equity objectives, number of terminations and an overview of related labor matters for the period December 2022 and January 2023.

## 5. **RECOMMENDATIONS**

That the information on the appointments, service exits and labour relations matters for December 2022 and January 2023, be noted.

### **AANBEVELING**

*Dat kennis geneem word van die aanstellings, uitdienstredings, gelyke indiensnemingspraktyke en arbeidsverhoudinge inligting vir Desember 2022 en Januarie 2023.*

### **ISINDULULO**

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga yoMnga 2022 ukuya kweyoMqungu 2023 kuthathelwe inqgalelo.

## 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:

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

### **APPOINTMENTS & EMPLOYMENT EQUITY: DECEMBER 2022**

NR	DEPARTMENT	DESIGNATION	STATION	FUNDED/ UNFUNDED	RACE & GENDER	EMPLOYMENT CATEGORY
1	ROADS SERVICES	OPERATOR: REGRAVEL (Internal)	RIVERSDALE	FUNDED	W/M	Plant & Machine

### **APPOINTMENTS & EMPLOYMENT EQUITY: JANUARY 2023**

NR	DEPARTMENT	DESIGNATION	STATION	FUNDED/ UNFUNDED	RACE & GENDER	EMPLOYMENT CATEGORY
1	ROADS SERVICES	GENERAL ATTENDANT	CALITZDORP	FUNDED	A/F	Elementary
2	ROADS SERVICES	GENERAL ATTENDANT	CALITZDORP	FUNDED	C/F	Elementary
3	ROADS SERVICES	GENERAL ATTENDANT	HERBERTSDALE	FUNDED	A/M	Elementary

### **SERVICE EXITS & EMPLOYMENT EQUITY: DECEMBER 2022**

NR	DEPARTMENT	DESIGNATION	STATION	RACE & GENDER	REASON	EMPLOYMENT CATEGORY
1	PLANNING & ECONOMIC DEVELOPMENT	SNR CLERK/ CASHIER	CALITZDORP	C/F	RESIGNED	SERVICE & SALES

### **SERVICE EXITS & EMPLOYMENT EQUITY: JANUARY 2023**

NR	DEPARTMENT	DESIGNATION	STATION	RACE & GENDER	REASON	EMPLOYMENT CATEGORY
1	FINANCIAL SERVICES	EXECUTIVE MANAGER: FINANCIAL SERVICES	GEORGE	W/M	RESIGNED	Managers
2	COMMUNITY SERVICES	CHIEF: MUNICIPAL HEALTH	GEORGE	W/M	MEDICALLY BOARDED	Technical & Associated
3	ROADS SERVICES	GENERAL ATTENDANT	HERBERTSDALE	C/F	RESIGNED	Elementary

**LABOUR RELATIONS: JANUARY 2023**

		DISCIPLINARY HEARINGS				
NO	DEPART	DATE	PERSAL NUMBER	NATURE OF DISCIPLINARY HEARING	PROGRESS MADE	OUTCOMES
1.	Planning & Economic Development	19 October 2022	1103	Contravention of the Conduct for Municipal staff members.	In Process	<p><b>Chairperson and Initiator was appointed on 11 December 2022.</b></p> <p><b>Charge sheet was delivered on the 1<sup>st</sup> of February 2023.</b></p> <p><b>Disciplinary hearing is scheduled for 15 and 16 February 2023</b></p> <p><b>Due to a medical condition the DC Hearing has been postponed until further notice</b></p>
2.	Planning & Economic Development	26 January 2023	1501	Theft	In Process	<p><b>Employee was suspended on 26 January 2023.</b></p> <p><b>Investigator was appointed on 02 February 2023</b></p> <p><b>Extension of suspension was granted on the 10<sup>th</sup> of February 2023</b></p>
3.	Planning & Economic Development	26 January 2023	1503	Theft	In process	<p><b>Employee was suspended on 26 January 2023.</b></p> <p><b>Investigator was appointed on 02 February 2023</b></p>

						Extension of suspension was granted on the 10th of February 2023
4.	Planning & Economic Development	26 January 2023	1153	Theft	In Process	<p>Employee was suspended on 26 January 2023.</p> <p>Investigator was appointed on 02 February 2023</p> <p>Extension of suspension was granted on the 10th of February 2023</p>
INFORMAL DISCIPLINARY HEARING						

GRIEVANCES						
NO	DEPART	DATE	PERSAL NUMBER	NATURE OF GRIEVANCE	PROGRESS MADE	OUTCOMES
1.	Roads Department	15 September 2022	Collective grievance	Unfair treatment (PPE & Mentorship)	In Process	<p>Grievance meeting was held on 18 November 2022, the continuation of the grievance is schedule for 2 December 2022.</p> <p>All the managers of Roads department must submit their reports of the outcomes of the grievance on the 15<sup>th</sup> of February 2023.</p>
2.	Community Services	29 September 2022	1337	Unfair Labour practice (Favoritism & Discrimination)	Finalised	The aggrieved employee is not satisfied with the outcome of the HOD and referred the

						grievance to step3, MM.  Matter has been finalized on the 10th of February 2023
3.	Roads Department	28 November 2022.	0530	Unfair Labour Treatment	In Process	Step 1 is scheduled for 17 February 2023.
4.	Roads Department	18 January 2023	1495	Unfair Labour Treatment	Finalised	Step 1 is scheduled for 25 January 2023. Matter was finalized on the 25 <sup>th</sup> of January 2023
5.	Finance Department	20 January 2023	1426	Unfair Labour Treatment (Appointment)	Finalised	Step 1 is scheduled for 25 January 2023.  Step 2 was scheduled for 27 January 2023 . the matter is referred to step 3 on the 30 <sup>th</sup> January 2023. Step 3 will be held before 15 February 2023. Matter was finalized on the 10 <sup>th</sup> of February 2023

INCAPACITY INVESTIGATIONS						
NO	DEPART	DATE	PERSAL NUMBER	NATURE OF INCAPACITY	PROGRESS MADE	OUTCOMES
1.	Roads	22 June 2022	53970	Musculoskeletal	In Process	Doctor report indicate that the employee is unfit for duty. The chairperson requested that the employee complete her disability forms and submit it to HR on 18 January 2023

						<b>The pension funds take 3-6 months to give feedback.</b>
2.	Roads	12 August 2022	1446	ILL- Health	Finalised	<b>Chairperson made his verdict on 24 January 2023; the employee must return to work before the 28<sup>th</sup> February 2023.</b>
3.	Corporate services	13 October 2022	1394	ILL- Health	Finalised	<p><b>Meeting was held on 23 January 2023.</b></p> <p><b>Chairperson must submit his outcomes on 31 January 2023.</b></p> <p><b>The employee received his outcomes on the 01<sup>st</sup> February 2023.</b></p> <p><b>Matter is finalized on 01 February 2023.</b></p>
4.	Finance Department	09 November 2022	1158	ILL- Health	Finalised	<p><b>Meeting was scheduled for 31<sup>st</sup> January 2023 but was postponed until 03 February 2023.</b></p> <p><b>Chairperson requested that an Appointment must be made with the Occupational therapist through EAP.</b></p> <p><b>Matter has been finalized on 15 February 2023</b></p>
5.	Roads Department	18 January 2023	0530	Knee Replacement	in process	<b>Meeting was scheduled for 2<sup>nd</sup> February 2023. Continuation of the meeting is scheduled for 13 February 2023.</b>

						A follow up meeting will be arrange. Date to be finalised
6.	Roads Department	17 January 2023	1353	ILL-Health	In Process	Meeting is scheduled for 23 February 2023.
7.	Roads Department	23 January 2023	1085	Shoulder Problem	In Process	Appointment letter for chairperson was uploaded for MM signature on 27 January 2023.  The meeting will be held on 21 February 2023.

N O	DEPART	DATE	PERSAL NUMBER	NATURE OF DISPUTES	PROGRESS MADE	OUTCOMES
					None reported	

COUNSELLING						
N O	DEPART	DATE	PERSAL NUMBER	NATURE OF COUNSELLING SESSION	PROGRESS MADE	OUTCOMES
					None reported	

### CONTRACT APPOINTMENTS

CONTRACT APPOINTMENTS FOR DECEMBER 2022 (76)							
NR	POSITION	DEPARTMENT	PLACE	START	END	G	GROUP
1	Worker	Planning	Vic-Bay	05/12/22	17/01/23	F	C
2	Worker	Planning	Vic-Bay	05/12/22	17/01/23	F	A
3	Worker	Planning	Vic-Bay	05/12/22	17/01/23	M	C
4	Worker	Planning	Swartvlei	01/12/22	31/01/23	F	C
5	Worker	Planning	Swartvlei	01/12/22	31/01/23	M	C
6	Worker	Planning	Swartvlei	01/12/22	31/01/23	M	A
7	Worker	Planning	Swartvlei	01/12/22	31/01/23	F	C
8	Worker	Planning	Swartvlei	01/12/22	31/01/23	F	A

9	Worker	Planning	Swartvlei	01/12/22	31/01/23	F	C
10	Fire fighter	Community	George	01/12/22	31/03/23	M	C
11	Fire fighter	Community	George	01/12/22	31/03/23	M	C
12	Fire fighter	Community	George	01/12/22	31/03/23	M	A
13	Fire fighter	Community	George	01/12/22	31/03/23	M	C
14	Fire fighter	Community	George	01/12/22	31/03/23	M	C
15	Fire fighter	Community	George	01/12/22	31/03/23	F	C
16	Fire fighter	Community	George	01/12/22	31/03/23	M	C
17	Fire fighter	Community	George	01/12/22	31/03/23	M	C
18	Fire fighter	Community	George	01/12/22	31/03/23	M	C
19	Fire fighter	Community	George	01/12/22	31/03/23	M	C
20	Fire fighter	Community	George	01/12/22	31/03/23	M	A
21	Fire fighter	Community	George	01/12/22	31/03/23	M	C
22	Fire fighter	Community	George	01/12/22	31/03/23	M	C
23	Fire fighter	Community	George	01/12/22	31/03/23	M	A
24	Fire fighter	Community	George	01/12/22	31/03/23	M	C
25	Fire fighter	Community	George	01/12/22	31/03/23	M	A
26	Fire fighter	Community	George	01/12/22	31/03/23	M	C
27	Fire fighter	Community	George	01/12/22	31/03/23	M	C
28	Fire fighter	Community	George	01/12/22	31/03/23	M	C
29	Fire fighter	Community	George	01/12/22	31/03/23	M	A
30	Fire fighter	Community	George	01/12/22	31/03/23	M	C
31	Fire fighter	Community	George	01/12/22	31/03/23	M	C
32	Fire fighter	Community	George	01/12/22	31/03/23	M	A
33	Fire fighter	Community	George	01/12/22	31/03/23	M	C
34	Data Capturer	Roads	George	06/12/22	30/06/23	M	C
36	Worker	Planning	George	05/12/22	30/06/23	M	A
37	Worker	Planning	George	05/12/22	30/06/23	M	A
38	Worker	Planning	George	05/12/22	30/06/23	M	A
39	Law Enforcement	Planning	George	05/12/22	30/06/23	M	A
40	Worker	Corporate	George	19/12/22	02/01/23	F	A
41	Worker	Community	George	15/12/22	15/01/23	F	C
42	Worker	Community	George	15/12/22	15/01/23	F	C
43	Law Enforcement	Planning	Knysna	06/12/22	28/06/23	F	A
44	Law Enforcement	Planning	Knysna	06/12/22	28/06/23	F	A
45	Law Enforcement	Planning	Knysna	05/12/22	28/06/23	F	A
46	Law Enforcement	Planning	Knysna	05/12/22	28/06/23	F	A
47	Law Enforcement	Planning	Knysna	05/12/22	28/06/23	F	C
48	Law Enforcement	Planning	Knysna	05/12/22	28/06/23	M	C
49	Law Enforcement	Planning	Knysna	05/12/22	28/06/23	M	C
50	Law Enforcement	Planning	Knysna	05/12/22	28/06/23	F	C
51	Law Enforcement	Planning	Knysna	05/12/22	28/06/23	M	C
52	Law Enforcement	Planning	Knysna	05/12/22	28/06/23	F	C
53	Law Enforcement	Planning	Knysna	12/12/22	28/06/23	F	C
54	Learner Fire fighter	Community	Ladismith	15/12/22	31/03/23	M	C

55	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	F	A
56	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	F	A
57	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	F	A
58	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	F	C
59	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	F	C
60	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	M	A
61	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	M	A
62	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	F	A
63	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	F	A
64	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	M	A
65	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	F	A
66	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	F	A
67	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	F	A
68	Law Enforcement	Planning	Bitou	07/12/22	28/06/23	M	A
69	Law Enforcement	Planning	Hessequa	07/12/22	28/06/23	F	C
70	Law Enforcement	Planning	Hessequa	07/12/22	28/06/23	M	C
71	Law Enforcement	Planning	Hessequa	07/12/22	28/06/23	F	C
72	Law Enforcement	Planning	Hessequa	07/12/22	28/06/23	F	C
73	Law Enforcement	Planning	Hessequa	07/12/22	28/06/23	F	C
74	Law Enforcement	Planning	Hessequa	07/12/22	28/06/23	M	C
75	Law Enforcement	Planning	Hessequa	07/12/22	28/06/23	F	C
76	Worker	Planning	De Hoek	07/12/22	30/06/23	F	C

**CONTRACT APPOINTMENTS FOR JANUARY 2023 (83)**

NR	POSITION	DEPARTMENT	PLACE	START	END	G	GROUP
1	Worker	Roads	George	16/01/23	30/06/23	M	C
2	Worker	Roads	George	16/01/23	30/06/23	F	C
3	Worker	Roads	George	16/01/23	30/06/23	M	C
4	Worker	Roads	George	16/01/23	30/06/23	M	C
5	Worker	Roads	George	16/01/23	30/06/23	M	A
6	Worker	Roads	George	16/01/23	30/06/23	M	A
7	Worker	Roads	George	16/01/23	30/06/23	F	C
8	Worker	Roads	George	16/01/23	30/06/23	F	A
9	Worker	Roads	George	16/01/23	30/06/23	M	A
10	Worker	Roads	George	16/01/23	30/06/23	M	C
11	Worker	Roads	George	16/01/23	30/06/23	M	C
12	Worker	Roads	George	16/01/23	30/06/23	F	C
13	Worker	Roads	George	16/01/23	30/06/23	F	A
15	Worker	Roads	George	16/01/23	30/06/23	F	A
16	Worker	Roads	George	16/01/23	30/06/23	F	C
17	Worker	Roads	George	16/01/23	30/06/23	M	C

18	Worker	Roads	George	16/01/23	30/06/23	F	C
19	Worker	Roads	George	16/01/23	30/06/23	M	C
20	Worker	Roads	George	16/01/23	30/06/23	M	C
21	Worker	Roads	George	16/01/23	30/06/23	M	C
22	Worker	Roads	George	16/01/23	30/06/23	F	C
23	Worker	Roads	George	16/01/23	30/06/23	F	C
24	Worker	Roads	George	16/01/23	30/06/23	F	C
25	Worker	Roads	George	16/01/23	30/06/23	M	C
26	Worker	Roads	George	16/01/23	30/06/23	F	C
27	Worker	Roads	George	16/01/23	30/06/23	F	C
28	Worker	Roads	George	16/01/23	30/06/23	M	C
29	Worker	Roads	George	16/01/23	30/06/23	F	A
30	Worker	Roads	George	16/01/23	30/06/23	M	A
31	Admin	Planning	George	03/01/23	28/06/23	F	A
32	Admin	Planning	George	03/01/23	28/06/23	F	C
33	Admin	Planning	George	03/01/23	28/06/23	M	A
34	Admin	Planning	George	03/01/23	28/06/23	M	C
35	Admin	Planning	George	03/01/23	28/06/23	F	C
36	Admin	Planning	George	03/01/23	28/06/23	F	C
37	Worker	Roads	George	16/01/23	30/06/23	F	A
38	Worker	Roads	George	16/01/23	30/06/23	M	C
39	Worker	Roads	George	16/01/23	30/06/23	M	A
40	Worker	Roads	George	16/01/23	30/06/23	F	C
41	Worker	Roads	George	16/01/23	30/06/23	M	C
42	Worker	Roads	George	16/01/23	30/06/23	M	C
43	Worker	Roads	George	16/01/23	30/06/23	M	A
44	Worker	Roads	George	16/01/23	30/06/23	F	C
45	Worker	Roads	George	16/01/23	30/06/23	M	C
46	Worker	Roads	George	16/01/23	30/06/23	M	C
47	Worker	Roads	George	16/01/23	30/06/23	F	C
48	Worker	Roads	George	16/01/23	30/06/23	F	C
49	Worker	Roads	George	16/01/23	30/06/23	M	C
50	Worker	Planning	George	17/01/23	24/01/23	F	A
51	Worker	Planning	George	17/01/23	24/01/23	F	C
52	Worker	Planning	George	17/01/23	24/01/23	F	C
53	Worker	Planning	George	17/01/23	24/01/23	F	C
54	Worker	Planning	George	17/01/23	24/01/23	F	A
55	Worker	Planning	George	17/01/23	24/01/23	M	C
56	Worker	Planning	George	17/01/23	24/01/23	F	A
57	Worker	Planning	George	17/01/23	24/01/23	F	C
58	Worker	Planning	George	17/01/23	24/01/23	F	C
59	Worker	Planning	George	17/01/23	24/01/23	F	C
70	Worker	Planning	George	17/01/23	24/01/23	F	C
71	Worker	Planning	George	17/01/23	24/01/23	F	A
72	Worker	Planning	George	17/01/23	24/01/23	M	C

73	Worker	Planning	George	17/01/23	24/01/23	F	A
74	Worker	Planning	George	17/01/23	24/01/23	M	A
75	Worker	Planning	George	17/01/23	24/01/23	F	A
76	Worker	Planning	George	17/01/23	24/01/23	F	C
77	Worker	Planning	George	17/01/23	24/01/23	F	A
78	Worker	Planning	George	17/01/23	24/01/23	F	A
79	Worker	Planning	George	17/01/23	24/01/23	F	A
80	Worker	Planning	George	17/01/23	24/01/23	F	C
81	Worker	Planning	George	17/01/23	24/01/23	M	C
82	Worker	Planning	George	17/01/23	24/01/23	F	C
83	Worker	Planning	George	17/01/23	24/01/23	F	A

## 6.2 Discussion

As stipulated in the report.

## 6.3 Financial Implications

As per budget for each position

## 6.4 Legal Implications

### RELEVANT LEGISLATION

CONSTITUTION OF REPUBLIC OF SOUTH AFRICA, 1996

BASIC CONDITIONS OF EMPLOYMENT ACT, ACT 56 OF 2003

LABOUR RELATIONS ACT, ACT 66 OF 1995

MUNICIPAL STAFF REGULATIONS

## 6.5 Staff Implications

As indicated in attached report.

## 6.6 Previous / Relevant Council Resolutions:

Monthly reports are submitted to Council for noting

## 6.7 Risk Implications

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

DISTRICT COUNCIL

27 FEBRUARY 2023

**1. PROGRESS REPORT ON THE GARDEN ROUTE REGIONAL WASTE MANAGEMENT FACILITY PROJECT/VORDERINGSVERSLAG INSAKE DIE GARDEN ROUTE STREEK AFVALBESTUUR FASILITEIT PROJEK /INGXELO MOKUSELE KWENZIWE KWINDAWO YOLAWULO LWENKUNKUMA YENGINGI YE GARDEN ROUTE**

**06 February 2023**

**REPORT FROM EXECUTIVE MANAGER: COMMUNITY SERVICES (C. AFRICA) /  
MANAGER: DISTRICT WASTE MANAGEMENT (J. GIE)**

17/5/1/1

**2 PURPOSE**

The purpose of the report is for Council to note the progress made on the Garden Route Regional Waste Management Facility Project.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

Zutari (Pty) Ltd (Zutari) was appointed as the Professional Service Provider to assist the Garden Route District (GRDM) with the design, drafting of tender documentation and contract supervision for the new Regional Waste Management Facility and associated infrastructure to be established on Farm 419 in Mossel Bay.

Following the approval of the design report and drawings of the Regional Waste Management Facility by the Department of Forestry, Fisheries, and the Environment (DFFE) on 26 August 2022, the construction tender was advertised on 04 September 2022. The construction tender closed on 25 October 2022 and twenty (20) tenders were submitted. The tender evaluation process has been concluded and Bid Evaluation Committee meetings took place on 13 December 2022 and 12 January 2023, respectively. The Bid Adjudication

Committee meeting took place on 23 January 2023 where a contractor was recommended for appointment and to be approved by the Municipal Manager.

The Municipal Manager has approved the appointment of the contractor recommended by the Bid Adjudication Committee, Tefla Group (Pty) Ltd, and all tenderers were notified of the appointment on 03 February 2023. In accordance with the GRDM Supply Chain Management Policy, there was a 14-day objection period for any written objections against the decision of appointment.

The loan tender for the funding of R261 Million for the construction of the Regional Waste Management Facility was advertised on 15 May 2022 and closed on 21 June 2022. The Debt Agreement negotiations process has been concluded and the process in terms of Section 46 of the Municipal Finance Management Act (Act No. 56 of 2003) (MFMA) for long-term debt has been finalised. The twenty-one (21) day commenting period concluded on 23 December 2022. Service Level Agreements between GRDM and each of the participating municipalities must now be undertaken as a condition of the debt agreement with Standard Bank.

The provisional project timeline as submitted by Zutari on 26 January 2023, is summarised as follows:

<b>Description</b>	<b>Due Date</b>
Construction Tender Closure	25 October 2022
Finalisation of Debt Agreement	April 2023
Contractor on Site	May 2023
Completion of Phase 1	November 2023
Estimated completion of project	April 2025
Operations & Maintenance Tender Award	April 2023

The PetroSA Waste Disposal Contracts of the participating municipalities will expire on 28 February 2023. A consulting engineer was appointed to determine the landfill airspace required for the interim period until the regional facility is

operational and to investigate alternative waste disposal or storage solutions at PetroSA. Based on the outcomes of the investigation, a formal request for an extension of the waste disposal contracts was sent to PetroSA on 15 December 2022. Formal correspondence in response to the abovementioned request is still being awaited from PetroSA.

## **5. RECOMMENDATION**

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

### **AANBEVELING**

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

### **ISINDULULO**

Sesokuba iBhunga liqaphela inkqubela-phambili eyenziweyo kwiprojekthi yolawulo Lwenkunkuma yenGingqi yeGarden Route.

## **6. DISCUSSION / CONTENTS**

### **6.1 Background**

Zutari (Pty) Ltd (Zutari) was appointed as the Professional Service Provider to assist the Garden Route District Municipality (GRDM) with the design, drafting of tender documentation and contract supervision for the new Regional Waste Management Facility and associated infrastructure to be established on Farm 419 in Mossel Bay. A Service Level Agreement (SLA) between GRDM and Zutari was signed on 11 October 2021.

The Regional Waste Management Facility will contain a domestic waste cell (Class B) and a separate hazardous waste cell (Class A) to accommodate hazardous waste with low and medium hazard ratings. Other infrastructure includes roads, stormwater pipelines, leachate storage dam, contaminated stormwater dam, offices, laboratory, weighbridges, a workshop, and security infrastructure. Provision has also been made to accommodate a waste tyre recycling facility by means of a 3-hectare portion of land for long term lease to

the Waste Bureau. The Domestic Waste Cell 1, as well as the Hazardous Waste Cell, will both have a lifespan of 20 – 25 years.

## **6.2 Discussion**

Following the approval of the design report and drawings of the Regional Waste Management Facility by the Department of Forestry, Fisheries, and the Environment (DFFE) on 26 August 2022, the construction tender was advertised on 04 September 2022. The construction tender closed on 25 October 2022 and twenty (20) tenders were submitted.

The construction tender evaluation process has been concluded and Bid Evaluation Committee meetings took place on 13 December 2022 and 12 January 2023, respectively. The Bid Adjudication Committee meeting took place on 23 January 2023 where a contractor was recommended for appointment and to be approved by the Municipal Manager.

The Municipal Manager has approved the appointment of the contractor recommended by the Bid Adjudication Committee, Tefla Group (Pty) Ltd, and all tenderers were notified of the appointment on 03 February 2023. In accordance with the GRDM Supply Chain Management Policy, there was a 14-day objection period for any written objections against the decision of appointment which closed on 20 February 2023.

Following the conclusion of the objections period and the Service Level Agreement between GRDM and Tefla Group (Pty) Ltd, a contractor compliance process, and a construction permit process is to commence. Subsequently, the contractor will only be able to commence with site establishment by May 2023. The commencement of construction will also be pending the finalisation of the loan tender and obtaining the required funds. A construction inception meeting with Tefla Group (Pty) Ltd took place on 22 February 2023.

The loan tender for the funding of R261 Million for the construction of the Regional Waste Management Facility was advertised on 15 May 2022 and closed on 21 June 2022. The Debt Agreement negotiations process with Standard Bank has been concluded and the process in terms of Section 46 of the Municipal Finance Management Act (Act No. 56 of 2003) (MFMA) for long-term debt has also been finalised. The MFMA Section 46 process entailed a

public participation process, obtaining written comments or representations from National and Provincial Treasury and the submission of a copy of the information statement to Council twenty-one (21) days prior to the meeting where the debt agreement is to be approved.

The Draft Debt Agreement served before Council on Monday 21 November 2022 and the advertisement for public comments was advertised on Thursday 24 November 2022. The Draft Debt Agreement was also sent to Provincial and National Treasury on Thursday 24 November 2022 for comments. The twenty-one (21) day commenting period concluded on 23 December 2022.

A condition of the Debt Agreement with Standard Bank is that Service Level Agreements between GRDM and each of the participating municipalities are undertaken. A draft Service Level Agreement has been compiled which was sent to the participating municipalities and discussed at a meeting held on 07 December 2022. It was decided at this meeting that all the comments or inputs are to be submitted to GRDM by 15 December 2022. Only Mossel Bay Municipality submitted comments on 14 December 2022. The participating municipalities were again requested for written comments or inputs on 11 January 2023, and the due date for submission was extended to Monday 16 January 2023 to ensure that inputs are received from all stakeholders.

Comments on the draft SLA were received from Bitou, Knysna and George Municipalities on 23, 24 and 26 January 2023, respectively. The comments received from the participating municipalities have been incorporated into the SLA and a final draft was sent to the participating municipalities on 10 February 2023. The SLA's must follow a MFMA Section 33 process (60 days) before approval by the respective Councils. It was resolved at the Municipal Managers Forum (MMF) Meeting, held on 09 February 2023, that the item to approve the commencement of the MFMA Section 33 process for the SLA's will serve at the next respective Council meetings of each participating municipality in February 2023. A meeting was held with the participating municipalities on 15 February 2023 to discuss the final draft SLA and the MMF resolution for the item to serve at the February Council meetings.

The Operations & Maintenance tender specifications is currently being compiled. This tender will also require a Section 33 process in terms of the

MFMA and will run concurrently with the construction of the facility. A service provider is scheduled to be appointed in April 2023.

The provisional project timeline as submitted by Zutari on 26 January 2023, is summarised as follows:

<b>Description</b>	<b>Due Date</b>
Construction Tender Closure	25 October 2022
Finalisation of Debt Agreement	April 2023
Contractor on Site	May 2023
Completion of Phase 1	November 2023
Estimated completion of project	April 2025
Operations & Maintenance Tender Award	April 2023

Phase 1 of the construction which includes establishment, access roads, Cell 1A, weighbridges, leachate dam and buildings, is scheduled to be concluded by November 2023. The abovementioned infrastructure is the minimum requirements to commence with the disposal of domestic waste.

The PetroSA Waste Disposal Contracts of the participating municipalities will expire on 28 February 2023. This was based on a landfill airspace study that was done in February 2022 that indicated that there was only one year of landfill airspace available at the time.

Mossel Bay Municipality appointed a consulting engineer through an existing tender to determine the landfill airspace required for the interim period between the closure of the PetroSA landfill site up until the Regional Waste Management Facility is operational and to investigate alternative waste disposal or storage solutions at PetroSA. This investigation has been concluded and a report was submitted to PetroSA for consideration. The report indicates that when considering the settlement of the waste over time, that there may be sufficient landfill airspace remaining to continue with disposal until the regional facility is operational.

A formal request for an extension of the waste disposal contracts from 28 February 2023 until the regional facility is operational was submitted to PetroSA on 15 December 2022. A meeting held with PetroSA on 10 January 2023 to discuss the request indicated that an extension is being considered, however is pending the outcomes of another landfill airspace study and a risk

assessment of the PetroSA landfill is conducted. The access road leading to the working face of the PetroSA landfill is currently in a poor condition. PetroSA has further requested that civil works on this access road is done in order to ensure safe access for the trucks dumping the waste. The municipalities will be responsible for the procurement and funding of the civil works to be done on the access road. Formal correspondence in this regard is being awaited from PetroSA.

Further to the above, a notice of setdown motion was served on the GRDM by Envitech Solutions (Pty) Ltd (Envitech), objecting to the appointment of the Consulting Engineers, Zutari (Pty) Ltd, and the matter was enrolled for hearing at the High Court and placed on the roll for December 2022. This has however been postponed and a new date is still to be communicated.

### **6.3 Financial Implications**

The provisional cost for the construction and professional fees of the Regional Waste Management Facility has been revised based on the construction costs of the appointed contractor and the provisional project timeline. The estimated costs per financial year is as follows:

Financial year 2021/22	R 3 346 893
Financial year 2022/23	R 26 577 183
Financial year 2023/24	R 140 633 933
Financial year 2024/25	R 90 546 650
Total	R 261 104 659 (Excl. VAT)

An accurate annual cost recovering tariff can only be determined on conclusion of the loan tender, construction tender and operations & maintenance tender, respectively.

### **6.4 Legal Implications**

The notice of setdown motion served on the GRDM by Envitech Solutions (Pty) Ltd (Envitech), objecting to the appointment of the Consulting Engineers, Zutari (Pty) Ltd. The matter was enrolled for hearing at the High Court and placed on the roll for December 2022. This has however been postponed and a new date is still to be communicated.

A prerequisite of the Debt Agreement with Standard Bank is that Service Level Agreements between GRDM and each of the participating municipalities is undertaken. The loan funding for the construction of the facility is pending the finalisation of the Service Level Agreements.

#### **6.5 Staff Implications**

None

#### **6.6 Previous / Relevant Council Resolutions:**

Council Item pertaining to the Garden Route Regional Waste Management Facility that served before Council on 30 January 2023.

#### **6.7 Risk Implications**

Imminent environmental and health disaster in the Garden Route District if the Regional Waste Management Facility is not established soon.

The loan funding to be secured by GRDM will be funded through billing the participating B-Municipalities. If the participating B-Municipalities are not able to pay, or payments are delayed, it will directly impact GRDM's ability to repay the loan.

#### **6.8 Comments from Senior Management:**

6.8.1 Executive Manager: Financial Services  
Noted.

6.8.2 Executive Manager: Corporate Services  
Content noted.

6.8.3 Executive Manager: Community Services  
Noted.

6.8.4 Executive Manager: Roads Services  
Contents of this report is noted.

6.8.5 Manager: Legal Services  
Noted.

**BACK TO AGENDA**

DISTRICT COUNCIL

27 FEBRUARY 2023

1. **REPORT ON THE COUNCIL RESOLUTION REGISTER FOR THE MONTHS OF AUGUST UNTIL DECEMBER 2022 / VERSLAG RAKENDE DIE RAADSRESOLUSIE REGISTER VIR DIE MAANDE AUGUSTUS TOT DESEMBER 2022 / INGXELO NGOLUHLU LWEZIGQIBO ZEBHUNGA KWIXESHA LENYANGA KWEYETHUPAUKUYA KWYEMNGA 2022**

06 February 2023

**REFER REPORT FROM THE SPEAKER (ALD GR WOLMARANS)****2 PURPOSE**

To submit a report on the execution of Council Resolutions for the months of August until December 2022, for Council to take note.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

At a Special Council meeting that took place on 27 February 2019 Council resolved to approve the concept of a Council Resolution Register that must be submitted quarterly to Council. This register records all resolutions of Council and also provides status of execution by management.

The report for the months of August until December 2022 is attached for Council to take note.

**5. RECOMMENDATION**

That Council takes note of the report on the execution of Council resolutions for the period of August until December 2022.

**AANBEVELING**

*Dat die Raad kennis neem van die Raads Resolusie Register vir die periode van Augustus tot Desember 2022.*

**ISINDULULO**

Sesokuba iBhunga lithathele ingqalelo isimo sezigqibo zeBhunga kwixesha lenyanga KweyeThupa ukuya kweyeMnga 2022.

**6. DISCUSSION / CONTENTS****6.1 BACKGROUND**

Council resolved to approve the concept of a Council Resolution Register that must be submitted quarterly to Council. This register records all resolutions of Council and also provides status of execution by management.

**6.2 DISCUSSION**

The last report submitted to Council on execution of Council resolution was submitted at a Council meeting of 25 October 2022 and it covered the months of May until July 2022. This report serves as notification on execution of Council resolutions for the period of August until December 2022. On the attached Annexure Council will find the details of all the resolutions that were loaded on the electronic system (Collaborator) and the progress made with the execution thereof.

**6.3 FINANCIAL IMPLICATIONS**

The financial implications are contained in the specific reports to which the resolutions relate.

**6.4 LEGAL IMPLICATIONS**

If Council resolutions are not executed, this can result in non-compliance with legislation. This can also result in the institution of disciplinary action against officials who fail to act.

**6.5 Staff Implications**

There is no staff implications.

## 6.6 PREVIOUS / RELEVANT COUNCIL RESOLUTIONS:

Council resolved at a Council meeting dated 25 October 2022, which resolution is as follow:

A.1 **REPORT ON THE COUNCIL RESOLUTION REGISTER FOR THE MONTHS OF MAY UNTIL JULY 2022 / VERSLAG RAKENDE DIE RAADSRESOLUSIE REGISTER VIR DIE MAANDE MEI 2022 TOT JULIE 2022 / INGXELO NGOLUHLU LWEZIGQIBO ZEBHUNGA KWIXESHA LENYANGA KUCANZIBE 2022 UKUYA KWEYEKHALA 2022**

*Refer: Report dated 08 September 2022 from the Speaker (Ald GR Wolmarans) (pg 207-265)*

### **RESOLVED**

*That Council takes note of the report on the execution of Council resolutions for the period of May until July 2022.*

## 6.7 **Risk Implications**

If the resolutions are not executed, there is a risk that Council will not deliver on its promises to the public.

## **ANNEXURE**

See Council Resolution register attached.

## Council Resolution Actions

This Report only displays data when the task 'Complete Resolution Action' is send to the user responsible

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2131669</a>	2131669	DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 AUGUST 2022 TO 31 AUGUST 2022					GOLOGOLOS	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212844</a>	1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 August 2022 to 31 August 2022, be noted.  2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003,	DEJAGERJ	DEJAGERJ	100.0000	Noted	2022-11-11	Noted	Completed

	there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.							
<a href="#">221284</a> <a href="#">4</a>	<p>1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 August 2022 to 31 August 2022, be noted.</p> <p>2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.</p>	DEJAGERJ	DEJAGERJ	100.000 0	No feedback was required.	2022 -11- 11	Noted	Completed

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2135353</a>	2135353	Accreditation Business Plan Approval					SIMSS	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212891</a>	RESOLVED 1. That Council adopts the Accreditation Business Plan together with its Annexures 1 to 9. 2. That Council endorses the submission of the following supporting documents: 2.1. Supplemental Information regarding 2.1.1. Priority Human Settlements and Housing Development Areas (PHSHDAs) 2.1.2. Title Deeds 2.1.3. Informal Settlements Upgrade (UISP) 2.1.4. Targeted	MENZEL	SIMSS	100.0000	None	2022-11-08	Note taken of resolution, with thanks. The Resolution will serve as evidence for our Accreditation Application of having Council approval. Thank you	Completed

	Municipal and State-owned land and Properties 2.2. The last 3 years' Auditor General Reports (18/19; 19/20; 20/21) 2.3. The last approved Annual Report (20/21) 2.4. A copy of the IDP (2022/2027) 2.5. The Human Settlements Sector Plan (HSSP) (June 2022)							
<a href="#">221289</a> <a href="#">1</a>	RESOLVED 1. That Council adopts the Accreditation Business Plan together with its Annexures 1 to 9. 2. That Council endorses the submission of the following supporting documents: 2.1. Supplemental Information regarding 2.1.1. Priority Human Settlements and Housing Development	MENZEL	SIMSS	100.0000	No feedback was required.	2022-11-08	Note taken of resolution, with thanks. The Resolution will serve as evidence for our Accreditation Application of having Council approval. Thank you	Completed

	Areas (PHSHDAs) 2.1.2. Title Deeds 2.1.3. Informal Settlements Upgrade (UISP) 2.1.4. Targeted Municipal and State-owned land and Properties 2.2. The last 3 years' Auditor General Reports (18/19; 19/20; 20/21) 2.3. The last approved Annual Report (20/21) 2.4. A copy of the IDP (2022/2027) 2.5. The Human Settlements Sector Plan (HSSP) (June 2022)							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2138457</a>	2138457	STATUS QUO WITH REGARDS TO EVACUATION PLANNING AT LOCAL MUNICIPALITIES IN THE DISTRICT					BEKEERG	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status

<a href="#">221259</a> 4	RESOLVED That Council takes note of the report.	AFRICAC	OTTOG	100.000 0	No further action required	2022-11-11	No further action required	Completed
<a href="#">221259</a> 4	RESOLVED That Council takes note of the report.	AFRICAC	OTTOG	100.000 0	No feedback was required.	2022-11-11	No further action required	Completed
Item Ref	Item Nr	Item Title				Responsible user	Resolution Outcome	
<a href="#">213852</a> 7	2138527	FORMAL UPDATE – SALGA JOINT PROVINCIAL WORKING GROUP MEETINGS: HUMAN SETTLEMENTS AND URBAN AGENDA AND ENVIRONMENTAL MANAGEMENT AND CLIMATE RESILIENCE, 18 AUGUST 2022, CAPE TOWN				MKUNQWANA		
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">221275</a> 4	RESOLVED 1. That Council takes note of the content of the of the reports. 2. That only SALGA reports where Council is required to make decisions should be placed on the agenda under the	MENZEL	MKUNQWANA			2022-11-08		In Progress

	heading Standing Items. 3. That the SALGA Working Groups reports serve at the Portfolio Committee meetings for notification.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2138713</a>	2138713	APPOINTMENT OF THE MEMBERS OF THE FINANCIAL MISCONDUCT DISCIPLINARY BOARD					LOUWMK	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212837</a>	RESOLVED 1. That a three member financial misconduct disciplinary board be appointed for a period of not longer than three years from the date of Council approval and in terms of regulation 4 (6) as follows: (a) The Chief Audit Executive (currently Mrs P Lufele);	PA.MM	MAQEKENIS	100.0000	Done.	2022-12-03	Completed.	In Progress

<p>(b) The Legal Advisor (currently Adv. S Masekani);</p> <p>(c) The Audit- and performance Audit Committee member who will also be the Chairperson of the Disciplinary Board (Adv. Mthunzi).</p> <p>2. That the following secundus be appointed:</p> <p>(a) Secundus for the Chief Audit Executive, another Chief Audit Executive or equivalent from another municipality.</p> <p>(b) Secundus for the Legal Advisor, another Senior Manager Legal Services.</p> <p>(c) Secundus for the Chairperson will be another member of the Audit and performance Audit Committee from any other municipality, who also has a Legal background and as appointed by the Accounting Officer.</p> <p>3. That the terms of</p>							
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	reference be approved as the Terms of reference of the Disciplinary board in terms of regulation 6. 4. That the reporting procedures for reporting allegations of financial misconduct and financial offences be approved and made public as required. 5. That a Representative from National Treasury be requested to form part of the Disciplinary Board.							
<a href="#">2212837</a>	RESOLVED 1. That a three member financial misconduct disciplinary board be appointed for a period of not longer than three years from the date of Council approval and in terms of regulation 4 (6) as follows: (a) The Chief Audit	PA.MM	MAQEKENIS	100.000 0	No feedback was required.	2022-12-03	Completed.	In Progress

<p>Executive (currently Mrs P Lufele);</p> <p>(b) The Legal Advisor (currently Adv. S Maqekeni);</p> <p>(c) The Audit- and performance Audit Committee member who will also be the Chairperson of the Disciplinary Board (Adv. Mthunzi).</p> <p>2. That the following secundus be appointed:</p> <p>(a) Secundus for the Chief Audit Executive, another Chief Audit Executive or equivalent from another municipality.</p> <p>(b) Secundus for the Legal Advisor, another Senior Manager Legal Services.</p> <p>(c) Secundus for the Chairperson will be another member of the Audit and performance Audit Committee from any other municipality, who also has a Legal background and as appointed by the</p>							
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	Accounting Officer. 3. That the terms of reference be approved as the Terms of reference of the Disciplinary board in terms of regulation 6. 4. That the reporting procedures for reporting allegations of financial misconduct and financial offences be approved and made public as required. 5. That a Representative from National Treasury be requested to form part of the Disciplinary Board.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2139796</a>	2139796	Council Item - Roads and Transport Planning Services					SEPTEMBERZ	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212878</a>	RESOLVED That Council takes	DANIELSJ	DANIELSJ	100.0000	Noted	2022-11-10	Noted	Completed

	note of the report.							
<a href="#">2212878</a>	RESOLVED That Council takes note of the report.	DANIELSJ	DANIELSJ	100.0000	No feedback was required.	2022-11-10	Noted	Completed
<b>Item Ref</b>	<b>Item Nr</b>	<b>Item Title</b>				<b>Responsible user</b>	<b>Resolution Outcome</b>	
<a href="#">2139990</a>	2139990	REPORT ON SALGA JOINT PROVINCIAL WORKING GROUP MEETING ON : GOVERNANCE & INTERGOVERNMENTAL RELATIONS				MAGXOTWAA		
<b>Action Ref</b>	<b>Resolution Action</b>	<b>HOD user</b>	<b>Action User</b>	<b>% Complete</b>	<b>FB Comment</b>	<b>Due Date</b>	<b>Resolution Action Taken</b>	<b>Action Status</b>
<a href="#">2212769</a>	RESOLVED 1. That Council takes note of the content of the of the reports. 2. That only SALGA reports where Council is required to make decisions should be placed on the agenda under the heading Standing Items. 3. That the SALGA Working Groups reports serve at the	MENZEL	MAGXOTWAA			2022-11-08		In Progress

	Portfolio Committee meetings for notification.							
<b>Item Ref</b>	<b>Item Nr</b>	<b>Item Title</b>					<b>Responsible user</b>	<b>Resolution Outcome</b>
<a href="#">2140025</a>	2140025	REPORT REGARDING THE CRITICAL NEEDS OF EACH MUNICIPALITY WITHIN THE GARDEN ROUTE DISTRICT					JAMESM	
<b>Action Ref</b>	<b>Resolution Action</b>	<b>HOD user</b>	<b>Action User</b>	<b>% Complete</b>	<b>FB Comment</b>	<b>Due Date</b>	<b>Resolution Action Taken</b>	<b>Action Status</b>
<a href="#">2212901</a>	5.1 That Council discuss and note the critical needs per B Municipality in the region. 855 5.2 That Council considers conducting a strategic session by February 2023 to critically assess whether the current strategies and projects are adequate to address the critical needs of the communities in the B municipalities from a district's functions and roles perspective.	MENZEL	JAMESM			2022-11-08		In Progress

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2140114</a>	2140114	Renewal of Lease Agreement: Portion of Municipal Commonage erf 24 Herbertsdale, Mossel Bay					SEPTEMBERZ	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212881</a>	RESOLVED That Council approves the renewal of the lease agreement of municipal commonage, Erf 24, Herbertsdale between Garden Route District Municipality and Mossel Bay Municipality for a further period of 3 years.	DANIELSJ	NKEBANAQ	100.0000	Complete	2022-11-10	Council Resolution submitted to Mossel Bay Municipality, currently in process of drafting Lease Agreement	Completed
<a href="#">2212881</a>	RESOLVED That Council approves the renewal of the lease agreement of municipal commonage, Erf 24, Herbertsdale between Garden Route District Municipality and	DANIELSJ	NKEBANAQ	100.0000	No feedback was required.	2022-11-10	Council Resolution submitted to Mossel Bay Municipality, currently in process of drafting Lease Agreement	Completed

	Mossel Bay Municipality for a further period of 3 years.							
<b>Item Ref</b>	<b>Item Nr</b>	<b>Item Title</b>					<b>Responsible user</b>	<b>Resolution Outcome</b>
<a href="#">2141432</a>	2141432	AGREEMENT(S) TO DEVELOP, MANAGE AND OPERATE KLEINKRANTZ PROPERTY					LOUWMK	Resolved
<b>Action Ref</b>	<b>Resolution Action</b>	<b>HOD user</b>	<b>Action User</b>	<b>% Complete</b>	<b>FB Comment</b>	<b>Due Date</b>	<b>Resolution Action Taken</b>	<b>Action Status</b>
<a href="#">2212888</a>	RESOLVED 1. That Council notes the progress to date on the development of the Kleinkrantz property.  2. That Council approve the extension of the payment holiday for a further 24 (twenty four) months to enable the developer to conclude the development plans and get all the necessary approvals.  3. That a notarial lease be registered	MENZEL	DONGIP	100.0000	Resolutions implemented and the developer has signed the addendum	2022-11-08	Resolutions implemented and the developer has signed the addendum	Completed

	once the developer has met all the legislative requirements.							
<a href="#">2212888</a>	<p>RESOLVED</p> <p>1. That Council notes the progress to date on the development of the Kleinkrantz property.</p> <p>2. That Council approve the extension of the payment holiday for a further 24 (twenty four) months to enable the developer to conclude the development plans and get all the necessary approvals.</p> <p>3. That a notarial lease be registered once the developer has met all the legislative requirements.</p>	MENZEL	DONGIP	100.0000	No feedback was required.	2022-11-08	Resolutions implemented and the developer has signed the addendum	Completed
<b>Item Ref</b>	<b>Item Nr</b>	<b>Item Title</b>				<b>Responsible user</b>	<b>Resolution Outcome</b>	

<a href="#">2141485</a>	2141485	REPORT RELATING TO THE ISIVUNO COURT CASE					LOUWMK	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212840</a>	RESOLVED  1. That Council takes note and discusses the report. 2. That Council grants approval to proceed with an attachment order (warrant of execution) to recover the outstanding amount.	PA.MM	DAVIDSN	100.0000	Attorneys instructed to proceed	2022-12-02	Instructions given to the attorney to proceed	In Progress
<a href="#">2212840</a>	RESOLVED  1. That Council takes note and discusses the report. 2. That Council grants approval to proceed with an attachment order (warrant of execution) to recover the outstanding amount.	PA.MM	DAVIDSN	100.0000	No feedback was required.	2022-12-02	Instructions given to the attorney to proceed	In Progress

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2141546</a>	2141546	Report on the SALGA Group on Municipal Capabilities and Institutional Resilience feedback fdated 17 August 2022 for September 2022					HOLTZHAUSENT	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212817</a>	RESOLVED 1. That Council takes note of the content of the of the reports. 2. That only SALGA reports where Council is required to make decisions should be placed on the agenda under the heading Standing Items. 3. That the SALGA Working Groups reports serve at the Portfolio Committee meetings for notification.	NIEUWOUDTK	SCHEEPERSC	100.0000	Noted	2022-11-09	Noted	Completed
<a href="#">2212817</a>	RESOLVED 1. That Council takes note of the content of	NIEUWOUDTK	SCHEEPERSC	100.0000	No feedback was required.	2022-11-09	Noted	Completed

	the of the reports. 2. That only SALGA reports where Council is required to make decisions should be placed on the agenda under the heading Standing Items. 3. That the SALGA Working Groups reports serve at the Portfolio Committee meetings for notification.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2143352</a>	2143352	Report on the Draft 2022-2027 Communication Strategy					PIETERSH	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212834</a>	RESOLVED 1. That Council approves the 2022-2027 Communication Strategy.  2. That the 2022 – 2027 Communication	PA.MM	PIETERSH	100.0000	This is noted.	2022-12-02	This will be implemented accordingly.	In Progress

	Strategy be reviewed within a year after the inauguration of the next Council.							
<a href="#">2212834</a>	RESOLVED 1. That Council approves the 2022-2027 Communication Strategy.  2. That the 2022 – 2027 Communication Strategy be reviewed within a year after the inauguration of the next Council.	PA.MM	PIETERSH	100.0000	No feedback was required.	2022-12-02	This will be implemented accordingly.	In Progress
Item Ref	Item Nr	Item Title				Responsible user	Resolution Outcome	
<a href="#">2149554</a>	2149554	FORMAL UPDATE ON THE HUMAN SETTLEMENTS INDABA AND EXHIBITION: 4 – 5 SEPTEMBER 2022, DURBAN EXHIBITION CENTRE, KZN				MKUNQWANA		
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212724</a>	RESOLVED 5.1 That Council take	MENZEL	MKUNQWANA			2022-11-08		In Progress

	<p>note of the proceedings of the Human Settlements Indaba and Exhibition event held on 4 – 5 September 2022, Durban Exhibition Centre, KZN.</p> <p>5.2 That Council take note be taken of the relevant key topical human settlements programme issues which were subject of the ensuing deliberations amongst all key stakeholders and representatives from both the public and private sectors as well as government agencies.</p> <p>5.3 That in the process the essence of social housing and other affordable housing typology products were deemed to be of critical essence for realising mobility into well located areas and long-term socio-economic integration.</p> <p>5.4 That the proposed funding instruments</p>							
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	and innovative solutions needed a concerted effort between the public sector, private developers and commercial banking institutions in order for sustainability to be realised							
	5.5 The proposed innovative solutions and required government interventions would be championed by the Ministry of Human Settlements in endeavouring to formulate a supportive and enabling environment for long human settlements delivery.							
<b>Item Ref</b>	<b>Item Nr</b>	<b>Item Title</b>					<b>Responsible user</b>	<b>Resolution Outcome</b>
<a href="#"><u>2169018</u></a>	2169018	Report on GRKK Famtrip Aug 2022					BOUMEESTERN	Resolved

Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212629</a>	RESOLVED That Council takes note of the report.	MENZEL	HARKERM	100.0000	Noting Council resolution.	2022-11-08	Noted.	Completed
<a href="#">2212629</a>	RESOLVED That Council takes note of the report.	MENZEL	HARKERM	100.0000	No feedback was required.	2022-11-08	Noted.	Completed
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
<a href="#">2169020</a>	2169020		Report on Wesgro Events Support 2022-23				BOUMEESTERN	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212636</a>	RESOLVED That Council takes note of the funding for Garden Route & Klein Karoo events/festivals that was facilitated by Garden Route and Klein Karoo Tourism and funded through Wesgro.	MENZEL	HARKERM	100.0000	Notice is taken of the Council resolution above.	2022-11-08	Noted.	Completed

<a href="#">2212636</a>	RESOLVED That Council takes note of the funding for Garden Route & Klein Karoo events/festivals that was facilitated by Garden Route and Klein Karoo Tourism and funded through Wesgro.	MENZEL	HARKERM	100.0000	No feedback was required.	2022-11-08	Noted.	Completed
Item Ref	Item Nr	Item Title				Responsible user		Resolution Outcome
<a href="#">2171143</a>	2171143	REPORT ON THE DRAFT 2022-2027 COMMUNICATION STRATEGY				PIETERSH		Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212534</a>	1. That Council approves the 2022-2027 Communication Strategy.  2. That the 2022 – 2027 Communication Strategy be reviewed within a year after the inauguration of the next Council.	PA.MM	PIETERSH	100.0000	This is noted. Thank you	2022-12-09	Agreed. This is correct.	Completed

<a href="#">2212534</a>	1. That Council approves the 2022-2027 Communication Strategy.  2. That the 2022 – 2027 Communication Strategy be reviewed within a year after the inauguration of the next Council.	PA.MM	PIETERSH	100.0000	No feedback was required.	2022-12-09	Agreed. This is correct.	Completed
Item Ref	Item Nr	Item Title				Responsible user	Resolution Outcome	
<a href="#">2172029</a>		DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 SEPTEMBER 2022 TO 30 SEPTEMBER 2022				GOLOGOLOS	Resolved	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212558</a>	RESOLVED 1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 September 2022 to 30 September 2022, be	DEJAGERJ	DEJAGERJ	100.0000	Noted	2022-11-11	Noted	Completed

	<p>noted.</p> <p>2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.</p>							
<a href="#">2212558</a>	<p>RESOLVED</p> <p>1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 September 2022 to 30 September 2022, be noted.</p> <p>2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003,</p>	DEJAGERJ	DEJAGERJ	100.0000	No feedback was required.	2022-11-11	Noted	Completed

	there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2172112</a>	2172112	APAC CHARTER					MANQINAP	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212538</a>	RESOLVED That Council approves the reviewed APAC Charter.	PA.MM	MANQINAP	100.0000	Noted	2022-12-10	Noted	Completed
<a href="#">2212538</a>	RESOLVED That Council approves the reviewed APAC Charter.	PA.MM	MANQINAP	100.0000	No feedback was required.	2022-12-10	Noted	Completed

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2172914</a>	2172914	REVISED GARDEN ROUTE DISTRICT MUNICIPALITY ANTI FRAUD & CORRUPTION PREVENTION POLICY					LOUWMK	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212541</a>	<p>RESOLVED</p> <p>1. That Council notes the contents of this report.</p> <p>2. That Council approves the Anti-Fraud &amp; Corruption Prevention Policy.</p> <p>3. That the Anti Fraud and Corruption policy be approved in principle, but that Councillors must submit inputs for inclusion in the Policy and that the Policy be submitted for discussion at the next Council Policy Workshop.</p>	PA.MM	DAVIDSN	100.0000	Finalised	2022-12-10	Finalised	In Progress

<a href="#">221254</a> 1	RESOLVED  1. That Council notes the contents of this report.  2. That Council approves the Anti-Fraud & Corruption Prevention Policy.  3. That the Anti Fraud and Corruption policy be approved in principle, but that Councillors must submit inputs for inclusion in the Policy and that the Policy be submitted for discussion at the next Council Policy Workshop.	PA.MM	DAVIDSN	100.000 0	No feedback was required.	2022-12-10	Finalised	In Progress
Item Ref	Item Nr	Item Title				Responsible user		Resolution Outcome
<a href="#">217292</a> 1	2172921	REVISED DONATIONS POLICY				LOUWMK		
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status

<a href="#">221254</a> 3	<p>RESOLVED</p> <p>1. That Council notes the contents of this report.</p> <p>2. That Council rescinds the previous Donations Policy and replace it with this Policy.</p> <p>3. That Council approves this Donations Policy.</p> <p>4. That Council rescinds the Grants-in-Aid Policy.</p>	PA.MM	DLADLAS	100.000 0	Completed	2022 -12- 09	Completed 100%	In Progress
<a href="#">221254</a> 3	<p>RESOLVED</p> <p>1. That Council notes the contents of this report.</p> <p>2. That Council rescinds the previous Donations Policy and replace it with this Policy.</p> <p>3. That Council approves this</p>	PA.MM	DLADLAS	100.000 0	No feedback was required.	2022 -12- 09	Completed 100%	In Progress

	Donations Policy.  4. That Council rescinds the Grants-in-Aid Policy.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2172937</a>	2172937	QUARTERLY REPORT (1) – DETAILED ANALYSIS ON THE DRAFT GRDM TOWN PLANNING STRATEGIC ELEMENTS AS WELL AS PROGRESSIVE ACQUISITION OF PUBLIC /PRIVATE LAND FOR HOUSING					MKUNQWANA	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212649</a>	RESOLVED  5.1 That Council take note be taken of the status of the GRDM' Affordable Housing programmes and projects. 5.2 That it further be noted that this is in line with formal reporting of Top Layer (59) Annual Performance requirements.	MENZEL	HUMAN SETTLEMENTS			2022-11-08		In Progress

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2173066</a>	2173066	REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR QUARTER 01 JULY 2022 UP TO 30 SEPTEMBER 2022.					NDZINDEB	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212561</a>	RESOLVED That the quarterly report regarding the implementation of the Council's Supply Chain Policy for the period 01 July 2022 to 30 September 2022 be noted.	DEJAGERJ	DEJAGERJ	100.0000	Noted	2022-11-11	Noted	Completed
<a href="#">2212561</a>	RESOLVED That the quarterly report regarding the implementation of the Council's Supply Chain Policy for the period 01 July 2022 to 30 September 2022 be noted.	DEJAGERJ	DEJAGERJ	100.0000	No feedback was required.	2022-11-11	Noted	Completed

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2173070</a>	2173070	REPORT ON THE CHARTERS FOR GARDEN ROUTE INVESTMENT AND DEVELOPMENT AGENCY BOARD, AUDIT AND RISK, REMSEC AND INVESTMENT ATTRACTION COMMITTEE					LOUWMK	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212675</a>	This report was removed from the agenda as per the discussions at the prelim meeting.	MENZEL	GOVINDSAMIR	100.0000	the report were removed from the agenda at the discussion at the prelim.	2022-11-08	the report were removed from the agenda at the discussion at the prelim.	Completed
<a href="#">2212675</a>	This report was removed from the agenda as per the discussions at the prelim meeting.	MENZEL	GOVINDSAMIR	100.0000	No feedback was required.	2022-11-08	the report were removed from the agenda at the discussion at the prelim.	Completed
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2173082</a>	2173082	REPORT ON THE CHARTERS FOR GARDEN ROUTE POWER COMPANY BOARD, AUDIT AND RISK, REMSEC AND TRANSACTIONAL AND SUSTAINABILITY COMMITTEE CHARTER					LOUWMK	

Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">235943</a> 2	this report was removed from the agenda as per the prelim discussion	MENZEL	GOVINDSAMIR			2023-01-31		In Progress
Item Ref	Item Nr	Item Title				Responsible user	Resolution Outcome	
<a href="#">217310</a> 2	2173102	QUARTERLY REPORT (1) – DETAILED IMPLEMENTATION OF THE GRDM'S AFFORDABLE HOUSING PILOT PROJECTS (SH/FLISP/GAP INITIATIVES)				MKUNQWANA		
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">221268</a> 2	RESOLVED It is recommended that 1. Council adopts the Accreditation Business Plan together with its Annexures 1 to 9 2. Council endorses the submission of the following supporting documents: 2.1. Supplemental Information regarding 2.1.1. Priority Human Settlements and	MENZEL	SIMSS	100.0000	When the correct resolution is inserted this item needs to be sent to Joel Mkunkwana	2022-11-08	the report were removed from the agenda at the discussion at the prelim.	In Progress

	Housing Development Areas (PHSHDAs) 2.1.2. Title Deeds 2.1.3. Informal Settlements Upgrade (UISP) 2.1.4. Targeted Municipal and State-owned land and Properties 2.2. The last 3 years' Auditor General Reports (18/19; 19/20; 20/21) 2.3. The last approved Annual Report (20/21) 2.4. A copy of the IDP (2022/2027) 2.5. The Human Settlements Sector Plan (HSSP) (June 2022) 764							
<a href="#">221268</a> <a href="#">2</a>	RESOLVED  It is recommended that 1. Council adopts the Accreditation Business Plan together with its Annexures 1 to 9 2. Council endorses the submission of the following supporting documents:	MENZEL	SIMSS	100.000 0	No feedback was required.	2022-11-08	the report were removed from the agenda at the discussion at the prelim.	In Progress

	2.1. Supplemental Information regarding 2.1.1. Priority Human Settlements and Housing Development Areas (PHSHDAs) 2.1.2. Title Deeds 2.1.3. Informal Settlements Upgrade (UISP) 2.1.4. Targeted Municipal and State-owned land and Properties 2.2. The last 3 years' Auditor General Reports (18/19; 19/20; 20/21) 2.3. The last approved Annual Report (20/21) 2.4. A copy of the IDP (2022/2027) 2.5. The Human Settlements Sector Plan (HSSP) (June 2022) 764							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2173141</a> 1	2173141	RECRUITMENT OF APAC MEMBER					MANQINAP	

Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212547</a>	Report was withdrawn from the agenda as per discussion at the prelim.	PA.MM	MANQINAP	100.0000	Correct	2022-12-02	Correctly retracted	In Progress
<a href="#">2212547</a>	Report was withdrawn from the agenda as per discussion at the prelim.	PA.MM	MANQINAP	100.0000	No feedback was required.	2022-12-02	Correctly retracted	In Progress
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
<a href="#">2178336</a>	2178336		REVIEWED RESORTS ACCOMMODATION BOOKING AND CONCESSION POLICY 2022				LOUWMK	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2212690</a>	RESOLVED  that Council approves the Resorts Accommodation Booking and Concession Policy.	MENZEL	DONGIP	100.0000	The policy will be implemented accordingly	2022-11-08	The policy was approved and it will be implemented accordingly	Completed
<a href="#">2212690</a>	RESOLVED	MENZEL	DONGIP	100.0000	No feedback was required.	2022-11-08	The policy was approved and it will be	Completed

	that Council approves the Resorts Accommodation Booking and Concession Policy.						implemented accordingly	
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">218651</a> <a href="#">1</a>	2186511	REPORT: SECTION 52 – RESPONSIBILITIES OF MAYOR					CAMPHERG	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">221252</a> <a href="#">9</a>	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 30 September 2022.	DEJAGERJ	DEJAGERJ	100.0000	Noted	2022-11-11	Noted	Completed
<a href="#">221252</a> <a href="#">9</a>	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 30 September 2022.	DEJAGERJ	DEJAGERJ	100.0000	No feedback was required.	2022-11-11	Noted	Completed

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2213018</a>	2213018	Proposed amendments to the Council Rules of Order					GOVINDSAMIR	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2216111</a>	That Council approves the amendment to the Rules of order for procedure and maintenance of order at meetings of Council.	HOLTZHAUSENT	MAQEKENIS			2022-11-22		Completed
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2213019</a>	2213019	Proposed changes to the schedule of Council meetings					GOVINDSAMIR	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2359428</a>	RESOLVED 1. That Council approves the proposal to have Council meetings every second month until 30 June 2023. 2. That should there	HOLTZHAUSENT	GOVINDSAMIR	100.0000	action completed. see email that was distributed to entire organization .	2023-01-31	action complete.	Completed

	be a need to call a special Council meeting at any time, the Speaker is authorized to call such a meeting .							
<a href="#">2359428</a>	RESOLVED 1. That Council approves the proposal to have Council meetings every second month until 30 June 2023. 2. That should there be a need to call a special Council meeting at any time, the Speaker is authorized to call such a meeting .	HOLTZHAUSE NT	GOVINDSAMIR	100.0000	No feedback was required.	2023-01-31	action complete.	Completed
Item Ref	Item Nr	Item Title				Responsible user	Resolution Outcome	
<a href="#">2214985</a>	2214985	1. FIRE SERVICES SUMMER OPERATIONAL PLAN / BRANDWEERDIENSTE SOMER SEISON OPERASIONELE PLAN / ISICWANGCISO SEHLOBO SOKUSEBENZA KWEENKONZO ZOMLILO				TAITL	Resolved	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status

<a href="#">2216113</a>	RESOLVED That Council takes note of the report.	AFRICAC	STOFFELSD	100.0000	Council notification of Report acknowledged	2022-11-18	Council notification of Report acknowledged. The Fire Summer Operational Plan will be implemented	Completed
<a href="#">2216113</a>	RESOLVED That Council takes note of the report.	AFRICAC	STOFFELSD	100.0000	No feedback was required.	2022-11-18	Council notification of Report acknowledged. The Fire Summer Operational Plan will be implemented	Completed
<b>Item Ref</b>	<b>Item Nr</b>		<b>Item Title</b>				<b>Responsible user</b>	<b>Resolution Outcome</b>
<a href="#">2221788</a>	221788		SUBJECT: SECOND ADJUSTMENT BUDGET 2022/2023 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF)				CAMPHERG	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2241178</a>	(1) That the second adjustments budget of Garden Route District Municipality for the financial year 2022/2023 as set out in the schedules contained in Section 4 be approved: i. Table B1 Adjustments Budget Summary; ii. Table B2	DEJAGERJ	DEJAGERJ	100.0000	Noted	2022-11-30	Noted	Completed

<p>Adjustments Budget Financial Performance (by standard classification); iii. Table B3 Adjustments Budget Financial Performance (by municipal vote); iv. Table B4 Adjustment Budget Financial Performance (revenue by source); and v. Table B5 Adjustment Budget Capital Expenditure (by municipal vote and funding source).</p> <p>(2) That Council approves the Adjustment Operating Expenditure Budget of R511,643,133. (3) That Council approves the Adjustment Operating Revenue Budget of R505,851,075. (4) That Council approves the Adjustment Capital Budget of R127,797,414. (5) That a revised</p>								
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	Service Delivery and Budget Implementation Plan (SDBIP) for the 2022/23 financial year be compiled and tabled to the Executive Mayor for approval.							
<a href="#">2241178</a>	(1) That the second adjustments budget of Garden Route District Municipality for the financial year 2022/2023 as set out in the schedules contained in Section 4 be approved: i. Table B1 Adjustments Budget Summary; ii. Table B2 Adjustments Budget Financial Performance (by standard classification); iii. Table B3 Adjustments Budget Financial Performance (by municipal vote); iv. Table B4 Adjustment Budget Financial Performance (revenue by source);	DEJAGERJ	DEJAGERJ	100.0000	No feedback was required.	2022-11-30	Noted	Completed

<p>and v. Table B5 Adjustment Budget Capital Expenditure (by municipal vote and funding source).</p> <p>(2) That Council approves the Adjustment Operating Expenditure Budget of R511,643,133.</p> <p>(3) That Council approves the Adjustment Operating Revenue Budget of R505,851,075.</p> <p>(4) That Council approves the Adjustment Capital Budget of R127,797,414.</p> <p>(5) That a revised Service Delivery and Budget Implementation Plan (SDBIP) for the 2022/23 financial year be compiled and tabled to the Executive Mayor for approval.</p>								
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Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2226464</a>	2226464	SECTION 46 NOTING OF PROPOSED LONG TERM DEBT FOR FUNDING OF REGIONAL WASTE MANAGEMENT FACILITY'S CONSTRUCTION					DEJAGERJ	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2241391</a>	In order to comply with MFMA section 46 (3), Council resolve:  1. That Council note, for later approval, the taking up of the loan to the proposed amount of R 261 million to finance the regional waste management facility capital project as reflected on the approved 2022/23 – 2024/25 MTREF capital budget; 2. That Council note that the information statement will be advertised in the press and the public, the National Treasury and	DEJAGERJ	DEJAGERJ	100.0000	Notice placed in district newspapers on 24 November 2022	2022-11-24	Notice placed in district newspapers on 24 November 2022	Completed

	the relevant provincial treasury will be invited to submit written comments or representations to the council in respect of the proposed debt; and 3. That Council note the essential repayment terms, including the anticipated debt repayment schedule; and the anticipated total cost in connection with the proposed debt over the repayment period.							
<a href="#">224139</a> 1	In order to comply with MFMA section 46 (3), Council resolve:  1. That Council note, for later approval, the taking up of the loan to the proposed amount of R 261 million to finance the regional waste management facility capital project as reflected on the	DEJAGERJ	DEJAGERJ	100.000 0	No feedback was required.	2022 -11- 24	Notice placed in district newspapers on 24 November 2022	Completed

	<p>approved 2022/23 – 2024/25 MTREF capital budget;</p> <p>2. That Council note that the information statement will be advertised in the press and the public, the National Treasury and the relevant provincial treasury will be invited to submit written comments or representations to the council in respect of the proposed debt; and</p> <p>3. That Council note the essential repayment terms, including the anticipated debt repayment schedule; and the anticipated total cost in connection with the proposed debt over the repayment period.</p>							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome

<a href="#">2233335</a>	2233335		REPORT TO EVALUATE THE ACHIEVEMENT OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)				NTANGOL	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2359381</a>	this report was removed from the agenda as per the prelim meeting.	MENZEL	GOVINDSAMIR			2023-01-31		In Progress
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
<a href="#">2237096</a>	2237096		ANNUAL REVIEW OF THE GRDM INTEGRATED HUMAN SETTLEMENTS STRATEGIC PLAN AND CONSIDERATION OF THE SECOND VERSION FOR APPROVAL BY THE GRDM COUNCIL				MKUNQWANA	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2359382</a>	ANNUAL REVIEW OF THE GRDM INTEGRATED HUMAN SETTLEMENTS STRATEGIC PLAN AND CONSIDERATION OF THE SECOND VERSION FOR APPROVAL BY COUNCIL /	MENZEL	MKUNQWANA			2023-01-31		In Progress

<p>JAARLIKSE OORSIG VAN DIE GRDM GEÏNTEGREERDE MENSLIKE NEDERSETTINGS STRATEGIESE PLAN EN OORWEGING VAN DIE TWEEDE WEERGAWES VIR GOEDKEURING DEUR DIE RAAD / UQWALASELO LONYAKA LWE- GRDM LWENDIBANISELWA NO YOBUCHULE BESICWANGCISO SOKUHLALISWA KOLUNTU KUNYE NOKUQWALASELWA KWEMBONO YESIBINI UKUZE IPHUNYEZWE LIBHUNGA LE GRDM</p> <p>RESOLVED</p> <p>5.1 That Council to consider and support the formal Annual Review process which culminated in the development of Version 2 of the</p>								
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	<p>GRDM Integrated Human Settlements Strategic Plan.</p> <p>5.2 That Council considers and confirm the formal adoption of Version 2 of the GRDM Integrated Human Settlements Strategic Plan.</p> <p>5.3 The Council approve the hosting of a GRDM internal workshop to ensure common understanding of the proposed changes and application to date of the Strategic Plan (Version 2) with all internal Directorates and Councillors.</p>							
<a href="#">2359384</a>	H.1 ANNUAL REVIEW OF THE GRDM INTEGRATED HUMAN SETTLEMENTS STRATEGIC PLAN AND CONSIDERATION OF THE SECOND	MENZEL	MKUNQWANA			2023-01-31		In Progress

<p>VERSION FOR APPROVAL BY COUNCIL / JAARLIKSE OORSIG VAN DIE GRDM GEÏNTEGREERDE MENSLIKE NEDERSETTINGS STRATEGIESE PLAN EN OORWEGING VAN DIE TWEEDE WEERGAWE VIR GOEDKEURING DEUR DIE RAAD / UQWALASELO LONYAKA LWE-GRDM LWENDIBANISELWA NO YOBUCHULE BESICWANGCISO SOKUHLALISWA KOLUNTU KUNYE NOKUQWALASELWA KWEMBONO YESIBINI UKUZE IPHUNYEZWE LIBHUNGA LE GRDM Refer Report dated 17 November 2022 from the Executive Manager Planning and Development Services (L Menze)/ Manager Human Settlements (J Mkunqwana)(pg 147-</p>								
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	<p>194)</p> <p>RESOLVED</p> <p>5.1 That Council to consider and support the formal Annual Review process which culminated in the development of Version 2 of the GRDM Integrated Human Settlements Strategic Plan.</p> <p>5.2 That Council considers and confirm the formal adoption of Version 2 of the GRDM Integrated Human Settlements Strategic Plan.</p> <p>5.3 The Council approve the hosting of a GRDM internal workshop to ensure common understanding of the proposed changes and application to date of the Strategic Plan (Version 2) with all internal Directorates</p>							
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	and Councillors.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2237214</a>	2237214	PROGRESS REPORT ON THE GARDEN ROUTE REGIONAL WASTE MANAGEMENT FACILITY PROJECT / VORDERINGSVERSLAG INSAKE DIE GARDEN ROUTE STREEK AFVALBESTUUR FASILITEIT PROJEK					TAITL	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2359375</a>	this report was removed from the agenda as per the prelim meeting.	AFRICAC	COMPIONJ			2023-02-01		In Progress
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<a href="#">2245508</a>	2245508	Rural Roads Strategic Plan 2022/2023					SEPTEMBERZ	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2359378</a>	this report was removed from the agenda as per the prelim meeting.	DANIELSJ	NKEBANAQ	100.0000	To be submitted for Council Meeting	2023-01-31	noted	Completed

<a href="#">2359378</a>	this report was removed from the agenda as per the prelim meeting.	DANIELSJ	NKEBANAQ	100.0000	No feedback was required.	2023-01-31	noted	Completed
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
<a href="#">2245576</a>	2245576		TRAVEL AND SUBISTENCE POLICY				JANSEVANRENSBURGL	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2359366</a>	RESOLVED That Travel and Subsistence Allowance Policy be approved.	HOLTZHAUSENT	JANSEVANRENSBURGL	100.0000	In process	2023-01-31	Received, waiting for MM to sign approved Policy for further distribution	Completed
<a href="#">2359366</a>	RESOLVED That Travel and Subsistence Allowance Policy be approved.	HOLTZHAUSENT	JANSEVANRENSBURGL	100.0000	No feedback was required.	2023-01-31	Received, waiting for MM to sign approved Policy for further distribution	Completed
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
<a href="#">2246189</a>	2246189		LEAVE POLICY				JANSEVANRENSBURGL	Resolved

Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<a href="#">2359369</a>	RESOLVED That the Leave Policy be approved.	HOLTZHAUSE NT	JANSEVANRENSBUR GL	100.0000	In process	2023-01-31	Received, MM must still sign policy before further distribution	Completed
<a href="#">2359369</a>	RESOLVED That the Leave Policy be approved.	HOLTZHAUSE NT	JANSEVANRENSBUR GL	100.0000	No feedback was required.	2023-01-31	Received, MM must still sign policy before further distribution	Completed

**BACK TO AGENDA**

1. **REPORT ON THE ATTENDANCE OF COUNCIL, COMMITTEE MEETINGS AND WORKSHOPS FOR THE PERIOD AUGUST UNTIL DECEMBER 2022 BY COUNCILLORS / VERSLAG RAKENDE DIE BYWONING VAN RAAD, KOMITEEVERGADERINGS EN WERKSWINKELS VIR DIE PERIODE AUGUSTUS TOT DESEMBER 2022 / INGXELO NGOKUZINYASWA KWENTALANGANISO ZEBHUNGA, EZEKOMITI NAKUNYE NEWORKSHOP KWIXESHA LANGOMHLA KWEYETHUPA 2022 UKUYA KUMHLA KWEYEMNGA 2022 NGOOCEBA**

06 February 2022

**REFER REPORT FROM THE SPEAKER (ALD GR WOLMARANS)**

## 2 **PURPOSE**

The purpose of this report is to submit a report regarding the attendance of Council, Committee meetings and Workshops by Councillors for the period August until December 2022.

## 3. **DELEGATED AUTHORITY**

Council

## 4. **EXECUTIVE SUMMARY**

Council resolved that a report on attendance by Councillors of meetings and workshops should be provided to Council quarterly. The report for the months of March until April 2022 is attached for Council's consideration. A similar report served at the Council meeting dated 25 October 2022 for the period 01 August until 14 December 2022.

## 5. **RECOMMENDATION**

That Council considers the report.

## **AANBEVELING**

*Dat die Raad oorweging skenk aan die verslag.*

## **ISINDULULO**

Sesokuba iBhunga linike ingxelo ingqwalasela.

### **6. DISCUSSION / CONTENTS**

#### **6.1 Background**

This report serves on a quarterly basis or as requested by the Speaker. The report is intended to appraise Council on attendance of meetings by Councillors.

#### **6.2 Discussion**

Council resolved that a report be submitted to Council regarding the attendance of meetings and workshops by Councillors. The report serves to monitor the attendance as this lack of attendance has financial implications for the municipality.

Attached to this report, is annexure A that indicates the attendance of Councillors for the period August until December 2022. In the event of any queries the office of the Speaker can be contacted to view attendance registers, etc.

#### **6.5 Financial Implications**

When meetings have to be cancelled or postponed because of quorum challenges, that result in fruitless and wasteful expenditure.

Councillors still get reimbursement for the travelling costs even if meetings are cancelled or postponed, again this becomes fruitless and wasteful expenditure.

#### **6.6 Legal Implications**

- Section 79 and 80 of the Local Government: Municipal Structures Act, 117 of 1998

- Rules of Order for Procedures and Maintenance of order at meetings.
- The Code of Conduct for Councillors
- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)"

## 6.5 Staff Implications

There are no staff implications.

## 6.6 Previous / Relevant Council Resolutions:

A similar report served at the Council meeting that took place on 25 October 2022, and Council resolved as following:

- A.2 **REPORT ON THE COUNCILLOR'S ATTENDANCE OF COUNCIL MEETINGS, COMMITTEE MEETINGS AND WORKSHOPS FOR THE PERIOD MAY 2022 UNTIL JULY 2022 / VERSLAG RAKENDE DIE BYWONING VAN RAAD, KOMITEEVERGADERINGS EN WERKSWINKELS DEUR RAADSLEDEVIR DIE PERIODE MEI 2022 TOT JULIE 2022 / INGXELO NGOKUZINYASWA KWENTALANGANISO ZEBHUNGA, EZEKOMITI NAKUNYE NEWORKSHOP KWIXESHA LANGOMHLA KUCANZIBE 2022 UKUYA KUMHLA KWEYEKHALA 2022 NGOOCEBA**

*Refer: Report dated 08 September 2022 from the Speaker (Ald GR Wolmarans) (pg 266-274)*

### **RESOLVED**

That Council takes note of the report.

## 6.7 Risk Implications

The inability for Council to perform its duties because of lack of quorums poses a risk that the IDP objectives will not be achieved.

## **ANNEXURE**

Annexure A: Summary of meeting attendance for August until December 2022.

## ANNEXURE A

**P= Present | A = APOLOGY | AWL = Absent without leave**

COUNCIL MEETINGS / WORKSHOPS	COUNCIL MEETING	COUNCIL POLICY WORKSHOP	CONTINUATION OF COUNCIL MEETING
	24 AUG 2022	25 OCT 2022	07 NOV 2022
CA Swart	P	P	P
GR Wolmarans	P	P	P
JG Meiring	P	P	P
J Hoogbaard	P	P	P
K Malooi	P	P	P
M Booysen	P	P	P
P Terblanche	P	P	P
CN Lichaba	P	P	P
NV Gungubele	P	P	P
S De Vries	P	P	P
JJ Cornelius	P	P	P
C Scheepers	A	P	P
M Draghoender	P	P	P
NT Seti	P	P	A
IC Krtizinger	P	P	P
N Ndayi	P	P	P
D Acker	P	P	P
RJ Hector	A	P	A
V Gericke	P	P	P
DL Cronje	P	P	P
SM Toto	P	A	P
GJ van Niekerk	P	P	P
B van Noordwyk	P	P	P
CP Taute	P	P	P
A Steenkamp	P	A	AWL
HT Stroebe	P	P	P
TC Matika	P	A	P
NA Tswenga	A	A	A
MA Mkonto	A	P	P
RH Ruiters	P	P	P
JR Canary	P	P	P
JC Lambaatjeen	P	P	P
LSS van Rooyen	P	P	P
J Bavuma	P	P	P
M Kannemeyer	P	P	P

COUNCIL MEETINGS / WORKSHOPS	SPECIAL COUNCIL MEETING	SPECIAL COUNCIL MEETING	COUNCIL MEETING	COUNCIL POLICY WORKSHOP
	21 NOV 2022	08 DEC 2022	14 DEC 2022	20 SEPT 2022
CA Swart	P	P	P	P
GR Wolmarans	P	P	P	P
JG Meiring	P	P	P	P
J Hoogbaard	P	P	P	P
K Malooi	P	P	P	P
M Booysen	P	P	P	A
P Terblanche	P	A	P	P
CN Lichaba	A	P	P	AWL
NV Gungubele	A	P	P	P
S De Vries	A	P	P	P
JJ Cornelius	A	P	P	AWL
D Saptoe	P	P	P	P
NT Seti	A	A	P	A
IC Kritzingen	P	P	P	P
N Ndayi	A	A	P	P
D Acker	P	P	P	P
RJ Hector	P	P	P	P
V Gericke	P	P	P	P
DL Cronje	P	P	P	P
SM Toto	P	A	P	A
GJ van Niekerk	P	P	P	P
B van Noordwyk	P	P	P	P
CP Taute	P	P	A	P
A STEENKAMP /HD Ruiters	A	A	P	A
HT Stroebel	P	A	P	AWL
TC Matika	P	A	A	AWL
NA Tswenga	AWL	A	AWL	AWL
MA Mkonto	P	A	P	P
RH Ruiters	P	P	P	P
JR Canary / R April	P	P	P	AWL
JC Lambaatjeen	P	P	P	P
LSS van Rooyen	P	A	P	P
J Bavuma	P	P	P	P
M Kannemeyer	P	P	P	P

**P= Present | A = Absent | AWL = Absent without leave**

COUNCIL MEETINGS / WORKSHOPS	COUNCIL POLICY WORKSHOP	COUNCIL POLICY WORKSHOP
	17 NOV 2022	08 DEC 2022
CA Swart	P	A
GR Wolmarans	P	P
JG Meiring	P	A
J Hoogbaard	P	A
K Malooi	P	P
M Booysen	A	P
P Terblanche	P	A
CN Lichaba	A	P
NV Gungubele	A	P
S De Vries	A	P
JJ Cornelius	A	A
D Saptoe	AWL	A
NT Seti	A	A
IC Kritzinger	P	A
N Ndayi	P	P
D Acker	P	A
RJ Hector	AWL	P
V Gericke	P	A
DL Cronje	P	P
SM Toto	A	A
GJ van Niekerk	P	P
B van Noordwyk	P	A
CP Taute	P	AWL
A STEENKAMP /HD Ruiters	A	AWL
HT Stroebel	A	P
TC Matika	P	AWL
NA Tswenga	AWL	AWL
MA Mkonto	P	P
RH Ruiters	P	P
JR Canary / R April	P	P
JC Lambaatjeen	P	P
LSS van Rooyen	P	P
J Bavuma	P	P
M Kannemeyer	P	P

**P= Present | A = Absent | AWL = Absent without leave**

<b>MAYORAL COMMITTEE</b>	<b>23 AUG 2022</b>	<b>24 OCT 2022</b>	<b>21 NOV 2022</b>	<b>13 DEC2022</b>
<b>Ald Memory Booysen</b>	P	P	P	P
Ald Rosina Ruiters	P	P	P	P
Ald IC Kritzinger	P	P	P	P
Ald P Terblanche	P	P	P	P
Ald JC Lambaatjeen	P	P	P	A
Cllr J Hoogbaard	P	P	P	P
Ald N Ndayi	P	P	P	P
Ald G van Niekerk	P	P	P	P
Ald GR Wolmarans	P	P	P	P

<b>ROADS &amp; TRANSPORT PLANNING SERVICES COMMITTEE</b>	<b>10 AUG 2022</b>	<b>04 OCT 2022</b>
P Terblanche	P	P
J Hoogbaard	P	P
B van Noordwyk	P	P
M Kannemeyer	P	P
MA Mkonto	AWL	P
RJ Hector	AWL	AWL
D Acker	A	P
NV Gungubele	P	

<b>PLANNING &amp; ECONOMIC DEVELOPMENT COMMITTEE</b>	<b>10 AUG 2022</b>	<b>04 OCT 2022</b>
RH Ruiters	P	A
N Ndayi	P	P
J Meiring	P	P
C Swart	P	P
S de Vries	P	P
L van Rooyen	P	A
R Hector	AWL	A
JP Buys	P	P

**P= Present | A = APOLOGY | AWL = ABSENT WITHOUT LEAVE**

<b>FINANCIAL SERVICES COMMITTEE</b>	<b>11AUG 2022</b>	<b>05 OCT 2022</b>
JC Lambaatjeen	P	P
K Malooi	P	P
D Cronje	P	P
CP Taute	A	A
NA Tswenga	AWL	AWL
C Scheepers/ D Saptoe	P	P
J Bavuma	P	

<b>COMMUNITY SERVICES COMMITTEE</b>	<b>10 AUG 2022</b>	<b>04 OCT 2022</b>
N Ndayi	P	P
RH Ruiters	P	A
J Meiring	P	P
CN Lichaba	P	P
JP Buys	P	P
D Acker	A	P

<b>CORPORATE SERVICES COMMITTEE</b>	<b>11 AUG 2022</b>	<b>05 OCT 2022</b>
IC Kritzingar	P	P
J Bavuma	P	AWL
K Malooi	P	P
C Swart	P	P
S de Vries	P	P
SM Toto	AWL	AWL
R Hector	AWL	P

**P= Present | A = Absent | AWL = Absent without leave**

<b>PROPERTY MANAGEMENT &amp; DEVELOPMENT COMMITTEE</b>	<b>10 AUG 2022</b>	<b>04 OCT 2022</b>
J Hoogbaard	P	P
P Terblanche	P	P
K Malooi	P	P
H Stroebel	P	A
N Seti	P	P
T Matika	P	AWL
V Gericke	P	P

<b>STRATEGIC SERVICES COMMITTEE</b>	<b>11 AUG 2022</b>	<b>05 OCT 2022</b>
JC Lambaatjeen	P	P
IC Krtzinger	P	P
D Cronje	P	P
H Stoebel	A	AWL
TM Matika	AWL	AWL
C Scheepers /D Saptoe	P	P
NV Gungubele	P	P

<b>TRAINING &amp; DEVELOPMENT COMMITTEE</b>	<b>06 SEPT 2022</b>
S De Vries	P
K Malooi	A
R Ruiters	P

<b>GOVERNANCE</b>	<b>23 AUG 2022</b>	<b>12 OCT 2022</b>
GR Wolmarans	P	P
V Gericke	P	P
CN Lichaba	P	P
RJ Hector	AWL	P
D Acker	P	P
D Cronje	P	P
B van Noordwyk	P	P

**P= Present | A = Absent | AWL = Absent without leave**

<b>CENTRAL HEALTH</b>	<b>30 AUG 2022</b>	<b>09 NOV 2022</b>
V Gericke / K Malooi	P	P
C Swart	P	P
NA Tswenga	AWL	AWL
C Scheepers/ D Saptoe	AWL	P

<b>BUDGET STEERCOM</b>	<b>22 AUG 2022</b>	<b>21 NOV 2022</b>
JC Lambaatjeen	P	P
CP Taute	P	P
RJ Hector	P	P

<b>LOCAL LABOUR FORUM</b>	<b>POLICY WORKSHOP 08 SEPT 2022</b>	<b>POLICY WORKSHOP 18 OCT 2022</b>	<b>POLICY WORKSHOP 15 NOV 2022</b>
JC Lambaatjeen	P	P	P
SM Toto	P	P	P
RJ Hector	P	P	A
D Acker	A	A	P

<b>MPAC</b>	<b>31 OCT 2022</b>	<b>COMBINED MPAC/APAC 02 DEC 2022</b>	<b>06 DEC 2022</b>
CN Lichaba	P	P	P
C Swart	P	P	P
K Malooi	P	P	P
JG Meiring	P	P	P
M Kannemeyer	P	AWL	P
RJ Hector	P	P	A
D Acker	P	P	P
D Cronje	A	P	P
JP Buys	P	P	P

**BACK TO AGENDA**

DISTRICT COUNCIL

27 FEBRUARY 2023

**1. RESTRUCTURING OF SECTION 79 AND 80 COMMITTEES / HERSAMESTELLING VAN ARTIKEL 79 EN 80 KOMITEES / ULUNGELELWANISO LWEKOMITI ZOMHLATHI 79 KUNYE 80**

06 September 2022

**REPORT FROM THE EXECUTIVE MANAGER CORPORATE SERVICES (B HOLTZHAUSEN)**

**2. PURPOSE OF THE REPORT**

To recommend the restructuring and consideration of Committees in terms of Sections 79 and 80 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998).

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

This report seeks the approval of Council to approve the restructuring and consideration of the Sections 79 and 80 Committees. Annexure A is attached that indicates the recommended changes.

**5. RECOMMENDATION**

1. That Council approves the nomination of Cllr J Cornelius to serve as a member on the Governance Committee.
2. That Council approves the nomination of Cllr HD Ruiters who replaces Cllr A Steenkamp to serve as a member on the following Section 79 and 80 Committees; respectively: Financial Services and Corporate Services

3. That Council approves the nomination of Cllr RW Arends, who replaces Cllr T Matika to serve as a member on the following Section 79 and 80 Committees; respectively: Strategic Services and Property Management and Development Committee.

### **AANBEVELINGS**

1. *Dat die Raad die nominasie van Rdl. J Cornelius om as lid op die Huiskomitee te dien, goedkeur.*
2. *Dat die Raad die nominasie van HD Ruiters wat Rdl A Steenkamp vervang om as lid op die volgende Artikel 79 en 80 Komitees onderskeidelik te dien; Finansiële Dienste komitee en Korporatiewe Dienste Komitee, goedkeur.*
3. *Dat die Raad die nominasie van Rdl. RW Arends wat Rdl T Matika vervang om as lid op die volgende Artikel 79 en 80 Komitees onderskeidelik te dien; Strategiese Dienste en Eiendomsbestuur en Beplanning, goedkeur.*

### **IZINDULULO**

1. Sesokuba iBhunga liphumeze ukutyunjwa kuka Ceba J Cornelius ukuba asebenze njengelungu leKomiti yoLawulo.
2. Sesokuba iBhunga liphumeze ukutyunjwa kukaCeba HD Ruiters ongena endaweni kaCeba A Steenkamp ukuba asebenze njengelungu kwezi Komiti zeCandelo lama-79 nelama-80; ngokulandelelanayo: linkonzo zezeMali kunye neeNkonzo Zezolawulo
3. Sesokuba iBhunga liphumeze ukutyunjwa kukaCeba RW Arends, ongena endaweni kaCebaT Matika ukuba asebenze njengelungu kwezi Komiti zeCandelo lama-79 nelama-80; ngokulandelelanayo: linkonzo zoBuchule kunye noLawulo lweMihlaba kunye neKomiti yoPhuhliso.

## **6. DISCUSSION / CONTENTS**

## 6.1 Background

As a result of the replacement of Cllr A Steenkamp and T Matika the situation has left vacancies on the different portfolio committees that the above mentioned Councillors occupied. These vacancies has to be occupied by the newly appointed councillors, Cllrs HD Ruiters and Cllr T Matika to serve on those respective committees. The Speaker, has also informed Administration that Cllr J Cornelius as the Chief Whip of ICOSA, must form part of the Governance Committee.

## 6.2 Discussion

Council, at its meetings on 14 December 2022 inaugurated Cllr HD Ruiters (replacing Cllr A Steenkamp) and on 30 January 2023, Cllr RW Arends (replacing Cllr T Matika).

Attached as **Annexure A** are the respective Section 79 and 80 Committees with the nominated councillors to serve on the respective committees.

Section 79 of the Structures Act reads as follows:

- (1) "A municipal council may –
  - (a) establish one or more committees necessary for the effective and efficient performance of any of its functions or the exercise of any of its powers;
  - (b) appoint the members of such a committee from among its members; and
  - (c) dissolve a committee at any time.
- (2) The municipal council –
  - (a) must determine the functions of a committee;
  - (b) may delegate duties and powers to it in terms of Section 32;
  - (c) must appoint the chairperson;

- (d) *may authorize a committee to co-opt advisory members who are not Lids of the council within the limits determined by the council;*
- (e) *may remove a member of a committee at any time; and*
- (f) *may determine a committee's procedure."*

### **6.3 Financial Implications**

The financial implications can be very costly especially if a Committee does not have members to form a quorum.

### **6.4 Legal Implications**

None

### **6.5 Staff Implications**

There is no Staff implications.

### **6.6 Previous / Relevant Council Resolutions:**

A report of this nature last served at Council on 25 October 2022.

#### **A.3 : RESTRUCTURING OF COMMITTEES OF COUNCIL / HERSAMESTELLING VAN KOMITEES VAN DIE RAAD / ULUNGELELWANISO LWEKOMITI ZEBHUNGA**

*Refer: Report dated 10 October 2022 from the Speaker (Ald GR Wolmarans) (pg 275-292)*

#### **RESOLVED**

- 5.1 *That Council notes the report on the status of Committees of Council.*
- 5.2 *That the following changes be made:*
  - 5.2.1. *That Council approves the appointment of Cllr JP Buys who replaces Ald M Draghoender, to serve as a member on the following Committees: Economic Development and Planning; Community Services; MPAC.*
  - 5.2.2. *That Council approves the appointment of Cllr RJ April, who replaces Cllr J Canary, to serve as a member on the following Committees: Financial Services, Strategic Services, Budget Steering Committee and Workplace and Restructuring Committee.*
  - 5.2.3. *That Council approves the appointment of Cllr JJ Bavuma, who replaces Cllr A Barker to serve as a member on the following Committee: Corporate Services.*
  - 5.2.4. *That Council approves the appointment of Cllr D Saptoe, who replaces Cllr C Scheepers to serve as a member on the following Committees:*

*Financial Services and Community Services, Strategic Services and Occupational Health and Safety Committee.*

- 5.25. *That Council approves the appointment of Cllr C Swart as the Chairperson of the Workplace and Restructuring Committee.*
- 5.2.6 *That Council approves the appointment of Cllr K Malooi as the Chairperson of the Occupational Health and Safety Committee to replace Ald Gericke who ceased to be a member of OHS committee.*
- 5.2.7 *That Council approves the appointment of Cllr D Acker as the Chairperson of the MPAC to replace Ald Lichaba who ceased to be a member of MPAC.*
- 5.2.8 *That Council will establish a Section 79 Committee in future to oversee the working of the Education, Training and Development committee (established in terms of Municipal staff regulations)*
- 5.2.9 *That the new section 79 committee that will be established in future will develop its Terms of the Reference that must be submitted to Council for approval.*
- 5.2.10 *That the names of the members of the section 79 committee that will play oversight over the Education, Training and Development committee be submitted by the Speaker to Council.*

## **6.7 Risk Implications**

This will have an impact on quorums upon sitting of these committees.

## **APPENDIX**

Section 79 and 80 Committees schedule.

**GARDEN ROUTE DISTRICT MUNICIPALITY – SECTION 79 & 80 COMMITTEES: AS AT 25 OCTOBER 2022**

RESPONSIBLE COMMITTEE OFFICER, DAY & TIME OF MEETINGS	BONISILE	CARRON-ANN	CARRON - ANN	BONISILE	CARRON - ANN	TANDO	TANDO
	ROADS & TRANSPORT PLANNING SERVICES:	FINANCIAL SERVICES:	PLANNING & ECONOMIC DEV	COMMUNITY SERVICES:	PROPERTY /ASSET MANAGEMENT	CORPORATE SERVICES:	STRATEGIC SERVICES:
<b>FUNCTIONS</b>	Roads Maintenance Integrated Transport Planning RRAMS	Income and Expenditure Supply Chain BTO Revenue Management Asset Management Stores Financial Statements / GRAP Statements	Regional Economic Development Tourism / Arts and Culture Youth (EPWP) <i>Rural Development Job Creation</i>	Fire and Rescue / Disaster Management / Municipal Health / Environmental Management (Waste Management/Air Quality) Call Centre <i>Spacial Development &amp; Planning</i>	Property Planning & Maintenance Resorts Strategic / Investment Properties Strategic Properties (for noting only)	Human Resources Committee Services Legal Services Auxiliary Services: Records and Archives	IGR Communications IDP <i>Public Participation</i> Information Shared Services Funding Mobilization
<b>CHAIRPERSON</b>	<b>P Terblanche</b>	<b>J Lambaatjeen (Acting)</b>	<b>RH Ruiters</b>	<b>N Ndayi</b>	<b>J Hoogbaard</b>	<b>I Kritzinger</b>	<b>J Lambaatjeen</b>
<b>DEPUTY CHAIR</b>	J Hoogbaard	<b>VACANT</b>	NS Ndayi	RH Ruiters	P Terblanche	<b>VACANT</b>	IC Kritzinger
<b>EXE MANAGER</b>	J Daniels	T Loliwe (Acting)	L Menze	C Africa	L Menze	B Holtzhausen	L Menze
<b>DA</b>	B van Noordwyk M Kannemeyer	K Malooi D Cronje RJ April	J Meiring C Swart	J Meiring	K Malooi H Stroebeel	K Malooi C Swart JJ Bavuma	D Cronje H Stroebeel RJ April

<b>ANC</b>	NV Gungubele MA Mkonto	CP Taute	S de Vries LSS van Rooyen	CN Lichaba	NT Seti <b>RW Arends</b>	S de Vries SM Toto	NV Gungubele <b>RW Arends</b>
<b>ICOSA</b>		<b>HD RUITERS</b>				<b>HD RUITERS</b>	
<b>GOOD</b>	R Hector	D Saptoe	R Hector	D Saptoe		R Hector	D Saptoe
<b>PBI</b>			<b>JP Buys</b>	<b>JP Buys</b>	V Gericke		
<b>VP</b>	D Acker			D Acker			
<b>TOTAL</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>

**GARDEN ROUTE DISTRICT MUNICIPALITY – SECTION 79 & 80 COMMITTEES:**

	<b>CARRON-ANN</b>	<b>REHANA</b>	<b>REHANA</b>	<b>TANDO</b>	<b>REHANA</b>
	<b>BUDGET STEERING</b>	<b>GOVERNANCE</b>	<b>MPAC</b>	<b>OCCUPATIONAL HEALTH &amp; SAFETY COMMITTEE</b>	<b>LOCAL LABOUR FORUM</b>
<b>CHAIR</b>	<b>Cllr JC Lambaatjeen (Acting Chairperson)</b>	<b>G Wolmarans</b>	<b>D Acker</b>	<b>K Malooi</b>	<b>E Qkholo</b>
<b>DA</b>	RJ April	D Cronje D Swart	D Cronje K Malooi JG Meiring M Kannemeyer C Swart	C Swart	JC Lambaatjeen
<b>ANC</b>	CP Taute	CN Lichaba	Ald CN Lichaba Cllr CP Taute		SM Toto
<b>GOOD</b>	R Hector	RJ Hector	R Hector	D Saptoe	R Hector
<b>PBI</b>		V Gericke	JP Buys		
<b>VP</b>		D Acker			D Acker
<b>ICOSA</b>		<b>J Cornelius</b>			
<b>MANAGEMENT</b>					Municipal Manager B Holtzhausen J-W de Jager JG Daniels L Menze Mr C Africa N Davids N Klaas

<b>SAMWU</b>				M Maree M April	B Desha M Maree M Solani N Sthunda
<b>IMATU</b>				Y Isaacs P Koopman	R Dyantyi Y Isaacs P Gcabayi P Koopman

**GARDEN ROUTE DISTRICT MUNICIPALITY – SECTION 79 & 80 COMMITTEES:**

	<b>WORKPLACE &amp; RESTRUCTURING</b>	<b>AUDIT COMMITTEE</b>
	<b>REHANA</b>	<b>REHANA</b>
<b>CHAIR</b>	Cllr C Swart	<b>Mr ABJ Dippenaar</b> Ms S Maharaj Adv L Mtuzini Mr L Fourie
<b>DA</b>	RJ April	
<b>ANC</b>	Cllr MA Mkonto	
<b>ICOSA</b>		
<b>GOOD</b>	Cllr R Hector	
<b>PBI</b>		
<b>SAMWU</b>	B Desha M Solani	
<b>IMATU</b>	P Gcabayi R Dyantyi	

**BACK TO AGENDA**

DISTRICT COUNCIL

27 FEBRUARY 2023

1. **4<sup>TH</sup> ADJUSTMENT BUDGET 2022/2023 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) / VIERDE AANSUIWERINGSBEGROTING 2022/2023 MEDIUM TERMYN EN INKOMSTE EN UITGAWE RAAMWERK (MTIUR) / UGQITHISELO LOLWABIWO-MALI OLU-LUNGISIWEYO LUKA 2022/2023 LWENGENISO YEXESHA ELIFUTSHANE KUNYE NENDLELA YENCITHO(MTREF)**

(6/18/7)

20 February 2023

**REFER REPORT FROM THE EXECUTIVE MAYOR (ALD M BOOYSEN)****2. PURPOSE OF THE REPORT**

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

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

Sub regulation (1) of Regulation 23 (3) of the Budget and Reporting Regulations, states –

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

The Executive Mayor must table an adjustment budget to Council for consideration and approval. Garden Route District Municipality received additional allocations from the Provincial Government to the amount of R1.6m (Gazette 8719, dated 13 February 2023) and this revenue has been included in this adjustment budget.

## 5. RECOMMENDATIONS

That council take the following resolutions:

1. That the 4<sup>th</sup> adjustments budget of Garden Route District Municipality for the financial year 2022/2023 as set out in the schedules contained in Section 4 be **approved**:
  - vi. Table B1 Adjustments Budget Summary;
  - vii. Table B2 Adjustments Budget Financial Performance (by standard classification);
  - viii. Table B3 Adjustments Budget Financial Performance (by municipal vote);
  - ix. Table B4 Adjustment Budget Financial Performance (revenue by source); and
  - x. Table B5 Adjustment Budget Capital Expenditure (by municipal vote and funding source)
2. Council approves the Adjustment Operating Expenditure Budget of R496,081,438
3. Council approves the Adjustment Operating Revenue Budget of R487,921,059
4. Council approves the Adjustment Capital Budget of R38,440,814
5. That a revised Service Delivery and Budget Implementation Plan (SDBIP) for the 2022/23 financial year be compiled and tabled to the Executive Mayor for approval.

### **AANBEVELINGS**

*Dat die Raad die volgende resolusies aanvaar:*

- (1) *Dat die vierde Aangepaste Begroting van Garden Route Distriksmunisipaliteit vir die finansiële jaar 2022/2023 soos vervat in die skedules van Seksie 4 goedgekeur word:*
  - vi. *Tabel B1 Aangepaste Begrotings Opsomming;*

- vii. *Tabel B2 Aangepaste Begroting Finansiële Prestasie (volgens standaard klassifikasie);*
- viii. *Tabel B3 Aangepaste Begroting Finansiële Prestasie (volgens pos);*
- ix. *Tabel B4 Aangepaste Begroting Finansiële Prestasie (volgens finansieringsbron); en*
- x. *Tabel B5 Aangepaste Kapitale Begroting (volgens pos en finansieringsbron)*

(2) *Die Raad die Aangepaste Uitgawe Begroting van R496,081,438 goedkeur.*

(3) *Die Raad die Aangepaste Inkomste Begroting van R487,921,059 goedkeur.*

(4) *Die Raad die Aangepaste Kapitaal Begroting van R38,440,814 goedkeur.*

(5) *Dat die hersiende Dienslewering- en Begrotings Implementerings Plan vir 2022/2023 opgestel en aan die Uitvoerende Burgermeester voorgelê word vir goedkeuring.*

## **IZINDULULO**

Sesokuba iBhunga lithathe ezi zigqibo zilandelayo:

(1) Sesokuba ulwabiwo-mali olulungisiweyo(izibonelelo ezingasetyenziswanga) loMasipala Wesithili se Garden Route kunyakamali ka 2021/2022 njengoko kuchaziwe kuluhlu oluqulwathwe kuMhlathi 4 luphunyezwe:

- i. Table B1 Ushwankathelo loLwabiwo-Mali Olu-Lungisiweyo
- ii. Table B2 Ulwabiwo-Mali Olulungisiweyo Umsebenzi Wezemali (ngokwendlela ezifanelekileyo);
- iii. Table B3 Ulwabiwo-Mali Olulungisiweyo Umsebenzi Wezemali (ngokwevoti yomasipala);
- iv. Table B4 Ulwabiwo-Mali Olulungisiweyo Umsebenzi Wezemali (ingeniso ngokovimba); kunye

v. Table B5 Ulwabiwo-Mali Olulungisiweyo Incitho Yenkunzi (ngokwevoti yomasipala kunye nenxaso yovimba)

(2) IBhunga liphumeze Ulwabiwo-Mali Olu-Lungisiweyo Lencitho Eqhubayo ye R496,081,438

(3) IBhunga liphumeze uLwabiwo-Mali Oluqhubayo Lwengeniso noluyi R487,921,059

(4) IBhunga liphumeze Ulwabiwo-Mali Oluyinkunzi Olu-Lungisiweyo lwe R38,440,814

(5) Sesokuba ulungisowe Lonikezelo Nkonzo kunye Nesicwangciso Sokumiselwa koLwabiwo-Mali(SDBIP) kunyakamali ka 2022/2023 luqulunqwe kwaye luthiwe theca kuSodolophu obekekileyo ukuze luphunyezwe.

## 6.1 BACKGROUND

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

**Subsection (2)** of the above section determines that an adjustment budget:

- a) Must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the current year;
- b) May appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
- c) May, within a prescribed framework, authorize unforeseeable and unavoidable expenditure recommended by the mayor;
- d) May authorize the utilization of projected savings in one vote towards spending under another vote;
- e) May authorize the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the Council;

- f) May correct any errors in the annual budget; and
- g) May provide for any other expenditure within a prescribed framework.

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

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

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

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

Subsection **(a)** of section 15 determines very clearly that expenditure may only be incurred in terms of an approved budget; and

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

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

**Subsection (1)** states –

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

## 6.2 FINANCIAL IMPLICATIONS

Financial implications as per the Report attached.

### **6.3 \_RELEVANT LEGISLATION**

Municipal Finance Management Act, No 56 of 2003

Municipal Budget and Reporting Regulations, 17 April 2009

### **ANNEXURES**

- 4<sup>th</sup> Adjustment Budget Report 2022/2023 MTREF



**GARDEN ROUTE DISTRICT MUNICIPALITY**

**FINANCIAL YEAR 2022 - 2023**

**4<sup>th</sup> ADJUSTMENT BUDGET REPORT**

**2022/2023 MTREF**

<b>Table of Contents</b>	8
Glossary	9
Legislative Framework	11
 <b>PART 1 – ADJUSTMENT BUDGET</b>	
Section 1 – Mayoral speech	12
Section 2 – Resolutions	16
Section 3 – Executive Summary	
3.1 Introduction	17
3.2 Adjustment budget	18
3.3 Provision of basic services	18
3.4 SDBIP and MTREF financial sustainability	19
3.5 High level summary of adjustments	20
Section 4 – Annual Budget Tables	26
 <b>PART 2 SUPPORTING DOCUMENTATION</b>	
Section 5 – Adjustment to budget assumptions	39
Section 6 – Adjustments to budget funding	39
Section 7 – Adjustments to expenditure on allocations and grant programmes	39
Section 8 – Adjustments to grants made by the municipality	39
Section 9 – Adjustments to councillor allowances and employee benefits	39
Section 10 – Adjustment to service delivery and budget implementation plan	39
Section 11 – Adjustments to Capital expenditure	39
Section 12 – Municipal Manager's quality certification	40

## Glossary

**Adjustments budget** – Prescribed in section 28 of the MFMA. The formal means by which a municipality may revise its annual budget during the year.

**Allocations** – Money received from Provincial or National Government or other municipalities.

**Budget** – The financial plan of the Municipality.

**Budget related policy** – Policy of a municipality affecting or affected by the budget, examples include tariff policy, rates policy and credit control and debt collection policy.

**Capital expenditure** – Spending on assets such as land, buildings and machinery. Any capital expenditure must be reflected as an asset on the Municipality's balance sheet.

**Cash flow statement** – A statement showing when actual cash will be received and spent by the Municipality. Cash payments do not always coincide with budgeted expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month it is received, even though it may not be paid in the same period.

**DORA** – Division of Revenue Act. Annual legislation that shows the total allocations made by national to provincial and local government.

**Equitable share** – A general grant paid to municipalities. It is predominantly targeted to help with free basic services.

**Fruitless and wasteful expenditure** – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

**GFS** – Government Finance Statistics. An internationally recognised classification system that facilitates like for like comparison between municipalities.

**GRAP** – Generally Recognised Accounting Practice. The new standard for municipal accounting.

**IDP** – Integrated Development Plan. The main strategic planning document of the Municipality

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

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

**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** – Spending on the day-to-day expenses of the Municipality such as salaries and wages.

**Rates** – Local Government tax based on the assessed value of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

**SDBIP** – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

**Strategic objectives** – The main priorities of the Municipality as set out in the IDP. Budgeted spending must contribute towards the achievement of the strategic objectives.

**Unauthorised expenditure** – Generally, spending without, or in excess of, an approved budget.

**Virement** – A transfer of budget.

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

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

## **Legislative Framework**

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

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

Section 28 of the Municipal Finance Management Act - Adjustment Budgets

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

Schedule B format of adjustment budgets

**PART 1 – IN-YEAR REPORT****SECTION 1 – MAYORAL SPEECH**

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

I would like to express a hearty warm welcome to you all. We are here today to approve the adjustment budget after the mid-year assessment was tabled at council on 25 January 2023.

Section 23 (3) of the Budget and Reporting Regulations which deals with the timeframes for tabling of adjustment budgets.

Sub regulation (1), of the said Regulations states –

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

Provincial Government allocated an additional R1,600,000 (Emergency Municipal Load Shedding Relief Grant) as per Provincial Gazette 8719 dated 13 February 2023 to the municipality and this additional allocation has been included in this adjustment budget.

The details of the above inclusions are as follows:

**Additional Provincial Conditional Grants**

Provincial Government Additional Grant Allocation		
Provincial Government Gazette Nr 8719		
Section	Project Description	Grant Amount
Exeutive & Council: Grant Revenue	Emergency Municipal Load-Shedding Relief Grant	1 600 000,00
		<b>1 600 000,00</b>
Provincial Government Additional Grant Allocation		
Provincial Government Gazette Nr 8719		
Section	Project Description	Grant Amount
Disaster Management - Capital Budget Expenditure	Emergency Municipal Load-Shedding Relief Grant	1 600 000,00
		<b>1 600 000,00</b>

In the Provincial Gazette Extraordinary 8719 dated 13 February 2023 as issued by Western Cape Government, the above additional grant allocations were made to the Garden Route District Municipality. This is therefore added to operating revenue and capital expenditure in the 2022/2023 budget.

The mid-year assessment further indicated that the construction of the Regional Landfill Site will not start at the anticipated time. A revised project schedule necessitated the revision of capital provisions for the current year.

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

### Summary

BUDGET - Fourth Adjustment Budget (27 February 2023)							
DESCRIPTION	Approved Budget 2022/2023	Roll - Over Budget 2022/2023	Second Adjustment Budget 2022/2023	Third Adjustment Budget 2022/2023	Fourth Adjustment Budget 2022/2023	Approved Budget 2023/24	Approved Budget 2024/25
Revised Operational Income	480 350 118	485 810 960	505 851 075	507 251 075	487 921 147	499 722 115	530 845 281
Revised Operational Expenditure	487 297 291	492 543 133	511 643 133	513 043 133	496 081 438	506 670 494	534 654 277
<b>Surplus / (Deficit)</b>	<b>- 6 947 173</b>	<b>- 6 732 173</b>	<b>- 5 792 058</b>	<b>- 5 792 058</b>	<b>- 8 160 291</b>	<b>- 6 948 379</b>	<b>- 3 808 996</b>
<b>Revised Capital Budget</b>	<b>126 642 299</b>	<b>126 857 299</b>	<b>127 797 414</b>	<b>127 797 414</b>	<b>38 440 814</b>	<b>148 531 000</b>	<b>101 097 000</b>
Less funded from NT Grants	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000	5 000 000
Less funded from PT Grants	-	215 000	215 000	215 000	1 815 000		
Less funded from Borrowings	107 232 299	107 232 299	107 232 299	107 232 299	26 577 183	143 981 000	90 547 000
Less funded from CRR	8 210 000	8 210 000	9 150 115	9 150 115	6 048 631	550 000	5 550 000
Less funded from Donated PPE	7 200 000	7 200 000	7 200 000	7 200 000	-		
<b>Revised Capital Budget</b>	<b>126 642 299</b>	<b>126 857 299</b>	<b>127 797 414</b>	<b>127 797 414</b>	<b>38 440 814</b>	<b>148 531 000</b>	<b>101 097 000</b>

Note that the 2022/23 adjustments budget totals to a net deficit, but this is not an unfunded budget. GRDM has accumulated surpluses which will fund the shortfall in the short term, it is imperative that alternative revenue sources must be obtained by implementing sustainable projects to ensure GRDM can maintain its healthy financial position in the current extremely challenging economic conditions, as well as over the long term.

### Operational Budget:

Income: The operational revenue budget has decreased by approximately R19 million, the largest items contributing to the decrease is as follows:

- Service Charges – Refuse R11 million decreased due to construction of the Regional Waste Facility that will only commence later in financial year due to unavoidable delays.
- LGSTA income decreased by R4m.
- Transfers and Subsidies decreased with R3 million, the unspent grant of Human Settlement of R2m and Unspent Integrated Transport Planning (R1m) were paid back to Provincial Treasury as the request for roll-over was denied by Provincial Treasury.
- The municipality received additional allocation to the amount of R1.6 million from Provincial Government as per Gazette 8719 dated 13 February 2023.
- The capital contribution to the amount of R7.2 million for the donated properties have been removed from the income budget as it is anticipated that the transfer of the properties will not be finalized by 30 June 2023.

Expenditure: The operational expenditure budget has decreased by approximately R16.9 million, the largest items contributing to the decrease is as follows:

- R2.6 million decrease in employee related cost the repayment of the unspent Human Settlements Grant included salary related expenses.
- Expenditure for the Skills Mecca was reduced with R4m.
- R14 million decrease in contracted services due to the R11m of the regional landfill site that had to be removed as construction will commence later than anticipated.
- Decrease in other expenditure of R1.4 million due to savings identified.

### **Capital Budget:**

The main reason for the decrease in the capital budget of almost R80.6m is as follows:

- R80.6 million decrease in landfill site capital budget, due to shifting of capital expenditure from the 2022/23 to the 2023/24 financial year as construction will commence later due to delays. The delayed expenditure does not cause any loss of funding to Council as this is a loan funded project.

A regional landfill site project steering committee was established represented by the different sections in GRDM consisting of different expertise where pertinent issues are discussed and cleared, timelines and progress is discussed.

The participation of the 4 participating municipalities are imperative and SLA between GRDM and the participating Municipalities are needed confirming the participation in the regional landfill site and acknowledgement that provision is made in the budget, as this is one of the documents that GRDM need urgently for the loan funding process as this is one of the documents requested the bank.

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

- (1) That the adjustment budget of Garden Route District Municipality for the financial year **2022/2023** as set out in the schedules contained in Section 4 be approved:
  - (i) Table B1 Adjustments Budget Summary;
  - (ii) Table B2 Adjustments Budget Financial Performance (by standard classification);
  - (iii) Table B3 Adjustments Budget Financial Performance (by municipal vote);
  - (iv) Table B4 Adjustments Budget Financial Performance (revenue by source); and
  - (v) Table B5 Adjustments Budget Capital Expenditure (by municipal vote and funding source)
- (2) That the adjusted operating expenditure budget of Garden Route District Municipality for the financial year **2022/2023 of R496,081,438** be approved.
- (3) That the adjusted operating revenue budget of Garden Route District Municipality for the financial year **2022/2023 of R487,921,059** be approved.
- (4) That the adjusted capital of Garden Route District Municipality for the financial year **2022/2023 of R38,440,814.**
- (5) That a revised Service Delivery and Budget Implementation Plan (SDBIP) for the **2022/2023** financial year be compiled and tabled to the Executive Mayor for approval.

## SECTION 2 – RESOLUTIONS

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

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

### **RECOMMENDATIONS:**

- (1) That the adjustment budget of Garden Route District Municipality for the financial year **2022/2023** as set out in the schedules contained in Section 4 be approved:
  - (i) Table B1 Adjustments Budget Summary;
  - (ii) Table B2 Adjustments Budget Financial Performance (by standard classification);
  - (iii) Table B3 Adjustments Budget Financial Performance (by municipal vote);
  - (iv) Table B4 Adjustments Budget Financial Performance (revenue by source); and
  - (v) Table B5 Adjustments Budget Capital Expenditure (by municipal vote and funding source)
- (2) That the adjusted operating expenditure budget of Garden Route District Municipality for the financial year **2022/2023 of R496,081,438** be approved.
- (3) That the adjusted operating revenue budget of Garden Route District Municipality for the financial year **2022/2023 of R487,921,059** be approved.
- (4) That the adjusted capital budget of Garden Route District Municipality for the financial year **2022/2023 of R38,440,814** be approved.
- (5) That a revised Service Delivery and Budget Implementation Plan (SDBIP) for the **2022/2023** financial year be compiled and tabled to the Executive Mayor for approval.

## SECTION 3 - EXECUTIVE SUMMARY

### 3.1 Introduction

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

#### **Municipal Finance Management Act, 56 of 2003**

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

**Section 28(2)(b)** *may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;*

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

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

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

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

**Sub regulation (1)** states –

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

#### **Schedule B Adjustment budget and supporting documentation of municipalities.**

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

- a.** *Contemplated in sub regulation 23(1) must have all the headings in the sequence shown in the table of contents below, contain the information*

described in this Schedules and be appropriately page numbered, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act.

### 3.2 Adjustment Budget

#### Operational Budget

Comparison between the **Original, Rollover, Second, Third and Fourth Adjustment Budget** for the 2022/23 financial year:

BUDGET - Fourth Adjustment Budget (27 February 2023)							
DESCRIPTION	Approved Budget 2022/2023	Roll - Over Budget 2022/2023	Second Adjustment Budget 2022/2023	Third Adjustment Budget 2022/2023	Fourth Adjustment Budget 2022/2023	Approved Budget 2023/24	Approved Budget 2024/25
Revised Operational Income	480 350 118	485 810 960	505 851 075	507 251 075	487 921 147	499 722 115	530 845 281
Revised Operational Expenditure	487 297 291	492 543 133	511 643 133	513 043 133	496 081 438	506 670 494	534 654 277
Surplus / (Deficit)	- 6 947 173	- 6 732 173	- 5 792 058	- 5 792 058	- 8 160 291	- 6 948 379	- 3 808 996
Revised Capital Budget	126 642 299	126 857 299	127 797 414	127 797 414	38 440 814	148 531 000	101 097 000
Less funded from NT Grants	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000	5 000 000
Less funded from PT Grants	-	215 000	215 000	215 000	1 815 000		
Less funded from Borrowings	107 232 299	107 232 299	107 232 299	107 232 299	26 577 183	143 981 000	90 547 000
Less funded from CRR	8 210 000	8 210 000	9 150 115	9 150 115	6 048 631	550 000	5 550 000
Less funded from Donated PPE	7 200 000	7 200 000	7 200 000	7 200 000	-		
Revised Capital Budget	126 642 299	126 857 299	127 797 414	127 797 414	38 440 814	148 531 000	101 097 000

#### OPERATING (SURPLUS)/DEFICIT

Note that the 2022/23 adjustments budget totals to a net deficit, but it is not an unfunded budget. GRDM has accumulated surpluses which will fund the shortfall in the short term, it is imperative that alternative revenue sources must be obtained by implementing sustainable projects to ensure GRDM can maintain its healthy financial position in the current extremely challenging economic conditions, as well as over the long term.

#### Capital Budget

The main reason for the decrease in the capital budget of almost R80.6m is as follows:

- R80.6 million decrease in landfill site capital budget, due to shifting of capital expenditure from the 2022/23 to the 2023/24 financial year due to delays construction will commence later. The delayed expenditure does not cause any loss of funding to Council as this is a loan funded project.

A regional landfill site project steering committee is established represented by the different sections in GRDM consisting of different expertise where pertinent issues are discussed and cleared, timelines and progress is discussed.

The participation of the 4 participating municipalities are imperative and SLA's are needed confirming the participation in the regional landfill site as well as signed contracts and acknowledgement that provision is made in the budget, as this is one of the documents that GRDM need urgently for the loan funding process as this is one of the documents requested the bank.

### **3.3 Provision of basic services**

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

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

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

- a. Garden Route DM plays a critical role in the delivery of Fire services in the area. This is supported by the fact that several service delivery agreements are in place with different local municipalities to ensure delivery of fire services within their areas.
- b. Garden Route DM also has an Air Quality service level agreement with the municipality of Hessequa Municipality.
- c. Disaster Management and ensuring that a collective effort is implemented is also a key function performed by the municipality.
- d. The provision of Environmental Health Services is another key function performed by the district. With the food scarcity crisis and the impact that drought has on the provision of food security the impact this function is performing is of critical importance.

- e. Garden Route DM maintains and constructs roads on behalf of the Provincial Department of Transport and Public Works.
- f. Garden Route DM is in the process to establish and operate a regional landfill site where participating local municipalities will be utilizing GRDM's services, and a tariff will be payable to GRDM.

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

### **3.4 SDBIP and MTREF financial sustainability**

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

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

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

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

### **3.5 High level summary of adjustments**

The following table illustrates the Original Budget approved by council for the **2022/2023** MTREF period during the May council budget approval process and the subsequent movement of the adjustment budgets. Schedule B6 (Statement of financial Position), B7 (Cash Flow statement) and B8 (Cash backed reserves/accumulated surplus reconciliation) had to be changed manually on excel, as the system generated schedules contained errors which could not be corrected on the system and had to be corrected manually on Excel.

**Operating Revenue**

	3rd Adjustment Budget 2022/2023	4th Adjustment Budget 2022/2023	Variance (Jan'23 - Feb'23)	% percentage	Note
<b>Summary: Total Income</b>					
Service charges - refuse revenue	11 167 790,00	-	- 11 167 790,00	-100%	1
Rental of facilities and equipment	2 468 745,00	2 468 745,00	-	0%	2
Interest earned - external investments	9 010 000,00	9 560 000,00	550 000,00	6%	3
Interest earned - outstanding debtors	3 180 000,00	3 180 000,00	-	0%	4
Licences and permits	125 057,00	125 057,00	-	0%	5
Agency services	209 327 568,00	209 327 568,00	-	0%	6
Transfers and subsidies	235 520 843,00	232 029 729,00	- 3 491 114,00	-1%	7
Other revenue	22 711 073,00	25 629 960,00	2 918 887,00	13%	8
Gains	2 540 000,00	-	- 2 540 000,00	-100%	9
Transfers and subsidies - capital	11 200 000,00	5 600 000,00	- 5 600 000,00	-50%	10
<b>Revised Operational Income</b>	<b>507 251 076,00</b>	<b>487 921 059,00</b>	<b>- 19 330 017,00</b>		

**Notes:**

1. Service Charges – refuse revenue – decrease with R11 million due to the regional landfill site project not commencing with construction in the current financial year, no contributions from participating B-municipalities will be received.

2. Rental of facilities and equipment – remain unchanged.

3. Interest earned: external investments – increase with R550 000.

4. Interest earned: outstanding debtors and Licences and permits – remain unchanged.

5. Licences and permits – remain unchanged.

6. Agency Services - remain unchanged.

7. Transfers and Subsidies decreased with R3.4 million because of the repayment of unspent Human Settlement Grants (R2 million) and Integrated Transport Planning Grant of R1 million.

8. Other revenue – Total increase with R2.9 million consisting of the income from the resorts and firefighting income were increased with R1.5m due to overperformance on some resorts

9. Gains – immaterial movement account – item were removed from the budget.

10. Transfers and subsidies - capital (in-kind - all). The donated properties of R7.2 million were removed from the budget and R1.6 million were added from the additional allocation of R1.6 million from Provincial Treasury.

### **Operating Expenditure**

	3rd Adjustment Budget 2022/2023	4th Adjustment Budget 2022/2023	Variance (Jan'23 - Feb'23)	% percentage	Note
<b>Summary: Total Expenditure</b>					
Employee related costs	287 202 408,00	284 510 402,00	- 2 692 006,00	-1%	1
Remuneration of councillors	12 542 344,00	13 285 973,00	743 629,00	6%	2
Debt impairment	1 560 000,00	1 560 000,00	-	0%	3
Depreciation & asset impairment	4 986 328,00	4 981 904,00	- 4 424,00	0%	4
Finance charges	73 360,00	73 360,00	-	0%	5
Other materials	52 488 908,00	53 073 043,00	584 135,00	1%	6
Contracted services	82 163 297,00	68 025 248,00	- 14 138 049,00	-17%	7
Transfers and subsidies	3 675 200,00	3 703 388,00	28 188,00	1%	8
Other expenditure	68 278 549,00	66 795 380,00	- 1 483 169,00	-2%	9
Losses	72 740,00	72 740,00	-	0%	10
<b>Revised Operational Income</b>	<b>513 043 134,00</b>	<b>496 081 438,00</b>	<b>- 16 961 696,00</b>		

### **Notes:**

1. Employee related costs – decrease mainly due to repayment of unspent grants of Human Settlement Grant which was included under employee related cost and vacant positions were adjusted and only budgeted for 3 months.

2. Remuneration of councillors – increased with R743 629

3 – 5. Debt Impairment, Depreciation and asset impairment and Finance charges remain unchanged, this is year-end transactions that is processed.

6. Other materials – increased with R183 135 and are mainly due to savings identified for other expenditure line items.

7. Contracted Services – decrease by R13.7 million due to savings identified and moved across the rest of the vote structure to other expenditure as well as the R11m expenditure from the operations of the regional landfill site which were removed as the construction will commence in 2023/2024.

8. Immaterial.

9. Other expenditure – decrease with R1.4m and are due to savings identified in other vote structures and moved to other expenditure (e.g. refer number 6 above).

## Capital budget.

The following capital were added and removed on the 4<sup>th</sup> Adjustment Budget:

Description	Total Prior Budget 2022/2023	Adjustment to Budget	Total Adjustment Budget 22/23	CostCentre	Notes
Upgrading of buildings - Retrofitting EEDS	4 000 000,00	-	4 000 000,00	PMU	
Fresh Produce Market	315 000,00	- 315 000,00	-	PMU	1
Office furniture: Office MM	30 000,00	-	30 000,00	Municipal Manager	
Office Furniture , Equipment: Man PlanningDev	30 000,00	-	30 000,00	Executive Manager: Planning and Economic Developm	
Office equipment: CFO	30 000,00	-	30 000,00	BTO , AFS	
Backup Power System	24 123,00	- 24 123,00	-	Information technology	2
Replacing Urn	1 500,00	-	1 500,00	Information technology	
Wireless Access Points	17 390,00	-	17 390,00	Information technology	
Monitor	2 195,00	-	2 195,00	Information technology	
USB Port Replicator	4 779,00	2 579,00	7 358,00	Information technology	
Replacing ICT Capital Equipment beyond economical	-	19 000,00	19 000,00	Information technology	
Routers	33 026,00	2 544,00	35 570,00	Information technology	
Network Infrastructure	166 987,00	250 000,00	416 987,00	Information technology	
Loud Speakers	3 500,00	-	3 500,00	Executive Manager: Corporate Services	
Office furniture: Exec Manager Corporate Services	26 500,00	- 20 000,00	6 500,00	Executive Manager: Corporate Services	
Donated Properties - 2 x Wilderness	1 200 000,00	- 1 200 000,00	-	Regional planning	3
Donated Properties - King George Park	1 000 000,00	- 1 000 000,00	-	Regional planning	4
Donated Properties - Heatherlands	2 500 000,00	- 2 500 000,00	-	Regional planning	5
Donated Properties - Fresh Produce	2 500 000,00	- 2 500 000,00	-	Regional planning	6
Banners: Human Settlements	15 000,00	-	15 000,00	Human Settlement	
Fridges: Human Settlements	20 000,00	-	20 000,00	Human Settlement	
IT Equipment: Human Settlements	50 000,00	-	50 000,00	Human Settlement	
Laptops: Human Settlements	50 000,00	-	50 000,00	Human Settlement	
Office Furniture: Human Settlements	80 000,00	-	80 000,00	Human Settlement	
Mobile Generators	-	1 600 000,00	1 600 000,00	Disaster Management	7
Mosselbay JOC equipment	1 000 000,00	-	1 000 000,00	Disaster Management	
Office of the executive manager Community: office	30 000,00	-	30 000,00	Executive Manager: Community Services	
Firestation: George	5 860 000,00	- 3 016 484,00	2 843 516,00	Executive Manager: Community Services	8
Hot Springs Thatch Roofs	1 425 115,00	-	1 425 115,00	Resorts: Calitzdorp Spa Resort	
Electrical Equipment and tools	-	64 000,00	64 000,00	Resorts: De Hoek Mountain Resort	9
Hazmat Rescue , Fire Equipment	150 000,00	-	150 000,00	Fire Fighting	
Landfill Site: PPE	107 232 299,00	- 80 655 116,00	26 577 183,00	Waste Management Landfill Sites	10
	<b>127 797 414,00</b>	<b>- 89 292 600,00</b>	<b>38 504 814,00</b>		

## Notes

1. Savings identified for other urgent needs.
2. ICT upgrades to the network, savings were identified on the operational expenditure budget and transferred to the capital budget.
- 3 - 6. Donated property removed from the capital budget as this will not be finalized by 30 June 2023.
7. Additional funds received from PT to purchase mobile generators.

8. R3m decrease in original fire station capital budget as construction will commence later than anticipated, majority will be spend in 23/23 financial year.

9. Increase budget for purchase of electrical equipment at the Resorts

10. R80.6m decrease in landfill site capital budget, there was some delays on the project and this large portion of the capital budget is expected to be spend in the next financial year. Refer to above section for more detail regarding this project.

### **NET (SURPLUS)/DEFICIT**

BUDGET - Fourth Adjustment Budget (27 February 2023)							
DESCRIPTION	Approved Budget 2022/2023	Roll - Over Budget 2022/2023	Second Adjustment Budget 2022/2023	Third Adjustment Budget 2022/2023	Fourth Adjustment Budget 2022/2023	Approved Budget 2023/24	Approved Budget 2024/25
Revised Operational Income	480 350 118	485 810 960	505 851 075	507 251 075	487 921 147	499 722 115	530 845 281
Revised Operational Expenditure	487 297 291	492 543 133	511 643 133	513 043 133	496 081 438	506 670 494	534 654 277
Surplus / (Deficit)	- 6 947 173	- 6 732 173	- 5 792 058	- 5 792 058	- 8 160 291	- 6 948 379	- 3 808 996
Revised Capital Budget	126 642 299	126 857 299	127 797 414	127 797 414	38 440 814	148 531 000	101 097 000
Less funded from NT Grants	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000	5 000 000
Less funded from PT Grants	-	215 000	215 000	215 000	1 815 000		
Less funded from Borrowings	107 232 299	107 232 299	107 232 299	107 232 299	26 577 183	143 981 000	90 547 000
Less funded from CRR	8 210 000	8 210 000	9 150 115	9 150 115	6 048 631	550 000	5 550 000
Less funded from Donated PPE	7 200 000	7 200 000	7 200 000	7 200 000	-		
Revised Capital Budget	126 642 299	126 857 299	127 797 414	127 797 414	38 440 814	148 531 000	101 097 000

A deficit MTREF budget is being tabled for 2022/2023. Note that it is not an unfunded budget. GRDM has accumulated surpluses which will fund the shortfall in the short term. Projects must be identified and implemented to generate additional revenue to replenish the cash reserves that are being utilized to fund operational deficits.

More details regarding these changes are explained in Part 2 of the budget document as required in terms of the budget regulation.

BUDGET - Fourth Adjustment Budget (27 February 2023)							
DESCRIPTION	Approved Budget 2022/2023	Roll - Over Budget 2022/2023	Second Adjustment Budget 2022/2023	Third Adjustment Budget 2022/2023	Fourth Adjustment Budget 2022/2023	Approved Budget 2023/24	Approved Budget 2024/25
<b>OPERATING EXPENDITURE</b>							
Operational Income	480 350 118	480 350 118	485 810 960	505 851 075	507 251 075	499 722 115	530 845 281
Unspent Grants		5 460 842		-			
Additional Funding (DTPW)			20 040 115	-			
Provincial Grants (additional funds)				1 400 000	1 600 000		
Repayment of unspent Human Settlement Grant					- 2 331 000		
Decrease in income					- 18 598 928		
<b>Revised Operational Income</b>	<b>480 350 118</b>	<b>485 810 960</b>	<b>505 851 075</b>	<b>507 251 075</b>	<b>487 921 147</b>	<b>499 722 115</b>	<b>530 845 281</b>
Operational Expenditure	487 297 291	487 297 291	492 543 133	511 643 133	513 043 134	506 670 494	534 654 277
National Grants		-					
Provincial Grants		5 245 842		1 400 000	-		
Expenditure Adjustments					- 16 961 696		
Additional funding (DTPW)			19 100 000				
<b>Revised Operational Expenditure</b>	<b>487 297 291</b>	<b>492 543 133</b>	<b>511 643 133</b>	<b>513 043 133</b>	<b>496 081 438</b>	<b>506 670 494</b>	<b>534 654 277</b>
<b>Surplus / (Deficit)</b>	<b>- 6 947 173</b>	<b>- 6 732 173</b>	<b>- 5 792 058</b>	<b>- 5 792 058</b>	<b>- 8 160 291</b>	<b>- 6 948 379</b>	<b>- 3 808 996</b>
<b>CAPITAL EXPENDITURE</b>							
Capital Expenditure	126 642 299	126 642 299	126 857 299	126 857 299	127 797 414	148 531 000	101 097 000
Provincial Grants		215 000	-	-	1 600 000		
Capital Adjustments					- 90 956 600		
Additional Funding (DTPW)			940 115	940 115			
<b>Revised Capital Budget</b>	<b>126 642 299</b>	<b>126 857 299</b>	<b>127 797 414</b>	<b>127 797 414</b>	<b>38 440 814</b>	<b>148 531 000</b>	<b>101 097 000</b>
Less funded from NT Grants	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000	5 000 000
Less funded from PT Grants	-	215 000	215 000	215 000	1 815 000		
Less funded from Borrowings	107 232 299	107 232 299	107 232 299	107 232 299	26 577 183	143 981 000	90 547 000
Less funded from CRR	8 210 000	8 210 000	9 150 115	9 150 115	6 048 631	550 000	5 550 000
Less funded from Donated PPE	7 200 000	7 200 000	7 200 000	7 200 000	-		
<b>Revised Capital Budget</b>	<b>126 642 299</b>	<b>126 857 299</b>	<b>127 797 414</b>	<b>127 797 414</b>	<b>38 440 814</b>	<b>148 531 000</b>	<b>101 097 000</b>

# **Section 4 – Annual Budget Tables**

Description	Budget Year 2022/23									Budget Year	Budget Year
										+1 2023/24	+2 2024/25
	Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands	A	A1	B	C	D	E	F	G	H		
<b>Financial Performance</b>											
Property rates	–	–	–	–	–	–	–	–	–	–	–
Service charges	11 168	11 168	–	–	–	–	(11 168)	(11 168)	–	49 677	54 266
Investment revenue	9 010	9 010	–	–	–	–	550	550	9 560	9 551	10 124
Transfers recognised - operational	228 660	235 521	–	–	–	(2 331)	(1 160)	(3 491)	232 030	189 756	194 790
Other own revenue	220 312	240 352	–	–	–	–	379	379	240 731	239 838	251 466
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>469 150</b>	<b>496 051</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>(2 331)</b>	<b>(11 399)</b>	<b>(13 730)</b>	<b>482 321</b>	<b>488 822</b>	<b>510 645</b>
Employee costs	288 669	287 202	–	–	–	(1 459)	(1 233)	(2 692)	284 510	302 735	320 390
Remuneration of councillors	12 542	12 542	–	–	–	–	744	744	13 286	13 169	13 828
Depreciation & asset impairment	4 986	4 986	–	–	–	–	(4)	(4)	4 982	5 101	5 330
Finance charges	73	73	–	–	–	–	–	–	73	77	80
Inventory consumed and bulk purchases	51 011	52 489	–	–	–	–	584	584	53 073	50 803	52 232
Transfers and grants	1 835	3 675	–	–	–	1 000	(972)	28	3 703	1 847	1 859
Other expenditure	128 180	152 075	–	–	–	(685)	(14 936)	(15 621)	136 453	132 939	140 935
<b>Total Expenditure</b>	<b>487 297</b>	<b>513 043</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>(1 144)</b>	<b>(15 817)</b>	<b>(16 962)</b>	<b>496 081</b>	<b>506 670</b>	<b>534 654</b>
<b>Surplus/(Deficit)</b>	<b>(18 147)</b>	<b>(16 992)</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>(1 187)</b>	<b>4 419</b>	<b>3 232</b>	<b>(13 760)</b>	<b>(17 848)</b>	<b>(24 009)</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	4 000	4 000	–	–	–	1 600	–	1 600	5 600	4 000	5 000
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions) & Transfers and subsidies - capital (in-kind - all)	7 200	7 200	–	–	–	–	(7 200)	(7 200)	–	6 900	15 200
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	<b>(6 947)</b>	<b>(5 792)</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>413</b>	<b>(2 781)</b>	<b>(2 368)</b>	<b>(8 160)</b>	<b>(6 948)</b>	<b>(3 809)</b>
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–	–	–
<b>Surplus/ (Deficit) for the year</b>	<b>(6 947)</b>	<b>(5 792)</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>413</b>	<b>(2 781)</b>	<b>(2 368)</b>	<b>(8 160)</b>	<b>(6 948)</b>	<b>(3 809)</b>
<b>Capital expenditure &amp; funds sources</b>											
Capital expenditure	126 642	127 797	–	(89 642)	–	–	285	(89 357)	38 441	148 531	101 097
Transfers recognised - capital	11 200	11 415	–	(6 200)	–	–	600	(5 600)	5 815	4 000	5 000
Borrowing	107 232	107 232	–	(80 655)	–	–	–	(80 655)	26 577	143 981	90 547
Internally generated funds	8 210	9 150	–	(2 786)	–	–	(315)	(3 101)	6 049	550	5 550
<b>Total sources of capital funds</b>	<b>126 642</b>	<b>127 797</b>	<b>–</b>	<b>(89 642)</b>	<b>–</b>	<b>–</b>	<b>285</b>	<b>(89 357)</b>	<b>38 441</b>	<b>148 531</b>	<b>101 097</b>
<b>Financial position</b>											
Total current assets	283 780	147 892	–	–	–	–	16 037	16 037	163 930	173 771	165 796
Total non current assets	431 969	420 781	–	(89 642)	–	–	(2 187)	(91 828)	328 953	491 042	588 076
Total current liabilities	33 460	54 601	–	–	–	–	7 233	7 233	61 833	91 036	92 036
Total non current liabilities	376 559	252 395	–	–	–	–	(80 655)	(80 655)	171 740	274 995	366 863
Community wealth/Equity	305 730	261 677	–	–	–	413	(2 781)	(2 368)	259 309	298 782	294 973
<b>Cash flows</b>											
Net cash from (used) operating	(14 037)	(12 682)	–	–	–	–	3 732	3 732	(8 950)	(1 651)	(20 670)
Net cash from (used) investing	(126 615)	(127 769)	–	–	–	–	89 357	89 357	(38 412)	(148 504)	(45 223)
Net cash from (used) financing	107 232	107 232	–	–	–	–	(80 655)	(80 655)	26 577	143 881	53 339
<b>Cash/cash equivalents at the year end</b>	<b>229 622</b>	<b>108 840</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>12 434</b>	<b>12 434</b>	<b>121 273</b>	<b>114 999</b>	<b>102 445</b>
<b>Cash backing/surplus reconciliation</b>											
Cash and investments available	229 287	106 764	–	–	–	–	(12 045)	(12 045)	94 719	159 007	143 020
Application of cash and investments	20 353	49 365	–	–	–	–	37 594	37 594	86 959	152 232	134 682
<b>Balance - surplus (shortfall)</b>	<b>208 934</b>	<b>57 399</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>(49 639)</b>	<b>(49 639)</b>	<b>7 760</b>	<b>6 775</b>	<b>8 338</b>
<b>Asset Management</b>											
Asset register summary (WDV)	256 785	352 169	–	(89 642)	–	–	(2 187)	(91 828)	260 341	429 485	528 105
Depreciation	4 986	4 986	–	–	–	–	(4)	(4)	4 982	5 101	5 330
Renewal and Upgrading of Existing Assets	16 810	17 965	–	(8 016)	–	–	(1 251)	(9 267)	8 698	4 150	10 150
Repairs and Maintenance	3 239	3 028	–	–	–	–	169	169	3 197	3 381	3 534
<b>Free services</b>											
Cost of Free Basic Services provided	–	–	–	–	–	–	–	–	–	–	–
Revenue cost of free services provided	–	–	–	–	–	–	–	–	–	–	–
<b>Households below minimum service level</b>											
Water:	–	–	–	–	–	–	–	–	–	–	–
Sanitation/sew erage:	–	–	–	–	–	–	–	–	–	–	–
Energy:	–	–	–	–	–	–	–	–	–	–	–
Refuse:	–	–	–	–	–	–	–	–	–	–	–

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

Standard Description	Ref	Budget Year 2022/23									Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	+1 2023/24 Adjusted Budget	+2 2024/25 Adjusted Budget
R thousands	1, 4	A	A1	B	C	D	E	F	G	H		
<b>Revenue - Functional</b>												
<i>Governance and administration</i>		285 116	292 917	-	-	-	(731)	(10 365)	(11 096)	281 821	253 317	270 507
Executive and council		284 542	292 343	-	-	-	(731)	(10 762)	(11 493)	280 850	252 708	269 862
Finance and administration		574	574	-	-	-	-	397	397	971	608	645
Internal audit		-	-	-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		8 175	8 175	-	-	-	-	3 915	3 915	12 091	8 666	9 186
Community and social services		-	-	-	-	-	-	-	-	-	-	-
Sport and recreation		7 761	7 761	-	-	-	-	3 915	3 915	11 677	8 227	8 721
Public safety		-	-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Health		414	414	-	-	-	-	-	-	414	439	465
<i>Economic and environmental services</i>		174 784	193 884	-	-	-	-	126	126	194 010	183 369	191 912
Planning and development		-	-	-	-	-	-	-	-	-	-	-
Road transport		174 659	193 759	-	-	-	-	126	126	193 885	183 237	191 771
Environmental protection		125	125	-	-	-	-	-	-	125	133	141
<i>Trading services</i>		12 275	12 275	-	-	-	-	(12 275)	(12 275)	-	54 370	59 240
Energy sources		-	-	-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-	-	-
Waste management		12 275	12 275	-	-	-	-	(12 275)	(12 275)	-	54 370	59 240
<i>Other</i>		-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue - Functional</b>	2	480 350	507 251	-	-	-	(731)	(18 599)	(19 330)	487 921	499 722	530 845
<b>Expenditure - Functional</b>												
<i>Governance and administration</i>		183 489	183 779	-	-	-	1 405	(3 707)	(2 302)	181 477	151 989	160 291
Executive and council		51 514	50 484	-	-	-	-	780	780	51 265	52 699	55 457
Finance and administration		129 055	130 390	-	-	-	1 405	(4 569)	(3 164)	127 226	96 197	101 559
Internal audit		2 919	2 905	-	-	-	-	82	82	2 987	3 092	3 276
<i>Community and public safety</i>		89 679	90 127	-	-	-	105	(434)	(329)	89 798	95 870	100 311
Community and social services		7 917	8 266	-	-	-	105	(1 064)	(959)	7 307	8 408	8 878
Sport and recreation		13 387	13 747	-	-	-	-	(835)	(835)	12 912	14 130	14 889
Public safety		28 916	28 654	-	-	-	-	274	274	28 928	31 555	32 292
Housing		-	-	-	-	-	-	-	-	-	-	-
Health		39 460	39 460	-	-	-	-	1 192	1 192	40 652	41 777	44 252
<i>Economic and environmental services</i>		197 403	222 411	-	-	-	(2 276)	(487)	(2 763)	219 648	203 198	213 553
Planning and development		16 302	20 419	-	-	-	(2 236)	669	(1 567)	18 853	13 284	13 832
Road transport		177 203	198 082	-	-	-	(40)	(906)	(946)	197 136	185 791	195 360
Environmental protection		3 898	3 910	-	-	-	-	(250)	(250)	3 660	4 122	4 362
<i>Trading services</i>		14 051	14 051	-	-	-	-	(11 346)	(11 346)	2 704	52 819	57 579
Energy sources		-	-	-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-	-	-
Waste management		14 051	14 051	-	-	-	-	(11 346)	(11 346)	2 704	52 819	57 579
<i>Other</i>		2 676	2 676	-	-	-	-	(222)	(222)	2 454	2 796	2 919
<b>Total Expenditure - Functional</b>	3	487 297	513 043	-	-	-	(766)	(16 196)	(16 962)	496 081	506 670	534 654
<b>Surplus/ (Deficit) for the year</b>		(6 947)	(5 792)	-	-	-	35	(2 403)	(2 368)	(8 160)	(6 948)	(3 809)

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

Vote Description  <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2022/23									Budget Year	Budget Year
		Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	+1 2023/24	+2 2024/25
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjusts.	Adjusts.	Budget	Adjusted	Adjusted
R thousands		A	A1	B	C	D	E	F	G	H		
<b>Revenue by Vote</b>	1											
Vote 1 - Office of the Municipal Manager		284 542	292 343	-	-	-	(731)	(10 762)	(11 493)	280 850	252 708	269 862
Vote 2 - Office of the Municipal Manager (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Financial Services		-	-	-	-	-	-	-	-	-	-	-
Vote 4 - Financial Services (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 5 - Corporate Services		574	574	-	-	-	-	397	397	971	608	645
Vote 6 - Corporate Services (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 7 - Community Services		414	414	-	-	-	-	-	-	414	439	465
Vote 8 - Community Services (cont)		12 400	12 400	-	-	-	-	(12 275)	(12 275)	125	54 503	59 381
Vote 9 - Planning and Economic Development		-	(0)	-	-	-	-	-	-	(0)	-	-
Vote 10 - Planning and Economic Development (cont)		3 015	3 015	-	-	-	-	3 015	3 015	6 030	3 196	3 388
Vote 11 - Planning and Economic Development(cont2)		4 746	4 746	-	-	-	-	900	900	5 646	5 031	5 333
Vote 12 - Roads		174 659	193 759	-	-	-	-	126	126	193 885	183 237	191 771
Vote 13 - Roads (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue by Vote</b>	2	<b>480 350</b>	<b>507 251</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(731)</b>	<b>(18 599)</b>	<b>(19 330)</b>	<b>487 921</b>	<b>499 722</b>	<b>530 845</b>
<b>Expenditure by Vote</b>	1											
Vote 1 - Office of the Municipal Manager		56 625	56 635	-	-	-	-	2 253	2 253	58 888	58 168	61 229
Vote 2 - Office of the Municipal Manager (cont)		6 208	6 198	-	-	-	-	275	275	6 473	6 604	6 989
Vote 3 - Financial Services		20 275	20 269	-	-	-	-	966	966	21 235	21 380	22 550
Vote 4 - Financial Services (cont)		5 902	5 908	-	-	-	-	180	180	6 087	6 253	6 625
Vote 5 - Corporate Services		54 827	55 106	-	-	-	-	(5 978)	(5 978)	49 127	17 987	18 971
Vote 6 - Corporate Services (cont)		26 371	26 742	-	-	-	1 405	(1 947)	(542)	26 200	27 579	29 120
Vote 7 - Community Services		51 577	51 938	-	-	-	100	59	159	52 097	54 597	57 819
Vote 8 - Community Services (cont)		45 657	45 395	-	-	-	-	(11 335)	(11 335)	34 060	87 222	92 886
Vote 9 - Planning and Economic Development		17 965	20 621	-	-	-	(3 226)	405	(2 822)	17 800	18 676	19 384
Vote 10 - Planning and Economic Development (cont)		21 210	22 522	-	-	-	995	(47)	948	23 470	18 742	19 839
Vote 11 - Planning and Economic Development(cont2)		3 478	3 628	-	-	-	-	(119)	(119)	3 509	3 673	3 882
Vote 12 - Roads		101 065	122 389	-	-	-	3 221	(17)	3 204	125 593	107 131	113 709
Vote 13 - Roads (cont)		76 138	75 693	-	-	-	(3 261)	(889)	(4 150)	71 542	78 660	81 652
Vote 14 -		-	-	-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure by Vote</b>	2	<b>487 297</b>	<b>513 043</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(766)</b>	<b>(16 196)</b>	<b>(16 962)</b>	<b>496 081</b>	<b>506 670</b>	<b>534 654</b>
<b>Surplus/ (Deficit) for the year</b>	2	<b>(6 947)</b>	<b>(5 792)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35</b>	<b>(2 403)</b>	<b>(2 368)</b>	<b>(8 160)</b>	<b>(6 948)</b>	<b>(3 809)</b>

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

Description	Ref	Budget Year 2022/23									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	+1 2023/24 Adjusted Budget	+2 2024/25 Adjusted Budget
R thousands	1	A	A1	B	C	D	E	F	G	H		
<b>Revenue By Source</b>												
Property rates	2	-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue	2	-	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue	2	-	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue	2	-	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue	2	11 168	11 168	-	-	-	-	(11 168)	(11 168)	-	49 677	54 266
Rental of facilities and equipment		2 469	2 469	-	-	-	-	-	-	2 469	2 617	2 774
Interest earned - external investments		9 010	9 010	-	-	-	-	550	550	9 560	9 551	10 124
Interest earned - outstanding debtors		3 180	3 180	-	-	-	-	-	-	3 180	3 371	3 573
Dividends received		-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		-	-	-	-	-	-	-	-	-	-	-
Licences and permits		125	125	-	-	-	-	-	-	125	133	141
Agency services		189 287	209 328	-	-	-	-	-	-	209 328	203 372	212 745
Transfers and subsidies		228 660	235 521	-	-	-	(2 331)	(1 160)	(3 491)	232 030	189 756	194 790
Other revenue	2	22 711	22 711	-	-	-	-	2 919	2 919	25 630	27 653	29 379
Gains		2 540	2 540	-	-	-	-	(2 540)	(2 540)	-	2 692	2 854
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>469 150</b>	<b>496 051</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2 331)</b>	<b>(11 399)</b>	<b>(13 730)</b>	<b>482 321</b>	<b>488 822</b>	<b>510 645</b>
<b>Expenditure By Type</b>												
Employee related costs		288 669	287 202	-	-	-	(1 459)	(1 233)	(2 692)	284 510	302 735	320 390
Remuneration of councillors		12 542	12 542	-	-	-	-	744	744	13 286	13 169	13 828
Debt impairment		1 560	1 560	-	-	-	-	-	-	1 560	239	250
Depreciation & asset impairment		4 986	4 986	-	-	-	-	(4)	(4)	4 982	5 101	5 330
Finance charges		73	73	-	-	-	-	-	-	73	77	80
Bulk purchases - electricity		-	-	-	-	-	-	-	-	-	-	-
Inventory consumed		51 011	52 489	-	-	-	-	584	584	53 073	50 803	52 232
Contracted services		79 177	82 163	-	-	-	(395)	(13 744)	(14 138)	68 025	81 710	87 539
Transfers and subsidies		1 835	3 675	-	-	-	1 000	(972)	28	3 703	1 847	1 859
Other expenditure		47 370	68 279	-	-	-	(291)	(1 192)	(1 483)	66 795	50 915	53 067
Losses		73	73	-	-	-	-	-	-	73	76	79
<b>Total Expenditure</b>		<b>487 297</b>	<b>513 043</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1 144)</b>	<b>(15 817)</b>	<b>(16 962)</b>	<b>496 081</b>	<b>506 670</b>	<b>534 654</b>
<b>Surplus/(Deficit)</b>		<b>(18 147)</b>	<b>(16 992)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1 187)</b>	<b>4 419</b>	<b>3 232</b>	<b>(13 760)</b>	<b>(17 848)</b>	<b>(24 009)</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		4 000	4 000	-	-	-	1 600	-	1 600	5 600	4 000	5 000
Transfers and subsidies - capital (in-kind - all)		7 200	7 200	-	-	-	-	(7 200)	(7 200)	-	6 900	15 200
<b>Surplus/(Deficit) before taxation</b>		<b>(6 947)</b>	<b>(5 792)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>413</b>	<b>(2 781)</b>	<b>(2 368)</b>	<b>(8 160)</b>	<b>(6 948)</b>	<b>(3 809)</b>
Taxation		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after taxation</b>		<b>(6 947)</b>	<b>(5 792)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>413</b>	<b>(2 781)</b>	<b>(2 368)</b>	<b>(8 160)</b>	<b>(6 948)</b>	<b>(3 809)</b>
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) attributable to municipality</b>		<b>(6 947)</b>	<b>(5 792)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>413</b>	<b>(2 781)</b>	<b>(2 368)</b>	<b>(8 160)</b>	<b>(6 948)</b>	<b>(3 809)</b>
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/ (Deficit) for the year</b>		<b>(6 947)</b>	<b>(5 792)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>413</b>	<b>(2 781)</b>	<b>(2 368)</b>	<b>(8 160)</b>	<b>(6 948)</b>	<b>(3 809)</b>

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

Description	Ref	Budget Year 2022/23									Budget Year	Budget Year
		Original Budget	Prior Adjusted 5	Accum. Funds 6	Multi-year capital 7	Unfore. 8	Nat. or Prov. Govt 9	Other Adjusts. 10	Total Adjusts. 11	Adjusted Budget 12	+1 2023/24 Adjusted Budget	+2 2024/25 Adjusted Budget
R thousands		A	A1	B	C	D	E	F	G	H		
<b>Capital expenditure - Vote</b>												
<b>Multi-year expenditure to be adjusted</b>	2											
Vote 1 - Office of the Municipal Manager		30	30	-	-	-	-	-	-	30	30	30
Vote 2 - Office of the Municipal Manager (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Financial Services		30	30	-	-	-	-	-	-	30	30	30
Vote 4 - Financial Services (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 5 - Corporate Services		30	30	-	(20)	-	-	-	(20)	10	30	30
Vote 6 - Corporate Services (cont)		250	250	-	250	-	-	-	250	500	250	250
Vote 7 - Community Services		6 890	6 890	-	(3 016)	-	-	1 600	(1 416)	5 474	30	30
Vote 8 - Community Services (cont)		107 382	107 382	-	(80 655)	-	-	-	(80 655)	26 727	144 131	90 697
Vote 9 - Planning and Economic Development		7 230	7 230	-	(6 200)	-	-	(1 000)	(7 200)	30	30	5 030
Vote 10 - Planning and Economic Development (cont)		4 800	4 315	-	-	-	-	(315)	(315)	4 000	4 000	5 000
Vote 11 - Planning and Economic Development(cont2)		-	-	-	-	-	-	-	-	-	-	-
Vote 12 - Roads		-	-	-	-	-	-	-	-	-	-	-
Vote 13 - Roads (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-	-	-
<b>Capital multi-year expenditure sub-total</b>	3	126 642	126 157	-	(89 642)	-	-	285	(89 357)	36 801	148 531	101 097
<b>Single-year expenditure to be adjusted</b>	2											
Vote 1 - Office of the Municipal Manager		-	0	-	-	-	-	-	-	0	-	-
Vote 2 - Office of the Municipal Manager (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Financial Services		-	-	-	-	-	-	-	-	-	-	-
Vote 4 - Financial Services (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 5 - Corporate Services		-	-	-	-	-	-	-	-	-	-	-
Vote 6 - Corporate Services (cont)		-	0	-	-	-	-	-	-	0	-	-
Vote 7 - Community Services		-	-	-	-	-	-	-	-	-	-	-
Vote 8 - Community Services (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 9 - Planning and Economic Development		-	215	-	-	-	-	-	-	215	-	-
Vote 10 - Planning and Economic Development (cont)		-	1 425	-	-	-	-	-	-	1 425	-	-
Vote 11 - Planning and Economic Development(cont2)		-	-	-	-	-	-	-	-	-	-	-
Vote 12 - Roads		-	-	-	-	-	-	-	-	-	-	-
Vote 13 - Roads (cont)		-	-	-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-	-	-
Vote 15 -		-	0	-	-	-	-	-	-	0	-	-
<b>Capital single-year expenditure sub-total</b>		-	1 640	-	-	-	-	-	-	1 640	-	-
<b>Total Capital Expenditure - Vote</b>		126 642	127 797	-	(89 642)	-	-	285	(89 357)	38 441	148 531	101 097
<b>Capital Expenditure - Functional</b>												
<b>Governance and administration</b>		13 460	13 460	-	(8 986)	-	-	(1 000)	(9 986)	3 474	400	5 400
Executive and council		30	30	-	-	-	-	-	-	30	30	30
Finance and administration		13 430	13 430	-	(8 986)	-	-	(1 000)	(9 986)	3 444	370	5 370
Internal audit		-	-	-	-	-	-	-	-	-	-	-
<b>Community and public safety</b>		1 150	2 575	-	-	-	-	1 600	1 600	4 175	150	150
Community and social services		1 000	1 000	-	-	-	-	1 600	1 600	2 600	-	-
Sport and recreation		-	1 425	-	-	-	-	-	-	1 425	-	-
Public safety		150	150	-	-	-	-	-	-	150	150	150
Housing		-	-	-	-	-	-	-	-	-	-	-
Health		-	0	-	-	-	-	-	-	0	-	-
<b>Economic and environmental services</b>		4 800	4 530	-	-	-	-	(315)	(315)	4 215	4 000	5 000
Planning and development		4 800	4 530	-	-	-	-	(315)	(315)	4 215	4 000	5 000
Road transport		-	-	-	-	-	-	-	-	-	-	-
Environmental protection		-	-	-	-	-	-	-	-	-	-	-
<b>Trading services</b>		107 232	107 232	-	(80 655)	-	-	-	(80 655)	26 577	143 981	90 547
Energy sources		-	-	-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-	-	-
Waste management		107 232	107 232	-	(80 655)	-	-	-	(80 655)	26 577	143 981	90 547
<b>Other</b>		-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Expenditure - Functional</b>	3	126 642	127 797	-	(89 642)	-	-	285	(89 357)	38 441	148 531	101 097
<b>Funded by:</b>												
National Government		4 000	4 000	-	-	-	-	-	-	4 000	4 000	5 000
Provincial Government		-	215	-	-	-	-	1 600	1 600	1 815	-	-
District Municipality		7 200	7 200	-	(6 200)	-	-	(1 000)	(7 200)	0	-	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		-	-	-	-	-	-	-	-	-	-	-
<b>Transfers recognised - capital</b>	4	11 200	11 415	-	(6 200)	-	-	600	(5 600)	5 815	4 000	5 000
<b>Borrowing</b>		107 232	107 232	-	(80 655)	-	-	-	(80 655)	26 577	143 981	90 547
<b>Internally generated funds</b>		8 210	9 150	-	(2 786)	-	-	(315)	(3 101)	6 049	550	5 550
<b>Total Capital Funding</b>		126 642	127 797	-	(89 642)	-	-	285	(89 357)	38 441	148 531	101 097

DC4 Garden Route - Table B6 Adjustments Budget Financial Position -

Description	Ref	Budget Year 2022/23									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	+1 2023/24 Adjusted Budget	+2 2024/25 Adjusted Budget
R thousands		A	A1	B	C	D	E	F	G	H		
<b>ASSETS</b>												
<b>Current assets</b>												
Cash		224 260	101 460	–	–	–	–	14 537	14 537	115 997	109 999	97 446
Call investment deposits	1	5 000	5 276	–	–	–	–	–	–	5 276	5 000	5 000
Consumer debtors	1	4 368	9 090	–	–	–	–	1 500	1 500	10 590	8 998	13 906
Other debtors		42 789	24 719	–	–	–	–	–	–	24 719	42 550	42 301
Current portion of long-term receivables		4 246	4 293	–	–	–	–	–	–	4 293	4 246	4 246
Inventory		3 117	3 053	–	–	–	–	–	–	3 053	2 977	2 898
<b>Total current assets</b>		<b>283 780</b>	<b>147 892</b>	–	–	–	–	<b>16 037</b>	<b>16 037</b>	<b>163 930</b>	<b>173 771</b>	<b>165 796</b>
<b>Non current assets</b>												
Long-term receivables		61 388	62 764	–	–	–	–	–	–	62 764	61 388	61 388
Investments		27	28	–	–	–	–	–	–	28	27	27
Investment property		57 400	67 042	–	–	–	–	(2 855)	(2 855)	64 187	60 092	62 946
Investment in Associate		–	–	–	–	–	–	–	–	–	–	–
Property, plant and equipment	1	313 383	290 034	–	(89 642)	–	–	668	(88 973)	201 060	368 622	462 802
Biological		–	–	–	–	–	–	–	–	–	–	–
Intangible		(228)	913	–	–	–	–	–	–	913	913	913
Other non-current assets		–	–	–	–	–	–	–	–	–	–	–
<b>Total non current assets</b>		<b>431 969</b>	<b>420 781</b>	–	<b>(89 642)</b>	–	–	<b>(2 187)</b>	<b>(91 828)</b>	<b>328 953</b>	<b>491 042</b>	<b>588 076</b>
<b>TOTAL ASSETS</b>		<b>715 749</b>	<b>568 673</b>	–	<b>(89 642)</b>	–	–	<b>13 851</b>	<b>(75 791)</b>	<b>492 882</b>	<b>664 813</b>	<b>753 872</b>
<b>LIABILITIES</b>												
<b>Current liabilities</b>												
Bank overdraft		–	–	–	–	–	–	–	–	–	–	–
Borrowing		536	100	–	–	–	–	–	–	100	37 207	37 207
Consumer deposits		374	468	–	–	–	–	–	–	468	374	374
Trade and other payables		948	27 490	–	–	–	–	7 233	7 233	34 722	21 852	22 852
Provisions		31 602	26 543	–	–	–	–	–	–	26 543	31 602	31 602
<b>Total current liabilities</b>		<b>33 460</b>	<b>54 601</b>	–	–	–	–	<b>7 233</b>	<b>7 233</b>	<b>61 833</b>	<b>91 036</b>	<b>92 036</b>
<b>Non current liabilities</b>												
Borrowing	1	236 166	107 238	–	–	–	–	(80 655)	(80 655)	26 583	133 356	223 903
Provisions	1	140 393	145 157	–	–	–	–	–	–	145 157	141 639	142 961
<b>Total non current liabilities</b>		<b>376 559</b>	<b>252 395</b>	–	–	–	–	<b>(80 655)</b>	<b>(80 655)</b>	<b>171 740</b>	<b>274 995</b>	<b>366 863</b>
<b>TOTAL LIABILITIES</b>		<b>410 019</b>	<b>306 996</b>	–	–	–	–	<b>(73 422)</b>	<b>(73 422)</b>	<b>233 573</b>	<b>366 031</b>	<b>458 899</b>
<b>NET ASSETS</b>	2	<b>305 730</b>	<b>261 677</b>	–	<b>(89 642)</b>	–	–	<b>87 273</b>	<b>(2 368)</b>	<b>259 309</b>	<b>298 781</b>	<b>294 973</b>
<b>COMMUNITY WEALTH/EQUITY</b>												
Accumulated Surplus/(Deficit)		245 217	208 747	–	–	–	413	(2 781)	(2 368)	206 379	238 269	234 460
Reserves		60 513	52 930	–	–	–	–	–	–	52 930	60 513	60 513
<b>TOTAL COMMUNITY WEALTH/EQUITY</b>		<b>305 730</b>	<b>261 677</b>	–	–	–	<b>413</b>	<b>(2 781)</b>	<b>(2 368)</b>	<b>259 309</b>	<b>298 782</b>	<b>294 973</b>

DC4 Garden Route - Table B7 Adjustments Budget Cash Flows -

Description	Ref	Budget Year 2022/23									Budget Year	Budget Year
		Original Budget	Prior Adjusted 3	Accum. Funds 4	Multi-year capital 5	Unfore. Unavoid. 6	Nat. or Prov. Govt 7	Other Adjusts. 8	Total Adjusts. 9	Adjusted Budget 10	+1 2023/24 Adjusted Budget	+2 2024/25 Adjusted Budget
R thousands		A	A1	B	C	D	E	F	G	H		
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>												
<b>Receipts</b>												
Property rates									-	-		
Service charges		11 168	11 168	-	-	-	-	(11 168)	(11 168)	0	49 677	54 266
Other revenue		81 249	82 189	-	-	-	-	(2 581)	(2 581)	79 608	50 933	53 753
Transfers and Subsidies - Operational	1	359 315	385 176	-	-	-	-	2 009	2 009	387 185	368 797	383 119
Transfers and Subsidies - Capital	1	4 000	4 000	-	-	-	-	1 700	1 700	5 700	4 000	5 000
Interest		9 010	9 010	-	-	-	-	550	550	9 560	9 551	10 124
Dividends									-	-		
<b>Payments</b>												
Suppliers and employees		(477 594)	(501 500)	-	-	-	-	13 190	13 190	(488 310)	(483 419)	(525 734)
Finance charges		(73)	(73)	-	-	-	-	-	-	(73)	(77)	(80)
Transfers and Grants	1	(1 112)	(2 652)	-	-	-	-	33	33	(2 619)	(1 114)	(1 117)
<b>NET CASH FROM/(USED) OPERATING ACTIVITIES</b>		<b>(14 037)</b>	<b>(12 682)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3 732</b>	<b>3 732</b>	<b>(8 950)</b>	<b>(1 651)</b>	<b>(20 670)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>												
<b>Receipts</b>												
Proceeds on disposal of PPE									-	-		
Decrease (increase) in non-current receivables									-	-		
Decrease (increase) in non-current investments		27	28	-	-	-	-	-	-	28	27	27
<b>Payments</b>												
Capital assets		(126 642)	(127 797)	-	-	-	-	89 357	89 357	(38 441)	(148 531)	(45 251)
<b>NET CASH FROM/(USED) INVESTING ACTIVITIES</b>		<b>(126 615)</b>	<b>(127 769)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>89 357</b>	<b>89 357</b>	<b>(38 412)</b>	<b>(148 504)</b>	<b>(45 223)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>												
<b>Receipts</b>												
Short term loans									-	-		
Borrowing long term/refinancing		107 232	107 232	-	-	-	-	(80 655)	(80 655)	26 577	143 981	90 547
Increase (decrease) in consumer deposits									-	-		
<b>Payments</b>												
Repayment of borrowing									-	-	(100)	(37 207)
<b>NET CASH FROM/(USED) FINANCING ACTIVITIES</b>		<b>107 232</b>	<b>107 232</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(80 655)</b>	<b>(80 655)</b>	<b>26 577</b>	<b>143 881</b>	<b>53 339</b>
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>		<b>(33 420)</b>	<b>(33 219)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12 434</b>	<b>12 434</b>	<b>(20 785)</b>	<b>(6 274)</b>	<b>(12 554)</b>
Cash/cash equivalents at the year begin:	2	263 042	142 058	-	-	-	-	-	-	142 058	121 273	114 999
Cash/cash equivalents at the year end:	2	229 622	108 840	-	-	-	-	12 434	12 434	121 273	114 999	102 445

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

Description	Ref	Budget Year 2022/23									Budget Year +1 2023/24	Budget Year +2 2024/25
		Original Budget	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget
<b>R thousands</b>		A	A1	B	C	D	E	F	G	H		
<b>Cash and investments available</b>												
Cash/cash equivalents at the year end	1	229 622	108 840	-	-	-	-	12 434	12 434	121 273	114 999	102 445
Other current investments > 90 days		(363)	(2 104)	-	-	-	-	(24 479)	(24 479)	(26 583)	43 981	40 547
Non current assets - Investments	1	27	28	-	-	-	-	-	-	28	27	27
<b>Cash and investments available:</b>		<b>229 287</b>	<b>106 764</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(12 045)</b>	<b>(12 045)</b>	<b>94 719</b>	<b>159 007</b>	<b>143 020</b>
<b>Applications of cash and investments</b>												
Unspent conditional transfers		3 610	4 851	-	-	-	-	-	-	4 851	3 610	3 610
Unspent / Unpaid borrowing								26 583	26 583	26 583	106 773	90 547
Statutory requirements		6 916	7 364	-	-	-	-	-	-	7 364	6 916	6 916
Other working capital requirements	2	(50 686)	(15 780)					11 011	11 011	(4 768)	(25 580)	(26 904)
Other provisions		-	-	-	-	-	-	-	-	-	-	-
Long term investments committed		-	-					-	-	-	-	-
Reserves to be backed by cash/investments		60 513	52 930					-	-	52 930	60 513	60 513
<b>Total Application of cash and investments:</b>		<b>20 353</b>	<b>49 365</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37 594</b>	<b>37 594</b>	<b>86 959</b>	<b>152 232</b>	<b>134 682</b>
<b>Surplus(shortfall)</b>		<b>208 934</b>	<b>57 399</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(49 639)</b>	<b>(49 639)</b>	<b>7 760</b>	<b>6 775</b>	<b>8 338</b>

Budget Year 2022/23												Budget Year	Budget Year
Description	Ref	Original	Prior	Accum.	Multi-year	Unfore.	Nat. or	Other	Total	Adjusted	+1 2023/24	+2 2024/25	
		Budget	Adjusted	Funds	capital	Unavoid.	Prov. Govt	Adjusts.	Adjusts.	Budget	Adjusted	Adjusted	
R thousands		A	A1	B	C	D	E	F	G	H			
CAPITAL EXPENDITURE													
<u>Total New Assets to be adjusted</u>	1	109 832	109 832	-	(81 625)	-	-	1 600	(80 025)	29 807	170 958	261 505	
Roads Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Electrical Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Sanitation Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Solid Waste Infrastructure		108 432	108 432	-	(81 855)	-	-	-	(81 855)	26 577	170 558	261 105	
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Infrastructure		108 432	108 432	-	(81 855)	-	-	-	(81 855)	26 577	170 558	261 105	
Community Facilities		-	-	-	-	-	-	-	-	-	-	-	
Sport and Recreation Facilities		-	-	-	-	-	-	-	-	-	-	-	
Community Assets		-	-	-	-	-	-	-	-	-	-	-	
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-	
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-	
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-	
Investment properties		-	-	-	-	-	-	-	-	-	-	-	
Operational Buildings		-	-	-	-	-	-	-	-	-	-	-	
Housing		-	-	-	-	-	-	-	-	-	-	-	
Other Assets	6	-	-	-	-	-	-	-	-	-	-	-	
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-	
Servitudes		-	-	-	-	-	-	-	-	-	-	-	
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-	
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-	
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-	
Furniture and Office Equipment		1 400	1 400	-	230	-	-	-	230	1 630	400	400	
Machinery and Equipment		-	0	-	-	-	-	1 600	1 600	1 600	-	-	
Transport Assets		-	-	-	-	-	-	-	-	-	-	-	
Land		-	-	-	-	-	-	-	-	-	-	-	
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-	
<u>Total Renewal of Existing Assets to be adjusted</u>	2	16 010	17 650	-	(8 016)	-	-	(936)	(8 952)	8 698	4 150	10 150	
Roads Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Electrical Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Sanitation Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Infrastructure		-	-	-	-	-	-	-	-	-	-	-	
Community Facilities		15 010	16 435	-	(8 016)	-	-	64	(7 952)	8 483	4 150	10 150	
Sport and Recreation Facilities		-	-	-	-	-	-	-	-	-	-	-	
Community Assets		15 010	16 435	-	(8 016)	-	-	64	(7 952)	8 483	4 150	10 150	
Heritage Assets		1 000	1 000	-	-	-	-	(1 000)	(1 000)	0	-	-	
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-	
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-	
Investment properties		-	-	-	-	-	-	-	-	-	-	-	
Operational Buildings		-	215	-	-	-	-	-	-	215	-	-	
Housing		-	-	-	-	-	-	-	-	-	-	-	
Other Assets	6	-	215	-	-	-	-	-	-	215	-	-	
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-	
Servitudes		-	-	-	-	-	-	-	-	-	-	-	
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-	
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-	
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-	
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-	
Machinery and Equipment		-	-	-	-	-	-	-	-	-	-	-	
Transport Assets		-	-	-	-	-	-	-	-	-	-	-	
Land		-	-	-	-	-	-	-	-	-	-	-	
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-	

<b>Total Capital Expenditure to be adjusted</b>	4	126 642	127 797	-	(89 642)	-	-	349	(89 293)	38 505	175 108	271 655
Roads Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		108 432	108 432	-	(81 855)	-	-	-	(81 855)	26 577	170 558	261 105
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		108 432	108 432	-	(81 855)	-	-	-	(81 855)	26 577	170 558	261 105
Community Facilities		15 010	16 435	-	(8 016)	-	-	64	(7 952)	8 483	4 150	10 150
Sport and Recreation Facilities		-	-	-	-	-	-	-	-	-	-	-
Community Assets		15 010	16 435	-	(8 016)	-	-	64	(7 952)	8 483	4 150	10 150
Heritage Assets		1 000	1 000	-	-	-	-	(1 000)	(1 000)	0	-	-
Revenue Generating		800	315	-	-	-	-	(315)	(315)	0	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		800	315	-	-	-	-	(315)	(315)	0	-	-
Operational Buildings		-	215	-	-	-	-	-	-	215	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Other Assets		-	215	-	-	-	-	-	-	215	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		1 400	1 400	-	230	-	-	-	230	1 630	400	400
Machinery and Equipment		-	0	-	-	-	-	1 600	1 600	1 600	-	-
Transport Assets		-	0	-	-	-	-	-	-	0	-	-
Land		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE to be adjusted</b>	4	<b>126 642</b>	<b>127 797</b>	<b>-</b>	<b>(89 642)</b>	<b>-</b>	<b>-</b>	<b>349</b>	<b>(89 293)</b>	<b>38 505</b>	<b>175 108</b>	<b>271 655</b>

<b>ASSET REGISTER SUMMARY - PPE (WDV)</b>	5	256 785	352 169	-	(89 642)	-	-	(2 187)	(91 828)	260 341	429 485	528 105
Roads Infrastructure		44	44	-	-	-	-	-	-	44	44	44
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		(1 115)	(1 119)	-	-	-	-	-	-	(1 119)	(1 115)	(1 115)
Solid Waste Infrastructure		-	107 232	-	(80 655)	-	-	-	(80 655)	26 577	170 558	261 105
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		(1 071)	106 158	-	(80 655)	-	-	-	(80 655)	25 503	169 487	260 034
Community Assets		35 733	34 992	-	-	-	-	-	-	34 992	35 653	35 568
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Investment properties		57 400	67 042	-	-	-	-	(2 855)	(2 855)	64 187	60 092	62 946
Other Assets		8 654	9 769	-	(3 016)	-	-	4	(3 012)	6 756	11 346	19 980
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		(228)	913	-	-	-	-	-	-	913	(1 080)	(1 969)
Computer Equipment		14 045	15 833	-	250	-	-	-	250	16 083	14 295	14 545
Furniture and Office Equipment		6 392	791	-	(20)	-	-	64	44	835	3 681	841
Machinery and Equipment		4 446	4 115	-	-	-	-	1 600	1 600	5 715	4 446	4 446
Transport Assets		8 185	7 391	-	-	-	-	-	-	7 391	8 185	8 185
Land		123 229	105 167	-	(6 200)	-	-	(1 000)	(7 200)	97 967	123 379	123 529
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSET REGISTER SUMMARY - PPE (WDV)</b>	5	<b>256 785</b>	<b>352 169</b>	<b>-</b>	<b>(89 642)</b>	<b>-</b>	<b>-</b>	<b>(2 187)</b>	<b>(91 828)</b>	<b>260 341</b>	<b>429 485</b>	<b>528 105</b>
<b>EXPENDITURE OTHER ITEMS</b>												
<u>Depreciation &amp; asset impairment</u>		4 986	4 986	-	-	-	-	(4)	(4)	4 982	5 101	5 330
<u>Repairs and Maintenance by asset class</u>	3	3 239	3 028	-	-	-	-	169	169	3 197	3 381	3 534
Roads Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		352	352	-	-	-	-	-	-	352	367	384
Sanitation Infrastructure		360	360	-	-	-	-	-	-	360	376	393
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		712	712	-	-	-	-	-	-	712	743	776
Community Facilities		78	78	-	-	-	-	-	-	78	81	85
Sport and Recreation Facilities		580	580	-	-	-	-	-	-	580	606	633
Community Assets		658	658	-	-	-	-	-	-	658	687	718
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		1 086	1 025	-	-	-	-	95	95	1 120	1 134	1 185
Housing		-	-	-	-	-	-	-	-	-	-	-
Other Assets		1 086	1 025	-	-	-	-	95	95	1 120	1 134	1 185
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		26	46	-	-	-	-	-	-	46	27	28
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment		280	160	-	-	-	-	(37)	(37)	123	292	305
Transport Assets		477	427	-	-	-	-	111	111	538	498	520
Land		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	6	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURE OTHER ITEMS to be adjusted</b>		<b>8 225</b>	<b>8 014</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>164</b>	<b>164</b>	<b>8 179</b>	<b>8 482</b>	<b>8 864</b>

DC4 Garden Route - Table B10 Basic service delivery measurement -												Budget Year +1 2023/24	Budget Year +2 2024/25
Description	Ref	Budget Year 2022/23									Adjusted Budget	Adjusted Budget	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjuts.	Total Adjuts.				
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G				
<b>Household service targets</b>	1												
<b>Water:</b>													
Piped water inside dwelling									-	-			
Piped water inside yard (but not in dwelling)									-	-			
Using public tap (at least min.service level)	2								-	-			
Other water supply (at least min.service level)									-	-			
Minimum Service Level and Above sub-total		-	-		-		-		-	-	-	-	
Using public tap (< min.service level)	3								-	-			
Other water supply (< min.service level)	3.4								-	-			
No water supply									-	-			
Below Minimum Service Level sub-total		-	-	-	-	-	-		-	-	-	-	
<b>Total number of households</b>	5	-	-		-	-	-	-	-	-	-	-	
<b>Sanitation/sewerage:</b>													
Flush toilet (connected to sewerage)									-	-			
Flush toilet (with septic tank)									-	-			
Chemical toilet									-	-			
Pit toilet (ventilated)									-	-			
Other toilet provisions (> min.service level)									-	-			
Minimum Service Level and Above sub-total		-	-		-		-		-	-	-	-	
Bucket toilet									-	-			
Other toilet provisions (< min.service level)									-	-			
No toilet provisions									-	-			
Below Minimum Service Level sub-total		-	-	-	-	-	-		-	-	-	-	
<b>Total number of households</b>	5	-	-		-	-	-	-	-	-	-	-	
<b>Energy:</b>													
Electricity (at least min. service level)									-	-			
Electricity - prepaid (> min.service level)									-	-			
Minimum Service Level and Above sub-total		-	-		-		-		-	-	-	-	
Electricity (< min.service level)									-	-			
Electricity - prepaid (< min. service level)									-	-			
Other energy sources									-	-			
Below Minimum Service Level sub-total		-	-	-	-	-	-		-	-	-	-	
<b>Total number of households</b>	5	-	-		-	-	-	-	-	-	-	-	
<b>Refuse:</b>													
Removed at least once a week (min.service)									-	-			
Minimum Service Level and Above sub-total		-	-		-		-		-	-	-	-	
Removed less frequently than once a week									-	-			
Using communal refuse dump									-	-			
Using own refuse dump									-	-			
Other rubbish disposal									-	-			
No rubbish disposal									-	-			
Below Minimum Service Level sub-total		-	-	-	-	-	-		-	-	-	-	
<b>Total number of households</b>	5	-	-		-	-	-	-	-	-	-	-	
<b>Households receiving Free Basic Service</b>	15												
Water (6 kilolitres per household per month)		-	-	-	-		-	-	-	-	-	-	
Sanitation (free minimum level service)		-	-				-	-	-	-	-	-	
Electricity /other energy (50kwh per household per month)		-	-				-	-	-	-	-	-	
Refuse (removed at least once a week)		-	-				-	-	-	-	-	-	
<b>Cost of Free Basic Services provided (R'000)</b>	16												
Water (6 kilolitres per indigent household per month)		-	-	-	-		-	-	-	-	-	-	
Sanitation (free sanitation service to indigent households)		-	-				-	-	-	-	-	-	
Electricity /other energy (50kwh per indigent household)		-	-				-	-	-	-	-	-	
Refuse (removed once a week for indigent households)		-	-				-	-	-	-	-	-	
<b>Cost of free basic services provided - informal</b>													
<b>Formal Settlements (R'000)</b>		-	-	-			-	-	-	-	-	-	
<b>Total cost of FBS provided</b>		-	-	-			-	-	-	-	-	-	
<b>Highest level of free service provided</b>													
Property rates (R'000 value threshold)									-	-			
Water (kilolitres per household per month)									-	-			
Sanitation (kilolitres per household per month)									-	-			
Sanitation (Rand per household per month)									-	-			
Electricity (kw per household per month)									-	-			
Refuse (average litres per week)									-	-			
<b>Revenue cost of free services provided (R'000)</b>	17												
Property rates (tariff adjustment) (impermissible values per section 17 of MPRA)									-	-			
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA		-	-	-	-		-		-	-			
Water (in excess of 6 kilolitres per indigent household per month)		-	-	-	-		-		-	-			
Sanitation (in excess of free sanitation service to indigent households)		-	-	-	-		-		-	-			
Electricity /other energy (in excess of 50 kwh per indigent household per month)		-	-	-	-		-		-	-			
households)		-	-	-	-		-		-	-			
Municipal Housing - rental rebates									-	-			
Housing - top structure subsidies	6								-	-			
Other									-	-			
<b>Total revenue cost of subsidised services provided</b>		-	-	-	-		-		-	-	-	-	

## **PART 2 SUPPORTING DOCUMENTATION**

### **Section 5 - Adjustments to budget assumptions**

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

- Refer to section 3.5 where the adjustments are explained.

### **Section 6 – Adjustments to budget funding**

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

### **Section 7 – Adjustments to expenditure on allocations and grant programmes**

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

### **Section 8 – Adjustments to Grants made by the Municipality**

Not applicable

### **Section 9 – Adjustments to Councillor and Allowances and Employee Benefits**

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

### **Section 10 – Adjustments to Service Delivery and Budget Implementation Plan**

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

This will be concluded as per the legislative requirements.

### **Section 11 – Adjustment to Capital expenditure**

Refer to section 3.5 and the budget schedules for adjustments to capital expenditure.

## Section 12 – Municipal Manager's quality certificate

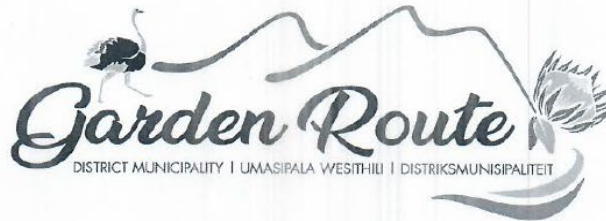
NAVRAE:  
ENQUIRIES: T Loliwe

KONTAKNR  
CONTACT NO 044 803 1449

VERW:  
REF: 6/18/7/2022-2023

KANTOOR:  
OFFICES: George

DATUM  
DATE 16 February 2023

**QUALITY CERTIFICATE**

I **Monde Stratu**, municipal manager of **Garden Route District Municipality**, hereby certify that the **February Adjustment Budget 2022/2023 MTREF** and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print Name Monde Stratu

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

Signature [Handwritten Signature]

Date 16/02/2023

1. **REPORT ON THE REVIEW OF THE LEASE AGREEMENT BETWEEN THE GARDEN ROUTE DISTRICT MUNICIPALITY AND OUDTSHOORN MUNICIPALITY: ERF 3216, ST JOHN STREET, OUDTSHOORN / *VERSLAG RAKENDE DIE HERSIENING VAN DIE HUUROOREENKOMS TUSSEN GARDEN ROUTE DISTRIKSMUNISIPALITEIT EN OUDTSHOORN MUNISIPALITEIT : ERF 3216, ST JOHNSTRAAT, OUDTSHOORN /* INGXELO NGOQWALASELO LWESIVUMELWANO ESIPHAKATHI KOMASIPALA WESITHILI SE GARDEN ROUTE KUNYE NOMASIPALA WASE TSHORENI: ERF 3216, ST JOHN STREET, ETSHORENI**

(14/1)

12 JANUARY 2023

**REPORT FROM THE OFFICE OF THE MUNICIPAL MANAGER (MG STRATU)/MANAGER: LEGAL SERVICES (N DAVIDS).**

2. **PURPOSE OF THE REPORT**

To inform Council of the review of the lease agreement between the Garden Route District Municipality (hereinafter referred to as GRDM) and Oudtshoorn Municipality.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

Discussion regarding the lease by Oudtshoorn Municipality of erf 3216, St John Street and the various attempts by officials of GRDM to try and resolve this matter.

5. **RECOMMENDATIONS**

1. That Council mandates Management to enter into negotiations one last time with the Management of Oudtshoorn Municipality to find a solution.

2. That in the event of negotiations not being successful, Management must proceed with approaching the Court for an eviction order.

### **AANBEVELINGS**

1. *Dat die Raad die Bestuur mandaat om met die Bestuur van Oudtshoorn Munisipaliteit te onderhandel om 'n oplossing te vind.*
2. *Dat in die geval waar onderhandelinge onsuksesvol is, Bestuur mag voortgaan om die Hof te nader vir 'n uitsettingsbevel.*

### **IZINDULULO**

1. Sesokuba iBhunga ligunyazise Abaphathi ukuba bangenele kwingxoko okokugqibela kunye naBaphathi boMasipala wase Tshoreni ukufumana isi sombululo.
2. Sesokuba ukubangaba kuye kwenzeka ingxoxo zingabiyompumelelo, Abaphathi kufuneka baqhubekeke ngenkqubo yokuya eNkqundleni uyakufuna isigunyanziso sokubakhupha.

## **6. DISCUSSION /BACKGROUND**

### **6.1 BACKGROUND**

On 10 April 2013, an item (copy attached as Annexure A) served at the Strategic Services Portfolio Committee whereby the then Eden District Municipality received a request from Oudtshoorn Municipality (via email) that the Oudtshoorn Council resolved on 7 December 2012 to lease the building situated in St John Street to an amount of R23 000,00 per month since they are in desperate need of staff accommodation. Based on the discussions Oudtshoorn Municipality has resolved to formalise the request and monthly lease amount. The building is situated on erf 3216 and the parking on erven 1547, 1548, 1593, 1595 and 1596. The email read as follows:

*"From: Francois Human to Francois Goosen*

*SUBJECT: HUUR VAN EDEN DISTRIKSMUNISIPALTEIT GEBOU EN PARKEER AREA OP OUDTSHOORN*

Hallo Francois

My verskeie telefoniese gesprekke met u verwys.

Ons Raad het op 7 Desember 2012 hul begerigheid aangedui om die gebou soos deur u aan ons gewys met die parkeerarea te huur vir R23 000,00 per maand.

Intussen het ons ook 'n ernstige kantoorspasie probleem en word kantore vir die interim dringed benodig, u het reeds aangedui dat jul in die interim ons sal kan akkommodeer totdat die kontrak vir die hele gebou finaliseer is.

Graag word verneem of u die nodige kontrakte kan e-pos ten einde die beoogde ooreenkomste te finaliseer.

Groete

Adv Francois Human

Director Corporate Services

Oudtshoorn Municipality"

Council subsequently resolved to lease the existing building and parking area situated on erven 3216, 1547, 1548, 1593, 1595 and 1596 to Oudtshoorn Municipality for the purpose of staff office space and parking (copy of resolution attached as Annexure B).

On 27 May 2016, another item served at the Council Meeting (DC 1055/05/16) regarding the request to rent the ground floor of erf 2316 at St John Street, Oudtshoorn Municipality. The resolution (copy attached as Annexure C), read as follows:

"RESOLVED

1. That the ground floor of erf 2316, St John Street, Oudtshoorn, be leased to Oudtshoorn Municipality for a period of one (1) year for an amount of R20,00 per year.
2. That Oudtshoorn Municipality will be responsible for the payment of all municipal services.
3. That a lease agreement be entered into between Eden District Municipality and Oudtshoorn Municipality.

4. *That the lease agreement mentioned in three (3) above, be signed by the Municipal Manager on behalf of Council.*
5. *That the lease agreement be reviewed after a period of one (1) year.*
6. *That an investigation into the illegal occupants of the parking area be conducted with the view to allocating parking bays to the tenants."*

On 17 March 2016, another item served at the Mayoral Committee Meeting (copy of item attached as Annexure D), informing Mayco about a request received from Oudtshoorn Municipality to rent the ground floor at the St John Street building in Oudtshoorn. Instead of paying a market-related rental, Oudtshoorn Municipality requested to take responsibility for the payment of water and electricity consumption; maintenance of the applicable office accommodation and the provision of security services. Oudtshoorn Municipality, in a letter dated 16 February 2016, requested to lease the property for a period of three (3) years (copy of letter attached as Annexure E). A copy of the Council Resolution (attached as Annexure F) is attached hereto, whereby Council resolved, amongst others, to lease the property to Oudtshoorn Municipality for a period of one (1) year for an amount of R20,00 per year and that the lease agreement be reviewed after a period of one (1) year.

Oudtshoorn Municipality refused to sign the lease agreement of 2016 whereby they had to pay R20,00 per annum.

A further item submitted in 2017 (copy attached as Annexure G) whereby Council were informed that Oudtshoorn Municipality refused to sign the 2016 contract. Council was also informed that, in terms of the Asset Transfer Regulations, a market-related rental must be paid by Oudtshoorn Municipality for leasing our property, the same as Hessequa Municipality and that Oudtshoorn Municipality is no longer under administration.

Oudtshoorn Municipality wanted separate water and electricity meters to be installed before they would sign the contract. Despite this request being adhered to, to date we have no signed agreement in place between the Parties.

Oudtshoorn Municipality were informed to pay the market-related rental for the lease of the property and a lease agreement were sent to them. Despite this and various

meetings with various acting Municipal Managers and officials of Oudtshoorn Municipality, no signed lease agreement is place to date. They furthermore refuse to pay rental and this municipality is suffering a loss of income.

At one of the meetings held with Oudtshoorn Municipality in 2022 to try to resolve this long-outstanding matter, it was agreed that a site inspection will take between officials of Oudtshoorn Municipality and the Maintenance Section (Planning & Economic Development Directorate). Oudtshoorn Municipality, despite the fact that they've indicated that they will be responsible for the maintenance of the building in previous communication, have not done so. Their requests before they will pay us (rental), is, amongst others, that we must fix the air conditioners in the offices, the flooring, the toilet facilities, etc. These facilities were all being used by officials of Oudtshoorn Municipality and they refuse to even assist this Municipality with the maintenance.

The costs associated with the repairs amounts to hundreds of thousands of rands and GRDM is not in a position to fix the building to their requirement. Oudtshoorn Municipality is also not willing to pay rental until the building has been repaired. At this stage, GRDM are incurring all the costs and don't receive an income.

At one meeting, GRDM informed officials of Oudtshoorn Municipality that they bill GRDM on a monthly basis for municipal services (water, electricity, rates) and request that they then write-off these amounts in light of the fact that they are using our property rent-free. Attached hereto is proof of Oudtshoorn Municipality having written off the municipal services account and there is an outstanding amount of R683 (interest) that is due by GRDM.

## **6.2 DISCUSSION**

Despite various attempts by officials of GRDM, Oudtshoorn Municipality refuses to pay rental for the lease of erf 3216, St John Street, Oudtshoorn. Currently, Oudtshoorn Municipality "leases" our property without a signed contract in place and they also refuse to pay rent until GRDM repairs the building to their satisfaction, which will amounts to hundreds of thousands of rands for GRDM.

GRDM may decide to institute eviction proceedings against Oudtshoorn Municipality as they refuse to pay rental and discussions with their Administration has not led to positive solution.

## **6.3 FINANCIAL IMPLICATIONS**

Loss of income (rental) and also the costs associated with the repairs of the building.

## **6.4 RELEVANT LEGISLATION**

Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)

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

Asset Transfer Regulations, 2008

Inter-Governmental Relations Framework Policy Act,

## **6.5 PREVIOUS COUNCIL RESOLUTIONS**

Yes – attached

## **6.6 COMMENTS FROM THE SENIOR MANAGERS**

### **6.6.1 COMMENTS FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES**

The report is noted.

### **6.6.2 COMMENTS FROM THE EXECUTIVE MANAGER: FINANCIAL SERVICES**

The report is noted.

### **6.6.3 COMMENTS FROM THE EXECUTIVE MANAGER ROADS AND TRANSPORT SERVICES**

The report is noted.

### **6.6.4 COMMENTS FROM THE EXECUTIVE MANAGER COMMUNITY SERVICES**

The content of the report is noted.

STRATEGIC SERVICES PORTFOLIO COMMITTEE

10 APRIL 2013

**LEASE OF COUNCIL BUILDING SITUATED IN ST. JOHN STREET  
(OUDTSHOORN) TO THE OUDTSHOORN MUNICIPALITY / HUUR  
VAN RAADS GEBOU GELEË TE ST. JOHNSTRAAT (OUDTSHOORN)  
AAN DIE OUDTSHOORN MUNISIPALITEIT / UKUQESHISELWA  
KOMASIPALA WASETSHORENI ISAKHIWO SEBHUNGA NESIMI  
KWISITALATO I ST.JOHN(TSHORENI) (354122)**

(ODT 2512)(verslag st john str gebou Oudtshoorn 19 march 2013.doc)

19<sup>th</sup> March 2013

**REPORT FROM EXECUTIVE MANAGER: MANAGEMENT SERVICES  
(REGIONAL DEVELOPMENT AND PLANNING) (H. HILL)**

**PURPOSE OF THE REPORT**

To consider to proposed lease of the existing building and parking area situated in St John Street to the Oudtshoorn Municipality for the purposes of staff office space and parking.

**BACKGROUND**

Council is in the process of revisiting several lease agreements and potential lease agreements. The advertisement with regards to the availability of certain short term leases has been advertised and an allocation has been made by the accounting officer in terms of the Immovable Property Management Policy adopted by council on 28<sup>th</sup> June 2012 (resolution DC 292/06/12). This action will contribute to the generation of additional revenue towards council,

A request from the Oudtshoorn Municipality, dated 30<sup>th</sup> January 2013, has been received via e-mail indicating that the Oudtshoorn Council has on 7<sup>th</sup> December 2012 resolved to lease the building situated in St John Street to an amount of R23 000 per month since they are in desperate need of staff accommodation. A meeting was held between officials from both municipalities to discuss the request and potential availability of the building and parking space in question. Based on the discussions the Oudtshoorn Municipality resolved to formalise the request and monthly lease amount. The building is situated on erf 3216 and the parking on erven 1547, 1548, 1593, 1595 and 1596. A 'copy and paste' of the e-mail received is shown below, namely:

**From:** Francois Human [<mailto:human@OUDTMUN.gov.za>]  
**Sent:** Wednesday, January 30, 2013 1:55 PM  
**To:** Francois Goosen

**Subject:** HUUR VAN EDEN DISTRIKSMUNISIPALITEIT GEBOU EN PARKEER  
AREA OP OUDTSHOORN

Hallo Francois

My verskeie telefoniese gesprekke met u verwys.

Ons Raad het op 7 Desember 2012 hul begerigheid aangedui om die gebou soos  
deur u aan ons gewys met die parkeerarea te huur vir R23 000-00 per maand.

Intussen het ons ook n ernstige kantoorspasie probleem en word kantore vir die  
interim dringend benodig, u het reeds aangedui dat jul in die interim ons sal kan  
akkommodeer totdat die kontrak vir die hele gebou finaliseer is.

Graag word verneem of u die nodige kontrakte kan e-pos ten einde die beoogde  
ooreenkomste te finaliseer.

Groete

Adv. Francois Human  
Director Corporate Services  
Oudtshoorn Municipality  
OUDTSHOORN  
6625

Tel: (044) 203 3014  
Fax: (044) 203 3046  
Cell: 0726241689  
Email: [human@oudtmun.gov.za](mailto:human@oudtmun.gov.za)

The present staff component of the Eden District Municipality, together with the fact that the Department of Health (clinic) has since vacated the office space in Regent Street has resulted in most of the buildings not been occupied with a potential loss of revenue. Staff from the Eden District Municipality will relocate to the former clinic space and the Oudtshoorn municipal staff will then occupy the existing office building with entrance from St John Street. The lease of office space is in line with the requirements of the Municipal Finance Management Act (56/2003)(MFMA) which stipulates that properties much generate income.

The images shown on the following page shows part of the building viewed from St Jon Street building and an image of the parking area to be included in the lease agreement.



Section 46 of the Municipal Asset Transfer Regulations (MATR), promulgated in terms of the Local Government: Municipal Finance Management Act (MFMA) determines that:

*An agreement granting a right to use, control or manage a capital asset to a private sector party or organ of state –*

- (a) *must be made available in its entirety to the council of the relevant municipality or to the council of the parent municipality of the relevant municipal entity; and*
- (b) *may not be withheld from the public scrutiny except as provided for in terms of the Promotion of Access to Information Act, 2000 (Act 2 of 2000).*

The MATR defines an organ of state as follows:

- (a) *national department or national public entity;*
- (b) *provincial department or provincial public entity;*
- (c) **a municipality** or municipal entity;
- (d) *any other organ of state within the meaning assigned to 'organ of state' in section 239 of the Constitution.*

The Eden District Municipality is in the process of complying with the above requirement and a lease agreement to be signed between the Eden District Municipality and the Oudtshoorn Municipality will be signed shortly.

The "**disposal management system**" referred to below means the system contemplated in regulation 40 of the Municipal Supply Chain Management Regulations, published by General Notice No. 868 of 2005. Sub section (c) of regulation 40 states that the immovable property must be let at market related rates except when the public interest or the plight of the poor demands otherwise. It can be argued that the non – market related monthly rate of R23 000 is in the interest of the public to render municipal services to the residents of Oudtshoorn.

Regulation 41 of the Municipal Asset Transfer Regulations determines that the granting of rights to use, control or manage municipal capital assets must be in accordance with the **disposal management system** that :

- (1) *If approval in principle has been given in terms of regulation 34(l)(b) or 37(l)(b) that a right to use, control or manage a capital asset may be granted, the relevant municipality or municipal entity may grant the right only in accordance with the disposal management system of the municipality or entity, irrespective of –*
- (2) *The disposal management system of a municipality or municipal entity does not apply to the granting of a right to use, control or manage a capital asset if -*

- (e) *the right to use, control or manage that capital asset is granted to another organ of state in any other circumstance not provided in paragraph (a) to (d) provided that the capital asset is determined by resolution of the council of the municipality or of the parent municipality of the municipal entity to be surplus to the requirements of the municipality or entity.*

Regulation 41(3) stipulates further that:

*The municipality or municipal entity may negotiate directly with the private sector party or organ of state to whom the right to use, control or manage a capital asset referred to in sub regulation (2)(a), (b), (c), (d) or (e) is to be granted.*

Regulation 41(4) determines that:

*Before granting the right to use, control or manage a capital asset, the municipality or municipal entity must be satisfied that the private sector party or organ of state to whom the right is to be granted can demonstrate the ability to adequately maintain and safeguard the asset.*

Against this background the Eden District Municipality had discussions with the Oudtshoorn municipality with regards to the utilisation of the building situated in St John Street. The financial feasibility of the proposed lease has been determined and calculations based on property tax, municipal services, maintenance and monthly lease amount would result in a financial saving of R412 323 per annum. It is thus proposed that the lease agreement with the Oudtshoorn Municipality be concluded as soon as possible and that the Eden staff component relocate to the former clinic office space located in Regent Street which is linked with the St Johns Street building by an internal passage.

### **FINANCIAL IMPLICATIONS**

An annual saving of approximately R412 323.

### **RELEVANT LEGISLATION**

Local Government: Municipal Financial Management Act 2003, Act 56 of 2003 (Chapter 2).

Local Government: Municipal Systems Act 2002, Act 32 of 2002 (Chapter 4).

Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations (**MATR**) (published under GN R878 in GG 31346 of 22 August 2008).

Local Government: Municipal Finance Management Act (56/2003): Municipal Supply Chain Management Regulations (published under GN 868 in GG 27636 of 30 May 2005).

**COMMENTS: MUNICIPAL MANAGER**

The lease at a market related rental to Oudtshoorn Municipality is supported.

**COMMENTS: ACTING EXECUTIVE MANAGER: SUPPORT SERVICES****COMMENTS: CHIEF FINANCIAL OFFICER: FINANCIAL SERVICES**

We need to ensure that the asset will be properly maintained by Oudtshoorn Municipality and that we generate maximum revenue from this rental.

**COMMENTS: ACTING EXECUTIVE MANAGER: TECHNICAL SERVICES**

Support the recommendation.

**COMMENTS: EXECUTIVE MANAGER: MANAGEMENT SERVICES****COMMENTS: MANAGER: LEGAL SERVICES**

I support the recommendation.

**UITVOERENDE OPSOMMING**

*Die raad is tans in die proses om verskeie bestaande huurooreenkomste te hersien asook potensiële huurooreenkomste te ondersoek ten einde inkomste te genereer. Die advertensie met betrekking tot die beskikbaarheid van sekere kort termyn huurooreenkomste is reeds geadverteer en is toekennings gemaak deur die rekenpligtige beampte in terme van die Onroerende Eiendom Bestuur Beleid wat deur die raad op 28 Junie 2012 (resolusie DC 292/06/12) goedgekeur is.*

*'n Versoek van die Oudtshoorn Munisipaliteit gedateer 30 Januarie 2013 wat ontvang is via e-pos dui aan dat die Oudtshoorn Munisipaliteit gedurende 'n raadsvergadering van 7 Desember 2012 besluit het om die gebou geleë in St Johnstraat teen 'n bedrag van R23 000 per maand by die Eden Distriksmunisipaliteit te huur aangesien hulle (Oudtshoorn Munisipaliteit) 'n dringende behoefte identifiseer het aan addisionele kantoor akkommodasie vir personeel. 'n Gesprek tussen amptenare van beide munisipaliteite het plaasgevind en is die versoek en potensiële beskikbaarheid van die gebou en 'n parkeerruimte bespreek. Op grond van die gesprek het die Oudtshoorn Munisipaliteit gevolglik besluit om die versoek en maandelikse huurgeld te formaliseer. Die hoofgebou is geleë op erf 3216 en die parkering op erwe 1547, 1548, 1593, 1595 en 1596.*

*Die huidige personeel komponent van die Eden Distriksmunisipaliteit, tesame met die feit dat die Departement van Gesondheid (kliniek) sedertdien die geboue in Regentstraat ontruim het ruimte, het voldoende akkommodasie in Regentstraat tot stand gebring. Die skuif van Eden personeel asook die opneem van die hoofgebou*

*akkommodasie is tot voordeel van die raad ten opsigte van minimalisering van risiko en optimalisering van akkommodasie. Oudtshoorn Munisipaliteit sal dus die toegang vanaf St Johnstraat gebruik en die Eden personeel sal toegang verkry via Regentstraat. Die huur van kantoor akkommodasie is in ooreenstemming met die vereistes van die Wet op Munisipale Finansiële Bestuur (56/2003) (MFMA), wat bepaal dat eiendom tot voordeel van die raad aangewend moet word en, waar moontlik, inkomste moet genereer.*

*Teen hierdie agtergrond het die Eden Distriksmunisipaliteit samesprekings met die Oudtshoorn Munisipaliteit gevoer met betrekking tot die benutting van die hoofgebou soos bon a verwys. Die finansiële volhoubaarheid van die voorgestelde verhuring is bepaal en berekeninge gebaseer op eiendomsbelasting, munisipale dienste, instandhouding en maandelikse huurgeld sal lei tot 'n finansiële besparing vir die raad van ongeveer R412 323 per jaar. Daar word dus voorgestel dat die huurooreenkoms met die Oudtshoorn Munisipaliteit so gou as moontlik afgehandel word en dat die Eden DM personeel komponent verskuif na die voormalige kliniek gebou in Regentstraat.*

*Die administrasie is van opinie dat die onderskeie bepalings toepaslike wetgewing aan voldoen is. Van besondere belang is die regulasies van toepassing op die oordrag van munisipale onroerende bates (gepubliseer onder kennisgewing R878 in staatskoerant 31346 gedateer 22 Augustus 2008) asook die regulasies van toepassing op die munisipale voorsieningskanaal beleid (gepubliseer onder kennisgewing 868 in staatskoerant 27636 gedateer 30 Mei 2005).*

## **RECOMMENDATION**

That it be recommended to council that:

1. The existing building and parking area situated on erven 3216, 1547, 1548, 1593, 1595 and 1596 be leased to the Oudtshoorn Municipality for the purpose of staff office space and parking.
2. The Eden District Municipality negotiate directly with the Oudtshoorn Municipality as an organ of state in terms of Regulation 41(3) of the Local Government: Municipal Finance Management Act, 2003, Act 56 / 2003: Municipal Asset Transfer Regulations (published under GN R878 in GG 31346 of 22 August 2008).
3. The maintenance and safeguarding of the asset be ensured in the lease agreement as determined by Regulation 41 (3) of the Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations.
4. The lease agreement in order to grant the right to use, control or manage the capital asset be made available to council.

5. The administration investigates the possibility of office space to be made available to political office bearers.

### **AANBEVELING**

*Dat by die raad aanbeveel word dat:*

1. *Die bestaande gebou en parkeer area geleë op erwe 3216, 1547, 1548, 1593, 1595 en 1596 aan die Oudtshoorn Munisipaliteit verhuur word vir die doeleindes van personeel kantoor ruimte en parkering.*
2. *Die Eden Distriksmunisipaliteit direk met die Oudtshoorn Munisipaliteit as 'n liggaam van die staat onderhandel in terme van Regulasie 41(3) van die Wet op Plaaslike Bestuur: Munisipale Finansiële Bestuur 2003, Wet 56 / 2003: Munisipale Bate Oordrag Regulasies (gepubliseer by staats kennisgewing R878 in staats koerant 31346 gedateer 22 Augustus 2008).*
3. *Die instandhouding en veilige bewaring van die kapitale bate verseker word in die huurooreenkoms in terme van Regulasie 41 (3) van die Wet op Plaaslike Bestuur: Munisipale Finansiële Bestuur 2003, Wet 56 / 2003: Munisipale Bate Oordrag Regulasies.*
4. *Die huurooreenkoms ten einde die reg om die kapitale bate te gebruik, beheer en bestuur aan die raad beskikbaar gestel word.*
5. *Die administrasie die moontlikheid van kantoor spasie vir politieke ampsdraers ondersoek.*

### **ISINDULULO**

Sesokuba kundululwe kwiBhunga ukuba:

1. Isakhiwo kunye nendawo yokumisa izithuthi nesiwkwisiza u 3216,1547,1548,1593,1595 kunye 1596 ziqashiswe ku Masipala wase Tshoreni ngelinge lokunika abasebenzi indawo yokuba ne ofisi kunye nendawo yokumisa izithuthi.
2. U Masipala Wesithili se Eden abambhe igqugula kunye noMasipala wase Tshoreni njengexalenye kaqhulumente ngokwemiqathango Yohlengahlengiso 41(3) Worhulumente Wasekhaya:Umthetho Wolawulo Lwezemali Zomasipala, wango 2003 Umthetho 56/kwi GG 31346 yangomhla 22 kweyeThupha 2008)
3. Ukugcinwa kakuhle kunye nokukhuselwa kwezinto kuqinisekiswa kwisivumelwano sengqesho njengokuphawulwa luHlengahlengiso 41(3)

Lorhulumente Wasekhaya:Umthetho Wolawulo Lwemali  
Zikarhulumente(56/2003) Uhlengahlengiso Lonikezelo lwempahla.

4. Isivumelwano sengqesho ngelinge lokunikezela ingunya lokusebenzia, ukulawulo oknaye ukuphatha ubuninzo bempahla kunikezelwe kwibhunga.
5. Abaphathi benze uphando malunga nokubakho bendawo yokumisela isithuba se ofisi samalulungu ezolawulo lwezopolotiko.

Refer: Report (ODT 2512) dated 28 January 2013 from the Executive Manager: Management Services: Regional Development and Planning (H Hill)(p 190 – 199)

Proposed by Cllr J du Toit and seconded by Cllr LN Qupe, it was

#### RESOLVED

1. That the existing building and parking area situated on erven 3216, 1547, 1548, 1593, 1595 and 1596 be leased to the Oudtshoorn Municipality for the purpose of staff office space and parking.
2. That the Eden District Municipality negotiate directly with the Oudtshoorn Municipality as an organ of state in terms of Regulation 41(3) of the Local Government: Municipal Finance Management Act, 2003, Act 56 / 2003: Municipal Asset Transfer Regulations (published under GN R878 in GG 31346 of 22 August 2008).
3. That the maintenance and safeguarding of the asset be ensured in the lease agreement as determined by Regulation 41 (3) of the Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations.
4. That the lease agreement in order to grant the right to use, control or manage the capital asset be made available to Council.
5. That the administration makes provision for office space as needed by political office bearers.

Voorgestel deur Rld VI J du Toit en gesekondeer deur Rdl LN Qupe, is daar

#### BESLUIT

1. Dat die bestaande gebou en parkeer area geleë op erwe 3216, 1547, 1548, 1593, 1595 en 1596 aan die Oudtshoorn Munisipaliteit verhuur word vir die doeleindes van personeel kantoor ruimte en parkering.
2. Dat die Eden Distriksmunisipaliteit direk met die Oudtshoorn Munisipaliteit as 'n liggaam van die staat onderhandel in terme van Regulasie 41(3) van die Wet op Plaaslike Bestuur: Munisipale Finansiële Bestuur 2003, Wet 56 / 2003: Munisipale Bate Oordrag Regulasies (gepubliseer by staats kennisgewing R878 in staats koerant 31346 gedateer 22 Augustus 2008).
3. Dat die instandhouding en veilige bewaring van die kapitale bate verseker word in die huurooreenkoms in terme van Regulasie 41 (3) van die Wet op Plaaslike Bestuur: Munisipale Finansiële Bestuur 2003, Wet 56 / 2003: Munisipale Bate Oordrag Regulasies.
4. Dat die huurooreenkoms ten einde die reg om die kapitale bate te gebruik, beheer en bestuur aan die Raad beskikbaar gestel word.
5. Dat die administrasie voorsiening maak vir kantoor ruimte soos benodig deur die politieke ampsdraers.

Raad: 27 May 2016

DC 1055/05/16 OUTDSHOORN MUNICIPALITY: REQUEST TO RENT  
GROUND FLOOR: BUILDING (ERF 2316) AT ST JOHN STREET /  
OUTDSHOORN MUNISIPALITEIT: VERSOEK OM HUUR VAN  
GRONDVLOER: GEBOU (ERF 2316) TE ST JOHNSTRAAT / UMASIPALA  
WASE TSHORENI: ISICELO SOKUQASHA UMGANGATHO OSEZANTSI:  
ISAKHIWO U (ERF 2316) E ST JOHN STREET (508678)

*Refer: Report (18/3/1/1) dated 04 March 2016 from the Executive Manager Community Services:  
Property Management & Development (W Fourie) (p 628 – 651)*

Proposed by Cllr J Maxim and seconded by Cllr JP Johnson, it was

RESOLVED

1. That the ground floor of erf 2316, St John Street, Oudtshoorn, be leased to Oudtshoorn Municipality for a period of one (1) year for an amount of R20.00 per year.
2. That Oudtshoorn Municipality will be responsible for the payment of all municipal services.
3. That a lease agreement be entered into between Eden District Municipality and Oudtshoorn Municipality.
4. That the lease agreement mentioned in three (3) above, be signed by the Municipal Manager on behalf of Council.
5. That the lease agreement be reviewed after a period of one (1) year.
6. That an investigation into the illegal occupants of the parking area be conducted with the view to allocating parking bays to the tenants.

*Voorgestel deur Rdl J Maxim en gesekondeer deur Rdl JP Johnson, is daar*

BESLUIT

1. *Dat die grondvloer van erf 2316, St Johnstraat, Oudtshoorn, aan Oudtshoorn Munisipaliteit verhuur word vir 'n periode van een (1) jaar vir 'n bedrag van R20.00 per jaar.*
2. *Dat Oudtshoorn Munisipaliteit verantwoordelik sal wees vir die betaling van alle munisipale dienste.*
3. *Dat 'n huurooreenkoms aangegaan word tussen Eden Distriksmunisipaliteit en Oudtshoorn Munisipaliteit.*
4. *Dat die huurooreenkoms genoem in die (3) hierbo deur die Munisipale Bestuurder*

*namens die Raad geteken word.*

5. *Die huurooreenkoms na 'n periode van een (1) jaar hersien word.*
6. *'n Ondersoek gedoen word na die onwettige okkupasie van die parkeerarea, met die oog op 'n toekenning van voldoende spasie aan die huidige gebruikers/huurders.*

Isiphakamiso senziwe ngu Ceba J Maxim sasekelwa ngu Ceba JP Johnson, sokuba

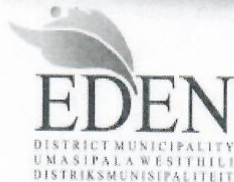
#### ISIGQIBO

1. Sesokuba umgangatho ophantsi kwi erf 2316, e St John Street e Tshoreni, uqashiselwe uMasipala wase Tshoreni ixesha elingango nyaka omnye (1) ngemli ye R20.00 ngonyaka.
2. Sesokuba uMasipala wase Tshoreni ibenguwo ohlawula inkonzo zomasipala.
3. Isivumelwano sokuqeshisa kungenelwe kuso phakathi koMasipala Wesithili se Eden kunye noMasipala wase Tshoreni.
4. Isivumelwano sokuqeshisa esiphawulwe ku (3) ngasentsla, sityikitywe nguMphathi Masipala egameni leBhunga.
5. Isivumelwano sokuqeshisa siqwalaselwe emveni kwexesha lonyaka omnye(1).
6. Kubanjwe uphando ngokumisa ngokungekho mthethweni kwindawo zokumisa izithuthi, ngelinge lokufumana indawo zokumisa izithuthi kwabaqeshi.

**Daphne October**  
**Chief Administration Officer**  
 Support Services

(w) 044 803 1410 (c) 083 642 3023 (f) 044 873 4670  
 Website: [www.edendm.co.za](http://www.edendm.co.za) Facebook: [Click here to visit our fanpage](#)  
 Address: 54 York Street, George, Western Cape, South Africa  
 Postal Address: P.O. Box 12, George, Western Cape, South Africa, 6530

**Eden District Municipality | Eden Distriksmunisipaliteit | Eden Umasipala Wesithili**



Attention: The legal status of this communication is governed by the terms and condition

D

MAYORAL COMMITTEE

17 MARCH 2016

**OUDTSHOORN MUNICIPALITY: REQUEST TO RENT GROUND FLOOR:  
ST JOHN STREET BUILDING ERF 2316/OUDTSHOORN  
MUNISIPALITEIT: AANSOEK OM HUUR VAN GRONDVLOER: ST JOHN  
STRAAT GEBOU ERF 2316 / UMASIPALA WASE TSHORENI: ISICELO  
SOKUQASHA UMGANGATHO OSEZANTSI: ISAKHIWO U ERF 2316 E  
ST JOHN STREET (508678)**

8/3/1/1

4 March 2016

**REPORT FROM EXECUTIVE MANAGER (CLIVE AFRICA) PROPERTY  
DEVELOPMENT, PLANNING AND RESORTS (W FOURIE)**

**PURPOSE OF THE REPORT**

To inform the MAYCO about a request received from Oudtshoorn Municipality to rent the ground floor at the St John Street building in Oudtshoorn.

**BACKGROUND / DISCUSSION**

The St John street building in Oudtshoorn is currently utilized as follows:

- Regent Street entrance: Eden Environmental Health
- St John Street entrance Ground floor: Eden DM Councillors
- St John Street entrance First floor: KAOS Projects and Developments (Pty) Ltd for a Youth Café

The rest of the ground floor with the St John street entrance is vacant.

Oudtshoorn Municipality wants to lease the available office accommodation and indicated taking responsibility for the following instead of paying a market related rental:

- Payment of water and electricity consumption
- Maintenance of the applicable office accommodation
- Provision of security services

The proposed maintenance or provision are not detailed and should be detailed in full if applicable.

The following are attached:

**RELEVANT LEGISLATION**

Local Government: Municipal Systems Act 32 of 2000

Local Government: Municipal Finance Management Act 56 of 2003

**COMMENTS: MUNICIPAL MANAGER**

**COMMENTS: CHIEF FINANCIAL OFFICER**

**COMMENTS: EXECUTIVE MANAGER CORPORATE STRATEGIC SERVICES**

**COMMENTS: EXECUTIVE MANAGER COMMUNITY SERVICES**

**COMMENTS: SENIOR MANAGER ROADS SERVICES**

**COMMENTS: LEGAL SERVICES**

**UITVOERENDE OPSOMMING**

*Om 'n versoek, om die gedeeltelike huur van die St John staat gebou, erf 2316, ontvang van Oudtshoorn Munisipaliteit te oorweeg.*

**RECOMMENDATION**

That the MAYCO consider the request received from Oudtshoorn Municipality.

**AANBEVELING**

Dat die MAYCO die versoek, ontvang van Oudtshoorn Munisipaliteit oorweeg.

**ISINDULULO**

Sesokuba I MAYCO inike ingqwalasela isicelo esivela kuMasipala wase Tshoreni.

**APPENDIXES**

Annexure A Letter dated 16 February: Oudtshoorn Municipality

Annexure B MOA of lease: KAOS Projects and Developments (Pty) Ltd

E

## ANNEXURE A



# 

255 Oudtshoorn 6620 - Tel: (044) 2033000 - Fax: (044) 2033104 - Epos: [post@oudtmun.co.za](mailto:post@oudtmun.co.za)

VERW/REF/ISAZISI:

22/1/4

G BAARTMAN/mh.

16 Februarie 2016

Munisipale Bestuurder  
 Mnr. Godfrey Louw  
 Eden Distrik Munisipaliteit  
**GEORGE**  
 6530

Geagte Mnr Louw,

**INSAKE: HUUR VAN KANTOOR SPASIE TE ST JOHN STRAAT VANAF 4 APRIL 2016 VIR TYDPERK VAN 3 JAAR:**

Met verwysend na 'n besluit van u Raad geneem op 30 Maart 2015 aangaande die beskikbaarheid van bovermelde perseel en met verwysend na die Inter Regerings Verhouding Raamwerk Wet ( Wet 13 van 2005 ) met die bekragtiging van die onlangse noue bande samewerking ooreenkomstig deur verskeie Munisipaliteite tov die situasie te Oudtshoorn Munisipaliteit , doen ons hiermee formeel aansoek vir die okkupering van vermelde perseel vir n minimum tydperk van drie ( 3 ) jaar met ingang 4 April 2016.

Gegewe die finansiële omstandige van aansoeker, waarmee u vertrou is , is die versoek dat die betaling van huurgelde met die kontrak ter syde gestel word en dat die aansoeker slegs verantwoordelik sal wees vir:

1. Betaling van water en elektrisiteit
2. Instandhouding van die perseel
3. Verskaffing van sekuriteits dienste

U goedgeunstige oorweging as toekomstige vennoot word afgewag.

Groete

Rig alle korrespondensie aan die Munisipale Bestuurder \* Address all correspondence to the Municipal Manager \*  
 Thumela yanke ibalewano Kumphathi-Dulophu

F

**OUTSHOORN MUNICIPALITY: REQUEST TO RENT GROUND FLOOR: ST JOHN STREET BUILDING ERF 2316 (508678)**

Proposed by Cllr J Maxim and seconded by Cllr JP Johnson, it was

RESOLVED

1. That the ground floor of erf 2316, St John Street Oudtshoorn, be leased to Oudtshoorn Municipality for a period of one (1) year for an amount of R20.00 per year.
2. That Oudtshoorn Municipality will be responsible for the payment of all municipal services.
3. That a lease agreement be entered into between Eden District Municipality and Oudtshoorn Municipality.
4. That the lease agreement mentioned in three (3) above, be signed by the Municipal Manager on behalf of Council.
5. That the lease agreement be reviewed after a period of one (1) year.
6. That an investigation into the illegal occupants of the parking area be conducted with the view to allocating parking bays to the tenants.

COUNCIL

AUGUST 2017

**LEASE OF COUNCIL BUILDING SITUATED IN ST JOHN STREET,  
 OUDTSHOORN TO THE OUDTSHOORN MUNICIPALITY / HUUR VAN  
 RAADS-GEBOU GELEE TE ST JOHNSTRAAT, OUDTSHOORN AAN  
 OUDTSHOORN MUNISIPALITEIT / UKUQASHISWA KWESAKHIWO  
 SEBHUNGA ESISE ST JOHN STREET ETSHORENI KUMASIPALA WASE  
 TSHORENI**

8/3/1/1

17 AUGUST 2017

**REPORT FROM EXECUTIVE MANAGER : CORPORATE/STRATEGIC SERVICES (T  
 HOLTZHAUSEN) : MANAGER : LEGAL SERVICES (N DAVIDS)**

**PURPOSE OF THE REPORT**

The purpose of this report is to review the lease of erf 2316 (ground floor), Oudtshoorn, to Oudtshoorn Municipality.

**BACKGROUND / DISCUSSION**

On 16 February 2016, Eden District Municipality received a letter from Oudtshoorn Municipality, requesting permission to occupy the abovementioned property for a period of three (3) years. Oudtshoorn Municipality also indicated that they will be responsible for the payment of water and electricity, maintenance of the premises and providing security services.

In view of the request, Council resolved (DC 1055/05/16) on 27 May 2016 as follows:

- “1. That the ground floor of erf 2316, St John Street, Oudtshoorn, be leased to Oudtshoorn Municipality for a period of one (1) year for an amount of R20,00 per year.
2. That Oudtshoorn Municipality will be responsible for the payment of all municipal services.
3. That a lease agreement be entered into between Eden District Municipality and Oudtshoorn Municipality.
4. That the lease agreement mentioned in three (3) above, be signed by the Municipal Manager on behalf of Council.
5. That the lease agreement be reviewed after a period of one (1) year.
6. An investigation into the illegal occupants of the parking area be conducted with the view to allocating parking bays to the tenants.”

A lease agreement was forwarded to Oudtshoorn Municipality which they've refused to sign. Despite various attempts and enquiries to sign the lease agreement, none was forthcoming from them. The reason for the refusal, amongst others, was the payment of water and electricity as Oudtshoorn Municipality insisted on separate meters being

installed. This was subsequently addressed and resolved, but no signed agreement was received.

Oudtshoorn Municipality is not under administration anymore and is now financially stable. To give effect to Resolution 5 and to be consistent, Oudtshoorn Municipality should pay the market-related rental as in the case of Hessequa Municipality who is also leasing Council property.

#### **FINANCIAL IMPLICATIONS**

#### **RELEVANT LEGISLATION**

Local Government: Municipal Finance Management Act, 2003 – Asset Transfer Regulations

#### **COMMENTS: CHIEF FINANCIAL OFFICER**

#### **COMMENTS: EXECUTIVE MANAGER : CORPORATE/STRATEGIC SERVICES**

Rental be issued at market related rates and if they are not willing to pay such or forego rate and taxes on some of our properties in Oudtshoorn, the property be open for rental to other potential.

#### **UITVOERENDE OPSOMMING**

*Die doel van die verslag is om terugvoering te gee aan die Raad rakende die huur van erf 2316, Oudtshoorn aan Oudtshoorn Munisipaliteit. Die Raad het op 27 Mei 2016 goedkeuring verleen dat die grondvloer van erf 2316, St Johnstraat, aan Oudtshoorn Munisipaliteit verhuur word vir een (1) jaar teen R20,00 per jaar, dat Oudtshoorn Munisipaliteit verantwoordelik is vir die betaling van munisipale dienste en dat die huurooreenkoms na 'n periode van een (1) jaar hersien word. Alhoewel daar by verskeie geleenthede met Oudtshoorn Munisipaliteit gekommunikeer was om die huurooreenkoms te teken, het hulle versuim om dit te doen. Hessequa Munisipaliteit huur ook grond by Eden Distriksmunisipaliteit teen 'n markverwante huur en om konsekwent te wees, word voorgestel dat Oudtshoorn Munisipaliteit ook die markverwante huur betaal aangesien hulle nie meer onder administrasie is nie.*

#### **RECOMMENDATION**

It is recommended that:

1. Council review the lease agreement as stated in Council resolution DC to give effect to resolution 5 above.
2. The ground floor of erf 2316, St John Street, Oudtshoorn, be leased to Oudtshoorn Municipality at a market related rental for a period of three (3) years, since it is not needed to provide the minimum level of basic municipal services.

3. That Oudtshoorn Municipality be responsible for the payment of municipal services.

#### **AANBEVELING**

*Dit word aanbeveel dat:*

1. *Die Raad die huurooreenkoms hersien soos per Raadsbesluit DC 1055/05/16 om effek te gee tot bovermelde besluit.*
2. *Dat die grondvloer van erf 2316, St Johnstraat, Oudtshoorn aan Oudtshoorn Munisipaliteit verhuur word vir 'n tydperk van drie (3) jaar teen die markverwante huur, aangesien dit nie benodig word vir die lewering van die minimum basiese munisipale dienste nie.*
3. *Dat Oudtshoorn Munisipaliteit verantwoordelik gehou word vir die betaling van munisipale dienste.*

#### **ISINDULULO**

Kundululwe ukuba:

1. iBhunga liqwalasele isivumelano sokuqashisa njengokuphawulwe sisigqibo DC ukuse sisisebenze kwisigqibo 5 ngasentla.
2. Sesokuba umgangatho osemhlabeni ka erf 2316 e St Jogn Street, e Tshoreni, uqashiselwe uMasipala Wase Tshoreni ngowexabiso lemali isithuba seminyaka emithathu njengoko kungeyomfuneko yokunika ibakala elifanelekileyo lenkonzo zomasipala.
3. Sesokuba uMasipala wase Tshoreni athwale uxanduva lokuhlawulo inkonzo zikamasipala.

#### **APPENDIX**

1. **DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 JANUARY 2023 TO 31 JANUARY 2023 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 JANUARIE 2023 TO 31 JANUARIE 2023/ INGXELO YOTYESHELO: UKUMISELWA KOMGAQO-NKQUBO WOLAWULO LWENCITHO KWIXESHA LOMHLA 01 KWEYOMQUNGU 2023 UKUYA 31 KWEYOMQUNGU 2023**

**REFER REPORT FROM THE ACTING EXECUTIVE MANAGER FINANCIAL SERVICES: T LOLIWE**

## **2 PURPOSE**

To inform the Council of the deviations approved for the period 1 January 2023 to 31 January 2023.

## **3. DELEGATED AUTHORITY**

Council

## **4. EXECUTIVE SUMMARY**

The accounting officer must record the reasons for any deviations in terms of sub-regulation (1) (a) & (b) and report them to the next meeting of council. The report is for the month of January 2023.

## **5. RECOMMENDATIONS**

1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 January 2023 to 31 January 2023, be noted.
2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.

## **AANBEVELINGS**

1. *Dat die kennis geneem word van die implementering van Artikel 36 van die Voorsieningskanaal beleid in terme van die afwykings vir die periode van 1 Januarie 2023 tot 31 Januarie 2023.*
2. *Dat kennis geneem word dat in terme van Artikel 114 van die Munisipale Finansiële Bestuurswet, Wet 56 van 2003, daar geen goedkeuring was van tenders wat toegeken is in die normale implementering van die Voorsieningskanaalbeleid van die munisipaliteit nie.*

## IZINDULULO

1. Sesokuba ukumiselwa komhlathi 36 woMgaqo Wolawulo Lwencitho yoMasiapala ngokwemimiselo yezotyeshelo kwixesha lomhla 01 ngeyoMqungu 2023 ukuya 31 ngeyoMqungu 2023, kuthathelwe ingqalelo.
2. Sesokuba kuthathelwe ingqalelo ngokwemimiselo yoMhlathi 114 woMthetho Wolawulo Lwemali zoMasipala, uMthetho 56 wango 2003, akukhange kubekho ziniki maxabiso ezingandululwanga kwinkqubo eqhelekileyo yokumiselwa uMgawo Wolawulo Lwezencitho zomasipala

## 6. DISCUSSION / CONTENTS

### 6.1 Background

Section 36 of the Municipal Supply Chain Regulation states:

- 1) *A supply chain management policy may allow the accounting officer –*
  - a) *To dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –*
    - i) *In an emergency*
    - ii) *If such goods or services are produced or available from a single provider only;*
    - iii) *For the acquisition of special of special works of art or historical objects where specifications are difficult to compile;*
    - iv) *Acquisition of animals for zoos; or*
    - v) *In any other exceptional case where it is impractical or impossible to follow the official procurement processes;*
  - b) *To ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.*
- 2) *The accounting officer must record the reasons for any deviations in terms of sub regulation (1) (a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements."*

### 6.2 Discussion

Section 114 of the Municipal Finance Management Act, Act 56 of 2003 states:

- (1) *If a tender other than the one recommended in the normal course of implementing the supply chain management policy of a municipality or municipal entity is approved, the accounting officer of the municipality or municipal entity must, in writing, notify the Auditor General, the relevant provincial treasury and the National Treasury and, in the case of a municipal entity, also the parent municipality, of the reasons for deviating from such recommendation.*

(2) Subsection (1) does not apply if a different tender was approved in order to rectify an irregularity.

### 6.3 Financial Implications

The total deviations for the period 1 January 2023 to 31 January 2023 amounts to **R 364 023.10** Refer to **Annexure A**

### 6.4 Legal Implications

None

#### Main Expenditure for Deviation in January 2023

None

#### Trend Analysis Based on Successive Month to Month Comparison

APPROVED DEVIATIONS			
DEVIATIONS AS PER SECTION 36 OF THE SCM REGULATIONS			
Dec-22		Jan-23	
Department	Amount	Department	Amount
Community Services	14 832,93	Community Services	276 181,75
Corporate Services	0,00	Corporate Services	52 458,07
Financial Services	0,00	Financial Services	0,00
Office of the MM	0,00	Office of the MM	30 538,25
Planning and Economic Development	0,00	Planning and Economic Development	0,00
Roads and Transport Planning Services	7 269,89	Roads and Transport Planning Services	4 845,03
<b>Total Deviations</b>	<b>22 102,82</b>	<b>Total Deviations</b>	<b>364 023,10</b>

### 6.5 Staff Implications

None, failure to report to council will result in non compliance.

### 6.6 Previous / Relevant Council Resolutions:

None

### 6.7 Risk Implications

None

Jan-23									
APPROVED DEVIATIONS									
COMMUNITY SERVICES									
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number	
1	2257743	Working on Fire	2022-12-14	Emergency	<p>Garden Route District Municipality Fire Services, as an established Fire Brigade Service has a responsibility in terms of the Section 1 of the Fire Brigade Service Act, 99 of 1987 "service" for;</p> <p>(a) preventing the outbreak or spread of a fire;</p> <p>(b) fighting or extinguishing a fire;</p> <p>(c) the protection of life or property against a fire or other threatening danger;</p> <p>(d) the rescue of life or property from a fire or other danger;</p> <p>The District Municipality is responsible for the firefighting function serving the area of the District as a whole and includes specialized firefighting services such as mountain, veld and chemical fires. Due to our region being a fire prone district, with many acerbating factors, including below average rainfall, drought, excessive alien invasive plant species, inconsistent wind conditions as well as lightning strikes, conditions are most often conducive to Fire Ignitions and excessive Spread. Most often times when these conditions prevail the services of external and unconventional resources are required to be utilized as it then exceeds the internal capacities of the GRDM Fire Services. Fires during November in the Hessequa Municipal area, especially in the Stillbay area which experienced inconsistent gusty winds and hot &amp; dry weather, the Oudtshoorn north eastern mountainous area which has prevailing hot temperatures and evident dried out soil as well as the George area in the Kammanassie mountain area, which are evidently subjected to conditions of drought. Due to the before mentioned the fire conditions were abnormal again and this necessitated the deployment of external resources beyond the internal and established resources of the Fire Services. This emergency deviation consist out of two motivations, why it was impossible to follow the official procurement processes and uncontracted utilized in these circumstances; utilization of aerial firefighting and ground firefighting resources Circumstances that warranted emergency dispensation included but are not limited to –</p> <ul style="list-style-type: none"> <li>• The possibility of severe and vast fire spread;</li> <li>• The possibility of damage to property;</li> </ul>	2023-01-24	276 181,75	F0002766	

					<ul style="list-style-type: none"> <li>• The loss of infrastructure and personal and economic assets;</li> <li>• The eminent possibility of serious damage occurring to the natural environment</li> <li>• The possibility of human injury or death;</li> </ul> <p>That failure to take the necessary actions may have resulted in the municipality not being able to render an essential community service as well as performed its mandated functions effectively. The prevailing situation, and imminent danger, was of such a scale and nature that it could not readily be alleviated by interim measures, in order to allow time for the formal procurement process. The deployment of these resources contributed to bringing the fires under control and extinguished in a shorter space of time, and prevented lengthier and more costly fires.</p>			
<b>CORPORATE SERVICES</b>								
<b>No</b>	<b>Ref Nr</b>	<b>Name</b>	<b>Req Date</b>	<b>Deviation Category</b>	<b>Deviation Motivation</b>	<b>Deviation Approval Date</b>	<b>Payment Amt</b>	<b>Order Number</b>
2	2331080	Locross George (Pty) Ltd	2023-01-20	Impractical Procurement Process	Mayoral car only done by Toyota.	2023-01-25	3 461,17	F0002741
3	2336669	Arena Holdings	2023-01-24	Impractical Procurement Process	Quotations sourced for placing the advert in the newspaper for the recruitment of the Vacant post of the Chief Financial Officer. Due to urgency of the matter and the nature of the service required it is impractical to follow normal procurement process as the item is above the threshold for quotations	2023-01-25	48 996,90	F0002760
<b>OFFICE OF THE MUNICIPAL MANAGER</b>								
<b>No</b>	<b>Ref Nr</b>	<b>Name</b>	<b>Req Date</b>	<b>Deviation Category</b>	<b>Deviation Motivation</b>	<b>Deviation Approval Date</b>	<b>Payment Amt</b>	<b>Order Number</b>
4	2274993	Brand & van der Bergh Attorneys	2023-01-05	Impractical Procurement Process	Brand van der Bergh Attorneys handled this matter on behalf of the municipality. When they were appointed the SLA between GRDM and Brand vd Bergh Attorneys was still valid. The SLA had expired in the meantime. They did not tender to form part of the new panel of Attorneys, but have to finalise this matter as it would be fruitless to incur additional costs to appoint another firm to finalise this matter.	2023-01-12	30 538,25	F0002625

ROADS AND TRANSPORT PLANNING SERVICES								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
5	2351373	Komatsu South Africa	2023-01-25	Impractical Procurement Process	New Komatsu gd555-5 grader / under warranty by the agents / do not pay for travel and labour / only service parts / 500hrs service	2023-01-26	4 845,03	F0002791
TOTAL							<b>364 023,10</b>	

[BACK TO AGENDA](#)

DISTRICT COUNCIL

27 FEBRUARY 2023

**1. UPDATED RECRUITMENT AND SELECTION POLICY / OPGEDATEERDE WERWINGS EN KEURINGSBELEID / UMGAQO-NKQUBO OHLAZIYIWEYO WOKULoba KUNYE NOKUQESHA UKUZE UPHUNYEZWE LIBHUNGA**

**REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN) / ACTING MANAGER: HUMAN RESOURCES: (C SCHEEPERS)**

**2 PURPOSE**

To report on the amendments made on the Recruitment & Selection policy.

**3. DELEGATED AUTHORITY**

Council Meeting

**4. EXECUTIVE SUMMARY**

HR policies must be reviewed annually and amended as required by the municipality. The Recruitment & Selection policy was last reviewed in 2021 and in 2022 the policy was updated to be in line with Municipal Staff Regulations. The policy is now due to be reviewed.

**5. RECOMMENDATION**

That the Council approves the Amended Recruitment & Selection Policy.

**AANBEVELING**

*Dat die Raad die Gewysigde Werwing- en Keuringsbeleid goedkeur.*

**ISINDULULO**

Sesokuba iBhunga liphumeze uMgaqo-nkqubo oLungisiweyo wokuLoba kunye Nokuqesha.

**6. DISCUSSION / CONTENTS**

## 6.1 Background

HR policies must be reviewed annually and amended as required by the municipality. The Recruitment & Selection policy was last reviewed in 2021 and in 2022 the policy was updated to be in line with Municipal Staff Regulations. The policy is now due to be reviewed.

## 6.2 Discussion

That a report be submitted to Council to take note of amendments to this policy.

## 6.3 Financial Implications

- None

## 6.4 Legal Implications

- Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)
- Income Tax Act, 1962 (Act No. 58 of 1962)
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- Employment Equity, 1998 (Act No. 55 of 1998)
- Skills Development Act, (Act No. 97 of 1998)
- Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
- Immigration Act, 2002 (Act No. 13 of 2002)
- Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- Employment Services Act, 2014 (Act No. 4 of 2014)
- Local Government: Regulations on appointment and conditions of employment of senior managers, 2014
- Local government: Municipal Systems Act, 2000 (ACT NO. 32 OF 2000) Municipal Staff Regulations,

- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2021
- National Skills Development Strategy
- National Qualifications Framework

#### **6.5 Staff Implications**

None.

#### **6.6 Previous / Relevant Council Resolutions:**

The Recruitment & Selection policy was approved in 2022 to be in line with the Municipal Regulations.

#### **6.7 Risk Implications**

None.



## **RECRUITMENT & SELECTION POLICY**

FOR ALL PERMANENT APPOINTED OFFICIALS  
EXCLUDING SENIOR MANAGERS IN TERMS OF LOCAL  
GOVERNMENT REGULATIONS OF 2014

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Date  
Approved:

Council  
Resolution (DC  
No):

DC

## CONTENTS

1. INTRODUCTION.....	228
2. DEFINITIONS .....	229
3. PURPOSE .....	235
4. PRINCIPLES.....	235
5. RECRUITMENT AND SELECTION.....	237
5.1. Advertisement .....	237
5.2. Headhunting.....	241
5.3. Applications.....	241
5.4. Short Listing .....	243
5.5 References.....	2474
5.6 Interviews .....	2474
5.7 References and Personal credential verification .....	248
5.8 Nepotism.....	249
5.9 Appointment .....	249
5.10 Deviations .....	250
5.11 Re-Appointment of Former Employees .....	250
5.12 Appointment of candidates on remuneration above minimum notch .....	27
5.13 Screening of candidates .....	27
5.14 Probation period .....	27
5.15 Trade Union Representation .....	29
6. EMPLOYMENT OF PERSONS WITH CRIMINAL RECORD.....	253
7. RE-EMPLOYMENT OF DISMISSED STAFF.....	253
8. ADDENDUMS TO THIS POLICY.....	256
9. ACKNOWLEDGEMENT & APPROVAL .....	257

## 1. INTRODUCTION

Garden Route District Municipality recognises that staff is its most important asset in ensuring that effective, efficient services are delivered to the community it services in accordance with objectives and priorities as set out in its Integrated Development Plan (IDP). Therein Garden Route District Municipality strives to attract and appoint the most suitable candidates, creating and maintaining a diverse workforce for permanent posts.

This Policy is applicable on permanent appointments for filling of posts as identified on the approved organizational structure and excludes the fixed term contracts and section 54A and 56 appointments.

Contract appointments will be dealt with in accordance with a separate policy (Contract Appointment Policy).

### 1.1. SCOPE OF APPLICATION

- 1.1.1. This policy is applicable to all staff members and prospective staff members of the municipality but excludes the following:
- 1.1.2. Appointments under the Extended Public Works Programme / Community Development Workers; and
- 1.1.3. Appointments of students and interns.

### 1.2. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)
- Income Tax Act, 1962 (Act No. 58 of 1962)
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- Employment Equity, 1998 (Act No. 55 of 1998)
- Skills Development Act, (Act No. 97 of 1998)
- Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
- Immigration Act, 2002 (Act No. 13 of 2002)
- Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- Employment Services Act, 2014 (Act No. 4 of 2014)
- Local Government: Regulations on appointment and conditions of employment of senior managers, 2014

- Local Government: Municipal Staff Regulations, 2021
- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2021
- National Skills Development Strategy
- National Qualifications Framework

## 2. DEFINITIONS

All definitions used in this policy are defined in the Main Collective Agreement of the South African Local Government Bargaining Council (SALGBC) of 1 July 2015 until 30 June 2020, unless stated otherwise with the relevant definition.

Words indicating the masculine gender shall include the feminine gender.

**Approved Job Description** *“signed Job Description by Incumbent; Supervisor; HOD; and Trade Unions, which is further subjected to the full Task Evaluation process, and approved by the Municipal Manager”.*

**Black People (as per Employment Equity Act 55 of 1998)** – *“is a generic term which means Africans, Coloureds and Indians”*

**Candidate** *for the purposes of this policy is an applicant for a post*

**Categories of learners** – *As defined in the attached Annexure A*

**Competency** *for the purposes of this policy refers to knowledge, skills, attitude or behaviour pertinent to the advertised position*

**Council** – *“means Garden Route District Council”*

**Confidentiality** – *“means keeping information private and not telling others including co-workers, friends, family, etc.*

**Conflict of Interest** – *“means a situation in which an individual has competing interests or loyalties” see par 7.5*

**Criminal Record**– *means you have been charged with a crime and found guilty and/or sentenced*

**Day** – *“means Monday to Friday, excluding public holidays, unless indicated otherwise by the context”*

**Designated group (as per Employment Equity Act 55 of 1998)** - "means black people, women and people with disabilities"

**Earnings threshold (as per Collective Agreement on Conditions of Service)**

– "means the top notch of the salary scale (T-grade) within which the Basic Conditions of Employment Act, 1997 earnings threshold determination falls, as amended from time to time"

**Employee** – "means any person, excluding an independent contractor who works for another person or for the State and who receives, or is entitled to receive, any remuneration"

**(As per Employment Equity Act 55 of 1998)** – "(b) means any other person who in any manner assists in carrying on or conducting the business of an employer"

**Employer** -"means Garden Route District Municipality"

**Essential job requirements** for the purposes of this policy is the skills, knowledge or experience that are necessary to perform a job as defined in the Job Description

**Fixed term contract employee**

"for the purposes of this policy is a person who is employed on a contract that includes an agreement detailing the relationship between the employer and employee, which is determined by an objective condition that creates no false expectations of renewal of the contract, and is based on a specific duration or time frame with dates or the completing of a specific task, project or event, other than the normal agreed retirement age," In terms of Sec 198B of the LRA

**Headhunting** for the purposes of this policy is the process of selecting individuals with a proven track record (reputation, work history, professional acquaintance and minimum academic qualification) within a particular field, who can be evaluated to fill a vacant post.

**IMATU** – "means the Independent Municipal and Allied Trade Union"

**Job Description (as defined in the Task Memorandum of Understanding)** – "means a job description, as contemplated in section 66 of the MSA, describing the content, duties, reporting lines and other specifications of a position or job"

**Medical Practitioners** – "means all practitioners as defined by the Health

Professions Council of South Africa (Medical and Dental Practitioners)"

**Medical surveillance (as per Occupational Health and Safety Act 85 of 1993)**

– means a planned programme of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner"

**Medical testing (as per Employment Equity Act 55 of 1998)** - "includes any test, question, inquiry or other means designed to ascertain, or which has the effect of enabling the employer to ascertain, whether an employee has any medical condition". (As per statutory requirement or validated by the Health Professional Council of SA and as per ruling of the Labour Court)

**Municipality** -"means Garden Route District Municipality"

**Occupational Health (as per Occupational Health and Safety Act 85 of 1993)**

– includes occupational hygiene, occupational medicine and biological monitoring"

**Occupational Health Practitioner (as per Occupational Health and Safety Act 85 of 1993)** – means an occupational medicine practitioner or a person who holds a qualification in occupational health recognized as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act 50 of 1978)

**Occupational Qualification (as per Skills Development Act 97 of 1998)** – means a qualification associated with a trade, occupation or profession resulting from work-based learning and consisting of knowledge unit standards, practical unit standards and work experience unit standards"

**Occupational Qualification Framework (as per Skills Development Act 97 of 1998)**

– means the sub-framework for occupational qualifications which forms an integral part of the National Qualifications Framework"

**Office Bearer** (as per SALGBC Main Collective Agreement) – "means the elected president, deputy president, vice-president, chairperson, vice-chairperson, treasurer or secretary of the Trade Unions"

**Official** (as per SALGBC Main Collective Agreement) – "means a full-time employee

of IMATU, SAMWU or SALGA"

**People with disabilities (as per Employment Equity Act 55 of 1998)** – "means people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in employment"

**Placement (as per Skills Development Act 97 of 1998)** - "means placing an individual in a placement opportunity, with due regard to the Code of Good Practice on the Integration of Employment Equity in Human Resources Policies and Practices in terms of the Employment Equity Act, 1998 (Act 55 of 1998)

**Placement Opportunity (as per Skills Development Act 97 of 1998)** – means any opportunity for work or learning that could be offered to an individual and includes a vacancy for employment, an opportunity for self-employment, a learning programme and community service"

**Position (as defined in the Task Memorandum of Understanding)** – "means an individual position on the staff establishment of a Municipality which is occupied by an individual employee"

**Reasonable accommodation (as per Employment Equity Act 55 of 1998)** - "means any modification or adjustment to a job or to the working environment that will enable a person from a designated group to have access to or participate or advance in employment"

**Recognition of Prior Learning (as defined by South African Qualification Authority (SAQA)** – "is a process whereby people's prior learning can be formally recognized in terms of registered qualifications and unit standards, regardless of where and how the learning was attained. RPL acknowledges that people never stop learning, whether it takes place formally at an educational institution, or whether it happens informally"

**Recruitment** for the purposes of this policy is the set of activities undertaken by the Corporate Services Department to attract sufficient job candidates who have the necessary potential and competencies needed to assist Garden Route District Municipality achieve its strategic objectives as defined in the Integrated Development Plan

**Reference check** for the purposes of this policy is the process of gathering information about the candidate's past work history from people and/or institutions or organisations with whom such candidate/s have been

associated

**Registered Medical Practitioner (as per Collective Agreement on Conditions of Service)** – “means a person entitled to practice as a medical practitioner in terms of section 17 of the Medical Dental and Supplementary Health Services Professions Act, 1974 (Act 56 of 1974)”

**Regulation of Non-Standard Employment and General Provisions (as per Labour Relations Amendment Act, 2014, Section 198 (b-d) –**

Section 198B – Fixed term contracts with employees earning below earning threshold  
Section 198C – Part-time employment of employees earning below earning threshold  
Section 198D – General provisions applicable to sections 198A to 198C

**Remuneration (as per Employment Equity Act 55 of 1998)** - "means any payment in money or in kind, or both in money and in kind, made or owing to any person in return for that person working for any other person, including the State"

**Representative Trade Union** – “means the Trade Unions parties to this Policy, IMATU and SAMWU”

**Roles and Responsibilities of a Municipal Manager** – “As head of Administration the Municipal Manager is responsible for the appointment of staff other than those referred to in section 56 (a), subject to the Employment Equity Act, 1998 (Act 55 of 1998);

**SALGA** –“means the South African Local Government Association”

**SAMWU** – “means the South African Municipal Workers' Union”

**Scarce skills:** “Means those skilled people with the required academic and/or technical qualifications, knowledge in their field of expertise, including those specialised supporting functions to essential services, with the appropriate work experience and/or supervisory/management skills that are not easily obtained and which, if not in supply or available, can seriously disrupt effective and efficient service delivery to the community.” Scarce skill positions (as per LGSETA guidelines, policies and other applicable legislation or sectoral determinations.)

**Seasonal Employee** – “means an employee who is employed to work a full season, of not less than a continuous period of six months and who

should qualify for all benefits in terms of employment conditions, except housing and pension benefits"

**Suitably qualified person (as per Employment Equity Act 55 of 1998)** – "means a person contemplated in sections 20(3), (4), (5) and (6);

20 (3) a person may be suitably qualified for a job as a result of any one of, or any combination of that person's-

- (a) formal qualifications;
- (b) prior learning;
- (c) relevant experience; or
- (d) capacity to acquire, within a reasonable time, the ability to do the job.

20 (4) when determining whether a person is suitably qualified for a job, an employer must-

- (e) review all the factors listed in subsection (3); and
- (f) determine whether that person has the ability to do the job in terms of any one of, or any combination of those factors."

20 (5) "in making a determination under subsection (4), an employer may not unfairly discriminate against a person solely on the grounds of that person's lack of relevant experience".

20 (6) "an employment equity plan may contain any other measures that are consistent with the purposes of this Act".

All applicants must meet the essential job requirements.

**Senior Manager** (regulations on appointment and conditions of employment for senior managers) – "means a municipal manager or acting municipal manager, appointed in terms of section 54A of the Act, and includes a manager directly accountable to a municipal manager appointed in terms of section 56 of the Act; refer to local government regulations of 2014"

**Selection** for the purposes of this policy is the process of making a choice from a list of candidates, the person or persons who best meet the selection criteria or the set performance standards for the position available

**Shop Steward** – "means a Trade Union representative as defined in the Act"

**Temporary Employee** – “means an employee appointed full- time or part-time for a maximum period of twelve (12) months to undertake and complete a specified task;

**Trade Unions** – “means either IMATU and/or SAMWU” and trade unions means IMATU and/or SAMWU;

**Workplace** – “means the location at which an employee provides work for an employer as per employment letter”

**Upper Limits** – “these regulation are applicable to Section 54 and Section 56 appointees”.

### 3. PURPOSE

The purpose of this policy is to:

- 3.1. Establish fair and objective principles for the staffing for Garden Route District Municipality.
- 3.2. Provide guidelines for the recruitment, selection and appointment of staff for Garden Route Municipality.
- 3.3. Establish principles and procedures to ensure that the aims and objectives of the Employment Equity Plan of Garden Route District Municipality are attained.

### 4. PRINCIPLES

- 4.1 The following principles will apply in the implementation of this policy:

- 4.1.1 Transparency,
- 4.1.2 confidentiality,
- 4.1.3 objectivity,
- 4.1.4 ethical and
- 4.1.5 Non-discriminatory.

- 4.2 The above-mentioned principles will be underpinned by the following:

- 4.2.1 Align its human resources with the strategic and operational needs of Garden Route District Municipality.
- 4.2.2 Each appointment must be rationally and objectively justifiable by reference

- to the strategic and operational needs of the Employer as reflected in the IDP.
- 4.2.3 To determine the relevant reporting and managerial structures of the organization for the recruitment and selection process.
  - 4.2.4 All aspects of staffing, structuring, recruitment, selection, interviewing and appointment of employees will be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions, except as provided in this policy with reference to affirmative action and employment equity.
  - 4.2.5 Comply with the requirements of the municipality's employment equity policy and plan: Provided that if a municipality is unable to adhere to the employment equity plan due to specialised scarce skills required for a specific post, the municipality must record reasons for deviation from the policy<sup>1</sup>
  - 4.2.6 With reference to the Constitution of South Africa Act No 108 of 1996 as amended and the provisions of Chapter II of the Employment Equity Act No 55 of 1998, under no circumstances should any person be refused employment on any arbitrary or discriminatory basis, including but not limited to race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, beliefs and/or opinion, taking into account the provision of Chapter III of the Employment Equity Act No 55 of 1998 as well as the Code of Good Practice on the Integration of Employment Equity into Human Resource Policies and Practices (Published on 04 August 2005).
  - 4.2.7 Garden Route District Municipality is a designated employer in terms of the Employment Equity Act, and as such preference will be given to suitably qualified candidates who are members of designated groups as defined in section 1 of the Employment Equity Act No 55 of 1998.
  - 4.2.8 Garden Route District Municipality recognizes the intentions of the South African Qualifications Authority Act No 58 of 1995, one of which is to provide for a national qualifications framework giving recognition to prior learning.
  - 4.2.9 Selection criteria shall be objective and related to the essential requirements of the job and the realistic future needs of Garden Route District Municipality.
  - 4.2.10 The central guiding principle for selection shall be competence in relation to the essential requirements of the job, provided that selection shall favour, as determined by the targets, suitably qualified applicants as defined in Section 20(3) of the Employment Equity Act.
  - 4.2.11 Unless statutory qualifications are clearly justified as essential for the job, relevant experience/performance, training (internal/external) as reflected and measured through competencies and potential for the prospective vacancy shall be an important criterion.
  - 4.2.12 Canvassing, i.e attempting to solicit the influence of any person who could substantially influence the selection process by job applicants, or any other person on behalf of job applicants, for posts within the Council's service, is prohibited and evidence thereof will disqualify such person's application for

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<sup>1</sup> Refer to Staff regulations Chapter 3 section 10 (1)(a)

that appointment.

- 4.2.13 Compliance with POPI Act means Protection of Personal Information. (The submission of personal information will only be utilised for Recruitment & Selection purposes).

#### 4.3 Determination of recruitment needs: Every municipality must-

- 4.3.1 Develop the strategy to-
- 4.3.2 Fill funded vacancies; and
- 4.3.3 Reduce turnaround times for filling of approve vacant funded posts
- 4.3.4 Fill all funded posts on the staff establishment within six months of a funded post becoming vacant
- 4.3.5 The strategy contemplated subsection 4.1, 4.2, 4.3 must include timeframes for the various activities included in the recruitment and selection processes.<sup>2</sup>

## 5. RECRUITMENT AND SELECTION

### 5.1. Advertisement

#### 5.1.1. Determining The Recruitment Need:

The municipality is obliged to advertise a vacant funded post as prescribed in the Regulations: Provided that during emergency situations, the municipality may use alternative recruitment methods, including but not limited to short term project linked contracts, temporary appointment, fixed term contracts, internal transfer, secondments, alternative placement, job rotation, promotion and acting appointment. The nature of the recruitment methods required will determine the nature of the sourcing mechanism to be utilised.

Due consideration regarding financial availability will play a critical factor in applying the above recruitment process.

#### 5.1.2. Before Granting an Approval:

- a) the post exists on the approved staff establishment of the municipality; and
- b) the post has been budgeted for.

#### 5.1.3. Each post should have a job description explaining the purpose, tasks and responsibilities attached to the post as well as a job specification indicating the qualifications, skills, knowledge etc. required for the particular post.

#### 5.1.4. Advertising of vacant post:

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<sup>2</sup> Refer to Staff Regulations Chapter 3 section 11(1)

Prior to recruitment or advertising a vacant post, the relevant delegated authority, in consultation with Human Resources, should ascertain whether the job description and job specification should be adapted in response to any change in inherent and competency requirements. If any changes are necessary, the proper procedure that may include the involvement of job evaluation should be followed.

5.1.4.1 The job description and job specifications referred to in par. 5.1.3 should form the basis of an advertisement. The advertisement shall, at least, specify the

- a) Job title
- b) Term of appointment
- c) Place of work
- d) Applicable salary scale or pay range
- e) Competency requirements of the post, and where applicable minimum qualifications and experience as set out in Annexure A of the Municipal Staff Regulations
- f) Inherent requirements of the job
- g) summary of the core functions
- h) need for signing of employment contract and, where applicable, a performance agreement and disclosure of benefits and interest
- i) address where applications must be sent
- j) place where applicants can obtain the application form
- k) contact person
- l) where necessary, the need to undergo screening and vetting; and
- m) closing date for submission of applications.

5.1.4.2. A shortened advertisement in two official languages may be placed in the relevant newspapers and on relevant digital mediums as pre-approved by the Municipality, but the full advertisement (in all two official languages) shall be available on the Municipal website and at the Human Resources Division.

5.1.4.3 The advertisement must, where necessary and at the discretion of the Municipal Manager, also contain the following:

- a) Statement that Municipality subscribes to principles of employment equity
- b) Statement that canvassing will disqualify any candidate from being considered for appointment; and
- c) Statement that applications received after the closing date will not be accepted or considered.
- d) Statement that it is the responsibility of the applicant to evaluate all foreign qualifications by SAQA prior to submission of application.
- e) The municipality reserves the right of employment.

5.1.4.4 The advertisement may be utilised to create a pool of potential candidates valid for a period not exceeding six months from the date of advertisement to fill any other vacancy in the municipality if—

- a) the job title, core functions, inherent requirements of the job and the salary level of the other vacancy is the same as the post advertised; and
- b) the recruitment process as per this policy has been complied with.

5.1.4.5 The municipality may advertise any funded vacant post, as a minimum, within the municipality, but may also advertise such post—

- a) locally; or
- b) nationwide.

5.1.4.6 Vacancies must be advertised internally and externally, provided that external advertisements may only be published in terms of section 21(1) of the Municipal Systems Act, as follows:

- a) Internal and external advertisements shall be circulated electronically and placed on designated notice boards, website and/or other places as agreed as deemed appropriate to the recruitment.
- b) External advertisements shall be placed in appropriate media / publications/ Website / Social Media Sites ensuring maximum access by designated groups as determined by Human Resources, in consultation with relevant delegated authority.

5.1.5. All permanent<sup>3</sup> vacant positions on approved organogram must be budgeted before being advertised in the medium communication language which is English. In the event of language or disability barrier the recruitment and selection office will assist explaining advert in Afrikaans and/or isiXhosa.

5.1.6. All advertisements must be published 10 working days.

5.1.7. Advertisement shall be placed in bulk as far as reasonable after the municipal budget has been approved in June and thereafter as and when a position becomes vacant.

5.1.8. Positions becoming vacant during the year may be advertised during the notice period the official is serving.

5.1.9. The relevant Department shall complete a personnel requisition form on Collaborator and submit this to the Human Resource Section for the Recruitment and Selection Process to start, which includes the compilation of an advertisement. This Staffing Requisition form shall comprise of the criteria

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<sup>3</sup> Refer 8.1 for contract appointment longer than 12 months must be advertised in terms of Contract policy

and requirements as contained in the signed and approved TASK Job Description<sup>4</sup> for the vacancy. The criteria and requirements<sup>5</sup> will be informed by the approved job description of the post<sup>6</sup>. ( Job descriptions must be signed by the relevant Head of Department, direct supervisor, incumbent and Trade unions)

5.1.10. A person appointed as staff member in terms of the Regulations must where applicable have the necessary competencies; and comply with the minimum requirements for education qualifications, work experience and knowledge set out in Annexure A<sup>7</sup>

5.1.11. The Human Resource Section should compile the advertisement which should reflect the following:

- a) Name of post
- b) Department/section
- c) Core Duties
- d) Essential Requirements
- e) Salary details
- f) Closing Date
- g) Contact Details

5.1.12. The following parties shall be consulted with the drafting of the advertisement:

- a) Relevant user department
- b) Unions

5.1.13. Section 54 and 56 Managers shall be advertised internally and externally simultaneously.

5.1.14. All external advertisements will also be placed on the Garden Route District Municipality website.

5.1.15. **Vacancies will be advertised as follows:**

5.1.15.1. National advertising for Section 54 and Section 56 Managers as per regulations.

5.1.15.2. Scarce skill positions (as per LGSETA guidelines, policies and other applicable legislation or sectoral determinations) will be advertise nationally.

5.1.15.3. Vacancies from post grades T15 and above must be advertised nationally

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<sup>4</sup> Ensure that minimum requirement on JD remains the same on the advertisement

<sup>5</sup> If user department wants to change the minimum requirement it must be referred to TASK to provide accurate T-grading

<sup>6</sup> Any deviation from policy in terms of 5.10.2 as well as 5.10.3 should be accompanied with a signed memo from the Municipal Manager

<sup>7</sup> Refer to Staff Regulations Chapter 3 section13(1)

apart from it also being advertised on a district level.

5.1.15.4. Vacancies from post grades T10 – T14 must be advertised at provincial level apart from it also being advertised on a district level.

5.1.15.4.1. Vacancies for post grades T3 to T9 must be advertised in the Regional newspapers level and internally.

5.1.15.4.2. *Municipality may advertise post as a minimum requirement, as locally, regionally and nationally (As stated in the Staff regulations).*

5.1.16. There may not be deviations from the essential requirements in the advertisement, as depicted in the job description and prevailing statutory requirements. The advertisement may only contain the essential requirements as depicted in the JD.

5.1.17. The choice of the media for recruitment purposes shall comply with the requirements of the Municipal Systems Act, 32 of 2000.

5.1.18. Vacant posts should only be advertised twice. Where such posts cannot be filled after the second advertisement, the filling of such a post/s should be referred to the Municipal Manager and/or permission for head hunting must be obtained from the Municipal Manager.

## 5.2. Headhunting<sup>8</sup>

5.2.1 After second round of advertising process has been completed and no competent candidate could be found to fill the vacant post then headhunting should be done.

5.2.2 Headhunting can be done for scarce and critical skills<sup>9</sup> if no competent candidates could be found after the first recruitment process.

5.2.3 If a person is being headhunted, he/she will still be subjected to an administrative and interview procedure<sup>10</sup>.

~~5.2.4~~ The Municipal Manager will approve headhunting to be conducted by an independent recruitment agency.

## 5.3. Applications

5.3.1 All applications (internal and external) must consist of a completed standard application form and curriculum vitae, however no curriculum vitae will be compulsory for T- grades T3-T4.

5.3.2 Incomplete Applications will be disqualified in the process.

5.3.3 After the launch of the online system, applicants will be invited to register

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<sup>8</sup> List of Scarce skills from the LG SETA attached as addendum

<sup>9</sup> Refer attached scarce and critical skills list

<sup>10</sup> To be subjected to a recruitment assessment

and create profiles on the system. (No manual applications will be received when the system is fully launched)

- 5.3.4 The Human Resource Section shall ensure that application forms are available in English at offices of Garden Route District Municipality. In the event of a language or disability barrier the recruitment and selection office will assist person with completion of the application form.
- 5.3.5 Applications shall be addressed to Registration & Archives, Garden Route District Municipality. Enquires must directed to the Recruitment & Selection Section, Human Resources.
- 5.3.6 Applications dated and/or received after the closing date will not be considered. Applications with a date received stamp from any of the Garden Route District Municipality offices before/on the closure date but received at Head Office after closure will be considered provided that it is not received more than 5 working days after the date of closure.
- 5.3.7 The Human Resource Section and Registry and Archives Section<sup>11</sup> shall be responsible to provide administrative support to the recruitment and selection process including, but not limited to, the admission of receipt and the compilation of a register of applications.
- 5.3.8 Applicants should confirm their employment history by submitting the following supporting certified documentation not older than 3 months:
  - 5.3.8.1 Qualifications (Diploma/Degree/ Relevant documentation must be attached)
  - 5.3.8.2 Identity Document (SA)
  - 5.3.8.3 Valid Driver's license / Valid PrDP (where applicable)
  - 5.3.8.4 Confirmation of current/previous employment
  - 5.3.8.5 Any other applicable documentation required (Statement of academic records)
  - 5.3.8.6 In the absence of the above required documentation, the applicant will automatically be disqualified
  - 5.3.8.7 Any misrepresentation or failure to disclose material information contemplated in sub section 5.3.8.1 to 5.3.8.6 and the application form, is a breach of the Code of conduct<sup>12</sup>
  - 5.3.8.8 Applicants not made on the prescribed application form will render any appointment of contract entered into, between the municipality and the successful candidate invalid<sup>13</sup>
- 5.3.9 All applications will first be received by Registration and Archives, before

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<sup>11</sup> Assist applicants with E-recruit application process

<sup>12</sup> Refer to Staff Regulations Chapter 3 section 15(4)

<sup>13</sup> Refer to Staff Regulations Chapter 3 section 15(5)

they go through to the Recruitment and Selection office, to ensure application gets the official stamp and for record keeping purposes.

5.3.10 Applications can also be received via Electronic Submissions.

#### 5.4. Short Listing

5.4.1 The Human Resource Section shall initiate a process to compile a shortlist of possible candidates. This should be done in conjunction with the relevant department. External subject matter experts, where required, may be invited to form part of the selection process.

~~5.4.2~~ That the Municipal Manager appoints the selection panel and reconstitutes the panel.

5.4.3 That the Municipal Manager also to consider gender empowerment in the appointment of panel members.

5.4.4 **The selection panel must comprise of at least 3 but no more than 5 members<sup>14</sup>**

5.4.5 **The chairperson of the panel must be the supervisor or a staff member employed at least one grade higher than that of the advertised post.**

5.4.6 **In deciding on the composition of the selection panel, the municipal manager must have regard to the following considerations:**

5.4.7 **(a) the nature of the post**

5.4.8 **(b) the gender and race balance of the panel; and**

5.4.9 **(c) the skills, expertise, experience and availability of the persons to be involved**

5.4.10 Trade unions will have observer status in this process.

5.4.11 The shortlisting panel may consist of the following:

5.4.11.1 A representative from the Human Resource Section (Advisor)

5.4.11.2 A representative from Trade unions (Observer)

5.4.11.3 Employment Equity Manager (Advisor) – Provide input EE target.

5.4.11.4 Subject matter expert (Advisor) as required.

5.4.11.5 The representatives from the department should remain the same for the interview process as well.

5.4.11.6 The quorum will be 50% + 1 official representatives of which one must be from the user department.

5.4.12 A maximum of six (6) and a minimum of (one) 1 candidate shall be

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<sup>14</sup> Refer to Staff Regulations Chapter 3 section 16(3)

shortlisted for one vacancy.

- 5.4.12.1 The selection process may not be applied in such a way as to place absolute barriers on the appointment and advancement of candidates from non-designated groups as stipulated in section 15(4) of the Employment Equity Act, but rather with emphasis on the acknowledgement of competence, experience and skills. Therefore both internal and external candidates from the non-designated and or over-represented group (meaning those who are not part of the numerical goals of the EE Plan), who meets with the requirements of the job, may be shortlisted.<sup>15</sup>
- 5.4.13 A member of the interview panel is required to withdraw from the panel should a conflict of interest arise vis-à-vis any of the applicant/s. This includes the panel member being a relative of the applicant, is part of the applicant's reference, or the panel member the author of applicant's testimonial.
- 5.4.14 If a conflict of interest becomes apparent during the selection process, the municipal manager or his delegate may take the appropriate steps to remedy the situation, which may include declaring the process invalid and commencing a new process.<sup>16</sup>
- 5.4.15 If a conflict of interest becomes apparent after the appointment, the municipal manager or his delegate must report the matter to the relevant authority which must take remedial action and, where necessary, disciplinary action.<sup>17</sup>
- 5.4.16 The recommendations of the selection panel must be determined by consensus; or where the panel fails to reach consensus, the panel must have a deadlock breaking mechanism. The panel can vote and make a recommendation to the Municipal Manager and if there is a panel member with a deconsenting view, that view must be included in the report submitted to the Municipal Manager for consideration. The matter shall be referred to the municipal manager or his delegate for mediation or resolution.<sup>[3]</sup>
- 5.4.17 The Human Resource Section should provide the following documentation/ information to the participants in the shortlisting process:
- 5.4.17.1 Agenda for shortlisting process
- 5.4.17.2 Copy of Advertisement

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<sup>15</sup> Consider overrepresented groups that are less than 5% over represented also refer to 8.5 of EE Policy

<sup>16</sup> Refer to Staff Regulations Chapter 3 section 16(10)

<sup>17</sup> Refer to Staff Regulations Chapter 3 section 16(11)

<sup>[3]</sup> Refer to Staff Regulations Chapter 3 section 18(10)

- 5.4.17.3 Copy of longlist of applicants
- 5.4.17.4 Applications forms of applicants and CV's
- 5.4.17.5 Approved (signed) Job Description
- 5.4.17.6 EE Targets
- 5.4.17.7 Approved structure of the relevant department
  
- 5.4.18 Deviation from essential post requirements (As per the Job Description) will not be allowed.<sup>18</sup>
- 5.4.19 A register should be kept of all applications that were received for a specific advertisement.
- 5.4.20 All parties to the recruitment and selection process should treat any information in the strictest confidentiality.
- 5.4.21 The selection process will be recorded and proper minutes will be kept by Human Resources.
- 5.4.22 The weights for the required minimum competency levels must be confirmed in writing by the selection panel at the shortlisting process (T3 – T5 no practical required T6 - T8 practical where applicable 50 and interview 50, T9 – T13 practical 50 and interview 50, T14 and above practical 40 and interview 60)
- 5.4.23 The relevant short-listing panel will apply the Norms and Standards as provided by the relevant professional body pertaining to the psychometric/skills testing, medical/health fitness and other relevant testing. These tests will conform to the under mentioned criteria:
- 5.4.24 Has been scientifically shown to be valid and conform to the Labour Relations Act
- 5.4.25 Can be applied fairly and consistently to all employees and is not biased against any employee or group

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<sup>18</sup> Subject to develop deviation guideline

5.4.26 **scoring point systems table only applicable to minimize candidates when the panel exceed the maximum of (6) six candidates as stated in the R&S Policy**

<b>Qualification Score</b>	<b>Experience Score</b>	<b>Disability Score</b>	<b>EE Score</b>
Hons above [5]	5 years & above [5]	Yes [5]	Targeted groups [5]
Degree/ advance [4]	4 -5 years [4]	No [0]	Non targeted / over representative groups [0]
ND [3]	3 -4 years [3]		
Higher certificate [2]	2 -3 years [2]		
Gr 12 [1]	1 to 2 years [1]		
Gr 12 & below [0.5]	Less than 1 year [0.5]		

Total = 20 Points

## 5.5 References

- 5.5.1 References which have been provided by the applicant (on the application form) can be contacted. (Any one of the applicant's references can be contacted preferably the current employer). Reference checks should be conducted before the appointment memo has been approved by the Municipal Manager.
- 5.5.2 The purpose of reference checking shall be to:
  - 5.5.2.1 Obtain information and not opinions.
  - 5.5.2.2 Verify the information supplied on an application form.

## 5.6 Interviews

- 5.6.1 All interviews must be conducted in accordance with Council's Language Policy.
- 5.6.2 The interview panel must be the same as the shortlisting panel.
  - 5.6.2.1 A representative from the Human Resource Section (Advisor)
  - 5.6.2.2 A representative from Trade unions (Observer)
  - 5.6.2.3 Employment Equity Manager (Advisor) – Provide input EE target.
  - 5.6.2.4 Subject matter expert (Advisor).
- 5.6.3 The quorum will be two official representatives of which one must be from the user department.
- 5.6.4 The Human Resource Section should provide the following documentation/ information to the participants in the recruitment and selection process:
  - 5.6.4.1 Date, time and venue of interview
  - 5.6.4.2 Copy of Advertisement
  - 5.6.4.3 Copy of interview schedule
  - 5.6.4.4 Individual panel members score sheet and one (1) combined panel average score sheet.
  - 5.6.4.5 Obtain interview questionnaire from user department with possible answers
  - 5.6.4.6 Application forms and CV's of applicants
  - 5.6.4.7 Approved (signed) Job Description
- 5.6.5 A reputable Registered Medical Practitioner(s) will be procured that is registered with the Health Professional Council of South Africa.
- 5.6.6 The recruiting/user Department shall prepare a standard script of written questions and possible answers which will be posed to all candidates applying for the same position.
- 5.6.7 The interview panel may structure the interview questions and practical assessment around the following format:

#### 5.6.7.1 Job Requirements

#### 5.6.7.2 Job Knowledge

#### 5.6.7.3 Simulation

#### 5.6.7.4 Case study

- 5.6.8 Prior to the interview process the questions (interview/practical) will be assessed to determine whether it is fair, equitable and reasonable by the interview panel.
- 5.6.9 Practical test from T6 – T8 conducted for Roads vacancies. Re-Adjustments of the test shall be considered.
- 5.6.10 No practical test from T3 – T10 for vacancies at GRDM head office.
- 5.6.11 Practical Test optional from T11 – T13
- 5.6.12 Presentation or theoretical test required from T14 – T17.
- 5.6.13 Questions should be based on the essential requirements for the job.
- 5.6.14 HOD/representative from the relevant department will pose the prepared questions to the applicants.
- 5.6.15 The assessment process shall be competency based. The weighting for the required minimum competency levels must be confirmed by the selection panel at the shortlisting process. (Please refer to paragraph 5.4.22)
- 5.6.16 Separate score cards must be completed by scoring panel members and final score to be calculated by HR representative and validated by the Human Resource Manager. The person with the highest score will be the preferred candidate.
- 5.6.17 A member of the interview panel is required to withdraw from panel should a conflict of interest arise vis-à-vis any of the applicant/s.
- 5.6.18 After considering all the relevant information the selection panel must recommend candidates in order of preference. If the recommended candidate declines an offer of employment, the next suitable candidate, where applicable may be considered for appointment.<sup>19</sup>
- 5.6.19 The recommendations of the selection panel must be determined by consensus; or where the panel fails to reach consensus, the matter shall be referred to the municipal manager or his delegate for mediation or resolution.<sup>20</sup>
- 5.6.20 (Only the Recruitment and Selection electronic recording device) will be allowed during the interviewing process including virtual recordings.

### 5.7 References and Personal credential verification

- 5.7.1 Reference checks and personal credential verification for shortlisted candidates must be conducted by:

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<sup>19</sup> Refer to Staff Regulations Chapter 3 section 18(7)

<sup>20</sup> Refer to Staff Regulations Chapter 3 section 18(10)

- (a) verifying the candidate's suitability for the job with the current or previous employer;
- (b) establishing the validity of candidate qualifications and any other verification required by the position before appointment;
- (c) determining whether the candidate has been dismissed previously for misconduct or poor performance by another municipality or employer, and, if so, the nature of that misconduct or poor performance; and
- (d) verifying any other additional personal credentials as may be required by the nature of the job such as criminal records, identification document, security clearance and, where necessary, credit checks.

5.7.2 A written report on the outcome of the reference checks and personal credential verification must be compiled and considered before the appointment is concluded.

5.7.3 Despite sub-regulation (5.7.1)(a), a candidate who does not have a previous employment record may not be disqualified as a candidate for appointment to an advertised post.

### **5.8 Nepotism**

5.8.1 Family members and relatives of current employees or Councillors will be allowed to apply and will be considered for appointment in the same manner as any other applicant.

5.8.2 In order to act in a fair and transparent manner, any member of a selection panel (during the short listing and/or interview process) that is related to an applicant must recuse him/herself as soon as he or she becomes aware that a family member or relative has applied for a position. Such a person must not participate or be present during the short listing or interview process.

5.8.3 Where employees are appointed as in section 5.7.1 above, they are deemed to have been appointed on merit.

### **5.9 Appointment**

5.9.1 Before the appointment of the preferred candidate, the Human Resource Section shall perform a reference check, criminal record verification and vetting of the minimum requirements and any other related checks.

5.9.2 If a candidate has been appointed for a specific position, the incumbent must remain in the position for 12 months.

5.9.3 Dispute

5.9.3.1 Where a dispute may arise, this shall be referred to the relevant structures for internal resolution (Recruitment Process Dispute SOP)

- 5.9.3.2 All parties shall be heard in the dispute resolution process.
- 5.9.3.3 In the event of the dispute not being resolved internally, it shall be referred to the Bargaining Council.

#### 5.9.4 Appointment on a Higher Salary Notch

- 5.9.4.1 Appointment of an employee on a higher salary notch either than the entry level of a post may only be considered in exceptional cases by the Municipal Manager, but not limited:

- 5.9.4.1.1 The profession/ skill/ expertise is regarded as a scarcity. (Use LGSETA Critical and Scarce Skills Guideline as well as Department of Higher Education – Guidelines on Critical and Scarce skills).
- 5.9.4.1.2 The employee possesses more than 5 years working experience relevant to the position he/ she applied for or
- 5.9.4.1.3 The employee possesses a higher qualification in relation to the minimum qualification required for the post he/ she applied for.
- 5.9.4.1.4 Performance of candidate be evaluated over a period of six months to determine whether the request for a higher notch could be considered.
- 5.9.4.1.5 The Municipal Manager has the right to counter offer to an employee that is intending to exit the organisation for the purpose retention of staff and succession planning<sup>21</sup>. The criteria to be set out in an SOP in terms of the legal framework.

### 5.10 Deviations

In exceptional cases the Municipal Manager may deviate from Employment Equity targets to make an appointment.

- 5.10.1 The Municipal Manager may deviate from the Recruitment and Selection Policy in the following situations.

- 5.10.1.1 In terms of capacitation in sections where there it is necessary.
- 5.10.1.2 As a result of agreements emanating from Intergovernmental/ Governmental Relations.

### 5.11 Re-Appointment of Former Employees

- 5.11.1 An employee with expert knowledge in a specialised field who has retired may be re-appointed if it is in the interest of Council and the officer consents to his or her re-appointment. The officer may be so retained from time to time, with the

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<sup>21</sup> Municipal Staff regulations section 4(2) (c)

approval of the Municipal Manager.

- 5.11.2 A former employee who opted for early retirement may be re-appointed, where the original grounds for the termination of service do not militate against re-appointment.
- 5.11.3 A former employee who left the service due to ill-health may be re-appointed if he or she can provide recent and conclusive evidence of recovery by a certified medical practitioner.
- 5.11.4 An employee whose services were terminated as a result of misconduct in terms of the Disciplinary Code of Conduct for staff members will be dealt with in accordance with the Labour Relations Act, 1995 and the Regulations on appointment and conditions of employment of Senior Managers and may not be re-employed.

## **5.12 Appointment of Candidates on Remuneration above the Minimum Notch of the Salary Range (T- Grade)**

- 5.12.1 If there is a need to appoint a competent employee with exceptional expertise and skills and such an employee cannot be recruited at the salary level indicated by the job weight, the Municipal Manager may authorise the granting of a salary above the minimum notch, but not exceeding five notches of the salary level as indicated by the job weight. This will depend on the competencies of the candidate and the availability of funds. Internal candidates who are currently personal-to-incumbent will be offered one salary notch higher than their existing salary notch on the relevant T-grade of the position where their salary notch can be placed. Deviation from this must be approved by the MM. Other exceptions with external candidates will be dealt with in the same way.

## **5.13 Screening of Candidates**

- 5.13.1 Screening of candidates must take place after recommendation for appointment.

## **5.14 Probation Period**

- 5.14.1 The appointment of a person as per this policy shall be effective on a minimum probationary period of three months and a maximum probationary period of 12 months.
- 5.14.2 The probationary period shall be determined on the basis of job requirements and the minimum period required to establish whether performance is satisfactory or not.
- 5.14.3 The Municipal Manager or his or her delegate shall –

- 5.14.3.1 inform the staff member within the first two weeks of employment of that member's performance requirements
  - 5.14.3.2 ensure that the staff member completes the Municipality's induction programme; and
  - 5.14.3.3 assess the staff member's performance and provide the staff member with feedback on their performance on a quarterly basis.
- 5.14.4 If a staff member's performance is not satisfactory, the Municipal Manager or his or her delegate shall advise the staff member of any aspects that the staff member is failing to meet the required performance standards.
- 5.14.5 If the Municipal Manager or his or her delegate believes that the staff member's performance does not meet the required standards, he or she may extend the probationary period or dismiss the staff member, provided that –
- 5.14.5.1 the staff member shall first be given a reasonable period of time for assessment, training, guidance or counselling; and
  - 5.14.5.2 the staff member's performance continues to be unsatisfactory after a reasonable period has been given to the staff member to improve his or her performance.
- 5.14.6 The Municipal Manager or his or her delegate may extend the probationary period by a period not exceeding six months, in order to afford the Municipality an opportunity to further assess the staff member's performance.
- 5.14.7 Within one month after the completion of the probationary period, the Municipal Manager or his or her delegate shall –
- 5.14.7.1 confirm the appointment if –
    - 5.14.7.1.1 the staff member's performance during the probationary period was satisfactory; and
    - 5.14.7.1.2 the staff member complied with all the conditions of the probationary appointment.
  - 5.14.7.2 subject to the Labour Relations Act, terminate the appointment if –
    - 5.14.7.2.1 the staff member's performance was not satisfactory during the probationary period; and

5.14.7.2.2 the staff member did not comply with all the conditions of the probationary appointment.

## **5.15 Trade Union Representatives (Role of Trade Unions in Recruitment Process)**

5.15.1 Allowing Trade Union Observers to be present during recruitment and selection demonstrates Council's commitment to a fair and transparent selection process and increases employee confidence in the process.

5.15.2 In terms of section 14(4) (b) and (c) of the Labour Relations Act trade union representatives have the right to monitor the staffing process and report alleged contraventions to the employer. To enable trade union representatives to perform such duties, they must be allowed to monitor the entire selection process, as observers. A complaint on alleged contraventions should be lodged with the Municipal Manager within two working days of the alleged contravention. The Municipal Manager must respond to the reporting trade union representative within seven working days after receiving the complaint.

## **6. EMPLOYMENT OF PERSONS WITH CRIMINAL RECORD**

Recommend developing a Standing Operating Procedure (SOP) and establish an advisory committee (consisting of Manager Legal Services; Executive Manager: Corporate Services and the HR Manager) to advise the panel on persons with criminal records before finalising an appointment. HR will to obtain legal opinion

## **7. RE-EMPLOYMENT OF DISMISSED STAFF**

7.1. A person who was dismissed from a municipality for any reason stated in column B of the table in Annexure E, may not be employed in any municipality before the period set out in column C of the table has expired.

7.2. Despite sub-regulation (1), a person who has lodged a dispute in terms of any applicable legislation, may be appointed subject to the outcome of the dispute.

7.3. The periods set out in column C of the table in Annexure E, run concurrently in respect of a person who was dismissed for more than one category of misconduct set out in column B of the table in Annexure E.

7.4. A municipality must maintain a record of staff dismissed for misconduct and staff who resigned prior to the finalisation of any disciplinary proceedings.

7.5. The record must contain-

7.5.1. the full names and identity number of the person.

- 7.5.2. the title of the post that the person occupied.
- 7.5.3. the nature of the misconduct.
- 7.5.4. the date of suspension, if any.
- 7.5.5. the conditions of suspension, if any.
- 7.5.6. the date on which the misconduct was referred to a disciplinary hearing or pre-dismissal arbitration.
- 7.5.7. the date of commencement of the disciplinary hearing or pre-dismissal arbitration.
- 7.5.8. the finding.
- 7.5.9. whether a dispute was referred to the bargaining council or the Labour Court.
- 7.5.10. the costs incurred by the municipality; and
- 7.5.11. the date of resignation or dismissal of the person.

**STAFF REGULATIONS ANNEXURE: E****CATEGORIES OF MISCONDUCT AND TIME PERIODS THAT MUST EXPIRE BEFORE A PERSON  
MAY BE RE-EMPLOYED IN A MUNICIPALITY**

Column A ITEM	Column B CATEGORY OF MISCONDUCT	Column C PERIOD (YEARS)
1.	Financial misconduct contemplated in section 171 of the Municipality Finance Management Act, corruption or fraud	10
2.	Misconduct involving elements of dishonesty or negligence.	5
3.	(a) Assault with intent to do grievous bodily harm where a staff member has been criminally charged and convicted.	5
	(b) Sexual harassment	5
4.	Colluding or acceding to an influence of any councillor not to enforce an obligation in terms of this Act, any other legislation or by-law or a decision of the municipal council of the municipality, and who has been found guilty of an offence and convicted to a fine or to imprisonment for a period not exceeding one year.	5
5.	Facilitating or aiding an occupier of premises in a municipality to deny an authorised representative of the municipality or a service provider access at all reasonable times to the premises in order to read, inspect, install, or repair any meter or service connection for reticulation, or to disconnect, stop or restrict the provision of any service.	5
6.	Convicted of an offence and sentenced to more than 12 months imprisonment without the option of a fine.	5
7.	(a) Used the position as a staff member or confidential information for private gain or to improperly benefit another person.	5
	(b) Disclosed of any privileged or confidential information obtained as a staff member of a municipality to an unauthorised person or persons.	5

	(c) Took a decision on behalf of the municipality concerning a matter that the senior manager's spouse, partner or business associate, has a direct benefit or private business interest.	
8.	Being party to or beneficiary under a contract for the provision of goods and services to any municipality or any municipal entity established by a municipality.	5
9.	Soliciting or accepting directly or indirectly any gift or favour that may influence the exercise of his or her functions, the performance of his or her duties, or judgment.	5
10.	Discrimination against others on the basis of race, gender, disability, sexual orientation or others grounds prohibited by the Constitution.	5
11.	Breach of the Code of Conduct for Municipal Staff as contained in Schedule 2 of the Municipal Finance Systems Act, other than misconduct referred to in item 1 to 10 in this table.	2

## 8. ADDENDUMS TO THIS POLICY

- Contract policy
- Acting allowance policy
- Transfer policy
- Scarce Skills Policy
- LG SETA List for scarce skills
- Staff utilization Policy
- Career pathing & Succession Planning Policy

The Recruitment & Selection policy will be reviewed after the implementation of the online system.

**9. ACKNOWLEDGEMENT & APPROVAL**

This document was signed at ..... on the .....  
of ..... 20.....

.....  
**MUNICIPAL MANAGER**

.....  
**UNION REPRESENTATIVE (SAMWU)**

.....  
**UNION REPRESENTATIVE (IMATU)**

## ANNEXURE B APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)

DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for					
Reference number					
Name of the Municipality					
Notice service period					
<b>PERSONAL DETAILS</b>					
Surname					
First Names					
ID or Passport Number					
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female				
Race	<input type="checkbox"/> African <input type="checkbox"/> White <input type="checkbox"/> Coloured <input type="checkbox"/> Indian				
Do you have a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, elaborate		
Are you a South African Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not, what is your nationality?		
			Do you have a valid work Permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold a professional membership with any professional body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of professional body	Membership Number	Expiry date

<b>CONTACT DETAILS</b>	
Telephone number during office hours	(      )
Mobile phone number	
Postal address	
Code:	
Email Address	
Preferred language of communication	

<b>QUALIFICATIONS (please elaborate on your CV)</b>			
Highest educational qualification obtained			
Highest tertiary qualification obtained			
Name of Institution	Name of a qualification	NQF level	Year Obtained

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WORK EXPERIENCE (please elaborate on your CV)						
Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	

DISCIPLINARY RECORD				
Have you been dismissed for misconduct during the past ten (10) years?	Yes		No	
If yes, Name of Municipality/ Employer				
Type of a Misconduct/ Transgression				
Date of Resignation/ Disciplinary case finalised/Dismissal				
Award/ sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	Yes		No	

CRIMINAL RECORD	
Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, type of criminal act	
Date criminal case finalised	
Outcome/ Judgment	

REFERENCES (please elaborate on your CV)				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

DECLARATION	
<i>I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.</i>	
Signature:	I Date:

**ANNEXURE C****DECLARATION OF CONFIDENTIALITY BY MEMBER OF SELECTION  
PANEL INTERVIEWS FOR THE ADVERTISED POST OF \_\_\_\_****DATE:** .....

I, \_\_\_\_\_ hereby declare that I have read the provisions of regulation 25 (5)(c) of the Local Government: Municipal Staff Regulations.

I hereby further declare that-

- (a) I have no personal interest in any of the interviewed candidates;
- (b) I do not have any relationship whatsoever with the interviewed candidates;
- (c) I am not indebted to any of the interviewed candidates or vice versa;
- (d) My participation in these interviews will not in any way constitute a conflict of interest;
- (e) I will not unduly influence or attempt to influence the appointment or promotion of a spouse, partner, family member or associate;
- (f) I will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews; and
- (g) I commit to keep all the discussions emanating from the interview process strictly confidential and I will not disclose any information to any candidate or person who is not part of the selection panel prior or after the interviews.

**SIGNED** at ..... on this ..... of ..... 20.....

\_\_\_\_\_

**SIGNATURE OF PANEL MEMBER**

\_\_\_\_\_

**SIGNATURE OF CHAIRPERSON**

**1. REPORT TO COUNCIL REGARDING THE PROTECTION OF PERSONAL INFORMATION POLICY (POPI) / VERSLAG AAN RAAD OOR DIE BESKERMING VAN PERSOONLIKE INLIGTINGSBELEID (POPI) / INGXELO KWIBHUNGA KOMGAQO-NKQUBO WOKUKHUSELELWA WOLWAZI LOMNTU (POPI)**

**REPORT FROM THE EXECUTIVE MANAGER CORPORATE SERVICES (T HOLTZHAUSEN) MANAGER RECORDS AND ARCHIVES AUXILORY( S BRINKHUIS)**

**2 PURPOSE**

The purpose of this report is to provide Council with the proposed Protection of Personal Information Policy for approval.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

Garden Route District Municipality acknowledges that it is obliged to comply with the Protection of Personal Information Act No. 4 of 2013 ("POPI"), in light of the fact that it processes the personal information of its employees, councilors and clients from time to time.

Garden Route District Municipality guarantees its commitment to protecting its clients, employees and councillors' privacy and ensuring that their personal information is used appropriately, transparently, securely and in accordance with applicable legislation.

POPI requires Garden Route District Municipality to inform its employees and clients as to how their personal information is used, disclosed and destroyed. This Policy sets out the manner in which Garden Route District Municipality deals with such personal information as well as stipulates the general purpose for which such information is used.

Employees, Councillors and clients should be made aware of the contents of this Policy when their consent is requested for the processing of their personal information.

This Policy shall apply to any other parties' personal information which the Garden Route District Municipality collects and processes.

**5. RECOMMENDATION**

That the Protection of Personal Information Policy be approved by Council.

**AANBEVELING**

*Dat die Beskerming van Persoonlike Inligtingbeleid deur die Raad goedgekeur word.*

**ISINDULULO**

Sesokuba uMgaqo-Nkqubo Wokukhusela Ulwazi Loluntu uphunyezwe liBhunga.

**6. DISCUSSION / CONTENTS****6.1. Background**

In compliance with Section 39 of the Protection of Personal Information Act 4 of 2013 (POPIA) the policy for the Protection of Personal Information served at the Council policy workshop on 17 November 2022. The only amendment was to include the word " Republic of South Africa" into the legislative framework..

**6.2 Discussion**

In compliance with Section 39 of the Protection of Personal Information Act 4 of 2013 (POPIA) the policy for the Protection of Personal Information was discussed at the Council policy workshop that was held on 17 November 2022.

**6.3 Financial Implications**

None.

**6.4 Legal Implications**

Section 39 of the Protection of Personal Information Act 4 of 2013 (POPIA)

**6.5 Staff Implications**

All GRDM staff

**6.6 Previous / Relevant Council Resolutions:**

None

**6.7 Risk Implications**

That personal and confidential information be disclosed to unauthorised stakeholders.



# PROTECTION OF PERSONAL INFORMATION POLICY

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Council  
workshop:

17 November 2022

Date  
Approved:

14

December  
2022

## CONTENT

### INTRODUCTION

<u>1. PURPOSE</u> .....	3
<u>2. DEFINITIONS</u> .....	3
<u>3. LEGISLATIVE FRAMEWORK</u> .....	4
<u>4. SCOPE</u> .....	4
<u>5. COLLECTION OF PERSONAL INFORMATION IMPACT ON EMPLOYEE RELATIONS</u> ....	4
<u>6. PROCESSING/USE OF EMPLOYEE/ COUNCILLOR INFORMATION</u> .....	5
<u>7. COLLECTION OF CLIENT INFORMATION</u> .....	6
<u>8. USE OF CLIENT INFORMATION</u> .....	7
<u>9. DISCLOSURE OF PERSONAL INFORMATION</u> .....	7
10. SAFEGUARDING OF PERSONAL INFORMATION .....	8
11. DETAILS OF INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS .....	8
12. SECURITY BREACHES .....	8
13. ACCESS AND CORRECTION OF PERSONAL INFORMATION .....	9
14. DISPOSAL OF PERSONAL INFORMATION .....	9
15. ROLES AND RESPONSIBILITIES .....	10
16. POLICY REVIEW .....	11

## **INTRODUCTION**

Garden Route District Municipality acknowledges that it is obliged to comply with the Protection of Personal Information Act No. 4 of 2013 ("POPI"), in light of the fact that it processes the personal information of its employees and clients from time to time.

Garden Route District Municipality guarantees its commitment to protecting its clients' and employees' and councillors' privacy and ensuring that their personal information is used appropriately, transparently, securely and in accordance with applicable laws.

POPI requires Garden Route District Municipality to inform its employees and clients as to how their personal information is used, disclosed and destroyed.

This Policy sets out the manner in which Garden Route District Municipality deals with such personal information as well as stipulates the general purpose for which such information is used.

Employees, Councillors and clients should be made aware of the contents of this Policy when their consent is requested for the processing of their personal information.

This Policy shall apply to any other parties' personal information which the Garden Route District Municipality collects and processes.

## **1. PURPOSE**

The purpose of the Protection of Personal Information Policy is to describe and communicate the management and processing of all personal information to all staff and councillors of the Garden Route District Municipality.

## **2. DEFINITIONS**

**Personal Information** – Information that relates to a natural or juristic person, which includes someone's physical address, email address, date of birth, ID number, race, gender and also their criminal, financial and employment history, personal opinions or beliefs, and trade union membership

**Special Personal Information** – Some personal information is designated as special personal information which include personal information relating to information concerning children, religious or philosophical beliefs, race or ethnic origin, political persuasion, health, love life, biometric data, blood typing, voice recognition, qualifications and criminal behaviour in certain instances

**Processing-** Refers to the handling of personal information like the collection, recording, storing, updating or distribution thereof

**Information Officer** – The Accounting Officer is designated as the Information Officer

**Deputy Information Officer** - All Head of Departments are designated as Deputy Information Officers

### **3. LEGISLATIVE FRAMEWORK**

- Constitution Act of the Republic of South Africa, 1996 (Act 108 of 1996)
- Protection of Personal Information Act No. 4 of 2013 ("POPI"),
- National Archives and Records Service of South Africa Act, 1996 (Act No 43 of 1996)
- Provincial Archives and Records Service of the Western Cape Ach,2005 (Act 3 of 2005)
- Code of Conduct for Councilors
- Code of Conduct for Staff members

### **4. SCOPE**

The policy applies to all permanent employees, councillors, contract workers, students and interns employed by GRDM who are entrusted with personal information of staff, councillors, consultants and service providers

### **5. COLLECTION OF PERSONAL INFORMATION - IMPACT ON THE EMPLOYMENT RELATIONSHIP**

In the employment context POPIA covers all personal and special personal information that an employer (referred to as a 'responsible party') might have about job applicants, employees and former employees (referred to as 'data subjects').

- The Act imposes several new responsibilities on employers:
  - GRDM must appoint an information officer who needs to be registered with the Regulator.
  - Personal Information may, subject to certain exceptions, only be collected by an employer directly from the employee.
  - Employees must be informed why the information must be collected (purpose) and who the intended recipients of the information are.
  - Personal Information may only be processed for an explicit, specific and lawful purpose (such as the conclusion of an employment contract).
  - Personal information may not be kept for longer than necessary to achieve the purpose for which it was collected. This means, e.g., that personal information collected from an unsuccessful applicant should be destroyed after the recruitment process has been finalised and a successful candidate appointed.
  - Personal Information must be distributed in a way that is compatible with the purpose for which it was collected.
  - Personal Information may not be distributed to other third parties, e.g., for instance for marketing purposes.

- GRDM must take reasonable steps to ensure that the information collected is accurate, up to date and complete.
- Employers must ensure that the personal information is protected against risks of loss, damage, destruction or unauthorised access.
- Employees must also be allowed to access their personal information and can demand that the information be corrected if it is found to be inaccurate.

## **6. PROCESSING/ USE OF EMPLOYEE/ COUNCILLOR INFORMATION**

- The Act provides for limited use of employee data in some cases, If the employee consents;
  - When processing is necessary for purposes of employment, e.g. details of banking accounts in order to be able to pay an employees' wage or salary; or for vetting relevant educational qualifications;
  - If the employer has a legal obligation to perform processing, e.g., for tax purposes;
  - To protect a legitimate interest of the employee's, e.g., collecting personal information required by a retirement fund to which the employee belongs or is required to belong; and
  - If it is necessary to pursue the legitimate interests of the employer or a third party, e.g., doing a check on the criminal record of someone who requires security clearance; or providing information to an external party whom the employee has authorised to carry out deductions from her or his wage or salary.
- Employees' and Councillors' personal information will only be used for the purpose for which it was collected and intended. This would include, but is not limited to:
  - submissions to the Department of Labour
  - submissions to the Receiver of Revenue
  - for audit and recordkeeping purposes
  - in connection with legal proceedings
  - in connection with and to comply with legal and regulatory requirements
  - in connection with any administrative functions of the Garden Route District Municipality
  - disciplinary action or any other action to address the employee's conduct or capacity
  - in respect of any employment benefits that the employee is entitled to
  - pre and post-employment checks and screening
  - any other relevant purpose to which the employee has been notified of
  - Should information be processed for any other reason, the Garden Route District Municipality will inform the employee accordingly.

- Garden Route District Municipality acknowledges that personal information may only be processed if certain conditions are met:
  - The employee consents to the processing
  - The processing is necessary
  - The processing complies with an obligation imposed by law on the Garden Route District Municipality
  - Processing protects a legitimate interest of the employee
  - Processing is necessary for pursuing the legitimate interests of the Garden Route District Municipality or of a third party to whom information is supplied
- **Rights of employees and councillors in respect of their personal information**
  - Employees and councillors have the right to be notified by GRDM that their personal information will be collected or has been accessed or acquired by an unauthorised person, i.e., someone who does not have consent to process the information.
  - They also have the right to establish what information GRDM holds and to request access to such information;
  - To request the correction, destruction or deletion of personal information;
  - To object on reasonable grounds to the processing of his/her personal information;
  - And the right to submit a complaint to the Information Regulator or institute civil proceedings to protect their rights under the Act.
- **What about medical testing?**
  - Medical testing of employees can yield particularly sensitive information about employees.
  - The Act mirrors section 23 of the Employment Equity Act which permits medical testing only if it is required or permitted by legislation or if it can be justified in the light of medical facts, employment conditions, social policy, or the fair distribution of employee benefits or the inherent requirements of the job.
  - Testing for an employee's HIV status is prohibited unless authorised by the Labour Court. Psychological testing and other similar assessments (such as psychometric tests) are also prohibited unless certain requirements are met, i.e., the test has been scientifically proven to be valid and reliable and that it can be applied fairly to all employees and is not biased against any employee or group of employees.

## **7. COLLECTION OF CLIENT INFORMATION**

For purposes of this Policy, clients include potential, past and existing clients.

Garden Route District Municipality collects and processes its clients' personal information, such as that mentioned hereunder.

The type of information will depend on the need for which it is collected and will be processed for that purpose only.

Garden Route District Municipality also collects and processes clients' personal information for marketing purposes in order to ensure that our products and services remain relevant to our clients and potential clients.

Further examples of personal information collected from clients include, but is not limited to:

- The client's identity number, name, surname, address, postal code
- The client's residential and postal address
- Contact information
- Banking details
- Full name of the legal entity
- Tax and/or VAT number
- Details of the person responsible for the client's account

## **8. USE OF CLIENT INFORMATION**

- The client's personal information will only be used for the purpose for which it was collected and as agreed. This may include, but not be limited to:
  - Providing products or services to clients
  - In connection with sending accounts and communication to a client in respect of services rendered
  - Referral to other service providers
  - Confirming, verifying and updating client details
  - Conducting market or customer satisfaction research
  - For audit and record keeping purposes
  - In connection with legal proceedings
  - In connection with and to comply with legal and regulatory requirements or when it is otherwise allowed by law
- Garden Route District Municipality acknowledges that personal information may only be processed if any of the conditions set out hereunder are met:
  - Client consents to the processing
  - The processing is necessary
  - The processing complies with an obligation imposed by law on the Garden Route District Municipality
  - Processing protects a legitimate interest of the client
  - Processing is necessary for pursuing the legitimate interests of the Garden Route District Municipality or of a third party to whom information is supplied

## **9. DISCLOSURE OF PERSONAL INFORMATION**

- Garden Route District Municipality may share employees and clients' personal information with third parties as well as obtain information from such third parties for reasons set out above.
- Garden Route District Municipality may also disclose employees or clients' information where there is a duty or a right to disclose in terms of applicable legislation, or where it may be necessary to protect the Garden Route District Municipality's rights.

## **10. SAFEGUARDING OF INFORMATION**

- It is a requirement of POPIA to adequately protect the personal information of Garden Route District Municipality and to avoid unauthorised access and use of personal information.
- Garden Route District Municipality will, therefore, ensure that informed consent is obtained from the employee or client where necessary.
- Garden Route District Municipality shall review its security controls and processes on a regular basis to ensure that personal information is secure.
- Garden Route District Municipality shall appoint an Information Officer and Deputy Information Officers who is responsible for the encouragement of compliance with the conditions of the lawful processing of personal information and other provisions of POPI.

## **11. DETAILS OF INFORMATION AND DEPUTY INFORMATION OFFICERS**

- The Accounting Officer will be designated as the Information Officer of the Garden Route District Municipality
- The Executive Managers will be designated as the Deputy Information Officers

## **12. SECURITY BREACHES**

- Should the Garden Route District Municipality detect a security breach on any of its systems that contain personal information, the Garden Route District Municipality shall take the required steps to assess the nature and extent of the breach in order to ascertain if any information has been compromised
- The Garden Route District Municipality shall notify the affected parties should it have reason to believe that their information has been compromised
- Such notification shall only be made where the Garden Route District Municipality can identify the data subject to which the information relates
- Where it is not possible it may be necessary to consider website publication and whatever else the Information Regulator prescribes
- Notification will be provided in writing by means of either:
  - email
  - registered mail
  - place on our website
- The notification shall provide the following information where possible:
  - description of possible consequences of the breach
  - measures taken to address the breach
  - recommendations to be taken by the data subject to mitigate adverse effects
  - the identity of the party responsible for the breach
- In addition to the above, the Garden Route District Municipality shall notify the Information Regulator of any breach and/or compromise to personal information in its possession and work closely with and comply with any recommendations issued by the Information Regulator.

## **13. ACCESS AND CORRECTION OF PERSONAL INFORMATION**

- Employees and clients have the right to request access to any personal information that the Garden Route District Municipality holds about them.
- Employees and clients have the right to request the Garden Route District Municipality to update, correct or delete their personal information on reasonable grounds. Such requests must be made to the Garden Route District Municipality's Information Officer or to the Garden Route District Municipality's head office (see details below).

- Where an employee or client objects to the processing of their personal information, the Garden Route District Municipality may no longer process said personal information. The consequences of the failure to give consent to process the personal information must be set out before the employee or client confirms his/her objection.
- The client or employee must provide reasons for the objection to the processing of his/her personal information.

## **14. DISPOSAL OF PERSONAL INFORMATION**

- The disposal of personal information is done either by destroying records that have been identified as being non-archival in nature, or by transferring archival records into archival custody.
- The Records Control Schedule approved by the Western Cape Archives and Records Service is the guiding document that indicates retention periods for the destruction of all records
- It is imperative that no public records may be destroyed, erased or otherwise disposed of without prior written authorisation from the WESTERN CAPE ARCHIVES AND RECORDS SERVICE.
- It is emphasised that retention periods for non-archival records must be determined by the municipality itself.
- Transparency, accountability, the requirements of democracy, any other legal obligations as well as the municipality's own functional needs must always be considered when determining retention periods.
- The Manager Records must be contacted whenever the staff disagrees with an allocated retention period.
- It is also emphasised that archival paper-based records must be kept for a period of 20 years before they are transferred to the WESTERN CAPE ARCHIVES AND RECORDS SERVICE unless agreement on a shorter retention period has been reached with the WESTERN CAPE ARCHIVES AND RECORDS SERVICE.

## **15. ROLES AND RESPONSIBILITIES**

**Information Officer** - Is responsible for the encouragement of compliance with the conditions of the lawful processing of personal information and other provisions of POPI.

**All Executive Managers as Deputy Information Officers** - are responsible to approved or not to approve any applications for Access to any information in their respective departments.

## **TYPES OF INFORMATION THAT THE RESPECTIVE DEPARTMENTS RECEIVE PROCESS AND DISTRIBUTES**

**Department Corporate Services** – All officials (Contract and Permanent employees, EPWP participants), Interns and Students, National and Provincial Government, Municipalities, member of public, all Origin of State institutions, Councillors Tvet Colleges, Public and Private institutions

**Department Financial Services** – Councillors Information, Tenders, Contracts, Service Providers information

**Department Planning and Economic Development** – All information regarding council property and information regarding clients of the resorts, members of the public, public and private sectors, stakeholders, personal information of beneficiaries, contractors and potential service providers

**Department Roads Services** – Information regarding Roads staff and the Department of Transport

**Department Community Services** – Fire Services information, EHP clients and members of the public

**Office of the Municipal Manager** – Information regarding staff, legal matters, disputes and councillors

**Mayoral Office** – Information regarding political affairs and councillors

**All other individual staff and councillors** – Must abide by the Code of Conduct of the GRDM by not disclosing any information

## **16. POLICY REVIEW**

- This policy becomes effective from the date approved by Council and will be reviewed annually
- Amendments to this Policy will take place from time to time subject to the discretion of the Garden Route District Municipality and pursuant to any changes in legislation
- Such changes will be brought to the attention of employees, councillors and clients where it affects them.

DISTRICT COUNCIL

27 FEBRUARY 2023

1. **PROGRESS REPORT WITH REGARDS TO THE ACTIVITIES OF THE DISTRICT FOOD PANTRY/ VORDERINGSVERSLAG MET BETREKKING TOT DIE BEDRYF VAN 'N DISTRIK VOEDSEL SPENS / INGXELO MALUNGA NEMISEBENZI EYENZEIWE YINDAWO UOKUGCINA UKUYA YESITHILI**

10/1/13/4

**REPORT FROM EXECUTIVE MANAGER COMMUNITY SERVICES (C AFRICA) /  
MANAGER DISASTER MANAGEMENT (G OTTO)**

2. **PURPOSE**

To provide feedback on the activities of the District Food Pantry since the start of this initiative.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The Garden Route District Municipal Council resolved in September 2020 to, in collaboration with the Local Municipalities in the district, support the establishment of a district food pantry.

The George-, Hessequa-, Oudtshoorn- and Mossel Bay Local Municipalities completed their council approval process and SLAs were signed between these authorities and the Garden Route District Municipality to facilitate payment to Eden Community Hope Outreach NPC.

To date no formal SLA's have been entered into between the Knysna-, Bitou- and Kannaland Local Municipalities but to date these areas were also supported as the GRDM do contribute 80% of their required contributions towards the Food Pantry.

During the latter part of last year, we noticed that the meals and assistance provided by the Garden Route Food pantry show a noticeable decline and from the January 2023 food pantry report it is clear that in the current circumstances the initiative will struggle to be self-supportive by November this year, when the current three-year SLA between the GRDM and Echo NPC come to an end.

## 5. RECOMMENDATIONS

1. That Council take note of the activities of the District Food Pantry and the current concerns in terms of the sustainability of the Initiative.
2. That Council consider calling for alternative service providers to drive the district food pantry initiative in it strive to become sustainable.
3. That Council consider the termination of the current SLA with the District Food Pantry.

## AANBEVELINGS

1. *Dat die Raad kennis neem van die aktiwiteite vir die Distriks Voedsel Spens asook die kommer oor die volhoubaarheid van die huidige initiatief.*
2. *Dat die Raad oorweging skenk daaraan om alternatiewe diensverskaffers te oorweeg om die distrik voedsel spens se volhoubaarheid te verseker.*
3. *Dat die Raad oorweging skenk daaraan om die huidige ooreenkoms met die Distriks Voedsel Spens te kansleer.*

## IZINDULULO

1. Sesokuba iBhunga lithathele ingqalelo imisebenzi yeNdawo Yogcino Lokutsha yesiThili kunye neenkxalabo zangoku malunga nozinzo lweliphulo.
2. Sesokuba iBhunga lithathele ingqalelo ukubiza ababoneleli-nkonzo abangabanye ukuba baqhube iphulo lesithili lokutya ukuze libe nozinzo.

3. Sesokuba iBhunga liqwalasele ukunqumamisa i SLA ekhoyo kunye Nendawo Yokugcina Ukutya yeSithili.

## 6. DISCUSSION / CONTENTS

### 6.1 Background

On 30 September 2020 council resolved that the cost for the establishment and run of the District Food Pantry would be split between the District and amongst the B-Municipalities as indicated in the Table below:

Local Municipality	% Contr.	Part of R55 000 p/m	% Funding provided by GRDM	Balance to be paid by each authority	Contribution over a 3 year period
<b>GRDM</b>			R21 780-00	R 21 780-00 p.m. (R261 360-00 p.a.)	R 784 080-00
<b>George LM</b>	35%	R19 250-00	-	R 19 250-00 p.m. (R231 000-00 p.a.)	R 693 000-00
<b>Mossel Bay LM</b>	15,5 %	R 8 525-00	-	R 8 525-00 (R102 300-00 p.a.)	R 306 900-00
<b>Oudtshoorn LM</b>	15%	8 250-00	80% (R6 600-00)	R 1 650-00 p.m. (R19 800-00 p.a.)	R 59 400-00
<b>Knysna LM</b>	12,5%	R 6 875-00	80% (R5 500-00)	R 1 375-00 p.m. (R16 500-00 p.a.)	R 49 500-00
<b>Bitou LM</b>	9%	R 4 950-00	80% (R3 960-00)	R 990-00 p.m. (R11 880-00 p.a.)	R 35 640-00
<b>Hessequa LM</b>	9%	R 4 950-00	80% (R3 960-00)	R 990-00 p.m. (R11 880-00 p.a.)	R 35 640-00
<b>Kannaland LM</b>	4%	R 2 200-00	80% (R1 760-00)	R 440-00 p.m. (R5 280-00 p.a.)	R 15 840-00
<b>Total</b>				<b>R 55 000-00 p.m. (R660 000-00 p.a.)</b>	<b>R 1,980,000-00</b>

Since the onset of the initiative the mutual understanding between the implementing agency, Eden Community Hope Outreach NPC (ECHO) and the GRDM was that this agreement would be for a period of three years.

It was agreed that it would be required from ECHO to solicit donations, external funders and arrangements with external parties to ensure that the Garden Route Food Pantry become self-supportive and a sustainable initiative over this three year period.

### **Discussion**

Since the establishment the District Food Pantry, about two years ago, all indications were that the implementing company, Eden Community Hope Outreach NPC, was effective in the roll-out of the Garden Route Food Pantry initiative. The GRDM facilitated an agreement between the Garden Route Food Pantry, SANTAM as well as the Western Cape Department of Social Development that provided support and where possible assistance to the Food Pantry.

To date the Manager of the NPC reported in quarterly feedback reports that they had various discussions with possible funders, both local and abroad, to ensure that this initiative become self-supportive and sustainable.

In March last year, after the break between SA Harvest and the Garden Route Food Pantry, the Manager of the Food Pantry, Mr Carl van Blerk, indicated that:

*"We extend a plea to the municipality to reach out to possible national and international funders and supporters who could provide the necessary funding to keep the facility afloat and to extend the food supplies."*

Unfortunately to date no external funders could be raised.

Since July last year it has been noted that the activities of the Food Pantry were scaled down substantially with some staff being retrenched and noticeably very little stock on hand at the storehouse.

In addition to this no audited annual financial statements as well as no monthly updates on the donations received as well as the amount of people fed, were provided to the GRDM. Therefore, in January this year the Department called for an official report from ECHO. This report was received on the 25<sup>th</sup> of January 2023, see attached as annexure "A".

In this report Mr van Blerk included some concerning remarks to highlight a few:

*'The public were encouraged to donate a tin or two with various drop-off points promoted across the District. The Garden Route District Municipal councillors were also challenged to make a donation – despite many commitments, we did receive donations from Councillor Betsie van Noordwyk – thank you Councillor for fulfilling your pledge and helping us make a difference this Christmas.'*

*'I want to make special mention and thanks to Councillor Dirk Wessels from George Municipality, who was not only the only councillor to support the BlikkiesFees tin donations but has also committed to trying to assist us in other critical needs.'*

*"Despite the plea in our report dated 1 April 2022 to GRDM to assist us in finding financial supporters or investors, we have had no further response. My attempt to speak directly with Executive Mayor Booysen in 2022 and also following a meeting with MM Stratu in 2022 in regards to this and other concerns, has unfortunately not been responded to, so this critical need is still of concern to us.'*

By implication Mr van Blerk was blaming all other councillors as well as our Executive Management for the failure of the Food Pantry to become self-supportive.

### **Obligations of Eden Community Hope Outreach NPC in ter of the current SLA**

In terms of the SLA that was entered into between the GRDM and Eden Community Hope Outreach NPC the company had to do the following:

" must deliver the following information to **the District Municipality** in terms of Section 67 of the Municipal Finance Management Act, 56 of 2003:

- Monthly report on actual expenditure against the transfer of the funds mentioned in clause 1 above;
- Monthly reports on all donations received.
- Monthly report on the number of people fed.

- Monthly records of people assisted must be kept and submitted to the District Municipality.'

### **Way forward**

To be pro-active both the South African Red Cross as well as the local manager for the NGO, Gift of the Givers, were contacted to solicit their support in terms of the GRDM Food Pantry initiative. Both these NGO's is willing to have further discussions.

## **6.2 Financial Implications**

The total cost to the municipality has been R 21 780-00 per month. This equates to R261 360-00 per annum and for the three-year period R 784 080-00.

## **6.3 Legal Implications**

None

## **6.4 Staff Implications**

The decision to establish the Garden Route Food Pantry had no staff implications.

## **6.5 Previous / Relevant Council Resolutions**

The Garden Route District Municipal Council resolved on 4 May 2020 that an investigation should done to determine the possible establishment of a District Food Pantry. An agenda item was submitted to the District COVID19 Committee who have subsequently supported the initiative.

On 30 September 2020 council resolved that the cost for the establishment of the District Food Pantry would be split between the district and amongst the B-Municipalities as indicated in the table above.

On 26 November 2020 council resolved that the GRDM would fund the total monthly cost required to establish the Garden Route Food Pantry for a period of three months (December 2020 – February 2021).

This amounts to 3 x R55 000-00 p.m. = R165 000-00. This cost would then be recovered from the local municipal contributions as soon as their final contributions towards the Garden Route Food Pantry is received.

#### **6.6 Risk Implications**

There are no foreseen risks associated with the proposed decision for Council to establish the Garden Route Food Pantry. Regular Food Safety inspections are done at the Food Pantry to ensure that prescribed hygiene standards are adhered to.

**BACK TO AGENDA**

**1. REPORT TO EVALUATE THE ACHIEVEMENT OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) TARGETS/VERSLAG VIR DIE EVALUEERING VAN PRESTASIE VAN DIE UITGEBREIDE OPENABARE WERKS PROGRAM (UOWP) TEIKENS / INGXELO NGOKUQWALASELWA KWEZIPHUMO ZENJONGO ZENKQUBO EYANDISIWEYO YOMSEBENZI WOLUNTU(EPWP)**

**EXECUTIVE MANAGER: PLANNING & ECONOMIC DEVELOPMENT: MR L MENZE AND  
MANAGER EPWP, RURAL DEVELOPMENT AND JOB CREATION: MR R DYANTYI**

**2. PURPOSE**

To inform Council about the 1<sup>st</sup> Quarterly performance report of Garden Route District Municipality EPWP's job creation targets (Work Opportunities and Full-Time Equivalent) for the said period 01 July – 30 September 2022.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

Garden Route District Municipality have signed Protocol Agreement which was signed by the Executive Mayor as political champion and co-signed by Municipal Manager as administrative champion. The Protocol Agreement outlines the conditions and requirements that municipalities need to meet and commit towards the implementation of Public Employment Programmes within the Region.

**5. RECOMMENDATIONS**

1. That the Council approve the Institutional Funding for EPWP annually and the proposed own funding of 2 million should be considered.
2. That the GRDM EPWP Database must be utilized for appointment of participants for Public Employment Programmes and Skill Development Programmes as per the approved EPWP Policy on 22 June 2021.

## **AANBELVELINGS**

1. *Dat die Raad die Institusionele Befondsing vir EPWP jaarliks goedkeur en die voorgestelde eie befondsing van 2 miljoen oorweeg.*
2. *Dat die GRDM EPWP-databasis gebruik moet word vir die aanstelling van deelnemers vir Openbare Indiensnemingsprogramme en Vaardigheidsontwikkelingsprogramme volgens die goedgekeurde EPWP-beleid op 22 Junie 2021.*

## **IZINDULULO**

1. Sesokuba iBhunga liphumeze Imalinxaso Yeziko ye EPWP yonyaka kunye neziphakamiso zebhunga zezigidi ezi 2 kufuneka zikqwalaselwe.
2. Sesokuba Uluhlu Lolwazi lwe EPWP ye GRDM lisetyenziselwe ukuqesha abathabathi nxaxheba kwiNkqubo zeMisebenzi Yoluntu kunye Nenkqubo zoPhuhliso Lwezakhono ngokoMgaqo-Nkqubo we EPWP ophunyezwe ngomhla 22 kweyeSilimela 2022.

## **6. DISCUSSION / CONTENTS**

### **6.1 Background**

Garden Route District is required to coordinate the EPWP within the region with the objective to share the best practices with other public bodies and to ensure that the communities are benefitting from the public employment programme. This will contribute towards economic growth and reduce the level of high unemployment, inequality and poverty.

### **6.2 Discussion**

Garden Route District Municipality forms part of the National Public Employment Program and have signed the Grant Incentives for 2022/2023 financial year, as a commitment towards the EPWP program.

The district is also required to coordinate the EPWP within the region with the objective to share the best practices with other public bodies. Public Employment Program will contribute towards economic growth and reduce the level of high unemployment, inequality, and poverty.

The Intergovernmental Structures are the vehicles that drive the coordination of the EPWP and they are well functioning, Provincial Steering Committee, District

Municipal Forum and Internal Steering Committee. These engagements are mandatory platforms that are guided by the EPWP protocol agreement that was signed by all Municipalities and National Public Works & Infrastructure.

We are continuously engaging Municipalities in the District in relation to the capacity building, Provincial Department of Public Works & Transport (Infrastructure) and National Public Works & Infrastructure. We are committed to the EPWP data capturers that are always receiving training on V2 National Reporting System and that capacity enable the Official to capture adequate data on the system.

National Department Public Works & Infrastructure hosted Consultation session on 22 September 2022 at George Town Hall and the Public comments were seek on National EPWP Policy.

Table below reflect the Work Opportunities created by the Garden Route District Municipality's EPWP section for the 1<sup>st</sup> Quarterly Performance Report for 01 July – 18 November 2022 and the target for the current financial year is **304** work opportunities that need to be created and FTE's **98**.

NAME OF PROJECTS (19 PROJECTS)	TOTAL WORK OPPORTUNITIES	SECTOR
1. ECD PROJECT	17	SOCIAL SECTOR
2. ADMINISTRATORS	3	SOCIAL SECTOR
3. SLANGRIVIER	15	INFRASTRUCTURE
4. ROADS CONSTRUCTION - SLANGRIVIER	9	INFRASTRUCTURE
5. ROADS CLEANER	1	ENVIRONMENTAL
6. CALITZDORP HOTSPRINGS	5	ENVIRONMENTAL
7. TRAFFIC CONTROL PROJECT	4	INFRASTRUCTURE
8. SWITCHBOARD	1	SOCIAL SECTOR
9. KNYSNA CLEANER	1	ENVIRONMENTAL
10. RESEAL ROADS PROJECT- GEORGE	6	INFRASTRUCTURE
11. DE HOEK ASSISTANTS	6	ENVIRONMENTAL
12. SECURITY GUARD	1	SOCIAL SECTOR
13. HEAD OFFICE CLEANER	1	ENVIRONMENTAL
14. SKILLS MECCA PROJECT	12	SOCIAL SECTOR
15. ROAD CONSTRUCTION ( SAASVELD)	8	INFRASTRUCTURE
16. CATER CARE PROJECT	25	ENVIRONMENTAL
17. SWARTVLEI PROJECT	1	ENVIRONMENTAL
18. GWAING ROADS PROJECT	22	INFRASTRUCTURE
<b>TOTAL</b>	<b>139</b>	

EPWP Sector	Work Opportunities
Environmental and Culture	<b>41</b>
Infrastructure	<b>28</b>
Social	<b>64</b>
<b>Total</b>	<b>133</b>

Despite the work opportunities that were created as per the table above, it is with great concern that the Council couldn't budget for the EPWP as to address the unemployment in the District and to align towards match funding for the EPWP allocated grant. This challenge will have significant impact on the future EPWP grant funding allocation and also on the targets that need to be achieved as per the Protocol Agreement.

Garden Route District Municipality's Council complied with the directive of Department forestry, fisheries and the environment in particular National Environmental Management Biodiversity Act (Act 10 of 2004, NEMBA). Previously the District Municipality budgeted for the Alien Clearing, Firebreaks on the Council properties as to reduce risks that might lead to possible litigations against Council on possible loss of life, loss of property and the status on the Council property relating to the Alien Species is off high Risk. Failure of the Municipality to comply with the NEMBA requirements might lead to the fine of 10 million or impressment of the Accounting Officer. The Environmental Sector form part of the EPWP and it can be used to address the Service Delivery.

The above shared view is a guidance to the below proposed budget for appointment of 120 EPWP participants that will contribute to the District achieving its work opportunity targets of **304** and FTE's **98** for 2022/23 financial year. We understand that the proposed budget might be high for the Council to fund through the adjustment budget process as stated on the below table and therefore, **2 million** is proposed for consideration by the Council.

<b>Labour</b>	<b>Quantity</b>	<b>Budget</b>	<b>Duration</b>
Personnel	120 x5months x 21days	R2 484 300	5 Months
PPE	120 Participants	R191 022	5 Months
Mobile Toilet	2 Mobile x 5 months(Glentana)	R14 260	5 Months
Total Cost for Transport for All Projects	120 Participants	R840 000	5 Months
Fuel for 3 Projects		R200 000	5 Months
Operational Costs	3 Projects	R70 192	5 Months
		<b>TOTAL -</b> R3 799 774	

### 6.3 Financial Implications

We propose that the Council budget for additional amount of 2 million as own funding to enhancement the grant. The EPWP budget for Integrated Grant Funding (DORA) of R2 440 000 000 and No funding allocation was budgeted by the Council for 2022/23 financial year.

### 6.4 Legal Implications

Failure to comply with the NEMBA will result to fine of 10 million or impressment of the Accounting Officer and whereby fire started at the Council property will lead to litigation towards to Council.

### 6.5 Staff Implications

Work Opportunities created through EPWP projects

**6.6 Previous / Relevant Council Resolutions:**

None

**6.7 Risk Implications**

None

**BACK TO AGENDA**

**1. GARDEN ROUTE DISTRICT MUNICIPALITY PUBLIC PARTICIPATION STRATEGY/  
GARDEN ROUTE DISTRICT MUNICIPALITEIT PUBLIEKE DEELNAME STRATEGIE / UBUCHULE  
BOMASIPALA WESITHILI SE GARDEN ROUTE BOTHABATHONXAXHEBA KOLUNTU**

**REPORT FROM: EXECUTIVE MANAGER: PLANNING & ECONOMIC DEVELOPMENT (L  
MENZE) /IDP MANAGER (M JAMES)**

**2. PURPOSE**

The purpose of this report is to present the Garden Route District Municipality Public Participation Strategy for Council to adopt.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

During the 2022 Institutional Strategic Session, Council discussed the need to enhance the public participation mechanisms and methods of the Garden Route District Municipality. The district does not have a ward committee system as a structure to engage with the public at grassroots level, but it utilizes its IGR forums to engage with B municipalities as representatives of their communities.

B Municipalities are required to relay all community needs relevant to the district through the ward committee structure to the district so that the needs linked to suitable strategies and projects can be captured in the District IDP.

**5. RECOMMENDATIONS**

That Council adopts the GRDM Public Participation Strategy.

## **AANBEVELING**

*Dat die Raad die Garden Route Distriksmunisipaliteit Publieke Deelname beleid goedkeur. .*

## **IZINDULULO**

Sesokuba iBhunga liphumeze Ubuchule Bothabathonxaxheba Koluntu lwe GRDM.

## **6. DISCUSSION / CONTENTS**

### **6.1 Background**

Public Participation is a key characteristic of good governance. The Constitution of the Republic of South Africa, as the supreme law, states that local government must provide democratic and accountable government for local communities. It obliges municipalities to encourage the participation of communities and community organisations in governance. It further states that, in terms of the basic values and principles governing public administration and good governance, people's needs must be responded to and the public must be encouraged to fulfil their responsibility as active partners in policy-making. This entails the fundamental principle that the public should be empowered to not only influence and direct local participatory processes, but that they indeed control and own these spaces for local democracy.

The 2022 Institutional Strategic Session resolved that District Municipality should determine mechanisms and processes that will strengthen the involvement of beneficiaries in municipal affairs. The GRDM Public Participation Policy was approved on 24 August 2022.

### **6.2 Discussion**

Public participation in the South African context is defined as "an open, accountable process through which individuals and groups within selected communities can exchange views and influence decision- making.

There are various pieces of legislation that address public participation. Below is a key extract from Chapter 4 in the Municipal Systems Act.

**Section 16(1)(a)** encourage, and create conditions for, the local community to participate in the affairs of the municipality including in –

- (i) the preparation, implementation and review of its integrated development plan in terms of Chapter 5;
- (ii) the establishment, implementation and review of its performance management system in terms of Chapter 6;
- (ii) the monitoring and review of its performance, including the outcomes and impact of such performance;
- (iv) the preparation of its budget; and
- (v) strategic decisions relating to the provision of municipal services in terms of Chapter 8

The district currently has 19 IGR forums that is functional. The IDP Representative Forum is currently regarded as a key forum to ensure that the district and sector departments engage with the public. Public Participation is the responsibility of all councilors and officials at the Garden Route District Municipality.

The following actions are captured in the attached Public Participation Strategy to further enhance Public Participation at the District Municipality.

Issue	Action
Public participation is not centralized and institutionalized within the municipality  By-laws are not adequately consulted with communities and stakeholders	1. Develop a public participation action plan in collaboration with the Communication unit and all user departments
Inadequate systems for eliciting public views on municipal operations	2. Set up and maintain a stakeholder database

Issue	Action
Consultation with the communities is limited	3. Facilitate Mayoral and Municipal Manager Annual Report Roadshows
The community involvement in project implementation is limited.	5. Invite community members and representatives of community organisations with specialised skills to become stakeholders participate in the 7 working clusters as per the JDMA Implementation Plan and Growth and Development Strategy
<p>The municipal programs on informing the communities about its performance are also limited.</p> <p>The municipality does not seek views of the community when designing its long-term plans</p>	4. Utilise IDP Rep Forum to present the performance of the municipality
Communities don't have knowledge of their rights and responsibilities in terms of the IDP, Budget and PMS performance processes	<p>6. Conduct IDP, Budget &amp; PMS awareness on the radio</p> <p>7. Conduct Civic Education at High Schools.</p>

### 6.3 Financial Implications

None

### 6.4 Legal Implications

None

### 6.5 Staff Implications

None

**6.6 Previous / Relevant Council Resolutions:**

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

**6.7 Risk Implications**

None

**6.8 Comments from Senior Management:****6.8.1 Executive Manager: Financial Services**

Recommendations are supported

**6.8.2 Executive Manager: Corporate Services**

Public Participation Strategy supported

**6.8.3 Executive Manager: Community Services**

Public participation is a vital part of good governance. The recommendations is therefor supported.

**6.8.4 Executive Manager: Roads Services**

Content of report noted

**6.8.5 Manager: Legal Services**

Noted and supports the recommendations

**Annexure**

GRDM Public Participation Strategy



## **Public Participation Strategy**

Date Approved:

Council Resolution

## CONTENTS

1. <a href="#">Background</a> .....	294
2. <a href="#">Purpose of the strategy</a> .....	295
3. <a href="#">Legal Framework</a> .....	295
4. <a href="#">Scope of this Strategy</a> .....	296
5. <a href="#">Garden route at a glance</a> .....	296
5.1 <a href="#">Vision</a> .....	296
5.2 <a href="#">Strategic Objectives</a> .....	297
5.3 <a href="#">Demographics</a> .....	297
6. <a href="#">GRDM Public participation Strategic intent</a> .....	297
6.1 <a href="#">Current GRDM Public Participation challenges and development areas</a> .....	298
6.2 <a href="#">Public Participation Objectives and Principles</a> .....	298
6.3 <a href="#">Action Plan</a> .....	300
6.4 <a href="#">Public Participation for key strategic documents of Council</a> .....	303
7. <a href="#">Strategy Review</a> .....	304
8. <a href="#">References</a> .....	305

## 1. BACKGROUND

The Constitution of South Africa is very clear that the people of South Africa must be involved in development planning, by informing government of their needs, agreeing on solutions to address the needs and to be updated regularly regarding the progress made on the agreed solutions, projects, and programmes.

The Constitution specifically states that one of the objects of local government is to encourage the involvement of communities and community organisations in the matters of local government.

The challenge however in South Africa is the digital divide.

***“South Africa’s digital divide can be broken down into three factors: access to hardware, understanding digital means of communication, and internet affordability. These factors have a negative impact on two of the country’s best chances at development and equality.”*** (GRDM Communication Strategy)

The challenge for Garden Route District Municipality is to overcome the digital divide and work towards providing more people in the region with access to information.

Public Participation however does not only include sharing information with the public and it is not simply a nice or necessary thing to do; it actually results in better outcomes and better governance. Public participation contributes to better decisions because decision-makers have more complete information – in the form of additional facts, values, and perspectives obtained through public input – to bring to bear on the decision process. They can then incorporate the best information and expertise of all stakeholders. Decisions are more implementable and sustainable because the decision considers the needs and interests of all stakeholders including vulnerable/marginalized populations, and stakeholders better understand and are more invested in the outcomes.

This Public Participation Strategy is informed by the following key documents:

- Integrated Development Plan
- Public Participation Policy
- Communication Policy
- Communication Strategy

- Legal framework described below under nr 3.

This strategy must therefore be read and applied in conjunction with the abovementioned documents.

## **2. PURPOSE OF THE STRATEGY**

The purpose of the Public Participation Strategy is to set the plan of action to achieve the public participation goals and objectives of the municipality considering the limited resources. The strategy will firstly diagnose the current public participation challenges and limitation of a district municipality so that a plan of action can be implemented in order to overcome the current impediments hampering effective public participation

## **3. LEGAL FRAMEWORK**

The GRDM Public Participation Strategy is guided by the following legislative pieces:

### **a) Constitution of the Republic of South Africa (Act 108 of 1996)**

Democratic practices are of paramount importance within our Constitution, as it gives citizens the right to engage on issues that affect them. The following sections in the Constitution are applicable to this policy:

**Section 152(e)** to encourage the involvement of communities and community organisations in the matters of local government

**Section 160(4)(b)** No by-law may be passed by a Municipal Council unless the proposed by-law has been published for public comment.

**Section 195(1)(e)** people's needs must be responded to, and the public must be encouraged to participate in policy – making

**Section 195(1)(g)** Transparency must be fostered by providing the public with timely, accessible and accurate information

### **b) The Municipal Systems Act 32 of 2000**

Chapter 4 of the Municipal Systems Act provides clear guidelines for municipalities to conduct public participation.

**Section 16(1)(a)** encourage, and create conditions for, the local community to participate in the affairs of the municipality including in –

- (iii) the preparation, implementation and review of its integrated development plan in terms of Chapter 5;
- (ii) the establishment, implementation and review of its performance management system in terms of Chapter 6;
- (iv) the monitoring and review of its performance, including the outcomes and impact of such performance;
- (iv) the preparation of its budget; and
- (v) strategic decisions relating to the provision of municipal services in terms of Chapter 8

**Section 16(b)** contribute to building the capacity of –

- (i) The local community to enable it to participate in the affairs of the municipality; and
- (ii) Councillors and staff to foster community participation;

**Section 17(2)** states that a municipality must establish appropriate mechanism, processes and procedures to enable the local community to participate in the affairs of the municipality.

#### **4. SCOPE OF THIS STRATEGY**

The strategy applies to all Councillors, municipal officials, community members and community organisations, designated groups, as far as their rights, duties, responsibilities, and roles are outlined in terms of the Strategy.

#### **5. GARDEN ROUTE AT A GLANCE**

##### **5.1 Vision**

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

Considering the vision of the district the public participation trajectory for the region in line with the above vision statement is therefore:

##### **Public Participation Vision**

**Garden Route, a leading district municipality who capacitate and empower its citizens to actively participate in the matters of government within an enabling environment that leads to strategic decisions that improve the quality of life of all people in the region.**

## 5.2 Strategic Objectives

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

## 5.3 Demographics

Population	627 917			
Number of Households	175 680			
Ages	Year	Under 15	15-64	Above 65
	2021	162 420	408 234	57 272
	2023	163 595	413 319	57 789
	2026	166 622	415 990	58 483
Gender	Female		Male	
	52.2%		47.8%	
Indigents	48 279			

Source: SEP 2021

The actions taken to implement public participation must take the above demographic profile of the region in consideration.

## 6. GRDM PUBLIC PARTICIPATION STRATEGIC INTENT

To set the strategy, we need to 1) understand the current situation, 2) determine what GRDM's public participation goals are and 3) set the action plans to achieve the goals:

## 6.1 Current GRDM Public Participation challenges and development areas

- Public participation is not properly institutionalized within the municipality
- Inadequate systems for eliciting public views on municipal operations.
- Consultation with the communities is limited
- Community involvement in decision making is limited.
- The municipal programs on informing the communities about its performance are also limited.
- By-laws are not adequately consulted with communities and stakeholders.
- The municipality does not seek views of the community when designing its long-term plans.
- The community involvement in project implementation is limited.
- Communities don't have knowledge of their rights and responsibilities in terms of the IDP, Budget and PMS performance processes

## 6.2 Public Participation Objectives and Principles

### Objective 1

**To implement public participation according to the guidelines in the South African Legislative framework regarding public participation**

#### *Principle*

- *Community members must be active in the affairs of government and GRDM must create an enabling environment for community members to meaningfully influence the decisions that affect their lives*
- *Incorporates the diverse interests and culture of the community in the development process and disengages from support of any effort that is likely to adversely affect the disadvantage members of a community*

### Objective 2

**To provide proper channels and platform which can be used to inform the public with regards to decisions affecting them and their livelihoods?**

#### *Principle*

- *Community members to provide input on how they participate.*

### Objective 3

**To provide clarity to local communities regarding those responsible for service delivery within the government sphere**

**Principle**

- *Actively enhances the leadership capacity of community, leaders and groups within community and;*
- *GRDM to capacitate and empower community members so that they are able to understand the social, economic, political environment to engage from a position of knowledge and understanding*

**Objective 4**

**To ensure proper monitoring of projects is implemented at all times to achieve wanted results.**

**Principle:**

- *Feedback to be provided on how community input affected decision making.*

## 6.3 Action Plan

Objective	Issue	Action	Frequency	Responsibility
<b>To implement public participation according to the guidelines in the South African Legislative framework regarding public participation</b>	Public participation is not centralized and institutionalized within the municipality  By-laws are not adequately consulted with communities and stakeholders	1. Develop a public participation action plan in collaboration with the Communication unit and all user departments	Annually	IDP Manager  Communication Manager  All Middle managers responsible for Public Participation
<b>To provide proper channels and platform which can be used to inform the public with regards to decisions affecting them and their livelihoods</b>	Inadequate systems for eliciting public views on municipal operations	2. Set up and maintain a stakeholder database	Ongoing	Communication Manager  IDP
	Consultation with the communities is limited	3. Facilitate Mayoral and Municipal Manager Annual Report Roadshows	Bi-annually	IDP Manager  Communication Manager

Objective	Issue	Action	Frequency	Responsibility
				Relevant User Departments
<b>To ensure proper monitoring of projects is implemented at all times to achieve wanted results.</b>	The community involvement in project implementation is limited.	5. Invite community members and representatives of community organisations with specialised skills to become stakeholders participate in the 7 working clusters as per the JDMA Implementation Plan and Growth and Development Strategy	Ongoing	IDP manager  LED Manager  Communication Manager
	The municipal programs on informing the communities about its performance are also limited.  The municipality does not seek views of the	4. Utilise IDP Rep Forum to present the performance of the municipality	Bi-Annually	IDP Manager  Office of the Mayor  Performance Manager  CFO

Objective	Issue	Action	Frequency	Responsibility
	community when designing its long-term plans			
<b>To provide clarity to local communities regarding those responsible for service delivery within the government sphere</b>	Communities don't have knowledge of their rights and responsibilities in terms of the IDP, Budget and PMS performance processes	6. Conduct IDP, Budget & PMS awareness on the radio  7. Conduct Civic Education at High Schools.	Bi-annually  Quarterly	IDP Manager  Performance Manager  CFO

#### 6.4 Public Participation for key strategic documents of Council

Public participation is critical for the following strategic documents as per Municipal Systems Act 32 of 2000 and Municipal Finance Management Act 56 of 2003:

- a) **Integrated Development Plan** – Section 29(b)(i) of the MSA, through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for (i) the local community to be consulted on its development needs and priorities;  
(ii) the local community to participate in the drafting of the integrated development plan;
- b) **Performance Management System** – Section 42 of the MSA, A municipality, through appropriate mechanisms, processes and procedures established in terms of Chapter 4, must involve the local community in the development implementation and review of the municipality's performance management system and, in particular, allow the community to participate in the setting of appropriate key performance indicators and performance targets for the municipality.
- c) **Annual Report** – Section 127(5)(a) of the MFMA Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of the municipality must- in accordance with section 21A of the Municipal Systems Act- (i) make public the annual report; and
- d) **Budget** – Section 22(a)(i)(ii) of the MFMA Immediately after an annual budget is tabled in a municipal council the accounting officer of the municipality must- (a) in accordance with Chapter 4 of the Municipal Systems Act- (i) make public the annual budget and the documents referred to in section 17(3) : and (ii) invite the local community to submit representations in

Public participation is conducted according to the annual IDP and Budget Cycle below:



The GRDM Public Participation Policy was approved by Council on 24 August 2022 and the following additional information regarding how public participation is conducted at the district municipality can be found in the GRDM Public Participation Policy:

- a) Public Participation Structures
- b) Feedback channels for community members
- c) Institutionalisation of Public Participation
- d) Standard Operating Procedure for Public Participation at GRDM
- e) Public participation mechanisms

Link to Policy: [2022-09-01-GRDM-Public-Participation-Policy-Sep-2022.pdf](https://www.gardenroute.gov.za/2022-09-01-GRDM-Public-Participation-Policy-Sep-2022.pdf)  
([gardenroute.gov.za](https://www.gardenroute.gov.za/))

## 7. Strategy Review

Public Participation Strategy to only be reviewed once there are changing circumstances that necessitate a review in line with the GRDM Public Participation Policy.

## 8. References

Constitution of the Republic of South Africa 1996

Department of Local Government Public Participation Policy Guidelines

GRDM Communication Policy

GRDM Communication Strategy

GRDM Public Participation Policy

Municipal Finance Management Act 56 of 32

Municipal Structures Act 117 of 1998

Municipal Systems Act 32 of 2000

**BACK TO AGENDA**