



Notice is hereby given in terms of Section 29 of the Local Government: Municipal Structures Act, Act 117 of 1998, that a **SPECIAL COUNCIL MEETING** of the 2021/2026 term of the Garden Route District Municipality will be held at the **PREMIER HOTEL KNYSNA** on **THURSDAY, 20 APRIL 2023** at **10:00** to consider the items as set out in the agenda.

*Kennis geskied hiermee ingevolge Artikel 29 van die Wet op Plaaslike Regering: Munisipale Strukture, 1998, Wet 117 van 1998, dat 'n **SPESIALE RAADSVERGADERING** van die 2021/2026 termyn van die Garden Route Distriksmunisipaliteit gehou sal word in die **PREMIER HOTEL KNYSNA** op **DONDERDAG, 20 APRIL 2023** om **10:00** ten einde oorweging aan die items soos in die agenda uiteengesit, te skenk.*

Kukhutshwe isaziso ngokwemiqathango yoMhlathi 29 woRhulumente Basekhaya: Umthetho Wezolawulo loMasipala, 1998, uMthetho 117 wango 1998, sokuba **INTLANGANISO EKHETHEKILEYO** yexesha lika 2021/2026 loMasipala Wesithili se Garden Route izakubanjelwa **PREMIER HOTEL KNYSNA, NGOLWESINI, 20 KUTSHAZIMPHUZI 2023** ngentsimbi ye **10:00** ukuqwalasela imiba ebekwe kwi agenda.

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

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

Date: 17 APRIL 2023

## AGENDA

1. OPENING AND WELCOMING / OPENING EN VERWELKOMING / UVULO NOLWAMKELO
  
2. EVACUATION PROCEDURES / ONTRUIMINGSPROSEDURES / IKNQUBO 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 / OOCEBA ABAKHOYO
  
  - 4.2 COUNCILLORS WITH LEAVE / RAADSLEDE MET VERLOF / OOCEBA ABAKWIKHEFU
  
  - 4.3 COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OOCEBA 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 EXECUTIVE MAYOR / MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / UNXIBELELWANO LUKA SODOLOPHU
8.	COMMUNICATIONS BY THE SPEAKER / MEDEDELINGS DEUR DIE SPEAKER / UNXIBELELWANO LUKASOMLOMO
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	None / Geen / Ayikho	
<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	None / Geen / Ayikho	
<b>12.</b>	<b>STANDING ITEMS / STAANDE ITEMS / IMIBA EMISIWEYO</b>	
12.1	None / Geen / Ayikho	
<b>SECTION A</b>		
<b>REPORTS FROM THE SPEAKER</b>		
A.1	None / Geen / Azikho	
<b>SECTION B</b>		
<b>REPORTS FROM THE EXECUTIVE MAYOR / VERSLAЕ VANAF DIE UITVOERENDE BURGEMEESTER / IMIBA EVELA KUSODOLOPHU</b>		
B.1	<b>REPORT: SECTION 52 – RESPONSIBILITIES OF MAYOR / VERSLAG: ARTIKEL 52 VERANTWOORDELIKHEDE VAN DIE BURGEMEESTER / INGXELO: U MHLATHI 52 - UXANDUVA LUKA SODOLOPHU (1121692)</b>	<b>6-69</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	None / Geen / Azikho	
<b>SECTION D</b>		
<b>REPORTS FROM THE FINANCIAL SERVICES DEPARTMENT / ITEMS VANAF DIE FINANSIËLE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZEMALI</b>		
D.1	None / Geen / Ayikho	

<b>SECTION E</b>		
<b>REPORTS FROM THE CORPORATE SERVICES DEPARTMENT / ITEMS VANAF DIE KORPORATIEWE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLAWULO</b>		
E.1	<b>REPORT ON THE APPOINTMENT OF THE CHIEF FINANCIAL OFFICER / VERSLAG RAKENDE DIE AANSTELLING VAN DIE HOOF FINANSIËLE BEAMPTTE / INGXELO UKUCHONGWA KWE GOSA ELIPHETHE I-OFISI ZEMALI</b>	<b>70-133</b>
E.2	<b>PROPOSED CLOSURE OF OFFICES ON 28 APRIL 2023 / VOORGESTELDE SLUITING VAN DIE KANTORE VIR 28 APRIL 2023 / ISIPHAKAMISO SOKUVALWA KWE OFISI NGE 28 APRIL 2023</b>	<b>134-136</b>

<b>SECTION F</b>		
<b>REPORTS FROM THE COMMUNITY SERVICES DEPARTMENT / ITEMS VANAF DIE GEMEENSKAPSDIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLUNTU</b>		
F.1	None / Geen / Ayikho	
<b>SECTION G</b>		
<b>REPORTS FROM THE ROADS AND TRANSPORT PLANNING SERVICES DEPARTMENT / ITEMS VANAF DIE PAAIE EN VERVOER BEPLANNINGSDIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZENDLELA KUNYE NEZICWANGCISO KWEZOTHUTHO</b>		
G.1	None / Geen / Ayikho	
<b>SECTION H</b>		
<b>REPORTS FROM THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT / ITEMS VANAF DIE BEPLANNING EN EKONOMIESE DIENSTE DEPARTEMENT / IMIBA YESEBE LEZICWANGCISO KUNYE NOPHUHLISO LOQOQOSHO</b>		
H.1	None / Geen / Ayikho	
<b>SECTION I</b>		
<b>NOTICE OF URGENT MOTIONS / KENNISGEWING VAN DRIGENDE MOSIES / ISAZISO SEZIPHAKAMISO</b>		
I.1	None / Geen / Ayikho	
<b>SECTION J</b>		
<b>NOTICES OF MOTIONS / KENNISGEWING VAN MOSIES / ISAZISO SEZIPHAKAMISO</b>		
J.1	None / Geen / Ayikho	
<b>SECTION K</b>		
<b>IN CLOSED SESSION / IN GESLOTE SESSIE / KWI-SASHONI YASEKHUSINI</b>		
K.1	None / Geen / Ayikho	
	<b>CLOSURE / SLUITING / UQUKUNJELO</b>	



Ald M Booysen  
 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)  
 Cllr / Rdl / Ceba PE Petros (as of 27 February 2023)

**1. REPORT: SECTION 52 – RESPONSIBILITIES OF MAYOR / VERSLAG: ARTIKEL 52  
VERANTWOORDELIKHEDE VAN DIE BURGEMEESTER / INGXELO: U MHLATHI 52 - UXANDUVA  
LUKA SODOLOPHU (1121692)**

(6/18/7)

17 April 2023

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

**2. PURPOSE OF THE REPORT**

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

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

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

**Section 52 (d)**

**The mayor of a municipality –**

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

The purpose of the report is to inform Council of the implementation of the budget and the financial affairs for quarter three ended 31 March 2023.

## 5. RECOMMENDATION

That Council notes the quarterly report on the implementation of the budget and the financial affairs of the municipality for the year to date and the quarter ending 31 March 2023.

### **AANBEVELING**

*Dat die Raad kennis neem van die kwartaalverslag rakende die implementering van die begroting en die finansiële posisie van die munisipaliteit vir die jaar tot datum en die kwartaal wat eindig 31 Maart 2023.*

### **ISINDULULO**

Sesokuba iBhunga lithathele ingqalelo ingxelo ngokumiselwa kolwabiwo-mali kunye nemivimbi yezemali zomasiapala kunyaka uzakuthi ga ngomhla kunye Nekota ephela 31 kweyoKwindla 2023.

## 6. DISCUSSION / CONTENTS

### 6.1 BACKGROUND

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

#### **Section 52 (d)**

**The mayor of a municipality –**

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

### 6.2 DISCUSSION

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

#### **Section 52 (d)**

**The mayor of a municipality –**

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

**6.3 FINANCIAL IMPLICATIONS**

As contained in the attached report.

**6.4 LEGAL IMPLICATIONS**

None. The following legislation applies:

- Municipal Finance Management Act, No 56 of 2003, section 52
- Municipal Budget and Reporting Regulations, 17 April 2009

**6.5 STAFF IMPLICATIONS**

None

**6.6 PREVIOUS / RELEVANT COUNCIL RESOLUTIONS:**

Refer to previous Council resolutions on the S52 report.

**6.7 RISK IMPLICATIONS**

None submission will lead to noncompliance with the municipality with relevant legislation.

**ANNEXURE**

Section 52 Report



## SECTION 52

# QUARTERLY FINANCIAL MANAGEMENT REPORT – Q3 ended 31 MARCH 2023

**Garden Route District Municipality**  
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**Tel:** 044 803 1300, **Fax:** 086 555 6303  
[www.gardenroute.gov.za](http://www.gardenroute.gov.za)

[www.facebook.com/gardenroutedm](https://www.facebook.com/gardenroutedm)
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[YouTube](https://www.youtube.com/gardenroutedm)
[LinkedIn](https://www.linkedin.com/company/gardenroute-dm)

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## Glossary

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

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

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

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

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

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

**DORA** – Division of Revenue Act. Annual legislation that shows the total allocations made by national to provincial and local government (see Allocations / Transfers).

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

**Fruitless and Wasteful Expenditure** – Expenditure that was made in vain and would/should have been avoided had reasonable care been exercised.

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

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

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

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

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

**MSCOA** – Municipal Standard Chart of Account

**MTREF** – Medium Term Revenue and Expenditure Framework. A medium term financial plan, usually 3 years, based on a fixed first year and indicative further two years' budget allocations. Also includes details of the previous and current years' financial position.

**Operating Expenditure** – The day-to-day expenses of the Municipality such as salaries and wages.

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

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

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

**Unauthorised Expenditure** – Generally, spending without, or in excess of, an Approved Budget.

**Virement** – A transfer of funds.

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

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



## Legislative Framework

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

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

- Section 52: Quarterly budget statements

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

## **PART 1 – IN-YEAR REPORT**

### **SECTION 1 – MAYORAL FOREWORD**

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

*Herewith an executive summary of the performance of the Council for the 3<sup>rd</sup> Quarter ending 31 March 2023. The actual and budgeted figures reported, include the Roads Operational Budget.*

These figures are presented in terms of Section 52 of the MFMA. The information is presented for the 3<sup>rd</sup> Quarter ending 31 March 2023.

### **Revenue by source**

The total revenue received by source for the 3<sup>rd</sup> quarter amounts to **R130,391,161**, against an adjusted budget of **R487,921,059**. This represents **27%** recording of revenue for the third quarter, this was slightly above the expected performance of 25% for the third quarter; 45% of the revenue received for the third quarter related to Transfers and Subsidies revenue, which includes the final instalment of the Equitable Share, and 45% of the revenue related to the Roads Agency function. The other 10% revenue received derived from interest on investments, fire services revenue, health services revenue and resorts revenue.

### Operating Expenditure by source

For the 3<sup>rd</sup> quarter of the financial year the municipality recorded expenditure performance of **R115,345,241** against an adjusted budget of **R496,081,438**, representing **23%** of expenditure for the third quarter, this is a little below the expected performance of 25% for the quarter, the deviation of 2% is due to the start of the financial year and procurement processes that still needs to be concluded before expenditure is incurred.

The salary related expenditure for the third quarter was **R66,570,728** to an adjusted budget of **R284,510,402** (which includes contributions to post retirement benefits), representing **23%** spending of the budget for the third quarter. This is slightly below the 25%, however it should be noted that bonus are paid to employees in November and December (full thirteenth cheque) and the adjustments to the post-retirement benefits are only processed after year-end after the actuarial valuations have been performed.

The councillor remuneration expenditure for the third quarter amounted to **R3,104,939** to an adjusted budget of **R13,285,973**, representing **23%** of the budget.

Spending on contracted services was **R9,122,729** in the third quarter representing **13%** spending of an adjusted budget of **R68,025,248** for the quarter. This was not in line with the expected performance of 25% for the quarter due to the start of the financial year and procurement processes that still needs to be concluded before expenditure is incurred. Furthermore the majority of the contracted services relate to the aerial firefighting support, for the third quarter there was a decrease in fires resulting in less aerial firefighting support needed to combat fires.

The expenditure in respect of the roads agency function is integrated in the financial system and is reported as a department of the GRDM financial system from the 1<sup>st</sup> of July 2020. For the period 1 April 2022 – 31 March 2023 (Provincial year-end) ±98% of the total allocation was spend for the provincial year-end.

Spending on other expenditure was **R15,365,018** in the third quarter representing **23%** spending of an adjusted budget of **R66,795,380** (including Roads Budget) for the quarter, this was again slightly below the expected performance of 25% for the quarter.

## Capital Expenditure

The adjusted capital budget for the 2022/23 financial year totals **R38,440,814**. R26,577,183 relates to the construction of the Regional Waste Management Facility (RWMF) that is set to commence in quarter 4 of the financial year. The tender has been awarded and all SCM processes concluded, contract negotiations is currently underway with the successful tenderer. This project will be financed by external loan, loan process has been concluded and contract negotiations underway with successful banking institution.

A further R6 million is for the construction of the new District Fire Station. The tender has been awarded and construction is in progress and will be completed during 2023/2024 and 2024/2025 financial year. R3m grant allocation has been received from Province to assist in the funding of the construction of the fire station.

For the third quarter, capital expenditure was **R1,993,952**, representing **5%** of the budget. Refer to paragraphs above explaining why this is the case, as the majority of the budget is on projects where expenditure is estimated to be incurred later in the year. It is expected that the capital spending will improve in quarter 4 once construction has started. Project processes for these projects are in line with planned time tables.

Refer to detailed capital expenditure performance on page **37**.

## SECTION 2 – RESOLUTIONS

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

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

**RECOMMENDATION:**

That Council takes note of the quarterly report on the implementation of the budget and the financial affairs of the municipality for the year to date and the quarter ending 31 March 2023.

**SECTION 3 – EXECUTIVE SUMMARY****3.1 Introduction**

These figures are presented in terms of section 52(d) of the MFMA. The information is presented for the 3<sup>rd</sup> quarter ending 31 March 2023.

**3.2 Consolidated performance****3.2.1 Against annual budget (adjusted)**

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

**Revenue by source**

The total revenue received by source for the 3<sup>rd</sup> quarter amounts to **R130,391,161**, against an adjusted budget of **R487,921,059**. This represents **27%** recording of revenue for the third quarter, this was slightly above the expected performance of 25% for the third quarter; 45% of the revenue received for the third quarter related to Transfers and Subsidies revenue, which includes the final instalment of the Equitable Share, and 45% of the revenue related to the Roads Agency function. The other 10% revenue received derived from interest on investments, fire services revenue, health services revenue and resorts revenue.

**Operating Expenditure by type**

For the 3<sup>rd</sup> quarter of the financial year the municipality recorded expenditure performance of **R115,345,241** against an adjusted budget of **R496,081,438**, representing **23%** of expenditure for the third quarter, this is a little below the expected performance of 25% for the quarter, the deviation of 2% is due to the start of the financial year and procurement processes that still needs to be concluded before expenditure is incurred.

## **Capital Expenditure**

The approved adjusted capital budget for the 2022/23 financial year totals **R38,440,814**. 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.

For the third quarter, capital expenditure was **R1,993,952**, representing **5%** of the budget. Refer to paragraph above explaining why this is the case, as the majority of the budget is on projects whose expenditure is set to be incurred later in the year.

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

Attached to this report as Annexure is the SDBIP report for the 3<sup>rd</sup> quarter ending 31 March 2023.

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

### **3.4 Conclusion**

Detailed analysis of the municipal performance for the 3<sup>rd</sup> quarter ending 31 March 2023 will be presented under the different sections of the report. More information regarding the municipal performance and explanations will be provided below.

## SECTION 4 – IN-YEAR BUDGET STATEMENT TABLES

### 4.1 Monthly budget statement

#### 4.1.1 Table C1: S71 Monthly Budget Statement Summary

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

Description	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Financial Performance</b>									
Property rates	–	–	–	–	–	–	–	–	–
Service charges	–	11 168	–	–	–	0	(0)	-100%	–
Investment revenue	8 271	9 010	9 560	458	6 130	4 389	1 741	40%	9 560
Transfers and subsidies	183 567	228 660	232 030	56 892	187 790	215 213	(27 423)	-13%	232 030
Other own revenue	204 463	220 312	240 731	26 151	187 824	161 953	25 872	16%	240 731
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>396 301</b>	<b>469 150</b>	<b>482 321</b>	<b>83 501</b>	<b>381 745</b>	<b>381 555</b>	<b>190</b>	<b>0%</b>	<b>482 321</b>
Employee costs	275 308	288 669	284 510	21 903	213 620	213 647	(27)	-0%	284 510
Remuneration of Councillors	11 829	12 542	13 286	1 042	9 612	9 964	(353)	-4%	13 286
Depreciation & asset impairment	4 605	4 986	4 982	473	3 334	3 736	(403)	-11%	4 982
Finance charges	28	73	73	–	–	55	(55)	-100%	73
Inventory consumed and bulk purchases	44 148	51 011	53 073	9 493	40 277	38 806	1 471	4%	53 073
Transfers and subsidies	5 296	1 835	3 703	90	1 760	2 354	(594)	-25%	3 703
Other expenditure	74 405	128 180	136 453	10 161	61 110	91 688	(30 578)	-33%	136 453
<b>Total Expenditure</b>	<b>415 618</b>	<b>487 297</b>	<b>496 081</b>	<b>43 162</b>	<b>329 713</b>	<b>360 251</b>	<b>(30 539)</b>	<b>-8%</b>	<b>496 081</b>
<b>Surplus/(Deficit)</b>	<b>(19 317)</b>	<b>(18 147)</b>	<b>(13 760)</b>	<b>40 339</b>	<b>52 033</b>	<b>21 304</b>	<b>30 729</b>	<b>144%</b>	<b>(13 760)</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	–	4 000	5 600	600	5 600	4 200	1 400	33%	5 600
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households,	191	7 200	–	–	–	–	–	–	–
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	<b>(19 126)</b>	<b>(6 947)</b>	<b>(8 160)</b>	<b>40 939</b>	<b>57 633</b>	<b>25 504</b>	<b>32 129</b>	<b>126%</b>	<b>(8 160)</b>
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
<b>Surplus/ (Deficit) for the year</b>	<b>(19 126)</b>	<b>(6 947)</b>	<b>(8 160)</b>	<b>40 939</b>	<b>57 633</b>	<b>25 504</b>	<b>32 129</b>	<b>126%</b>	<b>(8 160)</b>
<b>Capital expenditure &amp; funds sources</b>									
<b>Capital expenditure</b>	<b>30 208</b>	<b>126 642</b>	<b>38 441</b>	<b>1 900</b>	<b>4 836</b>	<b>28 716</b>	<b>(23 880)</b>	<b>-83%</b>	<b>38 441</b>
Capital transfers recognised	381	11 200	5 815	1 083	1 178	4 356	(3 179)	-73%	5 815
Borrowing	3 617	107 232	26 577	57	590	19 933	(19 343)	-97%	26 577
Internally generated funds	26 210	8 210	6 049	759	3 068	4 426	(1 358)	-31%	6 049
<b>Total sources of capital funds</b>	<b>30 208</b>	<b>126 642</b>	<b>38 441</b>	<b>1 900</b>	<b>4 836</b>	<b>28 716</b>	<b>(23 880)</b>	<b>-83%</b>	<b>38 441</b>
<b>Financial position</b>									
Total current assets	147 663	283 780	163 930		311 137				163 930
Total non current assets	286 975	431 969	328 953		296 932				328 953
Total current liabilities	53 413	33 460	62 133		34 850				62 133
Total non current liabilities	131 669	376 559	171 740		143 981				171 740
Community wealth/Equity	249 556	305 730	259 009		429 231				259 009
<b>Cash flows</b>									
Net cash from (used) operating	229 875	(14 037)	(5 154)	42 412	60 966	28 100	(28 264)	-101%	(5 154)
Net cash from (used) investing	(8 144)	(126 642)	(38 441)	21 861	18 956	(28 716)	(19 764)	69%	(38 441)
Net cash from (used) financing	–	107 232	26 577	–	–	–	–	–	26 577
<b>Cash/cash equivalents at the month/year end</b>	<b>391 482</b>	<b>229 595</b>	<b>125 069</b>	<b>168 485</b>	<b>168 485</b>	<b>141 443</b>	<b>(48 028)</b>	<b>-34%</b>	<b>125 041</b>
<b>Debtors &amp; creditors analysis</b>	<b>0-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>91-120 Days</b>	<b>121-150 Dys</b>	<b>151-180 Dys</b>	<b>181 Dys-1 Yr</b>	<b>Over 1Yr</b>	<b>Total</b>
<b>Debtors Age Analysis</b>									
Total By Income Source	22 851	13 155	1 382	2 957	443	444	6 144	35 184	82 560
<b>Creditors Age Analysis</b>									
Total Creditors	479	657	129	6	29	9	31	585	1 925

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

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

Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>	<b>1</b>									
<b>Revenue - Functional</b>										
<i><b>Governance and administration</b></i>		<b>221 855</b>	<b>285 116</b>	<b>281 821</b>	<b>61 197</b>	<b>223 878</b>	<b>248 981</b>	<b>(25 103)</b>	<b>-10%</b>	<b>281 821</b>
Executive and council		220 980	284 542	280 850	61 100	222 819	247 694	(24 875)	-10%	280 850
Finance and administration		875	574	971	97	1 059	1 286	(227)	-18%	971
Internal audit		-	-	-	-	-	-	-	-	-
<i><b>Community and public safety</b></i>		<b>8 440</b>	<b>8 175</b>	<b>12 091</b>	<b>895</b>	<b>7 345</b>	<b>9 588</b>	<b>(2 244)</b>	<b>-23%</b>	<b>12 091</b>
Community and social services		-	-	-	-	-	-	-	-	-
Sport and recreation		8 134	7 761	11 677	862	7 058	9 276	(2 218)	-24%	11 677
Public safety		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Health		306	414	414	33	286	312	(26)	-8%	414
<i><b>Economic and environmental services</b></i>		<b>166 063</b>	<b>174 784</b>	<b>194 010</b>	<b>22 009</b>	<b>156 122</b>	<b>127 186</b>	<b>28 936</b>	<b>23%</b>	<b>194 010</b>
Planning and development		-	-	-	-	-	-	-	-	-
Road transport		165 982	174 659	193 885	21 994	156 064	127 065	28 999	23%	193 885
Environmental protection		80	125	125	15	58	121	(63)	-52%	125
<i><b>Trading services</b></i>		<b>-</b>	<b>12 275</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-100%</b>	<b>-</b>
Energy sources		-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		-	12 275	-	-	-	(0)	0	-100%	-
<i><b>Other</b></i>	<b>4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue - Functional</b>	<b>2</b>	<b>396 358</b>	<b>480 350</b>	<b>487 921</b>	<b>84 101</b>	<b>387 345</b>	<b>385 755</b>	<b>1 590</b>	<b>0%</b>	<b>487 921</b>
<b>Expenditure - Functional</b>										
<i><b>Governance and administration</b></i>		<b>138 320</b>	<b>183 489</b>	<b>181 477</b>	<b>10 027</b>	<b>98 508</b>	<b>132 617</b>	<b>(34 110)</b>	<b>-26%</b>	<b>181 477</b>
Executive and council		48 486	51 514	51 265	3 132	29 819	36 078	(6 258)	-17%	51 265
Finance and administration		87 078	129 055	127 226	6 683	66 449	94 292	(27 843)	-30%	127 226
Internal audit		2 756	2 919	2 987	212	2 239	2 248	(8)	0%	2 987
<i><b>Community and public safety</b></i>		<b>83 854</b>	<b>89 679</b>	<b>89 798</b>	<b>8 251</b>	<b>64 663</b>	<b>65 003</b>	<b>(340)</b>	<b>-1%</b>	<b>89 798</b>
Community and social services		9 004	7 917	7 307	520	5 175	5 381	(206)	-4%	7 307
Sport and recreation		11 768	13 387	12 912	863	8 795	9 651	(857)	-9%	12 912
Public safety		26 063	28 916	28 928	4 093	21 207	20 046	1 162	6%	28 928
Housing		-	-	-	-	-	-	-	-	-
Health		37 019	39 460	40 652	2 775	29 486	29 925	(439)	-1%	40 652
<i><b>Economic and environmental services</b></i>		<b>188 785</b>	<b>197 403</b>	<b>219 648</b>	<b>24 377</b>	<b>163 077</b>	<b>159 252</b>	<b>3 824</b>	<b>2%</b>	<b>219 648</b>
Planning and development		16 743	16 302	18 853	1 673	15 780	14 074	1 707	12%	18 853
Road transport		168 568	177 203	197 136	22 455	144 678	142 513	2 165	2%	197 136
Environmental protection		3 474	3 898	3 660	249	2 618	2 666	(48)	-2%	3 660
<i><b>Trading services</b></i>		<b>2 178</b>	<b>14 051</b>	<b>2 704</b>	<b>209</b>	<b>1 456</b>	<b>1 585</b>	<b>(129)</b>	<b>-8%</b>	<b>2 704</b>
Energy sources		-	-	-	-	-	-	-	-	-
Water management		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		2 178	14 051	2 704	209	1 456	1 585	(129)	-8%	2 704
<i><b>Other</b></i>		<b>2 482</b>	<b>2 676</b>	<b>2 454</b>	<b>298</b>	<b>2 009</b>	<b>1 794</b>	<b>216</b>	<b>12%</b>	<b>2 454</b>
<b>Total Expenditure - Functional</b>	<b>3</b>	<b>415 618</b>	<b>487 297</b>	<b>496 081</b>	<b>43 162</b>	<b>329 713</b>	<b>360 251</b>	<b>(30 539)</b>	<b>-8%</b>	<b>496 081</b>
<b>Surplus/ (Deficit) for the year</b>		<b>(19 261)</b>	<b>(6 947)</b>	<b>(8 160)</b>	<b>40 939</b>	<b>57 633</b>	<b>25 504</b>	<b>32 129</b>	<b>126%</b>	<b>(8 160)</b>

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

### **Operating Revenue:**

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

The total revenue received by source for the 3<sup>rd</sup> quarter amounts to **R130,391,161**, against an adjusted budget of **R487,921,059**. This represents **27%** recording of revenue for the third quarter, this was slightly above the expected performance of 25% for the third quarter; 45% of the revenue received for the third quarter related to Transfers and Subsidies revenue, which includes the final instalment of the Equitable Share, and 45% of the revenue related to the Roads Agency function. The other 10% revenue received derived from interest on investments, fire services revenue, health services revenue and resorts revenue.

### **Operating Expenditure**

The total operating expenditure for the 3<sup>rd</sup> quarter amounts to **R115,345,241** against an adjusted budget of **R496,081,438**, representing **23%** of expenditure for the third quarter ending 31 March 2023.

More details regarding the operational expenditures are included in the report below under expenditure by type.

In Table C3, Financial Performance is reported by municipal vote:



#### 4.1.3 Table C3: Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote)

DC4 Garden Route - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q3 Third Quarter

Vote Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - Office of the Municipal Manager		221 115	284 542	280 850	61 100	222 819	247 694	(24 875)	-10,0%	280 850
Vote 2 - Office of the Municipal Manager (cont)		-	-	-	-	-	-	-	-	-
Vote 3 - Financial Services		8	-	-	-	-	-	-	-	-
Vote 4 - Financial Services (cont)		-	-	-	-	-	-	-	-	-
Vote 5 - Corporate Services		867	574	971	96	1 055	1 286	(231)	-18,0%	971
Vote 6 - Corporate Services (cont)		-	-	-	-	-	-	-	-	-
Vote 7 - Community Services		306	414	414	33	286	312	(26)	-8,2%	414
Vote 8 - Community Services (cont)		80	12 400	125	15	58	121	(63)	-51,8%	125
Vote 9 - Planning and Economic Development		-	-	-	1	4	-	4	#DIV/0!	-
Vote 10 - Planning and Economic Development (cont)		4 763	3 015	6 030	550	3 804	4 362	(557)	-12,8%	6 030
Vote 11 - Planning and Economic Development(cont2)		3 371	4 746	5 646	312	3 254	4 915	(1 661)	-33,8%	5 646
Vote 12 - Roads		165 982	174 659	193 885	21 994	156 064	127 065	28 999	22,8%	193 885
Vote 13 - Roads (cont)		-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	396 492	480 350	487 921	84 101	387 345	385 755	1 590	0,4%	487 921
Expenditure by Vote	1									
Vote 1 - Office of the Municipal Manager		55 068	56 625	58 888	3 533	34 766	42 003	(7 237)	-17,2%	58 888
Vote 2 - Office of the Municipal Manager (cont)		6 326	6 208	6 473	459	4 742	4 862	(120)	-2,5%	6 473
Vote 3 - Financial Services		18 395	20 275	21 235	1 038	14 291	15 934	(1 643)	-10,3%	21 235
Vote 4 - Financial Services (cont)		5 525	5 902	6 087	446	4 545	4 600	(55)	-1,2%	6 087
Vote 5 - Corporate Services		16 093	54 827	49 127	1 608	11 908	35 690	(23 782)	-66,6%	49 127
Vote 6 - Corporate Services (cont)		24 572	26 371	26 200	1 518	18 259	19 790	(1 531)	-7,7%	26 200
Vote 7 - Community Services		48 451	51 577	52 097	3 605	37 586	38 371	(785)	-2,0%	52 097
Vote 8 - Community Services (cont)		30 589	45 657	34 060	4 472	24 437	23 399	1 038	4,4%	34 060
Vote 9 - Planning and Economic Development		16 728	17 965	17 800	1 877	16 162	13 130	3 032	23,1%	17 800
Vote 10 - Planning and Economic Development (cont)		22 365	21 210	23 470	1 773	15 771	17 364	(1 593)	-9,2%	23 470
Vote 11 - Planning and Economic Development(cont2)		2 939	3 478	3 509	376	2 568	2 595	(27)	-1,1%	3 509
Vote 12 - Roads		98 845	101 065	125 593	13 232	93 450	91 820	1 630	1,8%	125 593
Vote 13 - Roads (cont)		69 723	76 138	71 542	9 223	51 228	50 693	535	1,1%	71 542
Vote 14 -		-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	415 618	487 297	496 081	43 162	329 713	360 251	(30 539)	-8,5%	496 081
Surplus/ (Deficit) for the year	2	(19 126)	(6 947)	(8 160)	40 939	57 633	25 504	32 129	126,0%	(8 160)

Revenue and expenditure reflects the operating performance per municipal vote. This is in accordance with the Government Financial Statistics (GFS) classification of the National Treasury.

Most of the municipal income is budgeted under the Executive and Council function and roads agency function. Sport and Recreation (Resorts) is the other main municipal function where income budgeting is recorded.

Expenditure per municipal vote is distributed to ensure that the municipal expenditure reflects the functions where expenditure is allocated. This is done to ensure implementation of the Integrated Development Plan (IDP) and for Annual Reporting.

#### 4.1.4 Table C4: Monthly Budget Statement - Financial Performance (revenue and expenditure)

DC4 Garden Route - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q3 Third Quarter

Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue By Source										
Property rates		–	–	–	–	–	–	–		–
Service charges - electricity revenue		–	–	–	–	–	–	–		–
Service charges - water revenue		–	–	–	–	–	–	–		–
Service charges - sanitation revenue		–	–	–	–	–	–	–		–
Service charges - refuse revenue		–	11 168	–	–	–	0	(0)	-100%	–
Rental of facilities and equipment		1 039	2 469	2 469	266	960	1 909	(949)	-50%	2 469
Interest earned - external investments		8 271	9 010	9 560	458	6 130	4 389	1 741	40%	9 560
Interest earned - outstanding debtors		2 751	3 180	3 180	400	2 975	2 380	595	25%	3 180
Dividends received		–	–	–	–	–	–	–		–
Fines, penalties and forfeits		–	–	–	–	–	–	–		–
Licences and permits		80	125	125	15	58	121	(63)	-52%	125
Agency services		183 028	189 287	209 328	23 161	166 609	138 372	28 237	20%	209 328
Transfers and subsidies		183 567	228 660	232 030	56 892	187 790	215 213	(27 423)	-13%	232 030
Other revenue		17 556	22 711	25 630	2 309	17 222	19 171	(1 949)	-10%	25 630
Gains		8	2 540	–	–	–	(0)	0	-100%	–
Total Revenue (excluding capital transfers and contributions)		396 301	469 150	482 321	83 501	381 745	381 555	190	0%	482 321
Expenditure By Type										
Employee related costs		275 308	288 669	284 510	21 903	213 620	213 647	(27)	0%	284 510
Remuneration of councillors		11 829	12 542	13 286	1 042	9 612	9 964	(353)	-4%	13 286
Debt impairment		5 976	1 560	1 560	–	–	1 170	(1 170)	-100%	1 560
Depreciation & asset impairment		4 605	4 986	4 982	473	3 334	3 736	(403)	-11%	4 982
Finance charges		28	73	73	–	–	55	(55)	-100%	73
Bulk purchases - electricity		–	–	–	–	–	–	–		–
Inventory consumed		44 148	51 011	53 073	9 493	40 277	38 806	1 471	4%	53 073
Contracted services		20 812	79 177	68 025	4 024	20 070	48 286	(28 216)	-58%	68 025
Transfers and subsidies		5 296	1 835	3 703	90	1 760	2 354	(594)	-25%	3 703
Other expenditure		47 465	47 370	66 795	6 157	41 024	42 178	(1 154)	-3%	66 795
Losses		152	73	73	(21)	17	55	(38)	-70%	73
Total Expenditure		415 618	487 297	496 081	43 162	329 713	360 251	(30 539)	-8%	496 081
Surplus/(Deficit)		(19 317)	(18 147)	(13 760)	40 339	52 033	21 304	30 729	0	(13 760)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		–	4 000	5 600	600	5 600	4 200	1 400	0	5 600
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)		134	–	–	–	–	–	–		–
Transfers and subsidies - capital (in-kind - all)		57	7 200	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions		(19 126)	(6 947)	(8 160)	40 939	57 633	25 504			(8 160)
Taxation		–	–	–	–	–	–	–		–
Surplus/(Deficit) after taxation		(19 126)	(6 947)	(8 160)	40 939	57 633	25 504			(8 160)
Attributable to minorities		–	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality		(19 126)	(6 947)	(8 160)	40 939	57 633	25 504			(8 160)
Share of surplus/ (deficit) of associate		–	–	–	–	–	–			–
Surplus/ (Deficit) for the year		(19 126)	(6 947)	(8 160)	40 939	57 633	25 504			(8 160)

## **Revenue by Source**

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

### Interest earned – External Investments:

Reflects the interest earned in respect of surplus funds not immediately needed in the operations of the municipality over the short-term period. Interest on external investments received for the third quarter ending 31 March 2023 amounted to R2,388,037. The bulk of the investments have not matured yet, it is invested for more than 30 days, and the interest will only be realised on the date of maturity hence the reason for under performance against budgeted amount versus actual year-to-date. Investments for longer periods yield higher interest returns.

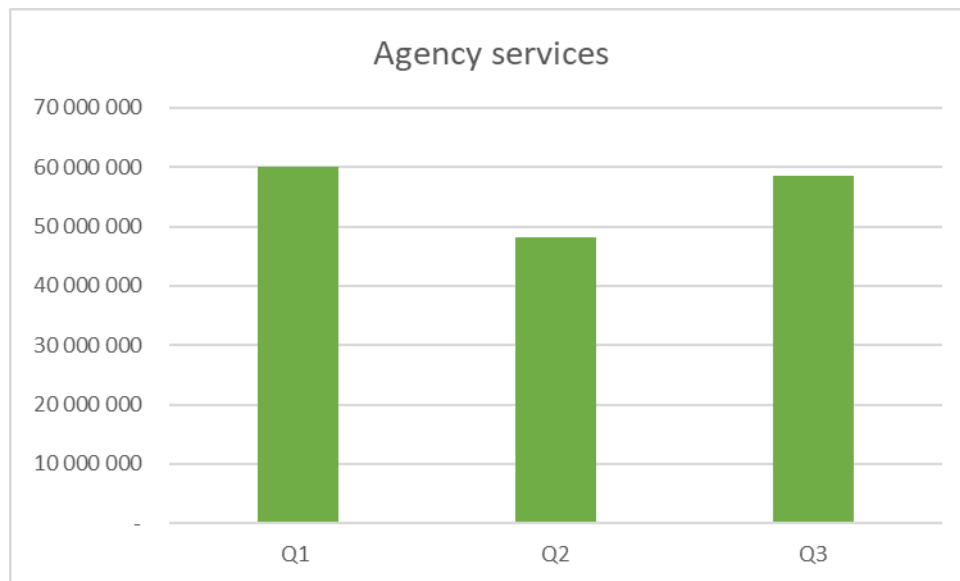
### Interest raised – Outstanding debtors

Interest on outstanding debtors for the third quarter ending 31 March 2023 amounted to R1,157,486. The majority of the debtors are firefighting debtors.

### Agency services

The municipality performs an agency function on behalf of the Department of Transport – Roads department. Monthly agency fees are collected from the department. 12% Admin fee is received on the original allocation and 6% on any additional allocations. An amount of R58,425,218 was recorded for the third quarter ending 31 March 2023, the amount includes the admin fee as well as the revenue recognised in relating to the actual expenditure that is reimbursed from the provincial Roads allocation.

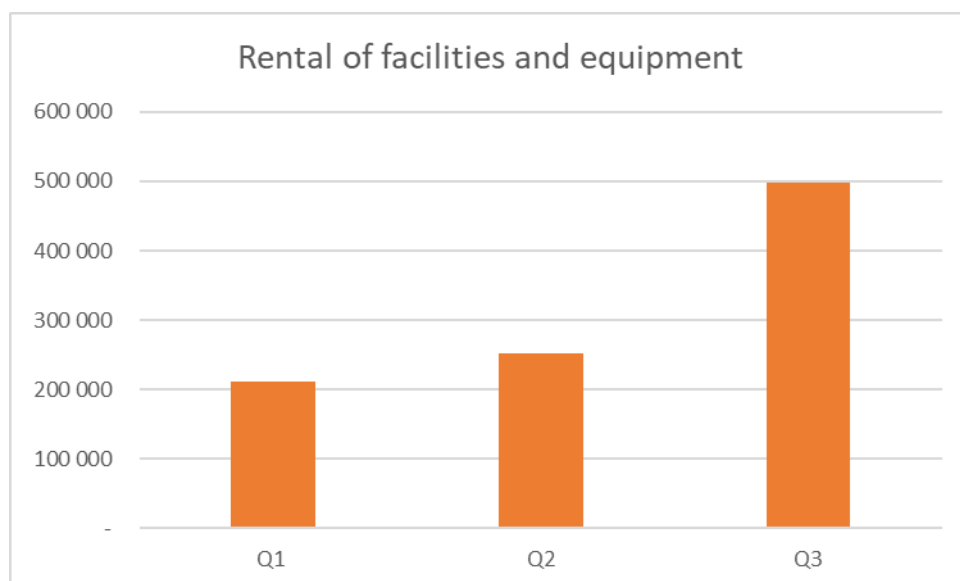
For the period 1 April 2022 – 31 March 2023 (Provincial year-end) 98% of the total allocation by Province was spend for the provincial year-end for performing the road function on behalf of Province.



Rental of facilities and equipment:

Rental of facilities and equipment for the third quarter ending 31 March 2023 amounted to R497,088. The actual performance is 18% off the year-to-date budget, the expectation is that the income will rise within the next quarter. The property section in the Planning and Economic Development Department is in process of reviewing expired lease agreements, once this is finalized leases can be billed on the debtor system which will increase the revenue from facilities.

As can be seen from the graph, there is already an increase in quarter three for income from rentals as the process is progressing with new lease agreements that can be billed on the system.

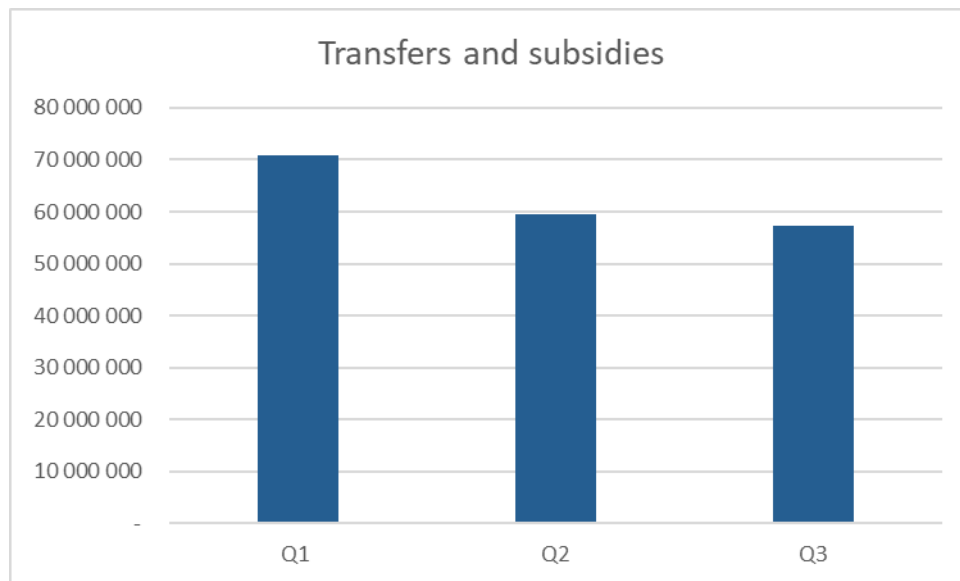


### Transfers recognised – operational

The transfers recognised represents the allocations as promulgated in the National and Provincial Division of Revenues Act's respectively. The first instalment of R67,361,000 for the Equitable Share was received during July 2022. The municipality received its first instalment of R1,815,000 for the Rural Roads Assets Management Grant during July 2022. The municipality received R1,000,000 for the Financial Management Grant (FMG), R610,000 the first instalment of the EPWP grant and a R2,000,000 for the EEDS grant from the National Treasury for the month end 31 August 2022.

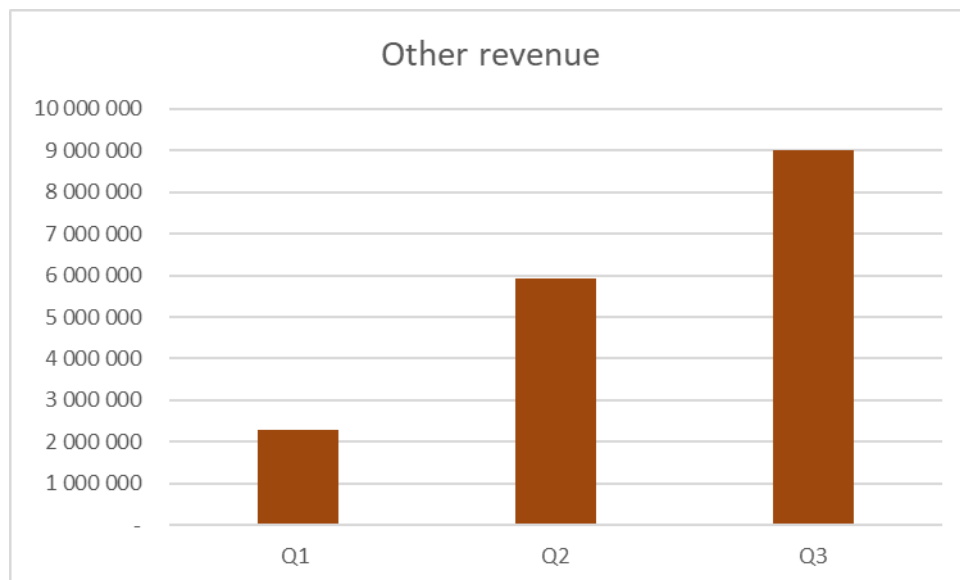
The amount of R1,500,000 was received for Safety Initiative Implementation Plan during the month of October 2022. The municipality received the second instalment to the amount of R1,098,000 for the EPWP grant during the month of 30 November 2022. The municipality received the second instalment of the Equitable Share to the amount of R56,997,000 during the month of 31 December 2022. The municipality received no income from the grants for the month end 31 January 2023. The municipality recorded R300,000 for the Western Cape Financial Recovery Services Grant and R100,000 for Disaster Internship Grant from Provincial Treasury.

The last payment from National Treasury with regards to the EEDS grant to the amount of R1,000,000 were also received during the month of February 2023. The municipality received the last instalment of the Equitable Share to the amount of R48,363,000, R732,000 for the EPWP grant and R779,000 for the Rural Roads Asset Management Grant from National Treasury during the month of 31 March 2023. The Provincial Treasury transferred R5,000,000 with regards to the Human Settlements and an amount of R1,600,000 for the Emergency Municipal Load-Shedding Relief Grant during the month of 31 March 2023.



#### Other revenue / Sundry income

Other revenue reflects an amount of R9,014,704 for the third quarter ending 31 March 2023. Other revenue mostly consists of the following: Fire services revenue and health services revenue. The third quarter is the peak of fire breakouts, due to high temperatures, mountain winds which result in the faster spread of fires.



### **Expenditure by Type**

Expenditure by type reflects the operational budget per main type/category of expenditure:

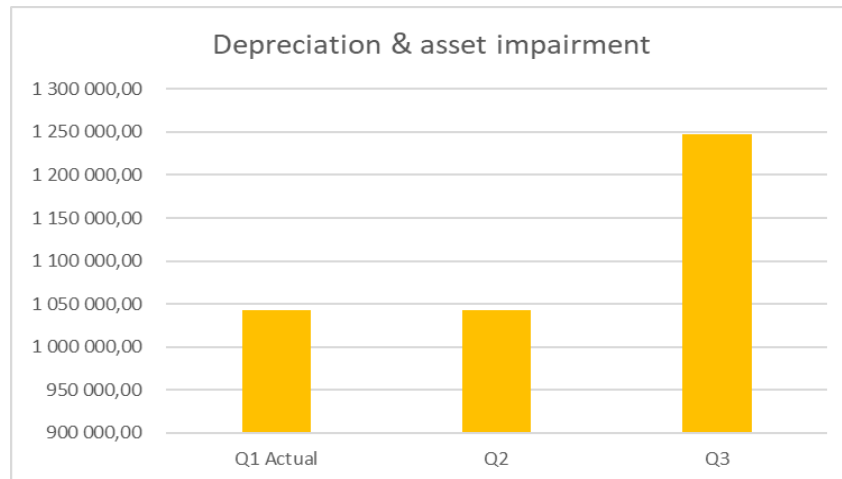
#### Employee Related cost / Remuneration of councillors

Remuneration related expenditure for the third quarter ending 31 March 2023 amounted to R69,675,667 of an adjusted budgeted amount of R297,796,375 that represents 23% of the budgeted amount, slightly below the 25%, however the bonus of employees are paid in November and December (quarter 2) and the adjustments to the post-retirement benefits are only processed after year-end after the actuarial valuations have been performed.



#### Debt Impairment / Depreciation and asset impairment

Debt Impairment of R0,00 and depreciation of R1,247,919 was recognised for the 3<sup>rd</sup> quarter ending 31 March 2023. Debt impairment is performed after year-end and debtor balances have been finalized for financial year.



These items account for non-cash budgeted items. The fixed asset register module must still be fully implemented at Garden Route DM by the service provider of the financial system. The municipality are awaiting the service provider to implement the new fixed asset management system as the previous asset management system provider (Market Demand) terminated its services under the mSCOA contract. Phoenix had to develop a new asset register (at no additional cost to municipalities, as this was an mSCOA requirement when National Treasury awarded the transversal tender for financial systems). Garden Route DM must first test the new proposed asset register extensively to ensure it meets the requirements of mSCOA and GRAP and fully integrates seamlessly and correctly with the financial system before it can be implemented. The Asset Verification module has been implemented – the GRAP implementation testing will be done during the course of the year.

#### Finance charges

The municipality have no outstanding loans but it is envisioned that a loan will be taken out for the financing of the regional landfill site to be constructed.

#### Other materials

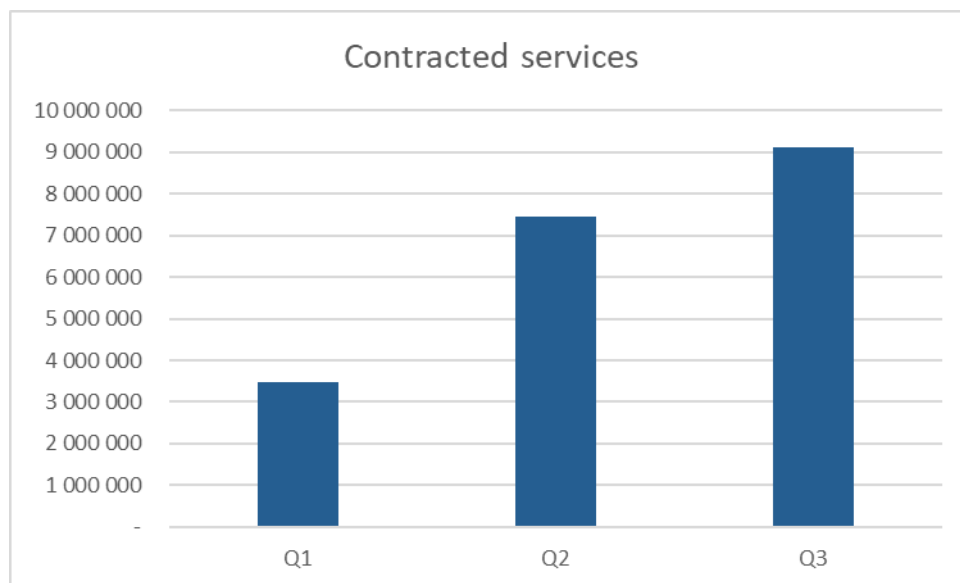
Other materials consist of all inventory consumed purchases for materials and supplies and amounts to R19,540,774 for the third quarter ended 31 March 2023 against an adjusted budgeted amount of R53,073,043. The provincial year end for the roads is 31 March 2023 (quarter 3), during the third quarter spending is accelerated to ensure the full allocation received is spend before the provincial year-end.





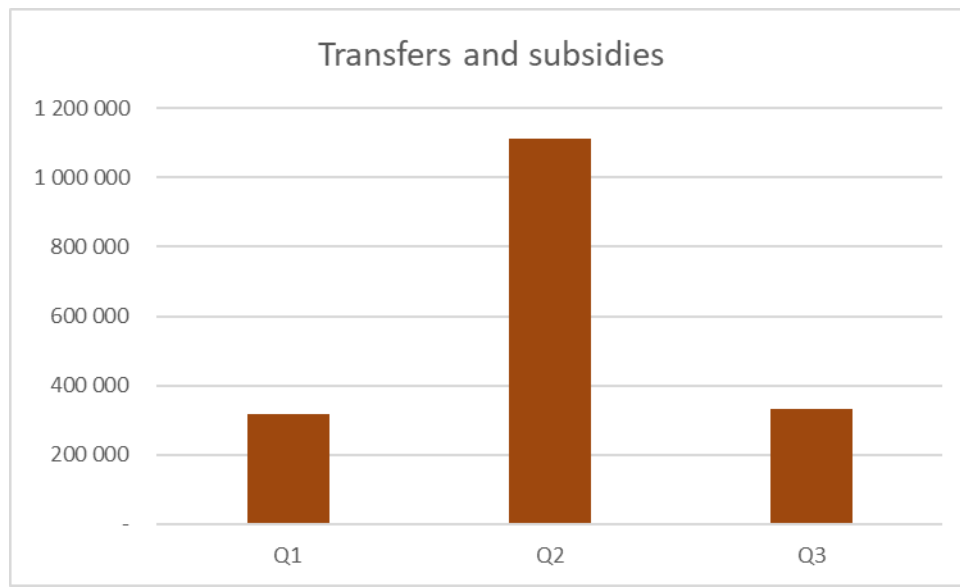
### Contracted services

Contracted services amounted to R9,122,729 for the third quarter ending 31 March 2023 and related mostly to the aerial fire fighting support, refer to previous section, peak fire season is usually during the third quarter.



### Transfers and subsidies

The transfers and subsidies expenditure for the third quarter ended 31 March 2023 amounts to R330,929 against an adjusted budgeted amount of R3,703,388. Refer to above section setting out which grants have been received from 1 July 2022.

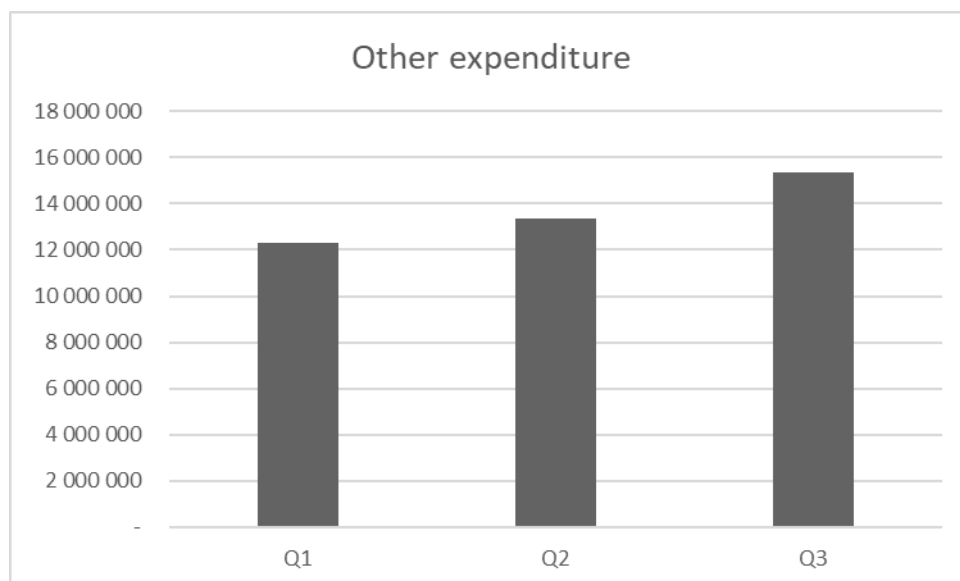


### Other expenditure

Other expenditure reflects all other expenses not specifically mentioned and amounts to R15,365,018 for the third quarter ended 31 March 2023.

The other expenditure consists of the following:

- Operating costs and Operating Projects (own funds), refer to Section 12 for the detail of the operating projects.



#### 4.1.5 Table C5: Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding)

Variances explained in Supporting Table C5

DC4 Garden Route - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q3 Third

Vote Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>	1									
<b>Multi-Year expenditure appropriation</b>	2									
Vote 1 - Office of the Municipal Manager		10	30	30	-	13	30	(17)	-57%	30
Vote 2 - Office of the Municipal Manager (cont)		-	-	-	-	-	-	-	-	-
Vote 3 - Financial Services		19	30	30	11	20	23	(2)	-10%	30
Vote 4 - Financial Services (cont)		-	-	-	-	-	-	-	-	-
Vote 5 - Corporate Services		30	30	10	-	5	7	(2)	-27%	10
Vote 6 - Corporate Services (cont)		16	250	500	12	211	375	(164)	-44%	500
Vote 7 - Community Services		26	6 890	5 474	718	1 269	4 105	(2 836)	-69%	5 474
Vote 8 - Community Services (cont)		3 617	107 382	26 727	75	715	20 045	(19 331)	-96%	26 727
Vote 9 - Planning and Economic Development		33	6 030	245	-	95	179	(84)	-47%	245
Vote 10 - Planning and Economic Development (cont)		7 344	4 800	5 425	1 083	2 508	3 951	(1 443)	-37%	5 425
Vote 11 - Planning and Economic Development(cont2)		-	-	-	-	-	-	-	-	-
Vote 12 - Roads		-	-	-	-	-	-	-	-	-
Vote 13 - Roads (cont)		-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-
<b>Total Capital Multi-year expenditure</b>	4,7	11 096	125 442	38 441	1 900	4 836	28 716	(23 880)	-83%	38 441
<b>Single Year expenditure appropriation</b>	2									
Vote 1 - Office of the Municipal Manager		(862)	-	-	-	-	-	-	-	-
Vote 2 - Office of the Municipal Manager (cont)		-	-	-	-	-	-	-	-	-
Vote 3 - Financial Services		-	-	-	-	-	-	-	-	-
Vote 4 - Financial Services (cont)		-	-	-	-	-	-	-	-	-
Vote 5 - Corporate Services		376	-	-	-	-	-	-	-	-
Vote 6 - Corporate Services (cont)		3 533	-	-	-	-	-	-	-	-
Vote 7 - Community Services		732	-	-	-	-	-	-	-	-
Vote 8 - Community Services (cont)		368	-	-	-	-	-	-	-	-
Vote 9 - Planning and Economic Development		1	1 200	-	-	-	-	-	-	-
Vote 10 - Planning and Economic Development (cont)		15	-	-	-	-	-	-	-	-
Vote 11 - Planning and Economic Development(cont2)		-	-	-	-	-	-	-	-	-
Vote 12 - Roads		5 463	-	-	-	-	-	-	-	-
Vote 13 - Roads (cont)		-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-
Vote 15 -		9 486	-	-	-	-	-	-	-	-
<b>Total Capital single-year expenditure</b>	4	19 112	1 200	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>		30 208	126 642	38 441	1 900	4 836	28 716	(23 880)	-83%	38 441

The approved adjusted capital budget for the 2022/23 financial year totals **R38,440,814**. 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 tender for the construction

of the Regional Waste Management Facility has been awarded, contract negotiations are underway.

For the third quarter, capital expenditure was **R1,993,952**, representing **5%** of the budget. Refer to paragraph above explaining why this is the case, as the majority of the budget is on projects whose expenditure is set to be incurred later in the year.

The building of the fire station was also adjusted with the adjustment budget of February as the building will be spread over 22/23 and 23/24 financial year.

#### 4.1.6 Table C6: Monthly Budget Statement - Financial Position

DC4 Garden Route - Table C6 Monthly Budget Statement - Financial Position - Q3 Third Quarter

Description	Ref	2021/22	Budget Year 2022/23			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
<b>R thousands</b>	<b>1</b>					
<b>ASSETS</b>						
<b>Current assets</b>						
Cash		140 851	224 260	115 997	33 485	115 997
Call investment deposits		276	5 000	5 276	135 000	5 276
Consumer debtors		11 152	4 368	10 590	100 520	10 590
Other debtors		(12 083)	42 789	24 719	33 109	24 719
Current portion of long-term receivables		4 341	4 246	4 293	4 293	4 293
Inventory		3 126	3 117	3 053	4 729	3 053
<b>Total current assets</b>		<b>147 663</b>	<b>283 780</b>	<b>163 930</b>	<b>311 137</b>	<b>163 930</b>
<b>Non current assets</b>						
Long-term receivables		54 321	61 388	62 764	62 764	62 764
Investments		27	27	28	28	28
Investment property		64 207	57 400	64 187	64 106	64 187
Investments in Associate		–	–	–	–	–
Property, plant and equipment		166 881	313 383	201 060	168 583	201 060
Biological		–	–	–	–	–
Intangible		1 538	(228)	913	1 450	913
Other non-current assets		–	–	–	–	–
<b>Total non current assets</b>		<b>286 975</b>	<b>431 969</b>	<b>328 953</b>	<b>296 932</b>	<b>328 953</b>
<b>TOTAL ASSETS</b>		<b>434 638</b>	<b>715 749</b>	<b>492 882</b>	<b>608 068</b>	<b>492 882</b>
<b>LIABILITIES</b>						
<b>Current liabilities</b>						
Bank overdraft		–	–	–	–	–
Borrowing		(213)	536	100	100	100
Consumer deposits		406	374	468	671	468
Trade and other payables		32 954	948	34 722	7 577	34 722
Provisions		20 265	31 602	26 843	26 502	26 843
<b>Total current liabilities</b>		<b>53 413</b>	<b>33 460</b>	<b>62 133</b>	<b>34 850</b>	<b>62 133</b>
<b>Non current liabilities</b>						
Borrowing		725	236 166	26 583	–	26 583
Provisions		130 944	140 393	145 157	143 981	145 157
<b>Total non current liabilities</b>		<b>131 669</b>	<b>376 559</b>	<b>171 740</b>	<b>143 981</b>	<b>171 740</b>
<b>TOTAL LIABILITIES</b>		<b>185 082</b>	<b>410 019</b>	<b>233 873</b>	<b>178 837</b>	<b>233 873</b>
<b>NET ASSETS</b>	<b>2</b>	<b>249 556</b>	<b>305 730</b>	<b>259 009</b>	<b>429 231</b>	<b>259 009</b>
<b>COMMUNITY WEALTH/EQUITY</b>						
Accumulated Surplus/(Deficit)		191 854	245 217	206 079	376 301	206 079
Reserves		57 702	60 513	52 930	52 930	52 930
<b>TOTAL COMMUNITY WEALTH/EQUITY</b>	<b>2</b>	<b>249 556</b>	<b>305 730</b>	<b>259 009</b>	<b>429 231</b>	<b>259 009</b>

The financial position of Council is recorded at the end of the third quarter ending 31 March 2023.

#### 4.1.7 Table C7: Monthly Budget Statement - Cash Flow

DC4 Garden Route - Table C7 Monthly Budget Statement - Cash Flow - Q3 Third Quarter

Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates								-		
Service charges		-	11 168	-	-	-	0	(0)	-100%	-
Other revenue		(7 890)	81 249	79 608	26 151	187 824	60 276	(254 252)	-422%	79 608
Transfers and Subsidies - Operational		357 672	359 315	387 185	56 892	187 790	312 927	26 191	8%	387 185
Transfers and Subsidies - Capital		-	4 000	5 700	1 600	5 600	4 275	2 325	54%	5 700
Interest		2 978	9 010	9 560	458	6 130	4 389	(2 913)	-66%	9 560
Dividends								-		
Payments										
Suppliers and employees		(122 886)	(477 594)	(484 514)	(42 599)	(324 619)	(351 999)	(255 144)	72%	(484 514)
Finance charges		-	(73)	(73)	-	-	(55)	(55)	100%	(73)
Transfers and Grants		-	(1 112)	(2 619)	(90)	(1 760)	(1 713)	(1 713)	100%	(2 619)
NET CASH FROM/(USED) OPERATING ACTIVITIES		229 875	(14 037)	(5 154)	42 412	60 966	28 100	(28 264)	-101%	(5 154)
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE								-		
Decrease (increase) in non-current receivables								-		
Decrease (increase) in non-current investments				28	23 792	23 792		-		
Payments										
Capital assets		(8 144)	(126 642)	(38 441)	(1 931)	(4 836)	(28 716)	(19 764)	69%	(38 441)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(8 144)	(126 642)	(38 413)	21 861	18 956	(28 716)	(19 764)	69%	(38 441)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans								-		
Borrowing long term/refinancing		-	107 232	26 577	-	-	-	-		26 577
Increase (decrease) in consumer deposits								-		
Payments										
Repayment of borrowing								-		
NET CASH FROM/(USED) FINANCING ACTIVITIES		-	107 232	26 577	-	-	-	-		26 577
NET INCREASE/ (DECREASE) IN CASH HELD		221 730	(33 447)	(16 989)	64 273	79 922	(615)			(17 017)
Cash/cash equivalents at beginning:		169 752	263 042	142 058	168 485	88 563	142 058			142 058
Cash/cash equivalents at month/year end:		391 482	229 595	125 069		168 485	141 443			125 041

The municipal bank balance at 31 March 2023 totals R33 485 321 and the total balance of short term deposits were R85 000 000 and call account deposits amounted to R50 000 000. Total cash and cash equivalents available at month end is R168 485 321. Investments are invested for longer periods to ensure maximum interest is earned on excess funds.

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

<b>REPORTING MONTH: 31 MARCH 2023</b>		
<b>Commitments against Cash &amp; Cash Equivalents</b>		
<b>ITEM</b>	<b>Previous Month R'000</b>	<b>Current Month R'000</b>
Bank balance as at 31 March 2023	13 563 392,90	33 485 321,00
Other Cash & Cash Equivalents: Short term deposits	55 000 000,00	85 000 000,00
Other Cash & Cash Equivalents: Call accounts	20 000 000,00	50 000 000,00
<b>Total Cash &amp; Cash Equivalents:</b>	<b>88 563 392,90</b>	<b>168 485 321,00</b>
<b>LESS:</b>	<b>85 576 351,27</b>	<b>95 923 008,61</b>
Unspent Conditional Grants	7 460 842,00	7 460 842,00
Provision for staff leave	23 367 198,00	23 367 198,00
Provision for bonus	8 685 239,00	8 685 239,00
Post Retirement Benefits	24 535 000,00	24 535 000,00
Performance Bonus	1 409 384,00	1 409 384,00
Grant received in advance	-	-
Trade Payables	-	-
YTD Unspent Capital budget	3 739 845,60	2 980 443,60
YTD Unspent Operational budget	16 378 842,67	27 484 902,01
<b>Sub total</b>	<b>2 987 041,63</b>	<b>72 562 312,39</b>
<b>PLUS:</b>	<b>75 339 806,00</b>	<b>42 192 115,82</b>
VAT Receivable	1 751 533,00	1 751 533,00
Receivable Exchange	7 331 710,00	7 331 710,00
Department of Transport and Public Works	66 256 563,00	33 108 872,82
	<b>78 326 847,63</b>	<b>114 754 428,21</b>
<b>LESS OTHER MATTERS:</b>		
Capital Replacement Reserve	18 765 298,00	18 765 298,00
Employee Benefits Reserves	34 169 029,00	34 169 029,00
<b>Sub Total</b>	<b>25 392 520,63</b>	<b>61 820 101,21</b>
<b>LESS: CONTINGENT LIABILITIES</b>	<b>4 622 115,00</b>	<b>4 622 115,00</b>
Barry Louis Rae Trust	4 500 000,00	4 500 000,00
Portion of Portion 2 of Farm 238, Hooggekraal	32 115,00	32 115,00
Erf 99, Glentana	-	-
Labour disputes	90 000,00	90 000,00
<b>Recalculated available cash balance</b>	<b>20 770 405,63</b>	<b>57 197 986,21</b>
<b>Total actual March 2023 expenditure excluding Roads (expenditure paid and taken into account in cash balance)</b>	<b>19 490 787,10</b>	<b>21 309 523,12</b>

## PART 2 – SUPPORTING DOCUMENTATION

### SECTION 5 – DEBTORS' ANALYSIS

#### Supporting Table SC3

DC4 Garden Route - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q3 Third Quarter

Description		NT Code	Budget Year 2022/23									Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
			0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total			
R thousands														
Debtors Age Analysis By Income Source														
Trade and Other Receivables from Exchange Transactions - Water		1200	-	-	-	-	-	-	-	-	-	-	-	-
Trade and Other Receivables from Exchange Transactions - Electricity		1300	-	-	-	-	-	-	-	-	-	-	-	-
Receivables from Non-exchange Transactions - Property Rates		1400	-	-	-	-	-	-	-	-	-	-	-	-
Receivables from Exchange Transactions - Waste Water Management		1500	-	-	-	-	-	-	-	-	-	-	-	-
Receivables from Exchange Transactions - Waste Management		1600	-	-	-	-	-	-	-	-	-	-	-	-
Receivables from Exchange Transactions - Property Rental Debtors		1700	-	-	-	-	-	-	-	-	-	-	-	-
Interest on Arrear Debtor Accounts		1810	13	20	19	19	18	18	106	458	671	619	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure		1820	-	-	-	-	-	-	-	-	-	-	-	-
Other		1900	22 838	13 135	1 363	2 938	425	426	6 037	34 727	81 888	44 552	-	-
Total By Income Source		2000	22 851	13 155	1 382	2 957	443	444	6 144	35 184	82 560	45 172	-	-
2021/22 - totals only														
Debtors Age Analysis By Customer Group														
Organs of State		2200	(52)	20	19	43	18	18	185	2 215	2 466	2 479	-	-
Commercial		2300	-	-	-	-	-	-	-	-	-	-	-	-
Households		2400	2	-	-	-	-	-	-	-	2	-	-	-
Other		2500	22 902	13 135	1 363	2 914	425	426	5 959	32 969	80 092	42 693	-	-
Total By Customer Group		2600	22 851	13 155	1 382	2 957	443	444	6 144	35 184	82 560	45 172	-	-

Long outstanding debtors that mainly consist of old sundry debt and fire accounts, remains a concern for the municipality and management will continue to report in terms of progress made.

The majority of the firefighting accounts are disputed with regards to the origin of the fire and who is responsible for the payment of the account. The fire section have implemented an electronic system which will assist in the future with disputes.

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

The debtor section initiated debt collection processes and will report quarterly to the financial services committee on the debt collection process.



## SECTION 6 – CREDITORS' ANALYSIS

### Supporting Table C4

DC4 Garden Route - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q3 Third Quarter

Description		NT Code	Budget Year 2022/23								Prior year totals for chart (same period)
			0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	
R thousands											
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	450	657	129	6	29	9	31	585	1 896	-
Auditor General	0800	-	-	-	-	-	-	-	-	-	-
Other	0900	29	-	-	-	-	-	-	-	29	-
Total By Customer Type	1000	479	657	129	6	29	9	31	585	1 925	-

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

The main reason for long outstanding creditors are due to disputes that are addressed between suppliers and the municipality.

## SECTION 7 – INVESTMENT PORTFOLIO ANALYSIS

### 7.1 Investment monitoring information

The municipality invest access funds on a 30 days' short-term investment period or longer in order to maximise the interest received and to have cash readily available when needed and is done in line with the Cash Management and Investment Policy of council.

Departments provide cash flow projections on spending to the finance department, which enables the finance department to accurately perform cash flow projections.

This should be done in line with the Cash Management and Investment policy of council.

	Balance as at 01 March 2023	Movements for the month		Balance as at 31 March 2023	Interest earned Month	Interest earned Year to date
		Investments matured	Investments made			
<b>Garden Route District Municipality</b>						
Standard Bank	27 500 000,00	-10 000 000,00	25 000 000,00	42 500 000,00	201 773,97	2 315 305,48
ABSA	16 500 000,00	-6 000 000,00	15 000 000,00	25 500 000,00	104 312,88	1 064 824,67
Nedbank	11 000 000,00	-4 000 000,00	10 000 000,00	17 000 000,00	77 069,59	696 321,69
FNB	-	-	-	-	-	464 661,92
<b>BANK DEPOSITS</b>	<b>55 000 000,00</b>	<b>-20 000 000,00</b>	<b>50 000 000,00</b>	<b>85 000 000,00</b>	<b>383 156,44</b>	<b>4 541 113,76</b>

## SECTION 8 – ALLOCATION AND GRANT RECEIPTS AND EXPENDITURE

### 8.1 Supporting Table C6

DC4 Garden Route - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q3 Third Quarter

Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
<b>RECEIPTS:</b>	1,2									
<b>Operating Transfers and Grants</b>										
National Government:		173 756	181 160	182 938	50 874	179 755	182 203	(2 448)	-1,3%	182 938
Local Government Equitable Share		167 653	172 721	172 721	48 363	172 721	172 721	(0)	0,0%	172 721
Energy Efficiency and Demand Side Management Grant		–	1 000	1 000	1 000	1 000	750	250	33,3%	1 000
Expanded Public Works Programme Integrated Grant		2 071	2 440	2 440	732	2 440	2 440	–	–	2 440
Local Government Financial Management Grant		1 000	1 000	1 000	–	1 000	1 000	–	–	1 000
Municipal Systems Improvement Grant		–	1 405	1 405	–	–	1 405	(1 405)	-100,0%	1 405
Public Transport Network Grant		–	–	1 778	–	–	1 293	(1 293)	-100,0%	1 778
Rural Road Asset Management Systems Grant		3 032	2 594	2 594	779	2 594	2 594	–	–	2 594
Provincial Government:		9 639	6 500	9 251	5 000	6 800	3 155	3 645	115,5%	9 251
Capacity Building		9 639	6 500	9 251	5 000	6 800	3 155	3 645	115,5%	9 251
District Municipality:		–	–	–	–	–	–	–	–	–
Other grant providers:		172	41 000	39 840	1 018	1 135	29 880	(28 745)	-96,2%	39 840
Other Grants Received		172	41 000	39 840	1 018	1 135	29 880	(28 745)	-96,2%	39 840
								–	–	–
<b>Total Operating Transfers and Grants</b>	5	183 567	228 660	232 030	56 892	187 690	215 238	(27 548)	-12,8%	232 030
<b>Capital Transfers and Grants</b>										
National Government:		–	4 000	4 000	(1 000)	4 000	3 000	1 000	33,3%	4 000
Energy Efficiency and Demand Side Management Grant		–	4 000	4 000	(1 000)	4 000	3 000	1 000	33,3%	4 000
Provincial Government:		–	–	1 600	1 600	1 600	1 200	400	33,3%	1 600
Capacity Building		–	–	1 600	1 600	1 600	1 200	400	33,3%	1 600
Other grant providers:		191	7 200	–	–	–	–	–	–	–
Other Grants Received		191	7 200	–	–	–	–	–	–	–
<b>Total Capital Transfers and Grants</b>	5	191	11 200	5 600	600	5 600	4 200	1 400	33,3%	5 600
<b>TOTAL RECEIPTS OF TRANSFERS &amp; GRANTS</b>	5	183 758	239 860	237 630	57 492	193 290	219 438	(26 148)	-11,9%	237 630

Performance reporting on grants will be enhanced to ensure compliance with the Division of Revenue Act.

## 8.2 Supporting Table C7

DC4 Garden Route - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q3 Third Quarter

Description		Ref	2021/22	Budget Year 2022/23							
			Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands											
<u>EXPENDITURE</u>											
<u>Operating expenditure of Transfers and Grants</u>											
National Government:			8 926	8 439	10 217	737	5 402	8 157	(2 755)	-33,8%	10 217
Equitable Share									-		
Energy Efficiency and Demand Side Management Grant			-	1 000	1 000	12	95	750	(655)	-87,3%	1 000
Expanded Public Works Programme Integrated Grant			5 387	2 440	2 440	278	2 046	1 830	216	11,8%	2 440
Local Government Financial Management Grant			990	1 000	1 000	34	434	751	(317)	-42,2%	1 000
Municipal Systems Improvement Grant			-	1 405	1 405	-	-	702	(702)	-100,0%	1 405
Rural Road Asset Management Systems Grant			2 549	2 594	2 594	413	1 836	2 830	(994)	-35,1%	2 594
Public Transport Network Grant			-	-	1 778	-	991	1 293	(303)	-23,4%	1 778
Provincial Government:			169 627	179 655	200 491	22 471	148 064	143 763	4 301	3,0%	200 491
Infrastructure			166 019	173 155	192 255	22 042	141 487	138 082	3 405	2,5%	192 255
Capacity Building									-		
Other grant providers:			161	-	339	-	64	273	(208)	-76,4%	339
Expenditure on Other Grants			161	-	339	-	64	273	(208)	-76,4%	339
Total operating expenditure of Transfers and Grants:			178 714	188 094	211 048	23 207	153 530	152 193	1 337	0,9%	211 048
<u>Capital expenditure of Transfers and Grants</u>											
National Government:			-	4 000	4 000	1 083	1 083	3 000	(1 917)	-63,9%	4 000
Energy Efficiency and Demand Side Management Grant			-	4 000	4 000	1 083	1 083	3 000	(1 917)	-63,9%	4 000
Provincial Government:			-	-	1 815	-	95	1 356	(1 262)	-93,0%	1 815
Capacity Building			-	-	1 815	-	95	1 356			1 815
District Municipality:			-	-	-	-	-	-	-		-
Other grant providers:			381	7 200	-	-	-	0	(0)	-100,0%	-
Expenditure on Other Grants			381	7 200	-	-	-	0	(0)	-100,0%	-
Total capital expenditure of Transfers and Grants			381	11 200	5 815	1 083	1 178	4 356	(3 179)	-73,0%	5 815
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS											
			179 095	199 294	216 863	24 290	154 708	156 549	(1 841)	-1,2%	216 863

Performance reporting on grants will be enhanced to ensure compliance with the Division of Revenue Act that stipulates reporting on all grant performance should be done from the receiving officer. RSC Equitable Share is an unconditional grant hence the day-to-day running of the business are dependent on it.

## SECTION 9 – EXPENDITURE ON COUNCILLOR AND BOARD MEMBERS ALLOWANCES AND EMPLOYEE BENEFITS

### Supporting Table C8

DC4 Garden Route - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q3 Third Quarter

Summary of Employee and Councillor remuneration	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands		A	B	C						D
<b>Councillors (Political Office Bearers plus Other)</b>	1									
Basic Salaries and Wages		7 778	12 459	10 424	632	5 961	7 818	(1 857)	-24%	10 424
Pension and UIF Contributions		370	10	246	32	301	184	117	63%	246
Medical Aid Contributions		153	54	151	23	198	114	84	74%	151
Motor Vehicle Allowance		1 859	–	1 169	165	1 499	877	622	71%	1 169
Cellphone Allowance		1 035	20	586	83	726	440	287	65%	586
Housing Allowances		592	–	447	64	575	335	239	71%	447
Other benefits and allowances		42	–	263	43	353	197	155	79%	263
<b>Sub Total - Councillors</b>		<b>11 829</b>	<b>12 542</b>	<b>13 286</b>	<b>1 042</b>	<b>9 612</b>	<b>9 964</b>	<b>(353)</b>	<b>-4%</b>	<b>13 286</b>
<b>% increase</b>	4		<b>6,0%</b>	<b>12,3%</b>						<b>12,3%</b>
<b>Senior Managers of the Municipality</b>	3									
Basic Salaries and Wages		5 431	6 119	5 871	386	4 226	4 191	35	1%	5 871
Pension and UIF Contributions		(6 755)	1 178	1 963	52	563	1 472	(909)	-62%	1 963
Medical Aid Contributions		155	63	208	14	149	156	(7)	-4%	208
Overtime								–		
Performance Bonus		(28)	606	733	–	561	550	12	2%	733
Motor Vehicle Allowance		822	527	856	57	614	642	(28)	-4%	856
Cellphone Allowance		81	114	195	11	137	147	(10)	-7%	195
Housing Allowances		321	–	370	22	259	277	(18)	-7%	370
Other benefits and allowances		31	–	25	–	8	18	(11)	-57%	25
Payments in lieu of leave		260	–	–	–	–	–	–	–	–
Long service awards		–	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	2							–		
<b>Sub Total - Senior Managers of Municipality</b>		<b>318</b>	<b>8 608</b>	<b>10 221</b>	<b>543</b>	<b>6 518</b>	<b>7 453</b>	<b>(935)</b>	<b>-13%</b>	<b>10 221</b>
<b>% increase</b>	4		<b>2604,8%</b>	<b>3111,5%</b>						<b>3111,5%</b>
<b>Other Municipal Staff</b>										
Basic Salaries and Wages		161 970	172 635	166 654	13 903	127 584	125 461	2 123	2%	166 654
Pension and UIF Contributions		27 817	29 522	28 821	2 384	21 596	21 617	(21)	0%	28 821
Medical Aid Contributions		33 224	26 646	24 552	2 124	18 583	18 418	165	1%	24 552
Overtime		5 550	6 693	4 204	331	3 113	3 153	(39)	-1%	4 204
Performance Bonus		10 608	12 374	12 928	45	13 122	9 696	3 426	35%	12 928
Motor Vehicle Allowance		10 474	10 498	11 821	1 064	9 006	8 865	141	2%	11 821
Cellphone Allowance		129	124	132	10	93	101	(8)	-8%	132
Housing Allowances		2 370	3 137	2 481	198	1 844	1 860	(16)	-1%	2 481
Other benefits and allowances		16 947	10 444	8 452	633	6 565	6 338	227	4%	8 452
Payments in lieu of leave		2 231	1 213	7 551	614	5 594	5 663	(69)	-1%	7 551
Long service awards		–	80	–	–	–	–	–	–	–
Post-retirement benefit obligations	2	3 671	6 694	6 694	–	–	5 021	(5 021)	-100%	6 694
<b>Sub Total - Other Municipal Staff</b>		<b>274 990</b>	<b>280 061</b>	<b>274 290</b>	<b>21 360</b>	<b>207 102</b>	<b>206 194</b>	<b>908</b>	<b>0%</b>	<b>274 290</b>
<b>% increase</b>	4		<b>1,8%</b>	<b>-0,3%</b>						<b>-0,3%</b>
<b>Total Parent Municipality</b>		<b>287 137</b>	<b>301 212</b>	<b>297 796</b>	<b>22 945</b>	<b>223 232</b>	<b>223 611</b>	<b>(380)</b>	<b>0%</b>	<b>297 796</b>

Remuneration related expenditure for the third quarter ending 31 March 2023 amounted to **R69,675,667** of an adjusted budgeted amount of **R297,796,375** that represents **23%** of the budgeted amount.

**SECTION 10 – MATERIAL VARIANCES TO THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN**

The measurement of performance of the Municipality in terms of the implementation of the Service Delivery and Budget Implementation plan are reported in the indicated section below.

**SECTION 11 – CAPITAL PROGRAMME PERFORMANCE**

The table below provides information on capital budget spending:

SCOA config	Nr.	Project description	Original Budget R'000	Adjusted budget R'	YTD Expenditure R'	Status of project	Any challenges identified that is resulting in delays?
71120006635	1	Office furniture: Office MM	30 000,00	30 000	12 905	Order Issued to Supplier	No challenges anticipated
71010110001	2	Upgrading of buildings - Retrofitting EEDS	4 000 000,00	4 000 000	1 083 250	In Process	No challenges anticipated
71204240001	3	Office equipment: CFO	30 000,00	30 000	20 352	Order Issued to Supplier	No challenges anticipated
71207230002	4	Replacing ICT Capital Equipment beyond economical repairs	51 000,00	19 000		In Process	No challenges anticipated
71301240001	5	Office furniture: Exec Manager Corporate Services	26 500,00	6 500	5 477	In Process	No challenges anticipated
71120006639	6	Office Furniture & Equipment: Man Planning&Dev	30 000,00	30 000		Order Issued to Supplier	No challenges anticipated
71602230001	7	Mosselbay JOC equipment	1 000 000,00	1 000 000	687 358	Order Issued to Supplier	No challenges anticipated
71801240001	8	Office of the executive manager Community: office equipment	30 000,00	30 000	25 426	Order Issued to Supplier	No challenges anticipated
71801310001	9	Firestation: George	5 860 000,00	73 897	73 896	In Process	No challenges anticipated
72305230001	10	Hazmat Rescue & Fire Equipment	150 000,00	150 000	124 852	Order Issued to Supplier	No challenges anticipated
74402100901	11	Landfill Site: PPE	107 232 299,00	26 577 183	589 963	In Process	Project does show delays - no risk of loss to GRDM as project is not grant funded.
71207230003	12	Routers	8 000,00	35 570	33 025	Order Issued to Supplier	No challenges anticipated
71207230004	13	Network Infrastructure	173 000,00	166 987	152 267	Order Issued to Supplier	No challenges anticipated
71301104031	14	Loud Speakers	3 500,00	3 500		In Process	No challenges anticipated
71408102304	15	Banners: Human Settlements		15 000		Order Issued to Supplier	No challenges anticipated
71408104002	16	Fridges: Human Settlements		20 000	2 695	In Process	No challenges anticipated
71408104103	17	IT Equipment: Human Settlements		28 000		Order Issued to Supplier	No challenges anticipated
71408104122	18	Laptops: Human Settlements		40 000	35 930	Order Issued to Supplier	No challenges anticipated
71408400001	19	Office Furniture: Human Settlements		112 000	55 937	Order Issued to Supplier	No challenges anticipated
71207104112	20	Wireless Access Points	18 000,00	17 390	17 387	Completed	No challenges anticipated
71207102463	21	Replacing Urn	18 000,00	1 500	1 500	Completed	No challenges anticipated
71207104145	22	Monitor		2 195	2 195	Completed	No challenges anticipated
72205160001	23	Hot Springs Thatch Roofs		1 425 115	1 424 700	Completed	No challenges anticipated
71207104173	24	USB Port Replicator		7 358	4 778	In Process	No challenges anticipated
71602102321	25	Mobile Generators		1 600 000	0	In Process	No challenges anticipated
71801310002	26	Firestation: George		2 769 619	482 069	In Process	No challenges anticipated
72206102352	27	Electrical Equipment and tools		64 000	0	In Process	No challenges anticipated
71207102310	28	Backup Power System		67 300	0	In Process	No challenges anticipated
71207104151	29	Printers		25 200	0	In Process	No challenges anticipated
71207104152	30	Laptops		60 000	0	In Process	No challenges anticipated
71207104153	31	Manage Engine Licences		85 000	0	In Process	No challenges anticipated
71207104154	32	Network Cabinets		12 500	0	In Process	No challenges anticipated
<b>Totals</b>			<b>118 660 299,00</b>	<b>38 504 814</b>	<b>4 835 962</b>		

Project status: If the project is in the SCM process of being procured. Please state in which stage (planning, specification,				
<b>Commitments against capital for the month March 2023</b>				
71207230004	13	Network Infrastructure		14 720,10
71120006639	6	Office Furniture & Equipment: Man Planning&Dev		28 517,08
71408104103	17	IT Equipment: Human Settlements		13 509,00
71408400001	19	Office Furniture: Human Settlements		12 827,54
71602230001	7	Mosselbay JOC equipment		301 985,24
72305230001	10	Hazmat Rescue & Fire Equipment		22 741,58
74402100901	11	Landfill Site: PPE		218 878,75
		<b>Total Commitments</b>		<b>613 179,29</b>

## SECTION 12 – OPERATIONAL PROJECTS PERFORMANCE

Refer to table below for the actual expenditure against the budgeted amounts for the largest operational projects budgeted for in the 2022/23 financial year:




Cost Centre	Description	FULL YEAR TOTAL BUDGET	Year to date actual at the end of the 3rd Quarter 2022/23	% Spent
Office: of the Executive Mayor	Donations	240 000	184 010	76,67%
Office: of the Executive Mayor	Donations - Christmas Hampers	190 000	190 000	100,00%
Section 79/80 committees	Projects and donations - Portfolio: Community	50 000	16 035	32,07%
Section 79/80 committees	Projects and donations - Portfolio: Strategic	50 000	33 181	66,36%
Section 79/80 committees	Projects and donations - Portfolio: Corporate	50 000	45 000	90,00%
Section 79/80 committees	Projects and donations - Portfolio: Planning	50 000	46 100	92,20%
Section 79/80 committees	Projects and donations - Portfolio: Properties	50 000	21 764	43,53%
Section 79/80 committees	Projects and donations - Portfolio: Roads	50 000	45 380	90,76%
Marketing publicity & media	Municipal Newsletters -ExpOther expenditure	47 160	18 509	39,25%
Training & Development	Bursaries	304 398	116 093	38,14%
Training & Development	Facilitator - MMC	500 000	-	0,00%
OHS	Maintenance of Fire Equipment	83 200	59 484	71,50%
OHS	Medical for Employees	114 400	72 621	63,48%
Led	SCEP - Monetary allocations	104 348	104 348	100,00%
Led	Film Office	200 000	200 000	100,00%
Led	SME Support Programme	350 000	350 000	100,00%
Regional planning	Maintenance of equipment	374 173	288 544	77,12%
Regional planning	Maintenance of :Sanitation Infrastructure	62 400	36 566	58,60%
Regional planning	Maintenance of Water supply Infrastructure	280 800	156 228	55,64%
Regional planning	Maintenance of building: municipal offices	564 000	391 096	69,34%
Idp	IDP Rep Forum - Catering	35 000	43 787	125,11%
Tourism	Cater Care Project	479 000	478 261	99,85%
Tourism	Tourism Marketing	76 000	-	0,00%



Operational projects budgeted for in the 2022/23 financial year Continue:

Cost Centre	Description	FULL YEAR TOTAL BUDGET	Year to date actual at the end of the 3rd Quarter 2022/23	% Spent
EPWP Projects	EPWP Projects	2 440 000	2 335 077	95,70%
Fire fighting	Maintenance of Transport Assets	104 000	102 752	98,80%
Fire fighting	Maintenance of Transport Assets:Emergency	349 303	279 641	80,06%
Fire fighting	Maintenance of Mechanical Equipment	78 000	45 941	58,90%
Fire fighting	Maintenance of Transport Assets:Conditional Base	126 680	65 631	51,81%
Disaster Management	Maintenance of radio equipment	20 000	9 450	47,25%
Municipal Health Services: Administration	Sampling Equipment -ExpOther expenditure	30 000	767 943	2559,81%
Resorts: Swartvlei	Maintenance of Water supply infrastructure	13 312	-	0,00%
Resorts: Swartvlei	Maintenance of Sanitation infrastructure	86 736	-	0,00%
Resorts: Swartvlei	Maintenance of Community Assets:Sport and Recreation	44 304	555	1,25%
Resorts: Swartvlei	Maintenance of Community assets:Outdoor Facilities	78 000	43 187	55,37%
Resorts: Victoriabaai	Maintenance of Community assets	10 476	-	0,00%
Resorts: Victoriabaai	Maintenance of Community assets- outdoor facil	20 665	19 212	92,97%
Resorts: Victoriabaai	Maintenance of sanitation infrastructure	49 766	6 089	12,23%
Resorts: Victoriabaai	Maintenance of Water supply infrastructure	18 177	13 498	74,26%
Resorts: Calitzdorp Spa Resort	Maintenance of :Sanitation Infrastructure	88 400	44 973	50,87%
Resorts: Calitzdorp Spa Resort	Maintenance of :Water Supply	26 000	11 478	44,15%
Resorts: Calitzdorp Spa Resort	Maintenance of Buildings and Facilities -ExpOther	138 139	83 995	60,80%
Resorts: Calitzdorp Spa Resort	Maintenance of Community Assets: Outdoor Facilities	96 327	51 686	53,66%
Resorts: De Hoek Mountain Resort	Maintenance of Community Assets:Sport and Recreation	72 800	67 664	92,94%
Resorts: De Hoek Mountain Resort	Maintenance of Sanitation infrastructure Capital	72 800	46 156	63,40%
Resorts: De Hoek Mountain Resort	Maintenance of Water supply	13 314	3 830	28,76%
Resorts: De Hoek Mountain Resort	Maintenance of Community Assets:Outdoor Facilities	119 474	118 749	99,39%
Bulk infrastructure	Contracted Services	554 000	29 000	5,23%
Enviromental Management	GRES database maintenance and development and event management	135 587	60 500	44,62%
Air quality control	Air Quality Sampling	75 512	65 151	86,28%

## SECTION 13 – SECTION 11 WITHDRAWALS

 <b>PROVINCIAL TREASURY</b> <b>Withdrawals from Municipal Bank Accounts</b> <b>In accordance with Section 11, Sub-section 1 (b) to (j)</b> 			
<b>NAME OF MUNICIPALITY:</b>	GARDEN ROUTE DISTRICT MUNICIPALITY		
<b>MUNICIPAL DEMARCATION CODE:</b>	DC4		
<b>QUARTER ENDED:</b>	31-Mar-23		
<b>MFMA section 11.</b> (1) Only the <i>accounting officer</i> or the <i>chief financial officer</i> of a <i>municipality</i> , or any other senior financial <i>official</i> of the <i>municipality</i> acting on the written authority of the <i>accounting officer</i> may withdraw money or authorise the withdrawal of money from any of the <i>municipality's</i> bank accounts, and may do so only -	<b>Amount</b>	<b>Reason for withdrawal</b>	
	(b) to defray expenditure authorised in terms of section 26(4);	none	
	(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);	none	
	(d) in the case of a bank account opened in terms of section 12. to make payments from the account in accordance with subsection (4) of that section;	none	
	(e) to pay over to a person or organ of state money received by the <i>municipality</i> on behalf of that person or organ of state, including -	none	
	(i) money collected by the <i>municipality</i> on behalf of that person or organ of state by agreement; or	none	
	(ii) any insurance or other payments received by the <i>municipality</i> for that person or organ of state;	none	
	(f) to refund money incorrectly paid into a bank account;	none	
	(g) to refund guarantees, sureties and <i>security</i> deposits;	none	
	(h) for cash management and <i>investment</i> purposes in accordance with section 13;	R 85 000 000,00	Investments made for the 3rd Quarter
(i) to defray increased expenditure in terms of section 31; or			
(j) for such other purposes as may be <i>prescribed</i> .	R 115 345 241,00	Quarter 3 expenditure	
(4) The <i>accounting officer</i> must within 30 days after the end of each <i>quarter</i> -	<b>Name and Surname:</b> M Stratu		
(a) table in the <i>municipal council</i> a consolidated report of all withdrawals made in terms of subsection (1)(b) to (j) during that <i>quarter</i> ; and	<b>Rank/Position:</b> Municipal Manager		
(b) submit a copy of the report to the relevant <i>provincial treasury</i> and the <i>Auditor-General</i> .	<b>Signature:</b> 		
<b>Tel number</b>	<b>Fax number</b>	<b>Email Address</b>	
448 031 320		geraldine@grdm.gov.za	
<b>The completed form must reach Mr Edwin Nkuna at the Provincial Treasury, Private Bag x 9165, 7 Wale Street, Cape Town, 8000, Tel: 021 483 8662, Fax 021 483 8623, Email: enkuna@pgwc.gov.za on or before the 15th of the month following the end of each quarter.</b>			

## SECTION 14 – MUNICIPAL MANAGER'S QUALITY CERTIFICATE



54 York Street,  
George  
Western Cape  
6529

PO Box 12,  
George,  
Western Cape  
6530

Tel: 044 803 1300  
Fax: 086 555 6303  
E-mail: [info@gardenroute.gov.za](mailto:info@gardenroute.gov.za)  
[www.gardenroute.gov.za](http://www.gardenroute.gov.za)

## OFFICE OF THE MUNICIPAL MANAGER

Enquiries: Louise Hoek  
Reference: 6/1/1 – 22/23  
Date: 17 April 2023

Provincial Treasury  
Local Government Budget Analysis  
Private Bag X9165  
CAPE TOWN  
8000

National Treasury  
Local Government Budget Analysis  
Private Bag X115  
PRETORIA

Sir / Madam

**QUALITY CERTIFICATE**

I, MG STRATU, the accounting officer of **GARDEN ROUTE DISTRICT MUNICIPALITY (DC4)**, hereby certify that the–

- ☐ The monthly budget statement
- ☐ **Quarterly report on the implementation of the budget and financial state of affairs of the municipality**
- ☐ Mid- year budget and performance assessment

for the quarter ended **31 March 2023**, has been prepared in accordance with the Municipal Finance Management Act (Act 56 of 2003) and regulations made under the Act.

Print Name MONDE STRATU

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

Signature 

Date \_\_\_\_\_



**PERFORMANCE MANAGEMENT**

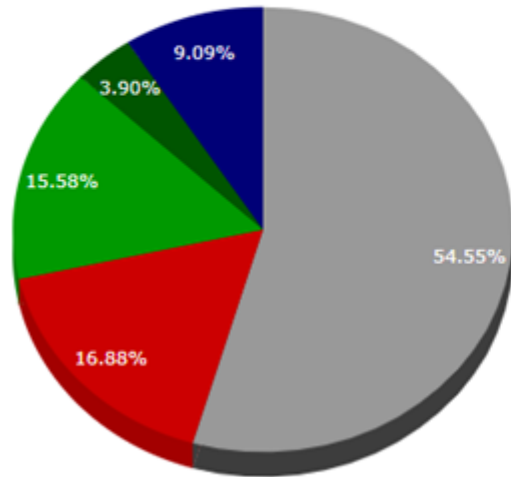
**Quarter 3(DRAFT)**

**January – March 2023**

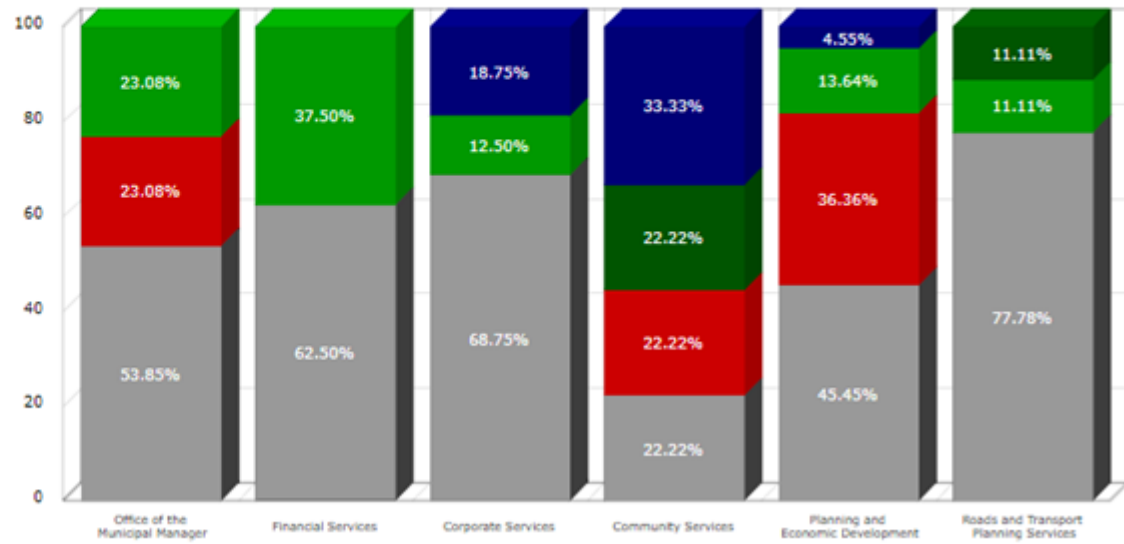
## Top Layer KPI Report

Report drawn on 17 April 2023 at 14:35  
for the months of Quarter ending March 2023 to Quarter ending March 2023.

Garden Route District Municipality



Responsible Directorate





	Garden Route District Municipality	Responsible Directorate						
		Office of the Municipal Manager	Financial Services	Corporate Services	Community Services	Planning and Economic Development	Roads and Transport Planning Services	[Unspecified]
■ Not Yet Applicable	42 (54.55%)	7 (53.85%)	5 (62.50%)	11 (68.75%)	2 (22.22%)	10 (45.45%)	7 (77.78%)	-
■ Not Met	13 (16.88%)	3 (23.08%)	-	-	2 (22.22%)	8 (36.36%)	-	-
■ Almost Met	-	-	-	-	-	-	-	-
■ Met	12 (15.58%)	3 (23.08%)	3 (37.50%)	2 (12.50%)	-	3 (13.64%)	1 (11.11%)	-
■ Well Met	3 (3.90%)	-	-	-	2 (22.22%)	-	1 (11.11%)	-
■ Extremely Well Met	7 (9.09%)	-	-	3 (18.75%)	3 (33.33%)	1 (4.55%)	-	-
<b>Total:</b>	<b>77</b>	<b>13</b>	<b>8</b>	<b>16</b>	<b>9</b>	<b>22</b>	<b>9</b>	<b>-</b>
	<b>100%</b>	<b>16.88%</b>	<b>10.39%</b>	<b>20.78%</b>	<b>11.69%</b>	<b>28.57%</b>	<b>11.69%</b>	<b>-</b>

**Performance Key:**

**KPI not applicable = Target not set for the term under review**

**KPI not Met** = 0 %< = Actual/Target< = 74.9%

**Almost Met** = 75 %< = Actual/Target < = 99.99%

**Met** = 100% Actual meets Target

**KPI Well Met** = 100.001% < = Actual/Target < = 149.9%

**KPI Extremely Well Met** = 150 000 %< = Actual/Target

**All corrective measures will be updated and communicated to Council during the approval of the adjustments per Top Level SDBIP serving before Council during May 2023.**

## Annexure A

OFFICE OF THE MUNICIPAL MANAGER										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to Date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL1	Develop and submit a plan to address the contingency liabilities of the organisation to Council by 31 August 2022	Plan developed and submitted to Council by 31 August 2022	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	1	0
TL2	Appoint a transferring attorney to implement the Council resolutions in relation to all properties that Council took a decision to transfer to various B-municipalities by 30 September 2022	Appointment of a transferring attorney by 30 September 2022	Financial Viability	New key performance indicator for 2022/23	0	0	N/A	-	1	1
TL3	Develop an action plan and submit a report to Council on the twinning agreement between GRDM and the City of Nampa by 30 November 2022	Action plan submitted to Council by 30 November 2022	Financial Viability	New key performance indicator for 2022/23	1	0	R	Document will be submitted to Council once the signed document is received from NAMPA	1	0
TL4	Complete 85% of the Risk Based Audit Plan (RBAP) for the 2022/23 financial year by 30 June 2023 [(Number of audits and tasks completed for the period identified in the RBAP/ Number of audits and tasks identified in the RBAP) x 100]	% of the Risk Based Audit Plan completed by 30 June 2023	Good Governance	94%	50%	50%	G	-	85%	50%

**All corrective measures will be updated and communicated to Council during the approval of the adjustments per Top Level SDBIP serving before Council during May 2023.**

OFFICE OF THE MUNICIPAL MANAGER										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to Date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL5	The percentage of the municipal capital budget spent on capital projects by 30 June 2023 [(Actual amount spent on capital projects /Total amount budgeted for capital projects) x 100]	% of capital budget spent by 30 June 2023	Financial Viability	92%	40%	13%	R	The tender for the landfill site will only be awarded in February 2023. the Capital expenditure projection on this projects, for the current year, is R 107m. This will not be realized and a revised cost estimates will be submitted and the budget for this project will be adjusted. The loan agreement has also not yet been finalized.	95%	15%
TL6	Compile and submit the final Oversight Report for 2021/22 to Council by 31 March 2023	Final Oversight Report for 2021/22 submitted to Council for adoption by 31 March 2023	Good Governance	1	1	0	R	KPI was achieved in December already	1	1
TL7	Submit an Operation Clean Audit Report (OPCAR) progress report to the Management Public Accounts Committee (MPAC) on a quarterly basis	OPCAR report submitted to MPAC quarterly	Good Governance	4	1	1	G	Meeting was scheduled for 20 March 2023, but postponed until 17 April 2023	4	2



TL8	Review Donations Policy and submit to Council by 30 September 2022	Number of policies submitted	Financial Viability	New key performance indicator for 2022/23	0	0	N/A	-	1	1
TL9	Award 10 external bursaries to qualifying candidates by 31 March 2023	Number of external bursaries awarded by March 2023	A Skilled Workforce and Communities	13	10	7	R	The available funding was split between the 7 approved candidates	10	7

OFFICE OF THE MUNICIPAL MANAGER										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to Date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL10	Develop and submit the 5 year Communication Strategy to Council by 30 September 2022	Communication Strategy developed and submitted to Council by 30 September 2022	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	1	1
TL11	Strategic Risk register of the Organization submitted to Council by 30 June 2023	Submit the Strategic Risk register to Council by 30 June 2023	Good Governance	1	0	0	N/A	-	1	N/A
TL12	Submit the draft Annual Performance Report for 2021/22 submitted to the Auditor-General by 31 August 2022	Draft Annual Performance Report for 2021/22 submitted to the Auditor-General by 31 August 2022	Good Governance	1	0	0	N/A	-	1	1

TL13	Submit the Section 52 non-performance report to APAC	Number of reports submitted to APAC	Good Governance	New key performance indicator for 2022/23	1	1	G		4	2
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FINANCIAL SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL14	Review the budget, cash and cash reserve policies in preparation for the final budget of 2023/24 and submit to Council by 31 March 2023	Reviewed policies submitted to Council for approval by 31 March 2023	Financial Viability	New key performance indicator for 2022/23	1	1	G	-	1	1
TL15	Compile and submit an implementation plan with tangible solutions for Debt Collection to Council by 30 September 2022	Implementation plan compiled and submitted to Council by September 2022	Financial Viability	New key performance indicator for 2022/23	0	0	N/A	-	1	1

TL16	Develop an action plan to implement the Long-term Financial Plan with focus on revenue generation and submit to Council for adoption by 31 January 2023	Submit plan to Council for adoption by 31 January 2023	Financial Viability	New key performance indicator for 2022/23	1	1	G	-	1	G
TL17	Achieve cash coverage ratio of 3 months. Financial viability measured in terms of the available cash to cover fixed operating expenditure by 30 June 2023[(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)]	Number of months that available cash is sufficient to cover the monthly operating expenditure	Financial Viability	3.85	0	0	N/A	-	3	3.62

FINANCIAL SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to Date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL18	Achieve a current ratio of 1.5 (Current assets : Current liabilities) by 30 June 2023	Number of times the Municipality can pay back its short term-	Financial Viability	2.7	0	0	N/A	-	1.5	N/A

		liabilities with its short-term assets by 30 June 2023								
TL19	Financial viability measured in terms of the municipality's ability to meet its service debt obligations by 30 June 2023 [(Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / (Total Operating Revenue - Operating Conditional Grant) x 100]	% of debt coverage	Financial Viability	0.03%	0%	0%	N/A	-	45%	N/A
TL20	Compilation of the Annual Financial Statements (AFS) for the 2021/22 financial year and submit to the Auditor- General (AG) by 31 August 2022	Compilation and submission of the AFS to the AG by 31 August 2022	Financial Viability	1	0	0	N/A	-	1	1
TL21	Compile the Mid-year Financial Statements for the 2022/23 financial year and submit to Audit Performance and Audit Committee (APAC) by 28 February 2023	Compilation and submission of the Mid-year Financial Statements to APAC by 28 February 2023	Financial Viability	1	1	1	G	-	1	1

ROADS AND TRANSPORT SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL22	Develop a Departmental Skills Development Plan for 2023/24 and submit to MANCOM by 30 June 2023	Departmental Skills Development Plan for 2023/24 submitted by June 2023	A Skilled Workforce and Communities	New key performance indicator for 2022/23	0	0	N/A	-	1	N/A
TL23	Develop a Rural Roads Strategy and submit to Council by 31 December 2022	Strategy submitted to Council by December 2022	Bulk Infrastructure and Co-ordination	New key performance indicator for 2022/23	0	0	N/A	-	1	1
TL24	Compile and submit a progress plan for the Rural Road Asset Management Systems (RRAMS) to MANCOM by 31 December 2022	RRAMS progress plan compiled and submitted to MANCOM by 31 December 2022	Bulk Infrastructure and Co-ordination	0	0	0	N/A	-	1	1
TL25	Create 60 job opportunities through the Roads Services by 30 June 2023	Number of Jobs created by 30 June 2023	A Skilled Workforce and Communities	91	0	0	N/A	-	60	43
TL26	Spent 95% of the roads budget allocation by 31 March 2023 (Actual expenditure divided by approved allocation received)	% of the roads spent by 31 March 2023	Financial Viability	92%	95%	98.80%	G2	Comment:  Unit of measurement to be adjusted to adhere to SMART principle	95%	98.80%

TL27	Reseal 27.06 km of roads by 30 June 2023	Number of km's of roads resealed	Reseal 27.06 km of roads by 30 June 2023	34.58	0	0	N/A	-	27.06	N/A
TL28	Regravel 30.38 km of roads by 30 June 2023	Number of km's of roads regavelled by 30 June 2023	Bulk Infrastructure and Co-ordination	3.57	0	0	N/A	-	30.38	N/A

ROADS AND TRANSPORT SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/ Comment	Target	Actual
TL29	Submit a quarterly consolidated report on the progress of all projects to MANCOM	Number of reports submitted to MANCOM	Good Governance	3	1	1	G	-	4	3
TL30	Compile a business plan for the Rural Road Asset Management Systems (RRAMS) and submit to MANCOM by 30 July 2022	RRAMS business plan compiled and submit to MANCOM by 30 July 2022	Bulk Infrastructure and Co-ordination	0	0	0	N/A	-	1	1

CORPORATE SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL31	Compile and submit a feasibility study report on the Skills Mecca projects to Council by 30 November 2022	Feasibility study report submitted to Council on the Skills Mecca projects by 30 November 2022	Financial Viability	New key performance indicator for 2022/23	0	0	N/A	-	1	1
TL32	Develop an Organisational Skills Development Plan for 2023/24 and submit to Council by 30 June 2023	Organisational Skills Development Plan for 2023/24 submitted by 30 June 2023	A Skilled Workforce and Communities	New key performance indicator for 2022/23	0	0	N/A	-	1	N/A
TL33	Compile an organisational report on the Skills Audit and submit to Council by 30 December 2022	Number of reports submitted	A Skilled Workforce and Communities	New key performance indicator for 2022/23	0	1	B	-	1	1
TL34	Submit a detailed report on how Organisational Structure is linked to the Organisational Budget to Council by 31 October 2022	Report submitted to Council by 31 October 2022	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	1	1
TL35	Review the External Bursary Policy and submit to Council for approval by 30 September 2022	External Bursary Policy submitted to Council by 30 September 2022	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	1	1
CORPORATE SERVICES										

KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL36	Number of people from employment equity target groups that will be appointed in the three highest levels of management during the 2022/23 financial year in compliance with the municipality's approved employment equity plan (senior officials & managers, professionals, technicians and associate professionals)	Number of people appointed in the three highest levels of management in compliance with the municipality's approved employment equity plan (senior officials & managers, professionals, technicians and associate professionals)	A Skilled Workforce and Communities	1	0	0	N/A	-	1	N/A
TL37	Spend 1% of personnel budget on training by 30 June 2023 [(Actual total training expenditure/total personnel budget) x 100]	% of the personnel budget spent on training by 30 June 2023	A Skilled Workforce and Communities	1%	0%	0%	N/A	-	1%	N/A
TL38	Limit vacancy rate to 10% of budgeted post by 30 June 2023[(Number of funded posts vacant/number of funded posts) x 100]	% vacancy rate	A Skilled Workforce and Communities	7.77%	0%	0%	N/A	-	10%	N/A
TL39	Review the organisational structure to align with the Municipal Staff Regulations and submit to Council by 30 June 2023	Organisational structure reviewed and submitted to Council by 30 June 2023	A Skilled Workforce and Communities	New key performance indicator for 2022/23	0	0	N/A	-	1	N/A



TL40	Award 10 internal bursaries to qualifying candidates by 31 March 2023	Number of internal bursaries awarded by March 2023	A Skilled Workforce and Communities	10	0	21	B	-	10	21
CORPORATE SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL41	Create training opportunities for EPWP appointees by 30 June 2023	Number of training opportunities created for EPWP appointees by 30 June 2023	A Skilled Workforce and Communities	132	0	0	N/A	-	30	N/A
TL42	Spend 95% of the capital budget for ICT by 30 June 2023 [(Actual capital expenditure for ICT/Capital budgeted amount for ICT) x 100]	% of capital budget spent for ICT	Financial Viability	98.3%	95%	84%	O		95%	84%
TL43	Submit detailed progress reports quarterly on the Effective Staff Utilization Policy to Council	Number of reports submitted	A Skilled Workforce and Communities	New key performance indicator for 2022/23	1	1	G	-	4	3
TL44	Develop a Gender Mainstreaming Action Plan and submit to Council by 31 July 2022	Number of actions plans submitted	A Skilled Workforce and Communities	1	0	0	N/A	-	1	1
TL45	Submit the GRSM Skills Mecca Progress reports to Council on a quarterly basis	Number of reports submitted	A Skilled Workforce and Communities	New key performance indicator for 2022/23	1	1	G	-	4	3

TL46	Develop a Protection of Personal Information (POPI) Policy and submit to Council by 31 December 2022	Policy developed and submitted to Council by 31 December 2022	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	1	1
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PLANNING AND ECONOMIC DEVELOPMENT										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL47	Submit a report on prioritisation of projects to Council, with focus on those that will generate revenue in the short term	Report submitted Council by 30 September 2022	Financial Viability	New key performance indicator for 2022/23	0	0	N/A	-	1	0
TL48	Submit a report to Council on the critical needs of each Municipality within the District by 30 September	Report submitted to Council by 30 September 2022	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	1	1

TL49	Submit a report to Council on identifying new strategies to strengthen community involvement in the IDP process by 30 November 2022	Report submitted to Council by 30 November 2022	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	1	1
TL50	Submit the Public Participation Policy to Council for approval by 31 August 2022	Policy submitted by 31 August 2022	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	1	1
TL51	Compile an implementation plan for all 7 strategic priorities as per the District Growth and Development Strategy and submit to Council by 28 February 2023	Implementation Plan compiled and submitted to Council by 28 February 2023	Good Governance	New key performance indicator for 2022/23	1	1	G	-	1	1
TL52	Report bi-annually to Council on the progress in terms of the Growth and Development Strategy initiatives within the District	Number of reports submitted	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	2	1
PLANNING AND ECONOMIC DEVELOPMENT										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL53	Develop a detailed business plan for capital projects and submit to potential funders by 28 February 2023	Detailed business plan for projects submitted to potential funders by 28 February 2023	Financial Viability	New key performance indicator for 2022/23	1	0	R	-	1	0

TL54	Submit quarterly reports to Council on the finalization of the transfer agreement of properties	Number of reports submitted	Good Governance	New key performance indicator for 2022/23	1	0	R	-	4	1
TL55	Submit a report with recommendations to Council on the disposal of vacant or undeveloped land by 31 December 2022	Report submitted by 31 December 2022	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	1	1
TL56	Develop a business plan for student accommodation and submit to Council by 28 February 2023	Business Plan submitted to Council by 28 February 2023	Financial Viability	New key performance indicator for 2022/23	1	0	R	-	1	0
TL57	Submit a Town Planning Strategy Framework to Council by 28 February 2023	Framework submitted by 28 February 2023	Good Governance	New key performance indicator for 2022/23	1	1	G	-	1	1
TL58	Review the Spatial Development Framework (SDF) and submit to Council by 31 March 2023	Reviewed SDF submitted to Council by 31 March 2023	Good Governance	New key performance indicator for 2022/23	1	0	R	-	1	0
TL59	Submit a detailed quarterly report to Council on the implementation of the Affordable Housing Pilot Projects (FLISP/GAP and Social Housing)	Number of reports submitted	Good Governance	New key performance indicator for 2022/23	1	0	R	No corrective measure required. Target was achieved before the deadlines	4	4

**PLANNING AND ECONOMIC DEVELOPMENT**

KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
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					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL60	Submit a proposal to Council on progressive acquisition of Public or Private Land for housing development by 31 October 2022	Proposal submitted to Council by 31 October 2022	Good Governance	New key performance indicator for 2022/23	0	0	N/A	-	1	2
TL61	Create job opportunities through the Expanded Public Works Programme (EPWP) for the organisation by 30 June 2023	Number of job opportunities created through the Expanded Public Works Programme (EPWP) by 30 June 2023	Grow an Inclusive District Economy	528	50	78	B	-	200	292
TL62	Compile and submit the Final Annual Report 2021/22 to Council by 31 December 2022	Final Annual Report for 2021/22 submitted to Council by 31 December 2022	Good Governance	1	0	0	N/A	-	1	1
TL63	Review and submit the Integrated Development Plan (IDP) for the 2022-2027 period to Council by 31 May 2023	IDP Review submitted to Council by 31 May 2023	Good Governance	1	0	0	N/A	-	1	N/A
TL64	Spend 95% of the project budget for the Fresh Produce Market in George by 30 June 2023 [(Actual amount spent on project /Total amount budgeted for project) x 100]	% of project budget spent	Grow an Inclusive District Economy	New key performance indicator for 2022/23	40%	0%	R	Expenditure will commence during the January – June 2023 cycle	95%	0%

PLANNING AND ECONOMIC DEVELOPMENT
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KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL65	Spend 95% of the project budget for upgrade of buildings [(retrofitting Early Emergency Detection System (EEDS)) by 30 June 2023 [(Actual amount spent on project /Total amount budgeted for project) x 100]	% of project budget spent	Grow an Inclusive District Economy	New key performance indicator for 2022/23	40%	10%	R	Expenditure will commence during the January – June 2023 cycle	95%	10%
TL66	Submit a report on proposed donated properties to Council by 31 December 2022	Report submitted to Council by 31 December 2022	Grow an Inclusive District Economy	New key performance indicator for 2022/23	1	1	G	-	1	1
TL67	Submit a report on the review of the lease agreement between GRDM and Oudtshoorn Municipality by 31 January 2023	Report submitted to Council by 31 January 2023	Grow an Inclusive District Economy	New key performance indicator for 2022/23	1	1	G	-	1	1
TL68	Compile a report on the status of all property leases and submit to Council by 30 September 2022	Report submitted to Council by 30 September 2022	Grow an Inclusive District Economy	New key performance indicator for 2022/23	0	0	N/A	-	1	0

COMMUNITY SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL69	Submit a plan to Council on the collection of outstanding fire accounts by 31 July 2022	Plan submitted to Council by 31 July 2022	Financial Viability	New key performance indicator for 2022/23	0	0	N/A	-	1	1
TL70	Compile and submit quarterly progress reports on the Regional Landfill Facility to Council	Number of reports submitted	Promote sustainable environmental management and public safety	New key performance indicator for 2022/23	1	3	B		4	5
TL71	Develop an early warning Climate Change system and submit bi-annual progress reports to Council	Number of reports submitted	Promote sustainable environmental management and public safety	New key performance indicator for 2022/23	0	0	N/A		2	1
TL72	Execute 4 emergency preparedness exercises and submit reports to the Portfolio Committee by 30 June 2023	Number of reports submitted by 30 June 2023	Health and public safety	4	1	2	B		4	5
TL73	Execute 4 emission testing (air quality) initiatives by 30 June 2023	Number of emission testing (air quality) initiatives executed by 30 June 2023	Health and public safety	8	1	4	B		4	8

COMMUNITY SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
TL74	Spend 95% of the project budget on the Mossel Bay Joint Operations Committee (JOC) equipment by 30 June 2023 [(Actual amount spent on project /Total amount budgeted for project) x 100]	% of project budget spent	Health and public safety	New key performance indicator for 2022/23	85%	99.40%	G2	-	95%	99.40%
TL75	Spend 95% of the project budget for the Fire station in George by 30 June 2023 [(Actual amount spent on project /Total amount budgeted for project) x 100]	% of project budget spent	Health and public safety	New key performance indicator for 2022/23	79%	19.60%	R	The service provider has been appointed and further spending will escalate with the construction of the Fire Station	95%	19.60%
TL76	Spend 95% of the project budget for the Regional Landfill Facility by 30 June 2023 [(Actual amount spent on project /Total amount budgeted for project) x 100]	% of project budget spent	Promote sustainable environmental management and public safety	New key performance indicator for 2022/23	60%	3%	R	The targets must be amended for the 2022/23 financial year during the adjustment period	95%	3%
TL77	Spend 95% of the project budget for Hazmat Rescue , Fire Equipment by 30 June 2023 [(Actual amount	% of project budget spent	Health and public safety	96.7%	90%	98.40%	G2	-	95%	98.40%



COMMUNITY SERVICES										
KPI Ref	KPI	Unit of Measurement	Strategic Objective	Baseline	Quarter ending March 2023				Yearly Target	Year to date
					Target	Actual	R	Corrective Measures/Comment	Target	Actual
	spent on project /Total amount budgeted for project) x 100]									

**All corrective measures will be updated and communicated to Council during the approval of the adjustments per Top Level SDBIP serving before Council during May 2023.**

**BACK TO AGENDA**

**1. REPORT ON THE APPOINTMENT OF THE CHIEF FINANCIAL OFFICER / *VERSLAG  
RAKENDE DIE AANSTELLING VAN DIE HOOF FINANSIËLE BEAMPTTE* / INGXELO  
UKUCHONGWA KWE GOSA ELIPHETHE I-OFISI ZEMALI**

**REPORT FROM THE SELECTION PANEL APPOINTED BY THE GARDEN ROUTE DISTRICT  
MUNICIPALITY**

**2. PURPOSE**

To obtain Council approval for the appointment and the acceptance of the Report from the selection panel on appointment of the Chief Financial Officer (hereinafter referred to as the Executive Manager: Financial Services) for Garden Route District Municipality.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

4.1 Council approved the recruitment process to fill the position of the Executive Manager: Financial Services during the meeting held on 13 January 2023. When the advertisement process closed, 46 applications had been received.

4.2 The Panel conducted the shortlisting and interviews and recommends to Council Mr Thembani Patrick Loliwe for appointment.

4.3 If Council approves the panel recommendations, the other legislative processes must be followed for the appointment of the recommended candidate, including informing the MEC for Local Government, contract negotiations and signing as well as the signing Performance agreements.

4.4 The report of the service provider details the process followed from the longlist up to the recommended candidate, and is attached as an **Annexure A**.

## **5. RECOMMENDATIONS**

- 5.1 That Council takes note of the content of the Selection Committee report.
- 5.2 That the recruitment and selection process as reflected in the Selection Committee Report, including the long list, short list and screening/reference report, be accepted.
- 5.3 That Council takes note that Mr Thembani Patrick Loliwe qualifies at an advanced level, for the appointment as Executive Manager: Financial Services.
- 5.4 That Council notes that the selection panel unanimously agrees and resolves to recommend the preferred candidate Mr Thembani Patrick Loliwe to be appointed.
- 5.5 That Council appoints Mr Thembani Patrick Loliwe as the Executive Manager: Financial Services on a permanent basis based on the findings and the consensus of the Selection Panel.
- 6.6 That the Municipal Manager extends an offer of employment to Mr Thembani Patrick Loliwe.
- 6.7 That the Municipal Manager extends an all-inclusive remuneration package within the upper limits to Mr Thembani Patrick Loliwe and subsequent reviews be negotiated and finalized by the Municipal Manager within the statutory limits.
- 6.8 That should Mr Thembani Patrick Loliwe decline the offer or not sign an employment contract within one month of today's Council resolution, that Council re-advertise the position.

- 6.9 That the report on the appointment of Mr Thembani Patrick Loliwe be provided to the MEC for Local Government in terms of Regulation 17 (3)(b) of the Local Government: Municipal Systems Act, Act 32 of 2000 and Regulations.
- 6.10 That the Human Resource section, or a representative thereof, as a matter of courtesy, inform the unsuccessful candidates formally of the outcome, and thank them for their application and participation in the processes.

## **AANBEVELINGS**

- 5.1 *Dat die Raad kennis neem van die inhoud van die Seleksie Komitee verslag.*
- 5.2 *Dat die werwings- en keuringsproses soos weerspieël in die Seleksie komitee verslag, insluitende die langlys, kortlys en siftings-/verwysingsverslag, aanvaar word.*
- 5.3 *Dat die Raad neem kennis dat mnr. Thembani Patrick Loliwe kwalifiseer as gevorderd tot hoër vlak, vir die aanstelling as 'n Hoof Finansiële Beampte.*
- 5.4 *Dat die Raad mnr. Thembani Patrick Loliwe as die Hoof Finansiële Beampte vir 'n permanente tydperk op grond van die bevindinge en die konsensus van die Keurpaneel, aanstel.*
- 5.5 *Dat die Munisipale Bestuurder 'n aanbod vir betrekking aan mnr. Thembani Patrick Loliwe voorlê.*
- 5.6 *Dat die permanente dienskontrak en die alles-insluitende vergoedingspakket en daaropvolgende hersiening deur die Munisipale Bestuurder binne die statutêre perke onderhandel en afgehandel word.*

- 5.7 *Dat, indien mnr Thembani Patrick Loliwe die aanbod van die hand wys of nie 'n dienskontrak binne een maand na die Raadsbesluit onderteken nie, dat die Raad die posisie dan heradverteer.*
- 5.8 *Dat die verslag rakende die aanstelling van mnr. Thembani Patrick Loliwe aan die LUR vir Plaaslike Regering verskaf word ingevolge Regulasie 17 (3)(b) van die Wet op Plaaslike Regering: Munisipale Stelsels, Wet 32 van 2000 en Regulasies.*
- 5.9 *Dat Menslike Hulpbronne, of 'n verteenwoordiger daarvan, as 'n saak van hoflikheid, die onsuksesvolle candidate formeel van die uitslag in kennis stel, en hulle bedank vir hul aansoek en deelname aan die prosesse.*
- 5.10 *Dat die Menslike Hulpbronne afdeling, of 'n verteenwoordiger daarvan, as 'n saak van hoflikheid, die onsuksesvolle candidate in kennis stel van die uitkomst en hulle bedank vir hul aansoeke en deelname aan die proses.*

## **IZINDULULO**

- 5.1 Sesokuba iBhunga lithathela ingqalelo okuqulethwe yingxelo yeKomiti yoKhetho.
- 5.2 Sesokuba inkqubo yokugaywa kwabasebenzi neyokhetho njengoko ibonisiwe kwiNngxelo yeKomiti yoKhetho, kubandakanywa noluhlu olude, uluhlu olufutshane kunye ne-screening/reference report, yamkelwe.
- 5.3 Sesokuba iBhunga lithathele ingqalelo into yokuba uMnu Thembani Patrick Loliwe ufanelekile kwinqanaba eliphezulu, ukuqeshwa njengoMphathi wesiGqeba: linkonzo zeMali.
- 5.4 Sekuba iBhunga liqaphele ukuba igqiza lokhetho liyavumelana ngamxhelo mnye kwaye lenze isigqibo sokucebisa umgqatswa okhethwayo nguMnu Themabani Patrick Loliwe ukuba aqashwe.

- 5.5. Sesokuba iBhunga lonyule uMnu Thembani Patrick Loliwe njengoMphathi wesiGqeba: liNkonzo zeZimali isisigxina ngokusekelwe kwiziphumo kunye nemvumelwano yePhaneli yoKhetho.
- 5.6 Sesokuba uMphathi kaMasipala anikezele sisimemi sengqesho kuMnu Thembani Patrick Loliwe.
- 5.7 Sesokuba uMphathi kaMasipala anikezele siphakamiso somvuzo oquka konke ngaphakathi kwemida ephezulu kuMnu Themabni Patrick Loliwe kwaye uphononongo olulandelayo luxoxwe lugqitywe nguMphathi kaMasipala ngokwemida emiselwe ngokomthetho.
- 5.8 Ukuba uMnu Thembani Patrick Loliwe uyala okanye akasyityikityi isivumelwano sengqesho kwisithuba senyanga enye yesigqibo seBhunga, sokuba iBhunga liphinde lisibhengeze eso sikhundla.
- 5.9 Sesokuba ingxelo yokuqeshwa kukaMnu Thembani Patrick Loliwe inikwe u-MEC kaRhulumente Basekhaya ngokoMgaqo we-17 (3)(b) woRhulumente Basekhaya: uMthetho weeNkqubo zikaMasipala, uMthetho wama-32 ka-2000 kunye neMigaqo.
- 5.10 Ukuba icandelo leHuman Resource, okanye ummeli walo, njengomcimbi wembeko, makazise abaviwa abangaphumelelanga ngokusesikweni ngesiphumo, kwaye libabulele ngezicelo zabo nokuthatha kwabo inxaxheba kwiinkqubo.

## **6 DISCUSSION / CONTENTS**

### **6.1 Background/Discussion**

The position of the Executive Manager: Financial Services became vacant when the erstwhile Manager resigned on 31 January 2023. This council during a special council meeting held on 13 January 2023 approved the process plan for the appointment of

the Executive Manager: Financial Services and appointed the recruitment and selection panel, in terms of Regulations guiding such appointments.

Council had resolved on 13 January 2023:

**" EXTRACT OF MINUTES OF A SPECIAL COUNCIL MEETING THAT TOOK PLACE ON 13 JANUARY 2023**

**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 YOKUQESHWA KOMPHATHI OLAWULAYO: IINKONZO ZEZIMALI** report

from the Executive Manager: Corporate Services (B. Holtzhausen)/Acting Manager: Human Resources (C Scheepers)

**RESOLVED**

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 Manger of Bitou and a former CFO be part on the panel.
6. That a Service Provider be appointed to facilitate the Selection process.
7. That the appointment process be done in accordance with the Regulations.
8. That the attached process plan for the appointment of the Executive Manager: Financial Services and the advertisement be approved.



9. *That Mr. Them bani Loliwe be appointed as the Acting Executive Manager: Financial Services for a period not exceeding three (3) months commencing on 30 January 2023."*

The position of the Municipal Manager was advertised nationally on 29 January 2023 and the advertisement closed on 17 February 2023 (refer to **Annexure B**). The administration, authorised by Council, appointed a service provider to assist with the recruitment process of the Executive Manager: Financial Services, to ensure compliance with legislation as well as transparency to the process.

The position attracted 46 applications as per attached longlist (refer to **Annexure C**). The panel, as constituted by Council, conducted shortlisting on 08 March 2023 (refer to **Annexure D**). The panel conducted the interviews on 29 March 2023 and subsequently recommended the appointment of Mr Them bani Patrick Loliwe. The selection process consisted of the following three primary components:

- ❖ Screening Process (contacting of current and previous employers, references by candidates, verifying qualifications, financial history, criminal status and disciplinary history); (refer to **Annexure E**)
- ❖ Case Study Evaluation; and
- ❖ An intensive Structured Interview

The panel had three sessions where the appointment process was dealt with, being the shortlisting, interviews and finalizations. (refer to **Annexure G** for finalization minutes)

The appointed service provider provided technical advice to the panel and to the Chairperson. For the detailed report of the panel refer to **Annexure A**.

## 6.2 Financial Implications

In terms of the Upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers as published on 18 November 2022 ("Upper limits"), the total annual remuneration package for a manager directly accountable to municipal manager for a category 5 municipality is as follows:

category	Minimum	Midpoint	Maximum
5	R 1,070,906	R 1,259 888	R 1,448,871

The maximum remuneration package of R 1,448,871 (refer to **Annexure F**) for a manager directly accountable to a municipal manager as provided in the upper limits is less than the remuneration paid to some of the Managers who will be reporting to the Executive Manager: Financial Services. This may make prolong the negotiations between the Municipal Manager and the successful candidate as the remuneration offered to the incoming Executive Manager: Financial Services may be unattractive. Ultimately this may prolong the ultimate filling of this vacancy.

Regulation 14(4) of the upper limits provides that a municipal council may, in exceptional circumstances and on good cause shown, and after consultation with the MEC for local government, apply in writing to the Minister to waive any of the prescribed requirements as set out in the Notice. The Minister will consider each application on merit, based on circumstances and motivation provided by municipalities. In essence, this means that a municipality may apply to the Minister to be allowed to offer a remuneration package above the upper limits. This option is available to the municipality; however it is a protracted process, the timeframes of which are outside the control of the municipality. The Minister has in the past when dealing with similar applications taken up to almost a year to respond. The implication of this delay will be that the municipality will not have a Chief Financial Officer in that period of negotiation, an undesirable position as it may negatively affect the stability of the institution.

The most practical alternative would be the invoking of the powers of the Executive Mayor as contained in section 60 (1)(b) of the Local Government: Municipal Systems Act. In terms of Section 60 of the Act, the Executive Mayor has authority to determine or alter the remuneration, benefits or other conditions of service of the municipal

manager or managers directly responsible to the municipal manager. This option will ensure that the municipality is able to fill the vacant position as soon as possible.

The position of the Executive Manager: Financial Services has been budgeted for in the 2022/2023 financial year.

#### **Other costs**

- Cost of the Advertisement (R 48 996.90)
- Cost of the Recruitment Agency (R 29 950.00)

### **6.3 Legal Implications**

Regulation 35 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers provides that:

35 (1) *"The Minister must by notice in the Gazette annually determine the upper limit of the total remuneration package of senior managers accordingly to different categories of municipalities."*

35(2) *"The upper limit of the total remuneration package of senior managers for a financial year, **must be determined by the Minister before 31 March of the following financial year**, after consultation with the Minister for Public Service and Administration, the Minister of Finance, the MECs for local government, and organized local government, by notice in the Gazette after taking into consideration-*

*(a) inflationary increases"*

The Minister has not always complied with Regulation 35 with the result that there has been some years when the upper limits were not published. The Minister has also not been complying with the 31 March date that is stipulated by Regulation 35. It has to be noted that the non-compliance by the Minister creates a vacuum with the result that different Councils have to look at the delegations as approved by Council in order to regulate Senior Manager's remuneration.

The latest upper limits that have been published, relating to the 2021/2022 financial year were only published on 18 November 2022 many months after March as required by legislation.

Currently in the if GRDM finance Department, some Managers who will report to the Executive Manager: Financial Services are remunerated at way higher packages than the maximum allowed remuneration of the Executive Manager: financial Services as provided in the upper limits. This means that the remuneration to be offered to the incoming Executive Manager: Financial Services must of necessity be outside the upper limits in order to be at least above that of the Managers that this person will be managing.

The Executive Mayor always has powers available to him in terms of section 60 (1)(b) to determined and alter the remuneration packages of senior managers.

Section 60 of the Municipal Systems Act provides that:

60(1)“*The following powers may, within a policy framework determined by the municipal council, be delegated to an executive committee or executive mayor only:*

- a. decisions to expropriate immovable property or rights in or to immovable property; and*
- b. the determination or alteration of the remuneration, benefits or other conditions of service of the municipal manager or managers directly responsible to the municipal manager.”**

Council is therefore reminded that notwithstanding the status of the Regulations and subsequent non-compliance by COGTA with its own regulations, the Executive Mayor of GRDM is at all times empowered and delegated to execute the content of the provisions and the Council approved delegations' policy.

#### **6.4 Staff Implications**

The position of the executive Manager: Financial Services has been vacant since the resignation of the former appointed official.

## **6.5 Linkage to Strategic Objective(s)**

A Skilled Workforce and Communities; Good Governance.

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

Council Resolution E.1 contained in the agenda of 13 January 2023 on the appointment process of the Executive Manager: Financial Services

## **6.7 Risk Implications**

There is a real risk that the municipality will not be able to attract and/or appoint a suitable Executive Manager: Financial Services because of the restrictions placed by the Upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers. The total remuneration package in terms of the upper limits as quoted above (under financial implications) is lower than the remuneration packages currently paid to some of the middle managers in the financial services department.

There is also another challenge brought by the Minister's non-compliance with peremptory provision of regulation 35 of the regulations on appointment and conditions of employment of senior managers, being that the upper limits published in terms of regulation 35 are invalid and unenforceable for lack of compliance with peremptory provisions.

## **ANNEXURES**

**Annexure A:** Selection report

**Annexure B:** Advertisement

**Annexure C:** Longlist

**Annexure D:** Shortlist

**Annexure E:** Screening report

**Annexure F:** Upper limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

## ANNEXURE A

***SELECTION REPORT******CHIEF FINANCIAL OFFICER******APRIL 2023***

## **SELECTION REPORT – CHIEF FINANCIAL OFFICER**

### **1. Purpose of the Report**

The purpose of this report is to note the process and outcomes of the evaluation and selection processes followed for the vacant position of Chief Financial Officer in terms of Local Government: Regulations on the Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245, dated 17 January 2014 and to provide guidelines for appointment of a candidate in the advertised vacancy.

### **2. Applicants for the Position**

A total of 42 applications were received for the respective position as advertised in the National Media with closing date 17 February 2023. **(See Annexure A – Advertisement & Annexure B – Long List.)**

### **3. The Selection Panel**

The Selection Processes were attended by:

Mr M Stratu	-	Municipal Manager	
Cllr JC Lambaatjeen	-	Portfolio Councillor	
Mr M Memani	-	Specialist (MM, Bitou Municipality)	
Me A Booysen	-	Secretariat	
Mr B Desha	-	Observer	
Mr C Scheepers	-	Observer	
Mr R Dyantyi	-	IMATU	- Observer
Mr GR Peters	-	RS&A	- Facilitator.

All the participants were requested to sign declarations on confidentiality as required by law.

The scores of the first three panel members were taken into consideration in the calculation of a quantitative outcome of the selection process.

### **4. The Selection Process**

#### **4.1 Method of Selection**

Five candidates were shortlisted and invited to assessment and interview sessions held at the municipal offices in George on the 29<sup>th</sup> of March 2023.

The selection process consisted of the following three primary components:

- ❖ Screening Process (contacting of current and previous employers, references by candidates, verifying qualifications, financial history, criminal status and disciplinary history);
- ❖ Case Study Evaluation; and
- ❖ An intensive Structured Interview (based on 15 competency areas).

Weighted scores were developed to determine the selection panel's order of preference of the short-listed candidates. These weighted scores were derived from a combination of the interview process (60%) and the outcome of the written case study (40%) to determine an order of preference.

The scores derived from the above processes were combined to arrive at an aggregate score that depicts the candidates deemed to be the most competent amongst the applicants. These scores should be complimented by taking the outcome of the screening process (contacting of current and previous employers, references by candidates, verifying qualifications, financial history, criminal status and disciplinary history) into regard. Thus, establishing an order of preference from where the Selection Panel is to seek consensus on the recommendation for appointment of a **suitable** candidate by council. A candidate can only be regarded as suitable if such a candidate conforms to positive outcomes of the screening process and competency areas cited in legislation. The valid outcome of this process is dependent of objective scoring by panel members and the assessor. It should be noted that effective measures were taken to ensure objective assessment.

#### **4.2 Chief Financial Officer**

Five candidates were, after proper screening, invited to attend the evaluation and interview sessions for the Chief Financial Officer post. Four of the candidates attended the evaluation sessions. **(See Annexure C – Short List and Annexure D - Screening Report submitted to the selection panel.)**

### **5. Outcome of the Evaluation and Interview Process**

At the commencement of the selection process the Selection Panel adopted a selection procedure for the appointment of the Chief Financial Officer. The scores derived from the above processes were combined to form an aggregate score achieved by each candidate, to enable the Selection Panel to consider its recommendation. The assessment outcome may be supplemented by any valid/relevant factor or factors of a **factor evaluation** on the basis of some or all of the criteria listed in the Selection Policy to ensure that a **suitable candidate** is appointed in terms of the Local Government Municipal Systems Act.

#### **5.1 Interviews and Written Assessments**

The quantitative outcome of the formal evaluation process to be considered in terms of policy framework is as follows:



Candidate	Interview %	Assessment %	Aggregate %	Ranking	Comment
TP Loliwe	76.89	52.00	66.93	1	Advanced
AL Stander	61.78	62.00	61.87	2	Advanced
CHR Boshoff	54.67	64.00	58.40	3	Competent
GP de Jager	47.56	62.00	53.33	4	Competent

## 5.2 **Assessment Summary – Chief Financial Officer**

The quantitative findings noted above were projected on the following Leading and Core Competencies in terms of the relevant information pertaining to the candidates. The following should be considered to identify a suitable candidate:

- Screening Process (Track Record, References and current Performance)
- Formal Qualifications achieved
- Structured Interview
- Written Responses to a Selection Case Study and Interview Questions that relate to a pilot of the leading Competencies.

### 5.2.1 **Leading Competencies**

Derived from the above, it is our conclusion that the candidates exhibited competencies ranging from competent to advanced categorization in the following leading competencies cited in Annexure A of the Regulations. Findings and Weightings per category are derived from the assessment questionnaires.

<p style="text-align: center;"><b>LEADING COMPETENCIES</b></p> <p><i>"Leading competencies" means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results.</i></p>
<p style="text-align: center;"><b>Strategic Direction and Leadership</b></p> <p><i>Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.</i></p>
<p style="text-align: center;"><b>People Management</b></p> <p><i>Effectively manage, inspire and encourage people, respect diversity, optimize talent and build and nurture relationships in order to achieve institutional objectives.</i></p>
<p style="text-align: center;"><b>Program and Project Management</b></p> <p><i>Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.</i></p>

<p><b>Financial Management</b></p> <p><i>Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognized financial practices. Further to ensure that all financial transactions are managed in an ethical manner.</i></p>
<p><b>Change Leadership</b></p> <p><i>Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.</i></p>
<p><b>Governance Leadership</b></p> <p><i>Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualization of relevant policies and enhance cooperative governance relationships.</i></p>
<p><b>CORE COMPETENCIES</b></p> <p><i>"Core competencies" are competencies that cut across all levels of work in a municipality and enhance contextualised leadership that guarantees service delivery impact.</i></p>
<p><b>Moral Competence</b></p> <p><i>Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence. In line with the value system and leadership style of the municipality.</i></p>
<p><b>Planning and Organisation</b></p> <p><i>Able to plan, prioritise and organise information and resources effectively to ensure the quality-of-service delivery and build efficient contingency plans to manage risk.</i></p>
<p><b>Analyses and Innovation</b></p> <p><i>Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives.</i></p>
<p><b>Knowledge and Information Management</b></p> <p><i>Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government.</i></p>
<p><b>Communication</b></p> <p><i>Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.</i></p>

- 5.3.2 The order of preference, cited by the Selection Panel, indicate the following order of preference: Mr TP Loliwe, then Me AL Stander, followed by Mr CHR Boshoff and lastly Mr GP de Jager.

***NB:*** Please note that utter confidentiality should be observed during and after the deliberation of the selection findings and outcome because of the possibility of legal compromise of the municipality. Under no circumstances should the reporting or debate about candidates reach the public domain.

## **6. Recommendations**

### **It is recommended:**

- 6.1 That the Selection Panel notes the content of the Selection Report;
- 6.2 That the Selection Panel approves the recruitment and selection process as reflected in the Selection Report documentation including the Panel, Long List, Short List and Screening/Reference Report;
- 6.3 That the Selection Panel unanimously agrees and resolves to recommend the preferred candidate Mr TP Loliwe to be appointed;
- 6.4 That the Selection Panel notes that Mr TP Loliwe qualifies at an Advanced level for appointment as a Chief Financial Officer;
- 6.5 That Council appoints a preferred candidate as Chief Financial Officer on the basis of the findings and the consensus of the Selection Panel;
- 6.6 That the Municipal Manager extends an offer of employment to Mr Loliwe deemed to be the most suitable under current circumstances;
- 6.7 That the Municipal Manager extends an all-inclusive remuneration package within the upper limits to Mr Loliwe;
- 6.8 That if Mr Loliwe should decline the offer or not sign an employment contract within one month of the council resolution, the position offered to the following qualifying candidate;
- 6.9 That it be noted that, within 14 days of Council Decision, a written report including all necessary documents be submitted to the MEC for local government regarding the appointment process and outcome;
- 6.10 That the Human Resources Department, as a matter of courtesy and legal requirement, inform the unsuccessful candidates formally of the outcome of the selection process, and thank them for their application and participation in the process.

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## 7. Closure

All individuals that took part in the selection process are thanked for their time and effort in contributing to making this critical appointment a reality.

Regards

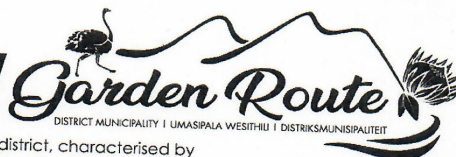
**Roy Steele**

**ROY STEELE & ASSOCIATES CC**

CONFIDENTIAL



## CAREER OPPORTUNITY



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

### Garden Route District Municipality is fully committed to Employment Equity.

Garden Route District Municipality is situated in George and serves the people in the Southern Cape and Little Karoo. Garden Route District Municipality seeks to achieve the integrated, sustainable and equitable socio economic development of its area as a whole by: • Ensuring integrated development planning; Promoting bulk infrastructure development • Building the capacity of local municipalities in its area to perform their functions and exercise their powers where such capacity is lacking • Promoting the equitable distribution of resources between local municipalities in its area to ensure appropriate levels of municipal services.

*Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.*

Applications are invited for the following vacancy in the Office of the Municipal Manager.

**CHIEF FINANCIAL OFFICER  
(GEORGE)**

**SALARY : As per Government Gazette No: 47538 of 18 November 2022:**

Municipal Categorization	Total Remuneration Package		
	Minimum	Midpoint	Maximum
5	R1 070 906	R1 259 888	R1 448 871

#### Minimum requirements

B degree in Finance / Economics / Accounting or a relevant qualification registered on the National Qualifications Framework at a NQF level 7. A relevant post graduate qualification will be an added advantage; Minimum 5 years' at senior and middle management level experience in financial environment; Proven track record of managing financial management services; Good understanding of performance management system applicable to Local Government; Extensive and practical knowledge of Local Government environment; Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with the Minimum Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007; Understanding of Municipal Legislative Framework including Municipal Systems Act, MFMA, Municipal Structures Act, and other related legislation; A valid Code B driver's license.

#### Competencies required

**Leading competencies:** Strategic direction and leadership; People management; Programme and Project management; Finance management; Change management; Governance leadership. **Core Competencies:** Moral Competence; Planning and Organising; Analysis and Innovation; Knowledge and Information Management; Communication and Result and Quality Focus.

**Knowledge; Skills And Personal Attributes:** Financial Management and prescripts, guidelines and standards, Treasury Regulations and King Report on Corporate Governance; Understanding of relevant policies and legislations; institutional governance systems and performance management; Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

#### Key Performance Areas

Reporting to the Municipal Manager the incumbent will be responsible to lead, direct and manage staff within the Financial Services department so that they are able to meet their departmental and organizational objectives. Provide strategic leadership, support and advise to the Municipality regarding financial management functions as prescribed by the Municipal Finance Management Act, Act No.56 of 2003 (MFMA), Treasury Regulations and other financial prescripts; Overall management of the budget; Develop and implement key strategic business plans including supply chain management, Revenue Management, Expenditure Management and Budget and Reporting; Prepare and implement municipal budget; Prepare annual financial statements and other mandatory financial management reports. Establish and maintain financial policies, practices, and procedures for the Municipality; Perform duties and functions delegated to the Chief Financial Officer in line with the MFMA and as delegated by the Accounting Officer. Prepare and submit required reports to the Municipal Manager and relevant municipal structures; Ensure support to category B Municipalities in the district on corporate finance related matters; Develop and implement the Departmental Service Delivery and Budget Implementation Plan (SDBIP).

This advertisement is in line with the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (Government Gazette 37245 dated 14 January 2014), Municipal Regulations on Minimum Competency Levels (Government Gazette 29967 dated 15 June 2007) and Upper Limits of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers (GOVERNMENT GAZETTE NO.460623 DATED 18 MARCH 2022)

**Please note**

1. The Municipality reserves the right not to make an appointment.
2. It would be expected of candidates to be subjected to thorough evaluations. References will be contacted. Verification will be done on qualifications, criminal and credit records. The candidates will be required to disclose all financial interests. Original qualification certificates must be produced at any resultant interviews.
3. Please apply by completing your online profile on the eRecruitment Portal. The eRecruitment System is available on the Garden Route District Municipality website at [www.gardenroute.gov.za/jobs/apply](http://www.gardenroute.gov.za/jobs/apply) for job/Option1: E-recruitment website/ register or log on. Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications (Certified within the last 3 months). The successful applicant will be stationed in George and his/her appointment is subject to the signing of an employment contract and a performance agreement; disclosure of financial interest; and security vetting.
4. No posted, faxed, email or hand delivered applications will be considered • If you have not heard from us within 30 days of the closing date, please accept that your application has been unsuccessful
5. Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification • Fraudulent qualifications or documentation, will immediately disqualify any applicant.

**Contact Person:** Mr C Scheepers on 044 803 1327 / 082 900 2032

**Closing date:** Friday, 17 February 2023 on / before 13:30

**Notice no:** 01/2023

**MG STRATU  
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.

*B. Heine*  
26/11/2023

ALL APPLICATIONS RECEIVED FOR POST (ADVERT COLLAB REF 2329379) –  
NO APPLICATION FORMS ATTACHED TO CV'S AS REQUIRED BY REGULATIONS

Application Object Ref	Filter	Full Names	Surname	NQF Level	Has Qualification	Qualification detail	Years Experience	Comp Lit	Dr Lic	PDP	Gender	Race	Has Disability	Disability detail	Reg with HPCSA	Res Town/City	Crim Rec	Dismissed from Service	Language s	Under Debt Adm	Government Allowance	Current Employment Sector	Comment
2363028		Abigail Charlene Winray	Potgieter	Level 6	Yes	2010 ND Fin Mgmt, Dept Educ	More than 5 years 2016-2020 Acc Clerk, EARP Constr 2015-2016 Snr Acc Clerk, Lumenrock Acc 2010-2015 Snr Debtors/Cred Clerk, DataDot Tech 2008-2010 S/keeper SMS S/keeping 2007-2008 Sales Asst, The Body Shop	Yes	B		Female	Coloured	No			George	No	No	Afrikaans; English	No	No	Retail	No degree No CPMD
2365379		Nandipha Gloria	Bokoda	Level 3	Yes	2015 ND Mgmt, NMMU	None Till operator, Woolworths Debt Collector, Vercred Collections Fin Adv, Old Mutual	Yes	B		Female	African	No			George	No	No	Englis, Xhosa and Afrikaans	No	No	finance	No degree No CPMD
2362789		Lwando	Nokoko	Level 7	Yes	2013 ND IA, NMMU 2014 B.Tech IA, NMMU PG Dip:Acc Se – no proof of qualification	More than 5 years 2018 to date Acc Asst Mgr, Moore WK Inc 2015-2018 Acc Train, Moore WK	Yes	B		Male	African	No			Gqeberha	No	No	Xhosa,English	No	No	Accounting	No CPMD No relevant experience
2359753		Elize	Van Heerden	Level 7	No	2014 Forensic Inv & Aud, UNISA 2022 MDP B-BBEE, UNISA	More than 5 years Asst Depot Mgr, BP Depot Mgr, Engen Oper Mgr, Atlantic Oil CEO, Woza Phambili Ent	Yes	B		Female	White	No			Bredasdorp	No	No	Afrikaans; English	No	No	Retail	No CPMD Qualification & experience not relevant
2371551		Morgan Munzhezzi	Tshivule	Level 7	Yes	2002 ND C&M Acc, TUT 2012 B.Tech C&M, TUT	More than 5 years 2022 to date Dir: Mun Fin, Limpopo Prov Treasury 2018-2022 CFO, Thulamela Mun 2017-2018 DD: Mun CFO Supp, Prov Treasury 2008-2017 DD: Compliance & Capacity Bldg, Prov Treasury 2009-2011 Act Dir: Acc & Rep, Prov Treasury 2008 Dep Mgr, Dept LG 2003-2008 Fin Adm Spec, Nat Treasury	Yes	C1		Male	African	No			Kempton Park	No	No	Other,Xhosa;Afrikaans;English	No	No	Accounting	No CPMD 4 yrs LG experience as CFO
2362951		Bazil Rainer	Vink	Level 9	Yes	2002 B.Com, UWC 2008 MBA, US	More than 5 years 2021 to date Mun Tech Expert, DT Global 2020-2021 Act CFO, Beaufort West Mun 2017-2020 Ch Aud Exec, CoCT WC Prov Treasury 2008-2017 Ch Dir: Fin Gov	Yes	EB		Male	Coloured	No			Muizenberg	No	Yes	Xhosa; Afrikaans; English	No	No	Government and Parastatals	No CPMD 8 Months LG experience as Act CFO

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2383028		Abigail Charlene Winray	Potgieter	Level 6	Yes	2010 ND Fin Mgmt, Dept Educ	More than 5 years 2016-2020 Acc Clerk, EARP Constr 2015-2018 Snr Acc Clerk, Lumenrock Acc 2010-2015 Snr Debtors/Cred Clerk, DataDot Tech 2008-2010 B/keeper BMS B/keeping 2007-2008 Sales Asst, The Body Shop	Yes	B		Female	Coloured	No			George	No	No	Afrikaans; English	No	No	Retail	No degree No CPMD
2385379		Nandipha Gloria	Bokoda	Level 3	Yes	2015 ND Mgmt, NMMU	None Till operator, Woolworths Debt Collector, Vercred Collections Fin Adv, Old Mutual	Yes	B		Female	African	No			George	No	No	Englis, Xhosa and Afrikaans	No	No	finance	No degree No CPMD
2382789		Lwando	Nokoko	Level 7	Yes	2013 ND IA, NMMU 2014 B.Tech IA, NMMU PG Dip:Acc Sc – no proof of qualification	More than 5 years 2018 to date Acc Asst Mgr, Moore WK Inc 2015-2018 Acc Train, Moore WK	Yes	B		Male	African	No			Gqeberha	No	No	Xhosa,English	No	No	Accounting	No CPMD No relevant experience
2359753		Elize	Van Heerden	Level 7	No	2014 Forensic Inv & Aud, UNISA 2022 MDP B-BBEE, UNISA	More than 5 years Asst Depot Mgr, BP Depot Mgr, Engen Oper Mgr, Atlantic Oil CEO, Woza Phambili Ent	Yes	B		Female	White	No			Bredasdorp	No	No	Afrikaans; English	No	No	Retail	No CPMD Qualification & experience not relevant
2371551		Morgan Murzhedzi	Tshivule	Level 7	Yes	2002 ND C&M Acc, TUT 2012 B.Tech C&M, TUT	More than 5 years 2022 to date Dir: Mun Fin, Limpopo Prov Treasury 2019-2022 CFO, Thulamele Mun 2017-2018 DD: Mun CFO Supp, Prov Treasury 2008-2017 DD: Compliance & Capacity Bld, Prov Treasury 2009-2011 Act Dir: Acc & Rep, Prov Treasury 2006 Dep Mgr, Dept LG 2003-2008 Fin Adm Spec, Nat Treasury	Yes	C1		Male	African	No			Kempton Park	No	No	Other/Xhosa; Afrikaans; English	No	No	Accounting	No CPMD 4 yrs LG experience as CFO
2382851		Bazil Rainer	Vink	Level 9	Yes	2002 B.Com, UWC 2008 MBA, US	More than 5 years 2021 to date Mun Tech Expert, DT Global 2020-2021 Act CFO, Beaufort West Mun 2017-2020 Ch Aud Exec, CoCT WC Prov Treasury 2006-2017 Ch Dir: Fin Gov	Yes	EB		Male	Coloured	No			Muizenberg	No	Yes	Xhosa; Afrikaans; English	No	No	Government and Parastatals	No CPMD 8 Months LG experience as Act CFO



						2015-2017 Snr Mgr Corp Gov 2009-2015 Snr Mgr Risk & Gov Systems 2008-2009 Mgr Fin Gov																	
2361365		Wessel Lourens	Crafford	Level 9	Yes	2010 B.Com, US 2011 B.Com Hons, US 2015 M.Com, US CPMD	5 years 2021 to date Mgr: Fin Serv, ODM 2020 Head: Fin Serv, ODM 2017-2019 Head: Exec Supp Serv, MM's Off, ODM 2014-2017 Acc, ODM 2012-2014 Fin Intern, CWDM	Yes	B		Male	White	No			Suiderstrand	No	No	Afrikaans; English	No	No	Finance	Senior management experience limited to that in MM's office
2359898		Neo David	Smouse	Level 8	Yes	1998 ND C&M Acc, PE Tech 2016 B.Tech C&M, CUT 2016 B.Com Hons, UFS MFM	More than 5 years 2022 to date Fin Mgmt Spec, DBSA 2011-2022 Dir: Mun Fin Gov, Prov PI & Treasury 2007-2011 Mgr: Mun Fin, Prov PI & Treasury 2004-2007 Acc, Xhanep DM 2003-2004 Acc, Malesdwa Mun 2002-2003 Snr State Acc, Dept Health 1999-2002 Jnr Inv, SARS	Yes	EB		Male	African	No			Aliwal North Mthatha	No	No	Other;Xhos a,English	No	No	Banking	No LG senior management experience
2361334		Yolisa Yolanda	Molefe	Level 8	Yes	1990 B.Com, UWC 1999 B.Acc So Hons, UNISA 2001 PG Dip Tax Law, UCT	More than 5 years 2006 to date CEO, Siyahluma Nathi Cons 2018 to date Ind Dir, Smart Civils 2017 to date Tax Court Member, SARS 2015-2018 Payments Mgr, UCT 2009-2013 Fin Mgr, Woolworths 2007-2009 Fin Mgr, Ind On-Line 2006-2007 Fin Mgr, Coega Dev Corp 2005-2006 Fin Mgr, Interstate Prop 2000-2005 Fin Mgr, SA Rugby 1999-2000 Asst Fin Controller, MWWeb Export Cost Acc, Caltex 1994-1995 Cust Serv Clerk, FNB	Yes	B		Female	African	No			Cape Town	No	No	Other;Xhos a,English	No	No	Accounting	No CPMD No LG experience
2372695		Samuel	Witbooi	Level 8	No	2022 ND Fin Acc, FASSET	More than 5 years 2007 to date M&E Off, Dept Soc Dev 1998-2007 Adm Clerk, Dept Soc Dev 1998 Adm Clerk, Sonskynhoekie Crèche 1994-1995 Adm, Ex- House of Reps	Yes	B		Male	Coloured	No			George	No	No	Afrikaans; English	Yes	No	Government and Parastatals	No degree No CPMD No relevant experience

2365153		Mpfuni	Shibambo	Level 9	Yes	2010 ND Real Est, UJ PG Dip Prop Dev & Mgmt - current	More than 5 years 2018-2019 Site Acquisition Mgr, Ericsson 2012-2018 Acquisition Spec, American Tower 2010-2012 Prop Risk Analyst, Lightstone Prop	Yes	B		Male	African	No			Midrand	No	No	Other; Xhosa; Afrikaans; English	No	Yes	Real Estate	No NQF 7 yet No CPMD No LG experience
2365367		Petro Chesterline	Erasmus	Level 7	Yes	2019 B.Com Acc, NMMU	5 years 2022-2023 Fin Off, Quacha Boerdery 2021-2022 Snr Acc, PKF 2020-2021 Acc, David Honeyball Inc 2019-2020 SAIPA Train, Moore WK Inc	Yes	C1		Female	Coloured	No			Albertinia	No	No	Afrikaans; English	No	No	Agriculture	No CPMD No LG experience
2367023		Wisal	Fagodien	Level 7	Yes	2009 ND Tech Fin Acc, ICB ND Fin Acc – incomplete 2015 B.Com Fin Acc, UWC 2020 Adv Dip Acc Sc, UNISA	More than 5 years 2018 to date Adm Clerk, Dept Home Affairs 2017-2018 Intern, Dept Home Affairs 2011-2017 Acc Clerk, Keystone Acc	Yes	B		Female	Coloured	No			Cape Town	No	No	Afrikaans; English	No	Yes	Government and Parastatals	No CPMD No LG experience
2367035		Omphile Prudence	Sehunelo	Level 8	Yes	2012 B.Acc, UFS 2020 PG Dip Bus Adm, UNISA MBA, Regenesys - current	More than 5 years 2018 to date Head: Fin Mgmt, Munsoft 2014-2018 Mgr, TNT Group 2013-2014 Asst Mgr, MVI Group 2013 Snr Aud, Nexia SAB&T 2009-2013 Train Acc, Nexia SAB&T	Yes	B		Female	African	No			Johannesburg	No	No	Other; Afrikaans; English	No	No	IT	No CPMD No LG experience
2369559		Nkosinathi Paulus	Jacobs	Level 9	Yes	2009 B.Com, UWC 2012 MFM, PALMA 2014 B.Com Hons, US 2018 MPA, US	More than 5 years 2019 to date CFO, DHET 2015-2019 Asst Dir: Mun Fin, Prov Treasury 2013-2015 Asst Dir: Compliance, Prov Treasury 2010-2013 Asst Rev Acc, Umsobomvu Mun	Yes	B		Male	African	No			Colesberg	No	No	Xhosa; Afrikaans; English	No	No	Government	No senior management experience
2368165		Nigel Brandon	Delo	Level 7	Yes	2000 B.Acc, US 2012 MFM, LG Seta	More than 5 years 2017 to date CFO, BCRM 2011-2016 CFO, Kannaland Mun 2010-2011 CFO, Eden DM 2007-2010 CFO, Swellendam Mun 2005-2007 Dep CFO, Kannaland Mun	Yes	B		Male	Coloured	No			Somerset East	No	No	English	No	No	Accounting	Qualifies
2383994		BRADLEY FRANKLIN	JAMES	Level 7	Yes	1988 HDE, UWC 1995 B.Econ, UNISA & UWC 2010 CPMD Wits	More than 5 years 2001 to date CFO, Pixley ka Seme DM 1997-2001 Asst Dir, Coghta	Yes	EB		Male	Coloured	No			De Aar/Mosselbay	No	No	Afrikaans and English	No	No	Finance	Qualifies
2371160		Zizipho Phumeza	Jordan	Level 7	Yes	2011 ND LG Fin, WSU	More than 5 years	Yes	B		Female	African	No			Mithatha	No	No	Xhosa; English	No	No	Academic	No CPMD

						2012 B.Tech Publ Mgmt, WSU	2019 Hosp Serv Cons, Road Acc Fund 2018-2019 Fin Mger, Spar Express 2017-2018 Asst Mger, Seabourn Cruise Line 2016-2017 Verification Off, Road Acc Fun 2013-2016 Claims Asst, Road Acc Fund 2013 Fin Intern, Great Kai Mun 2010-2013 Adm Asst, Nahoon Spar 2009-2010 Train, Land Dev & Rural Reform																No relevant experience
2374634		Pieter Willem	Maritz	Level 9	Yes	1992 B.Compt UFS 1997 B.Com Acc Sc Hons, UNISA 1999 CA, SAICA 2005 MDM, NWU 2008 M.Com Forensic Acc, NWU	More than 5 years 2011 to date Snr Mger, AGSA 1999-2000 Aud Mger, AGSA 1993-1998 Aud Sup, AGSA	Yes	EB		Male	White	No			Rustenburg	No	No	English Afrikaans	No	No	Accounting	No CPMD No relevant experience
2372999		Christopher Lungelo	Mapeyi	Level 8	Yes	1995 ND C&M Acc, CPUT 2013 B.Tech C&M Acc, CPUT 2015 BPA Hons, US 2015 MFM, LGSeta	More than 5 years 2021 to date CFO, Queenstown 2018-2020 Dir: LG Prov Pl & Treasury 2017-2018 DD LG, Dept M&E 2016-2017 Prog Mger, Buffalo City Metro 2013-2016 DD Mun Fin, Prov Pl & Treasury 2009-2015 HoD Fin Serv, Drakenstein Mun 2006-2008 Mgmt Acc, PetroSA 2004-2006 Acc, Pioneer Foods 2001-2004 Train Acc, AGSA 2000-2001 Acc, Drakenstein Mun 1997-2000 Mgmt Acc, Safmarine Shipping 1996-1997 Fund Acc, Old Mutual	Yes	EB		Male	African	No			Wellington in Western Cape	No	No	Other: Xhosa, Afrikaans, English	No	No	Government and Parastatals	Qualifies
2374538		Duane Vincent	Scholtz	Level 8	Yes	B.Com Mgmt Sc, US 2021 B.Com SCM Hons, Mancosa CPMD	More than 5 years 2017 to date Mger SCM, Mossel Bay Mun 2013-2017 Snr SCM Practitioner, Mossel Bay Mun 2012-2013 Fin Intern, Mossel Bay Mun 2008-2010 Fin Off, SC College	Yes	B		Male	Coloured	No			Mossel Bay	No	No	Afrikaans; English	No	No	Finance	No senior management experience
2374562		Khayaletu Kaizer	Vaaltein	Level 7	Yes	2004 B.Com Fin Acc, UPH 2009 CA Aud, SAICA MFM, Nat Treasury	More than 5 years 2021 to date Snr Mger Fin, Sarah Baartman DM 2011-2021 Snr Acc, NMBM 2009-2011 Acc, NMBM 2006-2009 Train Acc, Bradley & VD Merwe	Yes	B		Male	African	No			Uitenhage	No	No	Xhosa, Afrikaans, English	No	No	Government and Parastatals	MFM qualification not attached Limited senior management experience



						1997-2001 Snr Clerk, Western DC 1994-1997 Hosp Mgr, Surgical Clinic 1988-1994 JA, Midland Chamber of Ind																
2380712	Ricardo Thomas	Smith	Level 8	Yes	2015 ND Mgmt, NMMU	More than 5 years 2021-2022 Educ Asst/Fin Off/Adm Clerk, WCED 2018-2021 HRM, Bitou Waste & Recycling 2016-2018 Adm Clerk, Bitou Waste & Recycling 2016 Self-employed 2015 Merchandiser, Surapax 2014-2015 Law Enf, Knysna Mun	Yes	B		Male	Coloured	No			Knysna	No	No	Afrikaans; English	No	No	Admin	No degree No CPMD No relevant experience
2380884	Alice Lorraine	Stander	Level 9	Yes	1990 B.Com Fin Acc, Potch 1991 LG Gov Fin Acc, UNISA 2004 MBA, Potch 2013 CPMD Adv, Wits BS	More than 5 years 2012 to date CFO, Nkangala Mun 2008-2012 Act Dep Mger: Fin, Nkangala Mun 2002-2008 Ch Acc, Nkangala Mun 1993-2001 Acc, Ngwathe Mun 1991-1993 Act Acc/Fin Mger, Inst Grain Crops 1983-1991 Acc Clerk/ Buyer, SADF	Yes	EB		Female	White	No			Middelburg, Mpumalanga	No	No	Afrikaans; English	No	No	Government and Parastatals	Qualifies
2382727	Clifton Clark	Changfoot	Level 8	Yes	1986 B.Compt, UNISA 1990 B.Compt Hons, UNISA 2007 CA UK, ACCA	More than 5 years 2018 to date CFO, Nat Arts Council 2015-2018 CFO, Built Env Council 2004-2014 Div Fin Mger, Agric Research 2003-2004 Dir Nat & Prov Impl Pol, Nat Treasury 2002-2003 CFO, Dept Fin 1998-2002 Dir Fin, Tech NW 1998 Mger Fin Acc, SABC 1997-1998 Mger: Acc, SA Post Office 1994-1997 Region Fin Mger, SA Post Office 1992-1994 Fin Systems Acc, Eskom 1990-1992 Mgmt Acc, Eskom 1990 Commercial Acc, Eskom 1990 Est Agent, Alex Thornhill Prop 1986-1989 Prin, Pim Gokby 1981-1986 Asst Mger, Changfoot Supermarket	Yes	EB		Male	White	No			Pretoria	No	Yes	Afrikaans; English	No	No	Government and Parastatals	No CPMD No relevant experience

2382211		Unati	Peter	Level 9	Yes	2009 B.Com Acc, UFS 2017 PG Dip Ent Mgmt, Rhodes 2018 MFM, Arms Audit 2020 MBA, NMMU M.Phil Dev Fin, NMMU - current	More than 5 years 2018 to date Ch Acc, NMBM 2014-2018 Budget & Treasury Mger, Walter Sisulu Mun 2017-2018 Act CFO, Walter Sisulu Mun 2012-2014 Transactional Banker, Standard Bank 2010-2012 Budget Acc, Joe Gqabi DM	Yes	B		Male	African	No			Port Elizabeth	No	No	Other;Xhosa;Afrikaans;English	No	No	Government and Parastatals	Limited senior management experience
2382479		Annalene	Marais	Level 8	Yes	2005 B.Acc, UFS 2010 CA, SAICA 2016 MFM, Wits BS	More than 5 years 2018 to date CFO, Sol Plaatje Univ 2020-2021 Act Ch Oper Off, SPU 2015-2018 Fin Mger, Sol Plaatje Mun 2013-2014 Act Aud Mger, AGSA 2012-2013 Asst Mger, AGSA 2010-2012 Asst Mger, PwC 2007-2010 Train Aud, PwC	Yes	B		Female	White	No			Kimberley	No	No	Afrikaans; English	No	No	Education	No LG senior management experience
2382318		Nkabi Andrew	Hlubi	Grade 7	Yes	2003 B.Compt, UFS 2008 CPMD, Wits 2010 MAP, Wits	More than 5 years 2020-2022 CFO, Chris Hani Dev Agency 2015-2017 Act MM, Mafube Mun 2014-2017 CFO, Mafube Mun 2013-2014 Fin Dir, NAFCOC 2010-2013 CFO, USAASA 2009-2010 CFO, Mafube Mun 2006-2008 Snr Acc, Thabo Mofutsanyana DM 2002-2008 Fin Mger, Office ANC FS	Yes	B		Male	African	No			Pretoria	No	No	Xhosa;Afrikaans;English	No	No	Government and Parastatals	Qualifies
2384402		Christian Hendrik Robert	Boshoff	Level 9	Yes	1992 B.Com, Potch 2017 MFM, LGSeta 2000 MBA, Potch	More than 5 years 2020 to date Mger: Compliance & Fin Mgmt, Drakenstein Mun 2019-2021 Mger: Strat Fin Pl & Supp, Drakenstein Mun 2017-2019 Fin Mgmt Cons, Drakenstein Mun 2015-2017 Adm Team, City Matlosana 2013 Adm Team, Ditsobotla 2007-2010 Fin Mgmt Cons, DBSA 2003-2007 Self-employed, Intellect Direct Mgmt Cons 1999-2002 Town Treasurer, Ventersdorp Mun	Yes	EC1		Male	White	No			Paarl	No	No	Other;Afrikaans;English	No	No	Government and Parastatals	Qualifies

							1995-1996 IA, Ernst & Young 1991-1995 Aud Clerk/Snr Aud/Team Leader, AGSA																
2384341		Michelle Leigh	Kerr	Level 7	Yes	2006 B.Compt, UNISA 2011 MFDP, UP	More than 5 years 2019 to date Owner, MK Cons 2017-2019 Sub-Contractor, PwC 2013-2017 Dir: CFO Supp, Prov PI & Treasury 2007-2013 Fin Mgr, Amathole DM 2005-2007 Asst Mgr, PwC 2002-2004 Train Acc/ Snr Acc, AGSA 1999-2002 Train Acc, Charteris & Barnes	Yes	EB		Female	White	No			Port Alfred	No	No	Afrikaans; English	No	No	Government and Parastatals	No LG senior management experience
2384221		Sibulele Anelisa	Dyi	Level 7	Yes	2014 B.Com, UCT 2015 PG Dip Acc, UCT 2021 PG Dip Acc, UNISA	More than 5 years 2022 to date Acc Analyst, Pep Africa 2022 Fund Acc, JTC Corp 2021-2022 Oper Dir, SibunAcco 2021 Post Art Aud Ass Snr, Nexia 2015 Retail Sales Clerk, Topshop 2012 KPMG	Yes	B		Female	African	No			Cape Town	No	No	Xhosa; Afrikaans; English	No	No	Retail	No CPMD No relevant experience
2384249		Priyakleha (Priya)	Lutchman	Level 8	Yes	2010 B.Compt, UNISA 2017 MFM, Wits BS 2021 Pr Acc, SAIPA MBA, Mancosa - current	More than 5 years 2022 Bongani Rainmaker 2020-2021 CFO, Nat Treasury 2018-2020 CFO, Dept Sports, Arts & Culture 2014-2018 Head SCM, City Job 2014 Fin Acc, SARS 2005-2013 DD SCM, Dept ED 2004-2005 Fin System Mgr, Dept Health 1999-2001 Ch Acc Clerk, Dept Agric 1997-1999 Snr Acc Clerk, Dept Fin 1997 Salary Clerk, Kelly Temp 1996-1997 B/keeper, Sultan Inv 1995-1996 B/keeper, CBD Bus Cons 1993-1995 Oper Mgr, Moveit Parcel Serv	Yes	B		Female	Indian	No			Gauteng	No	Yes	Afrikaans; English	No	No	Government and Parastatals	No LG experience
2384340		Roslyn Christol	Saptoe	Level 8	Yes	2010 B.Acc.Soc, UNISA	More than 5 years 2010 to date Dir/Snr Mgr, Consultant 2021 to date Snr Mgr., Bitou Mun 2020 Snr Mgr, Renosterberg Mun 2019-2020 Snr Mgr, NMBM	Yes	EB		Female	Coloured	No			George	No	No	Afrikaans	No	No	Accounting	Experience as senior manager not defined No CPMD









**SHORT LIST**

**CHIEF FINANCIAL OFFICER**

**MARCH 2023**



### **Garden Route District Municipality**

#### **SHORT LIST**

#### **Applications for position – Chief Financial Officer**

Name, Surname, ID, Race, Gender Languages & Driver's License	Address, Contact numbers & E-mail address	Prof Registration & Membership	Qualifications	Current Appointment	Experience	References	Comment
35 JAMES Bradley Franklin  660916 5176 084  Coloured, Male Afrikaans & English  Code 08	41 Miller Str DE AAR 7000  083 393 3168		Gr 12, Belhar SS 1988 HDE, UWC 1995 B.Econ, UNISA & UWC 2010 CPMD, Wits	2001 to date CFO, Pixley ka Seme DM	1997-2001 Asst Dir, Coghta 1989-1997 Teacher, Orion SS	James Ross Durcharme Cons  Rev Gabriel Conradie VGK Church  DT Visagie Umsobomvu Mun	Qualifies
34 DE JAGER Gerald Patrick (Gerald)  670428 547 084  Coloured, Male Afrikaans & English  Code EB	30 Gwamie Str Bergsig OUDTSHOORN 6625  082 336 6315 <a href="mailto:Gerald.dejager@gmail.com">Gerald.dejager@gmail.com</a>	IMFO Ass Member no 208  CIGFARO AIMFO member	1986 Gr 12, Middellande SSS 1991 HD Com, PenTech 2000 B.Ed, Potch 2007 B.Com Mun Acc, UNISA 2008 CPMD, Wits 2014 CPMD Adv, Wits  <b>Other courses:</b> FAME, Mun Structures Act & Regs, MFMA & Regs, PMF, Reg Gatherings Act, Ind Inc Schemes, mSCOA,	2020 to date CFO, Oudtshoorn Mun  &  Act MM, Oudtshoorn Mun	2012-2020 CFO, Emalahleni LM 2012-2013 Act MM, Emalahleni LM 2007-2012 CFO, Tsolwana Mun 2004-2007 CAE, Ukhahlamba DM 1996-2003 HoD, Bishop Demont SSS 1992-1995 Teacher, Bishop Demont SSS	Dr Eddie Rankwana MM, Beyers Naude Mun 049 807 5900 / 076 072 3211 <a href="mailto:eddie.rankwana@gmail.com">eddie.rankwana@gmail.com</a>  Mxolisi Yawa MM, Buffalo City 043 743 1688 / 082 856 6773 <a href="mailto:Yawa7039@gmail.com">Yawa7039@gmail.com</a>  Reginald Smit Dir: Corp Serv, Oudtshoorn Mun 044 203 3000 / 082 871 2452 <a href="mailto:Reginaldsmit1@gmail.com">Reginaldsmit1@gmail.com</a>	Qualifies

Name, Surname, ID, Race, Gender Languages & Driver's License	Address, Contact numbers & E-mail address	Prof Registration & Membership	Qualifications	Current Appointment	Experience	References	Comment
			SCM, Annual Budget, GRAP				
25 STANDER Alice Lorraine (Alice) 611228 0048 080 White, Female English & Afrikaans Code EB & A1	27 Lebombo Str Aerorand MIDDELBURG 1050  013 249 2014 082 923 3277 <a href="mailto:Alice.stander@gmail.com">Alice.stander@gmail.com</a> <a href="mailto:standeral@nkangaladm.gov.za">standeral@nkangaladm.gov.za</a>	CIGFARO Ass Member no 1305	1980 Gr 12 1991 B.Com Fin Acc, Potch 1999 LG Fin Acc 2004 MBA, Potch 2012 CPMD 2013 Adv CPMD  <b>Other courses:</b> Recr & Int Skills, Occ Health, Audit & Risk, Bid Comm, IT Gov, GRAP, Comp Lit, Goal Setting, Sailing with Conflict, Bus Comm, Write Fin Reports,, Fixed Asset Mgmt, Eff Debt Coll, Various VIP & Payday Payroll	2012 to date CFO, Nkangala DM	2008-2012 ACT Dep Mger: Fin, Nkangala DM 2002-2008 Ch Acc, Nkangala DM 1993-2001 Acc, Ngwathe LM 1991-1993 Acc Acc/Fin Mger, Inst Grain Crops 1983-1991 Acc Clerk/Buyer, SADF	M Skosana MM, Nkangala DM 013 249 2006 / 082 949 8620 <a href="mailto:skosanammm@nkangaladm.gov.za">skosanammm@nkangaladm.gov.za</a>  H Lala Ex-CFO, Nkangala DM 082 927 7818  MJ Strydom Ex-Asst Mger: Fin, Nkangala DM 082 553 0395	Qualifies
41 BOSHOF Christiaan Hendrik Robert (Rian) 680412 5145 085 White, Male Afrikaans & English Code EC1 & A, PPL	9 Aandblom Str Groenvlei PAARL 7646  082 326 2531 <a href="mailto:chrboshoff@gmail.com">chrboshoff@gmail.com</a> <a href="mailto:rian.boshoff@drakenstein.gov.za">rian.boshoff@drakenstein.gov.za</a>	CIGFARO Snr Ass Member no B2484  LGSETA Constituent Ass no 741:2010	1986 Gr 12, Ermelo HS 1992 B.Com, Potch 2000 MBA, Potch 2017 CPMD, Kym Cons  <b>Other courses:</b> Conduct Outcome- Based Ass, Design & Dev Outcome-Based Ass	2020 to date Mger: Compliance & Fin Mgmt, Drakenstein Mun	2019-2021 Mger: Strat Fin Pl & Supp, Drakenstein Mun 2017-2019 Mger: Fin Pl, Drakenstein Mun Mger: Fin Pl, Drakenstein Mun 2015-2017 Act CFO, City of Matlosana 2013-2015 Fin Adv/ACFO, Dept LG NW 2007-2013 Fin Expert, DBSA 2002-2007 Dir, Intellect Dir Mgmt 1999-2002 CFO, Ventersdorp LM 1996-1999 Snr Aud, AGSA 1995 IA, Ernst & Young 1991-1995 Aud Clerk/Snr Aud, AGSA	Gerald Esau ED: Com Serv, Drakenstein Mun 082 474 4268 <a href="mailto:Gerald.esau@drakenstein.gov.za">Gerald.esau@drakenstein.gov.za</a>  Jenny Rickert Dep Dir, Cogta 083 251 3699 <a href="mailto:jrickert@nw.gov.za">jrickert@nw.gov.za</a>  Pati Kgomo Dep Ch Dir, Mun Infra Supp Agency 082 415 9825 <a href="mailto:Pati.kgomo@gmail.com">Pati.kgomo@gmail.com</a>	Qualifies

Name, Surname, ID, Race, Gender Languages & Driver's License	Address, Contact numbers & E-mail address	Prof Registration & Membership	Qualifications	Current Appointment	Experience	References	Comment
			SOM, Annual Budget, GRAP				
25 STANDER Alice Lorraine (Alice) 611228 0048 080 White, Female English & Afrikaans Code EB & A1	27 Lebombo Str Aerorand MIDDELBURG 1050  013 249 2014 082 923 3277 <a href="mailto:Alice.stander@gmail.com">Alice.stander@gmail.com</a> <a href="mailto:standeral@nkangaladm.gov.za">standeral@nkangaladm.gov.za</a>	CIGFARO Ass Member no 1305	1980 Gr 12 1991 B.Com Fin Acc, Potch 1999 LG Fin Acc 2004 MBA, Potch 2012 CPMD 2013 Adv CPMD  <b>Other courses:</b> Recr & Int Skills, Occ Health, Audit & Risk, Bld Comm, IT Gov, GRAP, Comp Lit, Goal Setting, Sailing with Conflict, Bus Comm, Write Fin Reports,, Fixed Asset Mgmt, Eff Debt Coll, Various VIP & Payday Payroll	2012 to date CFO, Nkangala DM	2008-2012 ACT Dep Mger: Fin, Nkangala DM 2002-2008 Ch Acc, Nkangala DM 1993-2001 Acc, Ngwathe LM 1991-1993 Acc Acc/Fin Mger, Inst Grain Crops 1983-1991 Acc Clerk/Buyer, SADP	M Skosana MM, Nkangala DM 013 249 2006 / 082 949 8620 <a href="mailto:skosanamm@nkangaladm.gov.za">skosanamm@nkangaladm.gov.za</a>  H Lala Ex-CFO, Nkangala DM 082 927 7818  MJ Strydom Ex-Assst Mger: Fin, Nkangala DM 082 553 0395	Qualifies
41 BOSHOF Christiaan Hendrik Robert (Rian) 680412 5145 085 White, Male Afrikaans & English Code EC1 & A, PPL	9 Aandblom Str Groenvlei PAARL 7646  082 326 2531 <a href="mailto:chrbohoff@gmail.com">chrbohoff@gmail.com</a> <a href="mailto:rian.boshoff@drakenstein.gov.za">rian.boshoff@drakenstein.gov.za</a>	CIGFARO Snr Ass Member no B2484  LGSETA Constituent Ass no 741:2010	1986 Gr 12, Ermelo HS 1992 B.Com, Potch 2000 MBA, Potch 2017 CPMD, Kym Cons  <b>Other courses:</b> Conduct Outcome- Based Ass, Design & Dev Outcome-Based Ass	2020 to date Mger: Compliance & Fin Mgmt, Drakenstein Mun	2019-2021 Mger: Strat Fin Pl & Supp, Drakenstein Mun 2017-2019 Mger: Fin Pl, Drakenstein Mun Mger: Fin Pl, Drakenstein Mun 2015-2017 Act CFO, City of Matlosana 2013-2015 Fin Adv/ACFO, Dept LG NW 2007-2013 Fin Expert, DBSA 2002-2007 Dir, Intellect Dir Mgmt 1999-2002 CFO, Ventersdorp LM 1996-1999 Snr Aud, AGSA 1995 IA, Ernst & Young 1991-1995 Aud Clerk/Snr Aud, AGSA	Gerald Esau ED: Com Serv, Drakenstein Mun 082 474 4268 <a href="mailto:Gerald.esau@drakenstein.gov.za">Gerald.esau@drakenstein.gov.za</a>  Jerry Rickert Dep Dir, Cogta 083 251 3699 <a href="mailto:jrickert@nw.gov.za">jrickert@nw.gov.za</a>  Pati Kgomo Dep Ch Dir, Mun Infra Supp Agency 082 415 9825 <a href="mailto:Pati.kgomo@gmail.com">Pati.kgomo@gmail.com</a>	Qualifies



**REPORT ON SCREENING OF SHORTLISTED CANDIDATES**

**CHIEF FINANCIAL OFFICER**

**MARCH 2023**



**SCREENING OF SHORTLISTED CANDIDATES**

A person appointed as a senior manager in terms of the Regulations in Government Notice 21 of 17 January 2014 must be screened and reported on as set out in Regulations 14, 16 and 17.

Screening of the shortlisted candidates must take place within 21 days of the finalisation of the shortlisting by –

- (a) conducting the necessary reference checks;
- (b) contacting a candidate's current or previous employer;
- (c) determining the validity of a candidate's qualifications; and
- (d) verifying whether a candidate has been dismissed previously for misconduct or poor performance by another employer.

A written report on the outcome of the screening process must be compiled by the municipal manager, in the case of the manager directly accountable to the municipal manager, before the interviews take place.

This report also contain information on any Criminal Background, Criminal History, previous convictions/and or any relevant information including Credit and License Details as well as the holding of political office as contemplated in Section 56A of the Act.

Candidate	Criminal Record	Financial Record	Qualifications	References	Current & Previous Employers	Dismissed/ suspended/ retrenched for Misconduct	Holding Political Office
TP Loliwe	No	No Judgements One Default	B.Com Acc. UFH 1999 Verified & Valid	Positive	Positive	No	No
CHR Boshoff	No	No Judgements No Defaults	MBA, Potch 2000 Verified & Valid	Positive	Positive	No	No
AL Stander	No	No Judgements No Defaults	MBA, Potch 2004 Verified & Valid	Positive	Positive	No	No
GP de Jager	No	No Judgements No Defaults	B.Com Mun Acc, UNISA 2007 Verified & Valid	Positive	Positive	No	No
BF James	Withdraw						

.....  
**MG STRATU**  
**MUNICIPAL MANAGER**



## GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

## DEPARTMENT OF CO-OPERATIVE GOVERNANCE

NO. 2760

18 November 2022

**LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000  
(ACT NO. 32 OF 2000)****UPPER LIMITS OF TOTAL REMUNERATION PACKAGES PAYABLE TO  
MUNICIPAL MANAGERS AND  
MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS**

Under the powers vested in me by section 72(1)(g) of the *Local Government: Municipal Systems Act, 2000* (Act No. 32 of 2000), I, Nkosazana Clarice Dlamini Zuma, Minister for Cooperative Governance and Traditional Affairs, hereby after –

- (a) consultation with the bargaining council established for municipalities, the Minister of Finance, the Minister for Public Service and Administration, the MECs for local government, and organised local government; and
- (b) taking into consideration the matters as set out in regulation 35 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, issued in terms of Government Notice No. 21 as published under *Government Gazette* No. 37245 of 17 January 2014,

determine –

- (i) a one and half percent (1.5%) cost of living adjustment of the upper limits of the total remuneration packages payable to senior managers for the 2021/22 municipal financial year as set out in the Schedule; and
- (ii) a non-pensionable cash gratuity of –
  - (aa) R1,695.00 payable monthly to senior managers earning a total remuneration package below R1,900,000 for the 2021/22 municipal financial year; or
  - (bb) R1,818.00 payable monthly to senior managers earning a total remuneration package of R1,900,000 and above for the 2021/22 municipal financial year.



**DR NKOSAZANA CLARICE DLAMINI ZUMA, MP**  
**MINISTER FOR COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

DATE: 18.11.2022

## SCHEDULE

### Preamble

Having regard to the upper limits of salaries of senior managers as set out below, the need to prioritise service delivery to communities and to sustain viable local government and the fiscal capacity of different categories of municipalities, this Notice provides a strategic framework for remuneration of senior managers across all municipalities.

The development of this Notice took into consideration the core reward principles aimed at ensuring an appropriate remuneration mix and sought to ensure that the remuneration of senior managers is cost-effective, consistent, internally equitable, externally competitive and aligned to the achievement of the objectives of municipalities while providing a uniform remuneration framework for local government.

The upper limits constitute an integral part of the human resource value chain in building resilient administrative institutions underpinned by the intent to enable municipalities to attract, appoint and retain suitably qualified and competent senior managers necessary for effective performance of their functions.

In order to strengthen the capacity of municipalities, this Notice reinforces the statutory obligation binding on municipalities to appoint senior managers who meet the minimum prescribed competencies, higher education qualifications, work experience, knowledge, including attainment of a competent achievement level or higher as measured against the Local Government: Regulations on Appointment and Conditions of Employment for Senior Managers as published in *Government Gazette* No. 37245 of 17 January 2014.

## Definitions

1. In this Schedule, unless the context indicates otherwise, a word or phrase to which a meaning has been assigned in the *Local Government: Municipal Systems Act*, 2000 (Act No. 32 of 2000) (hereafter referred to as "the Act") and the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers issued in terms of Government Notice No. 21 as published under *Government Gazette* No. 37245 of 17 January 2014 (hereinafter referred to as "the Regulations") has that meaning, and –

**"categorisation"** means a system of classification of municipalities as determined in terms of item 5 of the Notice;

**"competency framework"** means the Local Government: Competency Framework for Senior Managers as provided in the Regulations;

**"Non-pensionable cash gratuity"** means an income that is not subject to a compulsory contribution towards a pension or provident fund;

**"remote allowance"** means a non-pensionable allowance payable by a municipality to attract and retain suitably qualified and competent senior managers to a geographically remote area where the approved pay scales are not sufficient to attract such senior managers;

**"remoteness index"** means the remoteness directory of all municipalities within the Republic providing a relative weight in terms of the remoteness of each municipality in relation to another as measured in terms of access to a range of public and private services, including livelihood opportunities;

**"total municipal equitable share"** means the equitable share of revenue that is provided to a metropolitan, district or local municipality for the 2020/21 financial year in terms of section 227(1) of the Constitution of the Republic of South Africa, 1996, to enable the municipality to provide basic services and perform the functions allocated to it, but excludes the regional services council replacement grant for district municipalities;

**"total municipal income"** means the gross income in respect of a metropolitan, district or local municipality based on actual income as stated in the audited financial statements of that municipality for the 2020/21 financial year. For the purpose of this meaning–

- (a) The gross income for a municipality includes the following:
  - (i) rates on property;
  - (ii) fees for services rendered by the municipality or on its behalf by a municipal entity;
  - (iii) surcharges;
  - (iv) other authorised taxes;
  - (v) levies and duties;
  - (vi) income from fines for traffic offences and contravention of municipal by-laws or legislation assigned to the local sphere of government;
  - (vii) regional services council replacement grant for district municipalities;
  - (viii) interest earned on invested funds other than national and provincial conditional grants;
  - (ix) rental for the use of municipal movable or immovable property; and
  - (x) amounts received as agent for other spheres of government.
- (b) The gross income excludes:
  - (i) transfers and / or grants from the national fiscus and provincial fiscus, with the exception of the regional services council replacement grant for district municipalities; and
  - (ii) all value added tax (VAT) refunds.

“total population” means the official statistics of the population residing in the area of jurisdiction of a metropolitan, district or local municipality, as published in the Community Survey 2016: Statistical Release No. P0301, in terms of the *Statistics Act*, 1999 (Act No. 6 of 1999); and

“upper limits” means the applicable total remuneration package values as contained in the Notice.

#### Allocation of number of points for total municipal income

2. The number of points allocated for the total municipal income of a municipality is as follows:

TOTAL MUNICIPAL INCOME		
From	To	Number of Points
R 0	R 14,548,692	1
R 14,548,693	R 15,580,645	2
R 15,580,646	R 17,560,521	3
R 17,560,522	R 18,853,826	4
R 18,853,827	R 21,732,180	5
R 21,732,181	R 23,419,603	6
R 23,419,604	R 25,126,187	7
R 25,126,188	R 27,322,060	8
R 27,322,061	R 29,689,011	9
R 29,689,012	R 32,291,016	10
R 32,291,017	R 35,128,047	11
R 35,128,048	R 38,191,078	12
R 38,191,079	R 41,950,829	13
R 41,950,830	R 44,383,868	14
R 44,383,869	R 47,847,956	15
R 47,847,957	R 51,232,682	16
R 51,232,683	R 54,616,880	17
R 54,616,881	R 59,300,815	18
R 59,300,816	R 65,797,168	19
R 65,797,169	R 67,188,252	20
R 67,188,253	R 70,271,532	21
R 70,271,533	R 79,950,129	22
R 79,950,130	R 80,887,991	23
R 80,887,992	R 89,029,775	24
R 89,029,776	R 97,952,096	25
R 97,952,097	R 107,037,740	26
R 107,037,741	R 113,216,995	27
R 113,216,996	R 117,855,240	28
R 117,855,241	R 128,538,318	29
R 128,538,319	R 139,728,320	30
R 139,728,321	R 146,271,042	31
R 146,271,043	R 151,871,761	32
R 151,871,762	R 164,899,116	33
R 164,899,117	R 172,043,051	34
R 172,043,052	R 187,007,638	35
R 187,007,639	R 192,283,465	36
R 192,283,466	R 197,559,290	37
R 197,559,291	R 203,273,867	38
R 203,273,868	R 213,321,959	39
R 213,321,960	R 229,326,830	40
R 229,326,831	R 250,301,737	41
R 250,301,738	R 283,772,548	42
R 283,772,549	R 308,455,547	43

TOTAL MUNICIPAL INCOME		
From	To	Number of Points
R 308,455,548	R 330,455,547	44
R 330,455,548	R 364,449,198	45
R 364,449,199	R 396,149,588	46
R 396,149,589	R 430,607,328	47
R 430,607,329	R 468,062,258	48
R 468,062,259	R 508,775,080	49
R 508,775,081	R 601,132,550	50
R 601,132,551	R 710,255,590	51
R 710,255,591	R 772,034,783	52
R 772,034,784	R 912,181,545	53
R 912,181,546	R 991,524,590	54
R 991,524,591	R 1,171,515,136	55
R 1,171,515,137	R 1,589,034,100	56
R 1,589,034,101	R 2,550,962,823	57
R 2,550,962,824	R 4,833,630,902	58
R 4,833,630,903	R 9,206,505,898	59
R 9,206,505,899	Above	60

### Allocation of number of points for total population

3. The number of points allocated for the total population of a municipality is as follows:

TOTAL POPULATION		
From	To	Number of Points
0	65,333	1
65,334	76,863	2
76,864	86,474	3
86,475	98,158	4
98,159	111,011	5
111,012	121,527	6
121,528	133,211	7
133,212	144,895	8
144,896	157,748	9
157,749	175,273	10
175,274	195,137	11
195,138	218,506	12
218,507	246,547	13
246,548	276,926	14
276,927	318,989	15
318,990	368,063	16
368,064	426,484	17
426,485	495,420	18
495,421	576,041	19
576,042	671,851	20
671,852	782,850	21
782,851	912,545	22
912,546	1,071,450	23
1,071,451	1,254,892	24
1,254,893	1,492,081	25
1,492,082	1,799,374	26
1,799,375	2,172,100	27
2,172,101	2,610,256	28
2,610,257	3,762,500	29
3,762,501	above	30

**Allocation of number of points for total municipal equitable share**

4. The number of points allocated for the total municipal equitable share of a municipality is as follows:

<b>TOTAL MUNICIPAL EQUITABLE SHARE</b>		
<b>From</b>	<b>To</b>	<b>Number of Points</b>
R 0	R 24,086,164	1
R 24,086,165	R 36,255,020	2
R 36,255,021	R 47,394,321	3
R 47,394,322	R 55,623,182	4
R 55,623,183	R 68,187,312	5
R 68,187,313	R 96,567,445	6
R 96,567,446	R 152,598,434	7
R 152,598,435	R 335,287,178	8
R 335,287,179	R 2,178,855,995	9
R 2,178,855,996	above	10

**Determination of categorisation of municipality**

5. The total number of points allocated to a municipality, in terms of items 2, 3, and 4 respectively, determines the categorisation of such municipality, in accordance with the following table:

<b>CATEGORISATION OF MUNICIPALITIES</b>		
<b>Categorisation</b>	<b>From</b>	<b>To</b>
1	1	26
2	27	47
3	48	60
4	61	70
5	71	78
6	79	85
7	86	91
8	92	96
9	97	98
10	99	100

**Change of categorisation of municipality**

6. (1) If the categorisation of a municipality determined in terms of this Notice, is higher than the categorisation for the previous financial year, the municipal council must apply in writing to the Minister to obtain approval, after consultation with the MEC for local government in the province.

(2) Notwithstanding sub-item (1), the Minister must –

(a) confirm the actual values and points scored by the municipality in relation to the factors in items 2, 3 and 4 of the Notice;

(b) determine the –

- (i) sustainability of the driving factors that led to the higher categorisation of the municipality compared to the categorisation of the previous financial year;
- (ii) affordability of the higher categorisation of the municipality using the following ratios:
  - (aa) municipality's liquidity ratio;
  - (bb) creditor's payment period;
  - (cc) debtor's collection rate;
  - (dd) remuneration ratio; and
- (iii) any other risks as may be identified.

(3) After confirmation of the actual values and points scored by the municipality in relation to the total municipal income, population and municipal equitable share, including the driving factors that led to a higher categorisation as well as affordability (using the ratios: liquidity ratio, creditor's payment period, debtor's collection rate and remuneration ratio) and approval by the Minister, the municipal council may implement such a new categorisation including adjustment of the total remuneration package of senior manager to the higher category.

(4) If the categorisation of a municipality determined in terms of this Notice is lower than the categorisation of the previous financial year, the municipality must retain the categorisation of the previous financial year.

#### **Annual total remuneration packages of municipal managers**

7. The upper limits of the annual total remuneration packages payable to municipal managers are as follows:

<b>MUNICIPAL CATEGORISATION</b>	<b>TOTAL REMUNERATION PACKAGE (MINIMUM)</b>	<b>TOTAL REMUNERATION PACKAGE (MIDPOINT)</b>	<b>TOTAL REMUNERATION PACKAGE (MAXIMUM)</b>
10	R 2,607,286	R 3,300,363	R 3,993,439
9	R 2,237,533	R 2,796,918	R 3,356,303
8	R 1,931,770	R 2,370,269	R 2,808,769
7	R 1,671,343	R 2,025,870	R 2,380,398
6	R 1,486,297	R 1,731,513	R 2,017,213
5	R 1,296,635	R 1,534,480	R 1,724,052
4	R 1,178,260	R 1,370,071	R 1,561,882
3	R 1,083,601	R 1,245,520	R 1,407,437
2	R 1,046,220	R 1,158,623	R 1,286,072
1	R 1,007,596	R 1,103,450	R 1,213,795



### Annual total remuneration packages of managers directly accountable to municipal managers

8. The upper limits of the annual total remuneration packages payable to managers directly accountable to municipal managers are as follows:

MUNICIPAL CATEGORISATION	TOTAL REMUNERATION PACKAGE (MINIMUM)	TOTAL REMUNERATION PACKAGE (MIDPOINT)	TOTAL REMUNERATION PACKAGE (MAXIMUM)
10	R 2,085,830	R 2,640 291	R 3,194,751
9	R 1,790,028	R 2,237 533	R 2,685,041
8	R 1,545,416	R 1,896 215	R 2,247,015
7	R 1,374,513	R 1,620 698	R 1,904,319
6	R 1,206,468	R 1,436 273	R 1,620,698
5	R 1,070,906	R 1,259 888	R 1,448,871
4	R 987,238	R 1,124 899	R 1,276,762
3	R 907,864	R 1,037 559	R 1,150,465
2	R 859,002	R 965,171	R 1,055,932
1	R 827,289	R 919,210	R 1,011,131

### Non-pensionable cash gratuity

9. A non-pensionable cash gratuity of –

(1) R1,695.00 payable monthly to senior managers earning a total remuneration package below R1,900,000 for the 2021/22 municipal financial year; or

(2) R1,818.00 payable monthly to senior managers earning a total remuneration package of R1,900,000 and above for the 2021/22 municipal financial year.

(3) The non-pensionable cash gratuity will be backdated from 1 July 2021 and shall be payable until 30 June 2022.

### Offer of remuneration on appointment

10. (1) The offer of remuneration on appointment to senior managers will be determined by the competencies, qualifications, experience and knowledge of the candidate considered for appointment.

(2) A municipal council must apply the criteria as set out below to determine the offer of remuneration on appointment:

TOTAL REMUNERATION PACKAGE	CRITERIA
MINIMUM	<ul style="list-style-type: none"> <li>Relevant qualification.</li> <li>Applicable to persons who have the relevant 5 years' experience as provided in the Regulations.</li> <li>Applicable to persons who have acquired competent achievement level as measured against the competency framework.</li> </ul>



TOTAL REMUNERATION PACKAGE	CRITERIA
MIDPOINT	<ul style="list-style-type: none"> <li>Relevant qualification.</li> <li>Applicable to persons who have 5 to 10 years' experience as provided in the Regulations.</li> <li>Applicable to persons who have acquired advanced competency achievement level as measured against the competency framework.</li> </ul>
MAXIMUM	<ul style="list-style-type: none"> <li>Relevant qualification.</li> <li>Applicable to persons who have more than 10 years' experience as provided in the Regulations.</li> <li>Applicable to persons who have demonstrated a superior competency as measured against the competency framework.</li> </ul>

(3) Notwithstanding sub-item (1), if a municipal council is unable to offer the relevant total remuneration package or cannot afford to pay the remuneration as determined in this Notice, a lesser offer may be considered on appointment.

#### Payment of remote allowance

11. (1) A senior manager employed in one of the following municipalities, may be paid a remote allowance not exceeding the percentage of the total annual remuneration package applicable to the relevant senior manager, as provided in the table below:

PROVINCE	DISTRICT CODE	MUNICIPAL CODE	MUNICIPALITY	%
Eastern Cape	DC10	EC102	Blue Crane Route	4%
Eastern Cape	DC10	EC106	Sundays River Valley	4%
Eastern Cape	DC10	EC109	Kou-Kamma	4%
Eastern Cape	DC12	EC129	Raymond Mhlaba	4%
Eastern Cape	DC13	EC131	Inxuba Yethemba	4%
Eastern Cape	DC13	EC135	Intsika Yethu	4%
Eastern Cape	DC13	EC137	Engcobo	4%
Eastern Cape	DC13	EC138	Sakhisizwe	4%
Eastern Cape	DC13	EC139	Enoch Mgijima	4%
Eastern Cape	DC14	EC141	Elundini	4%
Eastern Cape	DC15	EC153	Ngquza Hill	4%
Eastern Cape	DC44	EC443	Mbizana	4%
Eastern Cape	DC15	EC154	Port St Johns	4%
Eastern Cape	DC44	EC442	Umtzimvubu	4%
Eastern Cape	DC44	EC444	Ntabankulu	4%
Eastern Cape	DC14	DC14	Joe Gqabi	4%
Eastern Cape	DC44	DC44	Alfred Nzo	4%
Free State	DC16	FS161	Letsemeng	4%
Free State	DC16	FS162	Kopanong	4%
Free State	DC18	DC183	Tswelopele	4%
Free State	DC19	FS191	Setsoto	4%
Free State	DC19	FS196	Mantsopa	4%
Free State	DC20	FS205	Mafube	4%
Free State	DC20	FS204	Metsimaholo	4%
Free State	DC16	DC16	Xhariep	4%
Free State	DC20	DC20	Fezile Dabi	4%
KwaZulu Natal	DC21	KZN214	UMuziwabantu	4%
KwaZulu Natal	DC22	KZN224	Impendle	4%
KwaZulu Natal	DC23	KZN235	Okhahlamba	4%

PROVINCE	DISTRICT CODE	MUNICIPAL CODE	MUNICIPALITY	%
KwaZulu Natal	DC24	KZN245	Umvoti	4%
KwaZulu Natal	DC24	KZN244	Msinga	4%
KwaZulu Natal	DC26	KZN261	eDumbe	4%
KwaZulu Natal	DC26	KZN262	UPhongolo	4%
KwaZulu Natal	DC26	KZN265	Nongoma	4%
KwaZulu Natal	DC26	KZN266	Ulundi	4%
KwaZulu Natal	DC27	KZN276	Big Five Hlabisa	4%
KwaZulu Natal	DC28	KZN285	Mthonjaneni	4%
KwaZulu Natal	DC28	KZN286	Nkandla	4%
KwaZulu Natal	DC43	KZN433	Greater Kokstad	4%
KwaZulu Natal	DC43	KZN434	Ubuhlebezwe	4%
KwaZulu Natal	DC43	KZN435	Umzimkhulu	4%
KwaZulu Natal	DC26	DC26	Zululand	4%
KwaZulu Natal	DC43	DC43	Harry Gwala	4%
Limpopo	DC33	LIM331	Greater Giyani	4%
Limpopo	DC34	LIM341	Musina	4%
Limpopo	DC35	LIM351	Blouberg	4%
Limpopo	DC35	LIM353	Molemole	4%
Limpopo	DC36	LIM361	Thabazimbi	4%
Limpopo	DC47	LIM473	Makhuduthamaga	4%
Limpopo	DC47	LIM476	Greater Tubatse/Fetakgomo	4%
Mpumalanga	DC30	MP301	Albert Luthuli	4%
Mpumalanga	DC30	MP303	Mkhondo	4%
Mpumalanga	DC30	MP304	Dr Pixley Ka Isaka Seme	4%
Mpumalanga	DC32	MP321	Thaba Chweu	4%
Mpumalanga	DC 32	MP324	Nkomazi	4%
North West	DC37	NW375	Moses Kotane	4%
North West	DC38	NW381	Ratlou	4%
North West	DC38	NW382	Tswaing	4%
North West	DC38	NW385	Ramotshere Moiloa	4%
North West	DC39	NW392	Naledi (NW)	4%
North West	DC39	NW393	Mamusa	4%
North West	DC39	NW394	Greater Taung	4%
North West	DC39	NW396	Lekwa-Teemane	4%
North West	DC40	NW404	Maquassi Hills	4%
North West	DC39	DC39	Dr Ruth Segomotsi Mompati	4%
Northern Cape	DC8	NC084	IKheis	4%
Northern Cape	DC7	NC078	Siyancuma	4%
Northern Cape	DC7	NC076	Thembelihle	4%
Northern Cape	DC9	NC093	Magareng	4%
Northern Cape	DC9	NC094	Phokwane	4%
Western Cape	DC1	WC013	Bergrivier	4%
Western Cape	DC1	WC015	Swartland	4%
Western Cape	DC3	WC032	Overstrand	4%
Western Cape	DC3	WC034	Swellendam	4%
Western Cape	DC3	WC031	Theewaterskloof	4%
Western Cape	DC4	WC042	Hessequa	4%
Western Cape	DC4	WC041	Kannaland	4%
Western Cape	DC5	WC051	Laingsburg	4%
Western Cape	DC5	WC052	Prince Albert	4%
Western Cape	DC1	DC1	West Coast	4%
Eastern Cape	DC10	EC101	Dr Bayers Naude	7%
Eastern Cape	DC14	EC142	Senqu	7%
Eastern Cape	DC14	EC145	Walter Sisulu	7%
Eastern Cape	DC44	EC441	Matatiele	7%
Free State	DC16	FS163	Mohokare	7%

PROVINCE	DISTRICT CODE	MUNICIPAL CODE	MUNICIPALITY	%
KwaZulu Natal	DC27	KZN272	Jozini	7%
KwaZulu-Natal	DC27	DC27	Umkhanyakude	7%
KwaZulu-Natal	DC43	KZN436	Dr Nkosazana Dlamini Zuma	7%
Limpopo	DC36	LIM362	Lephalale	7%
Northern Cape	DC6	NC067	Khai-Ma	7%
Northern Cape	DC7	NC072	Umsobomvu	7%
Northern Cape	DC7	NC075	Renosterberg	7%
Northern Cape	DC8	NC085	Tsantsabane	7%
Northern Cape	DC8	NC086	Kgatelopele	7%
Northern Cape	DC45	NC453	Gamagara	7%
Northern Cape	DC45	NC452	Ga-Segonyana	7%
Northern Cape	DC45	DC45	John Taolo Gaetsewe	7%
Western Cape	DC1	WC012	Cederberg	7%
Western Cape	DC3	WC033	Cape Agulhas	7%
Western Cape	DC5	WC053	Beaufort West	7%
Western Cape	DC3	DC3	Overberg	7%
Western Cape	DC5	DC5	Central Karoo	7%
KwaZulu Natal	DC27	KZN271	Umkhanyakude	10%
North West	DC39	NW397	Kagisano/Molopo	10%
Northern Cape	DC6	DC6	Namakwa	10%
Northern Cape	DC6	NC061	Richtersveld	10%
Northern Cape	DC6	NC062	Nama Khoi	10%
Northern Cape	DC6	NC064	Kamiesberg	10%
Northern Cape	DC6	NC065	Hantam	10%
Northern Cape	DC6	NC066	Karoo Hoogland	10%
Northern Cape	DC7	DC7	Pixley Ka Seme	10%
Northern Cape	DC7	NC073	Emthanjeni	10%
Northern Cape	DC7	NC071	Ubuntu	10%
Northern Cape	DC7	NC074	Kareeberg	10%
Northern Cape	DC7	NC077	Siyathemba	10%
Northern Cape	DC45	NC451	Joe Morolong	10%
Western Cape	DC1	WC011	Matzikama	10%

(2) A senior manager who receives a market premium allowance, rural or scarce skills allowance in terms of Notice No. 225 as published in *Government Gazette* No. 37500 of 29 March 2014 or Notice No. 578 as published in *Government Gazette* No. 38946 of 1 July 2015 is not eligible for the remote allowance contemplated in sub-item (1).

(3) A remote allowance referred to in sub-item (1) terminates when –

- (a) the employment contract of a senior manager lapses or is terminated; or
- (b) the senior manager vacates office for any reason before the date of expiry of the employment contract, including but not limited to transfer, promotion, dismissal for misconduct, incapacity, operational requirements and retirement.

#### Overpayment and underpayment

12. (1) A municipal council must inform a senior manager in writing about the revised cost of living adjustments, and this information must include that overpayments will be recovered, and underpayments adjusted, where necessary.

(2) The expenditure for implementation of this Notice must be defrayed from the 2022/23 budget of municipalities.

### Furnishing of information to Minister

**13** (1) A municipal council must compile and submit updated information as at 1 July 2021 in respect of the senior managers, in terms of section 107 of the Act, to the MEC for local government in the province:

- (a) Total approved posts;
- (b) Total filled posts;
- (c) Total vacant posts;
- (d) Name of incumbent;
- (e) Designation;
- (f) Gender;
- (g) Nature of contract (either permanent or fixed term contract);
- (h) Date of appointment;
- (i) Date of expiry of contract;
- (j) Total remuneration packages and any allowances that are payable to municipal manager, managers directly accountable to municipal managers and divisional managers (third level managers) for the 2021/22 municipal financial year, including the T-scale levels where applicable;
- (k) Total municipal income;
- (l) Total population;
- (m) Total municipal equitable share; and
- (n) Municipal categorisation for the 2021/22 municipal financial year.

(2) The information contemplated in sub-item (1) must be submitted to the MEC for local government in the province within 14 days from the date of publication of this Notice on an official letterhead of the municipality, signed by the executive mayor or mayor.

(3) The MEC for local government must submit information consolidated for all municipalities in the province to the Minister within 30 days from the date of publication of this Notice.

### Transitional provisions

**14.** (1) This Notice does not affect the existing employment contract of a senior manager appointed before 1 July 2014.

(2) A municipality that does not have any municipal income is a category 1 municipality.

(3) If a municipality has no audited financial statements for the 2020/21 municipal financial year by the date of publication of this Notice, the audited financial statements for 2019/20 municipal financial year will *mutatis mutandis* apply.

(4) A municipal council may, in exceptional circumstances and on good cause shown, and after consultation with the MEC for local government, apply in writing to the Minister to waive any of the prescribed requirements as set out in this Notice. The Minister will consider each application on merit, based on circumstances and motivation provided by municipalities.

(5) The following translation key will apply –

(a) Municipal managers:

TRANSLATION KEY						
MUNICIPAL CATEGORISATION	2020/2021			2021/2022		
	TOTAL REMUNERATION PACKAGE (MINIMUM)	TOTAL REMUNERATION PACKAGE (MIDPOINT)	TOTAL REMUNERATION PACKAGE (MAXIMUM)	TOTAL REMUNERATION PACKAGE (MINIMUM)	TOTAL REMUNERATION PACKAGE (MIDPOINT)	TOTAL REMUNERATION PACKAGE (MAXIMUM)
10	R 2,568,755	R 3,251,589	R 3,934,423	R 2,607,286	R 3,300,363	R 3,993,439
9	R 2,204,466	R 2,755,584	R 3,306,702	R 2,237,533	R 2,796,918	R 3,356,303
8	R 1,903,222	R 2,335,240	R 2,767,260	R 1,931,770	R 2,370,269	R 2,808,769
7	R 1,646,643	R 1,995,931	R 2,345,220	R 1,671,343	R 2,025,870	R 2,380,398
6	R 1,464,332	R 1,705,924	R 1,987,402	R 1,486,297	R 1,731,513	R 2,017,213
5	R 1,277,236	R 1,511,803	R 1,698,573	R 1,296,395	R 1,534,480	R 1,724,052
4	R 1,160,847	R 1,349,824	R 1,538,780	R 1,178,260	R 1,370,071	R 1,561,862
3	R 1,067,587	R 1,227,113	R 1,386,637	R 1,083,601	R 1,245,520	R 1,407,437
2	R 1,030,759	R 1,141,500	R 1,267,066	R 1,046,220	R 1,158,623	R 1,286,072
1	R 992,705	R 1,087,143	R 1,195,857	R 1,007,596	R 1,103,450	R 1,213,795

(b) Managers directly accountable to municipal managers:

TRANSLATION KEY						
MUNICIPAL CATEGORISATION	2020/2021			2021/2022		
	TOTAL REMUNERATION PACKAGE (MINIMUM)	TOTAL REMUNERATION PACKAGE (MIDPOINT)	TOTAL REMUNERATION PACKAGE (MAXIMUM)	TOTAL REMUNERATION PACKAGE (MINIMUM)	TOTAL REMUNERATION PACKAGE (MIDPOINT)	TOTAL REMUNERATION PACKAGE (MAXIMUM)
10	R 2,055,005	R 2,601,272	R 3,147,538	R 2,085,830	R 2,640,291	R 3,194,751
9	R 1,763,574	R 2,204,466	R 2,645,361	R 1,790,028	R 2,237,533	R 2,685,041
8	R 1,522,577	R 1,868,192	R 2,213,808	R 1,545,416	R 1,896,215	R 2,247,015
7	R 1,354,200	R 1,596,747	R 1,876,176	R 1,374,513	R 1,620,698	R 1,904,319
6	R 1,188,638	R 1,415,047	R 1,596,747	R 1,206,468	R 1,436,273	R 1,620,698
5	R 1,055,080	R 1,241,269	R 1,427,459	R 1,070,906	R 1,259,888	R 1,448,871
4	R 972,648	R 1,108,275	R 1,257,894	R 987,238	R 1,124,899	R 1,276,762
3	R 894,447	R 1,022,226	R 1,133,463	R 907,864	R 1,037,559	R 1,150,465
2	R 846,307	R 950,907	R 1,040,327	R 859,002	R 965,171	R 1,055,932
1	R 815,063	R 905,626	R 996,188	R 827,289	R 919,210	R 1,011,131

#### Short title and commencement

**15.** This Notice is called the Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers and takes effect from 1 July 2021. The Notice replaces *Government Gazette* No. 46062 as published on 18 March 2022.



## ANNEXURE G

ANNEXURE D

---

**DECLARATION OF CONFIDENTIALITY BY  
THE SELECTION PANEL MEMBERS, OBSERVERS & SECRETARIATE**

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**INTERVIEWS FOR THE ADVERTISED POST OF  
CHIEF FINANCIAL OFFICER  
(NAME OF THE ADVERTISED POST)**

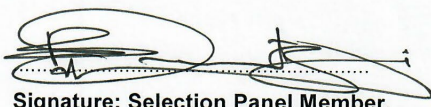
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**Date: 17 April 2023**

I, RICHARD DYANTHI hereby declare that I have read the provisions of regulation 10 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers ("hereinafter referred to as the 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 this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member, friend or associate;
- (e) will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews; and
- (d) all the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Council has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Council.

Signed at GEORGETOWN on this 17 day of APRIL 2023.

  
Signature: Selection Panel Member,  
Observer & Secretariat

  
Signature: Chairperson

## ANNEXURE D

**DECLARATION OF CONFIDENTIALITY BY  
THE SELECTION PANEL MEMBERS, OBSERVERS & SECRETARIATE**


**INTERVIEWS FOR THE ADVERTISED POST OF  
CHIEF FINANCIAL OFFICER  
(NAME OF THE ADVERTISED POST)**

**Date: 17 April 2023**

I, Amranda Booysey hereby declare that I have read the provisions of regulation 10 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers ("hereinafter referred to as the 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 this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member, friend or associate;
  - (e) will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews; and
- (d) all the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Council has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Council.

Signed at GEORGE on this 17 day of APRIL 2023.

  
Signature: Selection Panel Member,  
Observer & Secretariat

  
Signature: Chairperson



---

**DECLARATION OF CONFIDENTIALITY BY  
THE SELECTION PANEL MEMBERS, OBSERVERS & SECRETARIATE**

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**INTERVIEWS FOR THE ADVERTISED POST OF  
CHIEF FINANCIAL OFFICER  
(NAME OF THE ADVERTISED POST)**

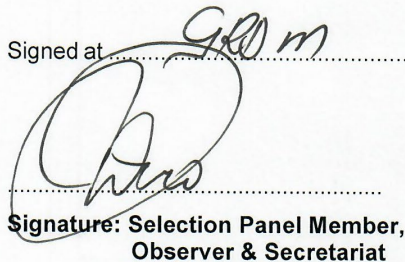
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**Date: 17 April 2023**

I, Lotiso Shoto hereby declare that I have read the provisions of regulation 10 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers ("hereinafter referred to as the 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 this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member, friend or associate;
  - (e) will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews; and
- (d) all the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Council has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Council.

Signed at GEM on this 17 day of April 2023.

  
Signature: Selection Panel Member,  
Observer & Secretariat

  
Signature: Chairperson



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**DECLARATION OF CONFIDENTIALITY BY  
THE SELECTION PANEL MEMBERS, OBSERVERS & SECRETARIATE**

---

**INTERVIEWS FOR THE ADVERTISED POST OF  
CHIEF FINANCIAL OFFICER  
(NAME OF THE ADVERTISED POST)**

---

**Date: 17 April 2023**

I, Mbulelo Memon hereby declare that I have read the provisions of regulation 10 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers ("hereinafter referred to as the 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 this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member, friend or associate;
  - (e) will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews; and
- (d) all the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Council has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Council.

Signed at Plettenberg Bay on this 17<sup>th</sup> day of April, 2023.  
(Leons)

Mbulelo Memon

**Signature: Selection Panel Member,  
Observer & Secretariat**

[Signature]

**Signature: Chairperson**

## ANNEXURE D

---

**DECLARATION OF CONFIDENTIALITY BY  
THE SELECTION PANEL MEMBERS, OBSERVERS & SECRETARIATE**

---

**INTERVIEWS FOR THE ADVERTISED POST OF  
CHIEF FINANCIAL OFFICER  
(NAME OF THE ADVERTISED POST)**

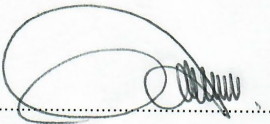
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**Date: 17 April 2023**

I, JEROME CENSEL LAUBAIDEN hereby declare that I have read the provisions of regulation 10 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers ("hereinafter referred to as the 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 this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member, friend or associate;
  - (e) will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews; and
- (d) all the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Council has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Council.

Signed at George on this 17 day of April 2023.

  
Signature: Selection Panel Member,  
Observer & Secretariat

  
Signature: Chairperson



## ANNEXURE D

---

**DECLARATION OF CONFIDENTIALITY BY  
THE SELECTION PANEL MEMBERS, OBSERVERS & SECRETARIATE**

---

**INTERVIEWS FOR THE ADVERTISED POST OF  
CHIEF FINANCIAL OFFICER  
(NAME OF THE ADVERTISED POST)**


---

**Date: 17 April 2023**

I, Monde Stefan hereby declare that I have read the provisions of regulation 10 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers ("hereinafter referred to as the 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 this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member, friend or associate;
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- (d) all the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Council has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Council.

Signed at George on this 17 day of April 2023.

  
Signature: Selection Panel Member,  
Observer & Secretariat

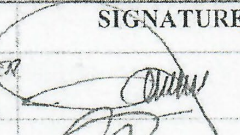

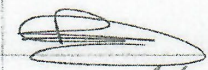



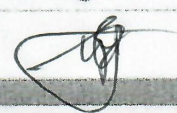
  
Signature: Chairperson



**FINALISATION OF SELECTION PROCESS FOR CHIEF  
FINANCIAL OFFICER MINUTES AND CONTROL SHEET**

POSITION	CHIEF FINANCIAL OFFICER	
POST LEVEL	UPPER LIMITS FOR SENIOR MANAGERS	
DEPARTMENT	OFFICE OF THE MUNICIPAL MANAGER	
DIVISION	FINANCE	
TOWN	GEORGE	
NATURE OF VACANCY	Permanent post on organisational structure:	
	Vacant	<input checked="" type="checkbox"/>
	Newly created	<input type="checkbox"/>
	Temporary post on organisational structure:	
	Contract	<input type="checkbox"/>
	Relieving	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Other reason:	
Student	<input type="checkbox"/>	
Intern	<input type="checkbox"/>	
DATE OF FINALISATION OF SELECTION PROCESS: 17 APRIL 2023		
PERIOD OF VACANCY		
<b><u>CONFIDENTIALITY</u></b>		
<p>"We as panel members declare that we will treat all information as confidential and not disclose or discuss any information with any other person or person(s) unless authorised by the panel to do so on their behalf."</p>		



SIGNATURE FOR ATTENDANCE AND ACCEPTANCE OF CONFIDENTIALITY		
NAME	REPRESENT	SIGNATURE
JEROME LAMBADEEN	PORT FOLIO <sup>MEMBER</sup> PANEL A	
WOLIS SHOTO	Acting HR Manager	
RICHARD DYANTHI	ZIMATI	
M Memon	Bitar MM	
Moude Shatu	GRDM	
Amara Bessery	SCRIBER	
Moude Shatu	CHAIRPERSON	
Reference Number: _____		



## SHORTLISTING MINUTES AND CONTROL SHEET

### 1 OPENING AND WELCOME: CHAIRPERSON

#### Introduction Of Panel Members And Apologies

The chair person of the panel opened the meeting and welcomed all panel member that are present. Chair person introduced himself on the record and requested all panel members to also introduce themselves. The chairperson also read into the record the apology from SAMNLI.

### 2 COMMUNICATION BY PANEL MEMBERS

#### Background Of Vacancy

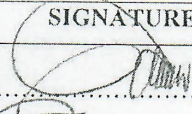
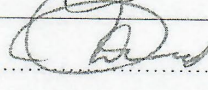


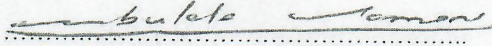
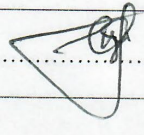
The chair person took panel through the agenda and explained that the purpose of this meeting is to finalise the selection process for the vacancy of CFO. Chair person also explained that the interviews were conducted and the service provider emailed the selection report to the office of the Municipal Manager on 14 April 2023 and the panel finalise the process. The chair person took panel through the selection report and asked the panel if they have any questions. Councillor Langatjeen ask a question regarding what the passing threshold regarding the assessment as the preferred candidate got above 50% in the assessment. The panel member Mr Memani appointed as a specialist explained that in terms of the marking competencies the candidate got more than 50% and the combined aggregate score is also indicating that the candidate is competent.



### 3 FINAL REMARKS

The chair person also explained the terms the department of higher education indicates that pass score is 50% and anything above is also a pass. The chair person recommended that at the recommendation one additional recommendation be added as b.3 that the selection panel unanimously agrees and resolves to recommend the preferred candidate NIP TP. ZOLINGE be appointed. That to be rephrased that NIP entrals accepted offer that is all inclusive remuneration package within the upper limits.

### 4 SIGNATURE OF PANEL

NAME	SIGNATURE
JEROME JAN BARTOEN.	
Loliso Shoto	
Amann Boosen	
Richard DANTY	
M. Memon	
M. STRAU	

### 5 CLOSURE

Meeting closed at 12:35



## REPORT ON SCREENING OF SHORTLISTED CANDIDATES

### CHIEF FINANCIAL OFFICER

**MARCH 2023**





## SCREENING OF SHORTLISTED CANDIDATES

A person appointed as a senior manager in terms of the Regulations in Government Notice 21 of 17 January 2014 must be screened and reported on as set out in Regulations 14, 16 and 17.

Screening of the shortlisted candidates must take place within 21 days of the finalisation of the shortlisting by –

- (a) conducting the necessary reference checks;
- (b) contacting a candidate's current or previous employer;
- (c) determining the validity of a candidate's qualifications; and
- (d) verifying whether a candidate has been dismissed previously for misconduct or poor performance by another employer.

A written report on the outcome of the screening process must be compiled by the municipal manager, in the case of the manager directly accountable to the municipal manager, before the interviews take place.

This report also contain information on any Criminal Background, Criminal History, previous convictions/and or any relevant information including Credit and License Details as well as the holding of political office as contemplated in Section 56A of the Act.

[BACK TO AGENDA](#)

Candidate	Criminal Record	Financial Record	Qualifications	References	Current & Previous Employers	Dismissed/ suspended/ retrenched for Misconduct	Holding Political Office
TP Lolwe	No	No Judgements One Default	B.Com Acc, UFH 1999 Verified & Valid	Positive	Positive	No	No
CHR Boshoff	No	No Judgements No Defaults	MBA, Potch 2000 Verified & Valid	Positive	Positive	No	No
AL Stander	No	No Judgements No Defaults	MBA, Potch 2004 Verified & Valid	Positive	Positive	No	No
GP de Jager	No	No Judgements No Defaults	B.Com Mun Acc, UNISA 2007 Verified & Valid	Positive	Positive	No	No
BF James	Withdraw						

  
**MG STRATU**  
**MUNICIPAL MANAGER**

1. **PROPOSED CLOSURE OF OFFICES ON 28 APRIL 2023 / VOORGESTELDE SLUITING VAN DIE KANTORE VIR 28 APRIL 2023 / ISIPHAKAMISO SOKUVALWA KWE OFISI NGE 28 APRIL 2023**  
**(4/1/2) (5/9)**

17 April 2023

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

2. **PURPOSE**

To obtain Council's approval for the closure of all Garden Route District Municipality (GRDM) offices on the period 28 April 2023.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

According to our nation calendar the 27 April 2023 is Freedom Day and is declared public holiday. Most GRDM officials have indicated that they want take leave on 28 April 2023 as it is a short working day, being a Friday.

Council is therefore requested to rather close on the 28 in order to avoid the inconsistent treatment of leave request by the different departments.

5. **RECOMMENDATIONS**

- 5.1 That Council takes note of the report.
- 5.2 That Council approves that the Garden Route District Municipality offices be closed on 28 April 2023.
- 5.3 That the notices of the closure be published on notice boards on notice boards and websites.
- 5.4 That departments ensure that all essential services continue as per arrangement on the day.

## **AANBEVELINGS**

- 5.1 *Dat die Raad kennis neem van die verslag.*
- 5.2 *Dat die Raad sluting van GardenRoute Distrikmunisipaliteitkantore op 28 April 2023 goedkeur.*
- 5.3 *Dat kennisgewings rakende die sluting geadverteer word op kennisgewingborde en die webtuiste.*
- 5.4 *Dat departmente sekermaak dat alle essensiele dienste op die dag.*

## **IZINDULULO**

- 5.1 Sesokuba iBhunga liyithathela ingqalelo ingxelo.
- 5.2 Sesokuba iBhunga liphumeze ukuba ii-ofisi zikaMasipala weSithili saseGarden Route zivaliwe ngomhla wama-28 kuTshazimpuzi 2023.
- 5.3 Sesokuba izaziso zokuvalwa zipapashwe kwiibhodi zezaziso kwiibhodi zezaziso nakwiwebhusayithi.
- 5.4 Sesokuba amasebe aqinisekise ukuba zonke iinkonzo eziyimfuneko ziyaqhubeka ngokwamalungiselelo osuku.

## **6. DISCUSSION / CONTENTS**

### **6.1. Background/Discussion**

The 27 of April 2023 is a public holiday in South Africa and most employees have indicated that they will also take leave on the 28 of April as many will be travelling.

In order to avoid different treatments by departments of the leave request for the 28, it is proposed that Council closes on the day but ensure that all essential services are not affected by the closure of the offices.

### **6.3 Financial Implications**

None

### **6.4 Legal Implications**

Section 66 of the Municipal Finance Management Act, 2003 (Act 56 of 2003).

Main Collective Agreement

Conditions of Service Collective Agreement

Leave Policy

**6.5 Staff Implications**

None

**6.6 Previous / Relevant Council Resolutions:**

None

**6.7 Risk Implications**

Essential services will continue.

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