

2019/20



[OVERSIGHT REPORT]

Council Meeting: 26 May 2021

TABLE OF CONTENTS

1. INTRODUCTION
2. STATEMENT AND PURPOSE OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
3. THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
4. CIRCULATION OF THE ANNUAL REPORT
5. SUMMARY OF FINDINGS RELATED TO THE ANNUAL REPORTING
6. SUMMARY OF PRESENTATIONS RECEIVED FROM COMMUNITY AND OTHERS
7. COMMENTS AND ISSUES RAISED DURING VARIOUS PLATFORMS AND COMMITTEES WHERE
THE ANNUAL REPORT WAS DISCUSSED
8. CONCLUSION
9. MATTERS FOR COUNCIL TO NOTE
10. RECOMMENDATION TO COUNCIL

APPENDICES:

- | | |
|-------------|---|
| APPENDIX 1. | COUNCIL MINUTES WHERE DRAFT ANNUAL REPORT WAS ADOPTED |
| APPENDIX 2. | ADVERT INVITING PUBLIC COMMENTS |
| APPENDIX 3. | INTERNAL AUDIT COMMITTEE MINUTES |
| APPENDIX 4. | MPAC BRIEFING DOCUMENT |
| APPENDIX 5. | COMMENTS RECEIVED FROM PROVINCIAL TREASURY |
| APPENDIX 6. | MINUTES OF THE MPAC MEETINGS |

1. Introduction

Council is vested with the responsibility to oversee the performance of their respective municipality, as required by the Constitution, the Municipal Finance Management Act (MFMA) and Municipal Systems Act (MSA). Section 129 of the MFMA requires the Municipal Council to consider the Annual Report of its municipality and municipal entities and to adopt an Oversight Report. Given the process required by Council to effectively undertake its oversight role, the establishment of the Municipal Public Accounts Committee (MPAC) of Council provides the appropriate mechanism through which Council can fulfil its oversight responsibilities. MPAC's primary role is to consider the Annual Report, receive input from the various role-players and prepare a draft Oversight Report for consideration by Council.

a. What is an Annual Report

The purpose of the Annual Report is:

- to provide a record of the activities of the municipality or entity;
- to provide a report on performance in service delivery and against the budget;
- to provide information that supports the revenue and expenditure decisions made; and
- to promote accountability to the local community for decisions made

When tabled, the annual report should include four main components, each of which has an important function in promoting governance and accountability.

The main components are:

- The annual performance report as required by section 46 of the MSA.
- Annual Financial Statements submitted to the Auditor-General;
- The Auditor-General's audit report on the financial statements in terms of section 126(3) of the MFMA;
- and The Auditor-General's audit report on performance in terms of section 45(b) of the MSA.

Other components required to be included in the annual report are set out in the MFMA section 121 and the MFMA Circular No 11 issued 14 January 2005.

Section 127 of the MFMA states **"The mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control."**

Section 129 further stipulates the process of the Oversight and Annual Report:

“The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality’s sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council’s comments on the annual report, which must include a statement whether the council—

(a) has approved the annual report with or without reservations;

(b) has rejected the annual report; or

(c) has referred the annual report back for revision of those components that can be revised.

The oversight report is thus clearly distinguished from the annual report. The annual report is submitted to the council by the accounting officer and the mayor and is part of the process for discharging accountability by the executive and administration for their performance in achieving the goals set by council. **The oversight report is a report of the municipal council** and follows consideration and consultation on the annual report by the council itself.

2. STATEMENT AND PURPOSE OF THE MPAC

It is imperative to have an understanding of the accountability framework for municipalities in order to correctly understand the role of the Oversight Report as distinct from that of the Annual Report and any other reports required from the municipality.

The following table displays the nature of the accountability framework for local government:

	Responsible for	Oversight over	Accountable to
Council	Approving policy and budget	Mayor	Community
Mayor	Policy, budgets, outcomes, management of / oversight over municipal manager	Municipal Manager	Council
Municipal Manager	Outputs and implementation	The Administration	Mayor
Chief Financial Officer and Senior Managers	Outputs and implementation	Financial Management and Operational Functions	Municipal Manager

3. THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

MPAC is a committee of Council established under section 79 of the Municipal Structures Act, 1998 and Resolution no C113/2014 to perform an oversight function on behalf of council and not a duplication of other committees of council, such as Finance Committee or that of the Audit Committee.

The Municipal Public Accounts Committee consists of the following Councillors

Chairperson:	Ald C November
Members:	Cllr CM Lamprecht Cllr R Brinkhuys Cllr S Fredericks Cllr C Wood
Observer:	Audit Committee Chairperson: Reyhana Gani

Council has delegated to the following function to the MPAC Committee:

- 1) Undertake a review and analysis of the Annual Report
- 2) Invite, receive and consider inputs from Councillors and Portfolio Committees, on the Annual Report
- 3) Consider written comments received on the Annual Report from the public consultation process
- 4) Conduct Public Hearing(s) to allow the local community or any organs of state to make representations on the Annual Report
- 5) Receive and consider Councils' Audit Committee views and comments on the annual financial statements and the performance report
- 6) To consider and evaluate the content of the Annual Report and to make recommendations to Council when adopting an oversight report on the annual report
- 7) Evaluation of in-year, and mid-year assessments.
- 8) To examine the AFS and audit reports, and in doing so, the Committee must consider improvements from previous statements and reports and must evaluate the extent to which the Audit Committee and the Auditor General's recommendations have been implemented.
- 9) To promote good governance, transparency and accountability on the use of municipal resources

4. PROCESS AND CIRCULATION OF THE ANNUAL REPORT

It should be noted in accordance with the exemption contained in Government Gazette No.43582 of 5 August 2020, the municipality was granted two months extension on the deadlines prescribed in the legislation relating to the Annual Report and Annual Financial Statements.

The Annual Performance Report and Annual Financial Statements was submitted to the Auditor General on 30/10/2020.

The draft annual report was submitted to the Auditor General on 02 February 20021 where after it was presented to the Performance Audit Committee on 05 March 2021.

The draft annual report was first presented to council by the Executive Mayor on 18 March 2021 the meeting however could not proceed and it was again presented to council by the Executive Mayor on 30 March 2021. The draft annual report was then adopted and subsequently submitted to the Auditor General, National Treasury and Provincial Treasury on 31 March 2021.

The draft annual report was advertised for comments from 30 March 2021 to 23 April 2021.

The Annual Report was circulated by making copies available and advertising its availability for comments as follows:

Notices for comments were given in the local newspapers on 01 April 2021.

- On the municipality's website www.twk.org.za as well as the following offices:
- 6 Plein Street, Caledon
- Arbour Drive Grabouw
- Hoofweg Villiersdorp
- Fontein Street Botrivier
- Ds. Botha Street Greyton
- Strydom Avenue Genadendal
- Buitekant Street Riviersonderend

The availability of the annual report was communicated through the social medial platforms.

The following MPAC meetings took place:

1. **08 April 2021:** pose questions to Management to get clarity on the contents of the Annual Financial statements and the Annual Report.
2. **28 April 2021: at 14:00** Public hearings - The local community and any organ of state were allowed to make representations on the annual report.
3. **06 May 2021:** Presentation of the draft oversight report, taking into consideration the views and inputs of the Public, Representatives of the Auditor General, Organ of states, Council's Audit committee and Councillors.

5. SUMMARY OF FINDINGS RELATED TO ANNUAL REPORTING

The MPAC are satisfied with the processes followed relating to the annual report and concur that all legal requirements relating to annual reporting has been followed.

6. SUMMARY OF PRESENTATIONS RECEIVED FROM COMMUNITY AND OTHERS

The following table reflects the key written representation received from the respective organisations/individuals relating to the content of the Annual Report.

Representation Submitted by:	Key Issues Raised	Determination by MPAC
Individual Councillors	None	
Private Individuals	None	
Other organised community structures (business, churches, sporting bodies, agriculture, labour, etc)	None	See attached notice to community requesting for comments on the Annual Report : Appendix 2
Internal Auditors	None: Concurred that all legislative requirements relating to the annual report have been adhered to. Internal Audit has however extensively audited both the Annual Performance Report and the Annual Report prior to submission of the draft Annual Report to council and made valid findings.	Finding Raised By Internal Audit was addressed and corrected prior to submission to council and other stakeholders. Internal Audit played a vital role in the positive comments received from both Provincial Treasury and Auditor General. MPAC extend it gratitude for the work done by them.
Audit Committee	None	
Auditor General	A Draft Annual Report was forwarded to the AG prior to adoption by council. The AG therefor provided all their comments before the Draft Annual Report was submitted to MPAC. Upon Submission of the Approved Draft Annual Report to the AG, The AG discovered that TWK was accidentally provided with the wrong set of audited AFS. They informed TWK of this. This caused a few minor misalignments between annual report and financial statements. The AG also provided comments through the issuing of the MPAC briefing note.	The administration corrected the minor misalignments between financial statements and annual report. The final annual report that will accompany the oversight report will contain the corrected version. This was confirmed by the AG.
Auditor General	See Appendix 4: MPAC briefing document	The comments of the Auditor General relating to the annual report are noted. Further

Other spheres of government		comments and responses on the MPAC briefing note is dealt with later in this report.
	Provincial treasury: See Appendix 5. Confirms the municipality adhered all legislative requirements. Provincial treasury further confirms that the municipality complied with the provisions in Circular 63. The annual report extensively covers strategic and technical performance data, information is presented in such a manner that allows for easy interpretation by industry role-players and the general public alike.	MPAC welcomes the positive comments provided by Provincial Treasury. MPAC also indicated that there were minor factual mistakes contained in the comments provided by national treasury. These were corrected and the attached report is the corrected version.

7. COMMENTS AND ISSUES RAISED DURING VARIOUS PLATFORMS AND COMMITTEES WHERE THE ANNUAL REPORT WAS DISCUSSED.

7.1 Performance Audit Committee

The Audit Committee thanked the administration for a well-prepared Annual Report.

The Audit Committee recommended that the Annual Report be adopted by council.

7.2 1st MPAC/Oversight Committee Meeting

The Annual Report was presented to the MPAC and MPAC members had the chance to pose questions to management on the annual report.

The minutes of the 1st MPAC meeting is contained in Appendix 6, and readers are requested to consult the minutes for detailed discussions and decisions.

After discussion, questions and answers, no request for changes to the annual report.

Comments from the 1st MPAC meeting for council consideration will be contained in the recommendations to council.

7.2.2 2nd MPAC/Oversight Committee Meeting

No comments nor request for presentation was received by the public on by the closing date for comments. Written submission was received from Provincial Treasury (Appendix 5) and Audit General (Appendix 4). The minutes can be consulted for the full discussions at the 2nd MPAC meeting. Comments from the 2nd MPAC meeting for council consideration will be contained in the recommendation to council.

8. CONCLUSION

As Chairperson of the MPAC I would like to thank the MPAC Committee Members, the Executive Mayor, Mayoral Committee, the Acting Municipal Manager at the time Mr Davy Louw and his Executive Management Team (EMT), as well as the various contributors to the Annual Report 2019/2020 for their diligence and constructive commitment during the oversight period.

It deserves special note, that despite the extremely challenging year (in the face of this unknown pandemic called covid-19), the municipality managed to perform above and beyond expectations.

The municipality managed to obtain a clean audit on both financial statements and performance report. The comments on the Annual Report received from all stakeholders was extremely positive hence they too acknowledge the hard work and commitment to reach this final point in what is in essence the final step of ending the financial year 2019/2020.

Although the above to a large extend speak to the ethic of our administration, I would fail if I don't give recognition to my fellow councillors. The saying goes, "a fish rots from its head", therefor if council (inclusive of MPAC) failed in its oversight role the likelihood that administration would have headed in a different direction is in fact a real one. Your oversight and leadership ensured that we strengthened our controls and accountability mechanisms. You must be thanked and given recognition for your role.

The MPAC is satisfied that the Annual Report 2019/2020 provides an accurate overview of the process of financial and non-financial performance during the period under review and therefore would like to recommend the adoption thereof.

In formulating the resolution, the following MPAC members was in attendance

Name	Capacity	Meeting Attendance, 06 May 2021
Ald C November	Chairperson	x
Cllr CM Lamprecht	Member	x
Cllr R Brinkhuys	Member	x
Cllr S Fredericks	Member	x
Cllr C Wood	Member	x
Me. R Gani	Member/observer	x

9. COUNCIL TO NOTE THE FOLLOWING:

1. That council notes the disappointment of MPAC relating to the fact that no comments were received from the public or from any councilor. The public and councilor's lack of involvement lead to them forfeiting their opportunity to let their voices be heard.
2. MPAC urge members of council to use to opportunity to comment when opportunities for comment are presented especially relating to the annual report as this is a reflection on the municipalities performance, both financial and administratively, on how it delivered on its mandate.
3. MPAC is deeply concerned on the fraud from foreman level to deputy director that was highlighted in the annual report.

10. RECOMMENDATIONS TO COUNCIL

1. That cognisance be taken of the Oversight Report on the 2019/2020 Annual Report of Theewaterskloof Municipality.
2. That efforts be made to get the public involved in the annual report process to enable them to comment.
3. That the Council, having fully considered the 2019/2020 Annual Report, adopts the Oversight Report.
4. That the 2019/2020 Annual Report of Theewaterskloof Municipality be adopted without reservation,
5. That the Oversight Report be made public in accordance with section 129(3) of the Municipal Finance Management Act (Act 56 of 2003),
6. The minutes of those meetings where the Annual Report was discussed be distributed in accordance with section 129 (2) (b).
7. That the Oversight Report be submitted to the Provincial Legislature in accordance with section 132 (2) of the Municipal Finance Management Act (Act 56 of 2003).

.....
Ald C November

CHAIRPERSON

APPENDIX 1. COUNCIL MINUTES WHERE
DRAFT ANNUAL REPORT WAS ADOPTED



MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

[30 MAART /MARCH 2021]

RAADSVERGADERING / COUNCIL
MEETING

NOTULE / MINUTES

30 MAART / MARCH 2021

MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

ITEM TITEL/ITEM TITLE

**SC01/2021 OFFICE OF THE MUNICIPAL MANAGER: DEPARTMENT STRATEGIC SUPPORT AND IDP: IDP:
2019/2020 DRAFT ANNUAL REPORT**

**SR01/2021 KANTOOR VAN DIE MUNISIPALE BESTUURDER: DEPARTEMENT STRATEGIESE `
ONDERSTEUNING EN GOP: GOP: 2019/2020 KONSEP JAARVERSLAG**

[Report compiles in both languages / Verslag saamgestel in beide tale]

LêER NOMMER/FILE NUMBER

9/1/2

PURPOSE OF REPORT

To submit the 2019/2020 Annual Report to Council for discussion and comments in order to comply with chapter 12 of the MFMA and for the purpose as detailed below.

DOEL VAN VERSLAG

Om die 2019/2020 Jaarverslag aan die Raad voor te lê vir bespreking en kommentaar ten einde te voldoen aan hoofstuk 12 van die MFMA en vir die doel soos hieronder uiteengesit.

BACKGROUND

The purpose of the Annual Report is as follows:

- To provide a record of the activities of the municipality (or entity)
- To provide a report on performance in service delivery and the implementation of the budget.
- To promote accountability to the local community.

AGTERGROND

Die doel van die Jaarverslag is soos volg:

- Om 'n rekord van die aktiwiteite van die munisipaliteit (of entiteit) te voorsien.
- Om 'n verslag oor prestasie by dienslewering en die implementering van die begroting te voorsien.
- Om aanspreeklikheid aan die plaaslike gemeenskap te bevorder.

DISCUSSION

Every municipality (and municipal entity) must prepare an Annual Report for each financial year in accordance with Chapter 12 of the MFMA.

As a medium capacity municipality, it is required that we compile our Annual Report in terms of Chapter 12 of the MFMA and National Treasury's Circular Number 63 with effect from 2012.

In terms of Section 127 (2) the Mayor must within seven (7) months after the end of the financial year, table in the Municipal Council the Annual Report of the municipality (and municipal entity under the municipality's sole and shared control).

It should be noted that in accordance with the exemption contained in Government Gazette No.43582 of 5 August 2020, the municipality was granted two months extension on the deadlines prescribed in the legislation relating to the Annual Report and Annual Financial Statements.

Immediately after the Annual Report is tabled to council, the accounting officer must (in accordance with Section 21A of the Municipal Systems Act) make the Annual Report public and invite the local community to submit comments pertaining to the Annual Report which then is to be submitted to the Auditor-General, the relevant Provincial Treasury and the Provincial Department of Local Government.

Inability to Table Annual Report:

If the Mayor, for whatever reason, is unable to table the Annual Report to the council (and municipal entity under the municipality's sole and shared control) within the seven (7) months after the end of the financial year to which the report relates, the Mayor must promptly submit to the council a written explanation referred to in Section 133 (1) (a) setting out the reasons for the delay, together with any components of the Annual Report listed in Section 121 (3) or (4).

The council of the municipality must within nine (9) months after the financial year end (March) adopt the Annual Report of the municipality (and of any municipal entities under the municipality's sole and shared control in terms of Section 129 of the MFMA).

Oversight Reports on Annual Reports:

In terms of Section 129(1) the council of the municipality must consider the Annual Report of the municipality (and municipal entity under the municipality's sole and shared control) and must adopt an Oversight Report containing the council's comments on the Annual Report by no later than two (2) months from the date on which the Annual Report was tabled in the council. It must include a statement whether the council has:

- Approved the Annual Report with or without reservations.
- Rejected the Annual Report; or
- Referred the Annual Report for revision of those components that can be revised.

In terms of Section 129 (2) the Accounting Officer must:

- Attend council and council committee meetings where the Annual Report is discussed for the purpose of responding to questions concerning the report; and
- Submit copies of the Minutes of those Meetings to the Auditor-General, the relevant Provincial Treasury and the Provincial Department of Local Government.
- Section 129 (3) requires the accounting officer to make public an Oversight Report within seven (7) days of its adoption (in accordance with Section 21A of the Municipal Systems Act).

Council Meeting open to public and certain public officials:

In terms of Section 130 the meetings of the municipal council at which an Annual Report is to be discussed or at which decisions concerning an Annual Report are to be taken, must be open to the public and any other organs of state, and a reasonable time must be allowed for discussion of written submissions received from the local community or organs of state and for them to address the council.

Submissions to Provincial Legislature:

The accounting officer must submit the Annual Report tabled in terms of Section 127 (3) and the Oversight Report on the Annual Report adopted in terms of Section 129 (1) to the Provincial Legislature within seven (7) days after the council has adopted the relevant Oversight Report.

BESPREKING

Prosesse & Wetgewing

Elke munisipaliteit (en munisipale entiteit) moet 'n Jaarverslag vir elke finansiële jaar voorberei in ooreenstemming met Hoofstuk 12 van die MFMA.

As 'n medium kapasiteit munisipaliteit word vereis dat ons ons Jaarverslag opstel ingevolge Hoofstuk 12 van die MFMA en Nasionale Tesourie se Omsendbrief Nommer 63 met ingang vanaf 2012.

Ingevolge Artikel 127 (2) moet die Burgemeester binne sewe (7) maande na die einde van die finansiële jaar, die Jaarverslag van die munisipaliteit (en munisipale entiteit onder die munisipaliteit se alleen- en gedeelde beheer) by die Munisipale Raad ter tafel lê.

Daar moet kennis geneem word dat die munisipaliteit ingevolge die vrystelling vervat in Staatskoerant nr. 43582 van 5 Augustus 2020, twee maande verlenging ontvang het op die sperdatums soos voorgeskryf in die wetgewing met betrekking tot die jaarverslag en finansiële jaarverslag.

Onmiddellik nadat die Jaarverslag by die Raad ter tafel gelê is moet die rekenpligtige amptenaar (in ooreenstemming met Artikel 21A van die Munisipale Stelsels Wet) die Jaarverslag openbaar maak en die plaaslike gemeenskap nooi om kommentare in te dien oor die Jaarverslag wat dan by die Ouditeur-Generaal, die relevante Provinsiale Tesourie en die Provinsiale Departement van Plaaslike Regering ingedien moet word.

Onvermoë om Jaarverslag Ter Tafel te lê:

Indien die Burgemeester, vir watter rede ookal, nie by magte is om die Jaarverslag by die Raad Ter tafel te lê nie (en munisipale entiteit onder die munisipaliteit se alleen- en gedeelde beheer) binne die sewe (7) maande na die einde van die finansiële jaar waarna die verslag verwys, moet die Burgemeester onmiddellik 'n skriftelike verduideliking, na verwys in Artikel 133 (1)(a), aan die raad indien wat die redes vir die vertraging uiteensit, tesame met enige komponente van die Jaarverslag gelys in Artikel 121 (3) of (4).

Die Raad van die munisipaliteit moet binne nege (9) maande na die finansiële jaar-einde (Maart) die Jaarverslag van die munisipaliteit (en van enige munisipale entiteite onder die munisipaliteit se alleen- en gedeelde beheer ingevolge Artikel 129 van die MFMA), goedkeur.

Oorsig Verslae oor Jaarverslae:

Ingevolge Artikel 129 (1) moet die raad van die munisipaliteit die Jaarverslag van die munisipaliteit (en munisipale entiteit onder die munisipaliteit se alleen- en gedeelde beheer) oorweeg, en moet 'n Oorsig Verslag goedkeur wat die raad se kommentare oor die Jaarverslag, teen nie later nie as twee (2) maande vanaf die datum waarop die Jaarverslag by die raad ter tafel gelê was. Dit moet 'n stelling insluit of die raad:

- Die Jaarverslag goedgekeur het met of sonder voorbehoude;
- Die Jaarverslag verwerp het; of
- Die Jaarverslag verwys het vir hersiening van daardie komponente wat hersien kan word.

Ingevolge Artikel 129 (2) moet die Rekenpligtige Amptenaar:

- Raad en raadskomitee vergaderings bywoon waar die Jaarverslag bespreek word vir die doel om te reageer op vrae oor die verslag; en
- Afdrukke van die Notules van daardie Vergaderings aan die Ouditeur-General, die relevante Provinsiale Tesourie en die Provinsiale Departement van Plaaslike Regering indien.
- Artikel 129 (3) vereis dat die rekenpligtige amptenaar 'n Oorsigverslag binne sewe (7) dae van die goedkeuring daarvan openbaar maak (in ooreenstemming met Artikel 21A van die Munisipale Stelsels Wet).

Raadsvergadering oop vir die publiek en sekere openbare amptenare:

Ingevolge Artikel 130 moet die vergaderings van die munisipale raad waarop 'n Jaarverslag bespreek gaan word of waarop besluite oor 'n Jaarverslag geneem gaan word oop wees vir die publiek en enige ander Staats Departemente, en moet 'n redelike tyd toegelaat word vir bespreking van geskrewe vertoë ontvang vanaf die plaaslike gemeenskap of staatsorgane, en vir hulle om die raad aan te spreek.

Voorleggings aan die Provinsiale Wetgewer:

Die rekenpligtige amptenaar moet die Jaarverslag, ter tafel gelê ingevolge Artikel 127 (3), en die Oorsigverslag oor die Jaarverslag goedgekeur ingevolge Artikel 129 (1), aan die Provinsiale Wetgewer indien binne sewe (7) dae nadat die raad die toepaslike Oorsigverslag goedgekeur het.

LEGAL RESPONSIBILITIES

As indicated under discussions.

WETLIKE IMPLIKASIES

Soos aangetoon onder bespreking.

FINANCIAL IMPLICATIONS

None

FINANSIËLE IMPLIKASIES

Geen

CLIENT CARE IMPLICATIONS

None

KLIËNTESORG IMPLIKASIES

Geen

RISK MANAGEMENT IMPLICATIONS

None

RISIKOBESTUUR IMPLIKASIE

Geen

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended:

1. That the tabling of the 2019/2020 Draft Audited Annual Report in Council by the Executive Mayor, be noted.
2. That the Draft Annual Report for 2019/20 be handed over to the MPAC committee for further perusal and the compilation of the Oversight Report to Council.
3. That the Draft Audited Annual Report be made public immediately after the tabling in Council.
4. That the local community be invited to submit representations in connection with the draft annual report.
5. Council notes that in accordance with the exemption contained in Government Gazette No.43582 of 5 August 2020, the municipality was granted two months extension on the deadlines prescribed in the legislation relating to the Annual Report and Annual Financial Statements.

AANBEVELING DEUR ITEM OUTEUR AAN RAAD:

Daar word aanbeveel:

1. Dat die Konsep Geouditeerde Jaarverslag vir 2019/20 soos voorgelê aan die Raad deur die Uitvoerende Burgemeester, in ag geneem word.
2. Dat die Konsep Geouditeerde Jaarverslag vir 2019/20 aan die MKOOR oorhandig word vir verdere handeling en die voorbereiding van die Oorsig Verslag vir voorleging aan die Raad.
3. Dat die Konsep Geouditeerde Jaarverslag openbaar gemaak word onmiddellik nadat dit aan die Raad voorgelê is.
4. Dat die plaaslike gemeenskap uitgenooi word om kommentaar te lewer in verband met die Konsep Jaarverslag.

5. Die Raad kennis neem dat die munisipaliteit ingevolge die vrystelling vervat in Staatskoerant nr. 43582 van 5 Augustus 2020, twee maande verlenging ontvang het op die sperdatums soos voorgeskryf in die wetgewing rakende die Jaarverslag en Finansiële Jaarverslag.

Input / Comments by Alderman C November:

- This report will go to the MPAC.
- From the MPAC it will go all the normal routes with engagements, back to Council again for consideration.
- Plea that all Councillors and Stakeholders must submit their inputs to MPAC for discussion.

Inset / Kommentaar deur Raadsheer C November:

- Hierdie verslag sal na die MKOOR gaan.
- Vanaf die MKOOR sal dit die normale roete volg wat interaksies insluit en weer terug na die Raad vir oorweging.
- Pleit dat alle Raadslede en Belanghebbendes hulle insette moet indien by MKOOR vir bespreking.

RESOLVED BY COUNCIL: 30 MARCH 2021

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman CJM Vosloo, and seconded by Alderman KIJ Papier, it was resolved as follows:

1. Council noted the 2019/2020 Draft Audited Annual Report as presented by the Executive Mayor.
2. That the Draft Annual Report for 2019/20 be handed over to the MPAC committee for further perusal and the compilation of the Oversight Report to Council.
3. That the Draft Audited Annual Report be made public immediately after the tabling in Council.
4. That the local community be invited to submit representations in connection with the draft annual report.
5. Council noted that in accordance with the exemption contained in Government Gazette No.43582 of 5 August 2020, the municipality was granted two months extension on the deadlines prescribed in the legislation relating to the Annual Report and Annual Financial Statements.

For finalization by the Manager: IDP, Mr V Arendse.

BESLUIT DEUR DIE RAAD: 30 MAART 2021

Nadat die Voorsitter geleentheid aan die Raadslede gegee het, en die item behoorlik bespreek is, word op aanbeveling van Raadsheer CJM Vosloo, gesekondeer deur Raadsheer KIJ Papier as volg besluit:

- 1. Die Raad neem kennis van die Konsep Geouditeerde Jaarverslag vir 2019/20 soos voorgelê aan die Raad deur die Uitvoerende Burgemeester.**
- 2. Dat die Konsep Geouditeerde Jaarverslag vir 2019/20 aan die MKOOR oorhandig word vir verdere handeling en die voorbereiding van die Oorsig Verslag vir voorleging aan die Raad.**
- 3. Dat die Konsep Geouditeerde Jaarverslag openbaar gemaak word onmiddellik nadat dit aan die Raad voorgelê is.**
- 4. Dat die plaaslike gemeenskap uitgenooi word om kommentaar te lewer in verband met die Konsep Jaarverslag.**
- 5. Die Raad kennis neem dat die munisipaliteit ingevolge die vrystelling vervat in Staatskoerant nr. 43582 van 5 Augustus 2020, twee maande verlenging ontvang het op die sperdatums soos voorgeskryf in die wetgewing rakende die Jaarverslag en Finansiële Jaarverslag.**

Vir afhandeling deur die Bestuurder: GOP, Mnr V Arendse.

APPENDIX 2. ADVERT INVITING PUBLIC COMMENTS

Donderdag 01 April 2021

TRANSOVERBERG

Carlynn Armoed

**TRANS
OVERBERG**
Driving School

Bredasdorp Ou Meule Mall
082 583 0274

01 April - 07 April

**TRANS
OVERBERG**

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GRATIS



THEEWATERSKLOOF MUNISIPALITEIT KENNISGEWING: MUNISIPALE KOMITEE OOR OPENBARE REKENINGE (MKOOR) – OORSIG EN ONTLEDING VAN 2019/2020 JAARVERSLAG

Kragtens die MFMA-omsendbrief 32 van die Wet op Munisipale Finansiële Bestuur, 2003 (Wet 56 van 2003), word hiermee kennis gegee dat die Theewaterskloof Munisipaliteit se Komitee vir Openbare Rekeninge vir Munisipaliteit, verantwoordelik vir die hersiening en ontleding van die Jaarverslag 2019/2020, geskeduleer is om soos volg te vergader:

- 08 April 2021: stel vrae aan die bestuur om duidelikhed te kry oor die inhoud van die finansiële jaarstate en die jaarverslag.
- 28 April 2021 om 14:00: Openbare verhore - Die plaaslike gemeenskap en enige staatsorgaan sal vertoë kan rig oor die jaarverslag. (Enige versoek om aanbiedings moet voor 22 April 2021 om 10:00 aan mnr. V. Arendse gestuur word: - Verohnear@twk.org.za. Enige versoek om aanbiedings moet vergesel wees van skriftelike kommentaar op die jaarverslag 2019/20.)
- 06 Mei 2021: Aanbieding van die konsep oorsigverslag, met inagneming van die menings en insette van die publiek, verteenwoordigers van die Ouditeur-generaal, staatsdepartemente, die Raad se ouditorkomitee en die Raadslede.
- 26 Mei 2021: Voorlegging van besluit by die raad.

Die konsepjaarverslag vir die boekjaar 2019/2020 is tydens die Raadsvergadering van 30 Maart 2021 ingedien ingevolge artikel 127 van die Wet op Munisipale Finansiële Bestuur, 2003 (Wet 56 van 2003) en is vanaf 30 Maart 2021 beskikbaar vir openbare kommentaar tot 22 April 2021.

Dis is op die munisipaliteit se webwerf by www.twk.gov.za asook by die volgende kantore beskikbaar:

- Pleinstraat 6, Caledon
- Arbourrylaan, Grabouw
- Hoofweg, Villiersdorp
- Fonteinstraat, Botrivier
- Ds. Botha-straat, Greyton
- Strydomlaan, Genadendal
- Buitekantstraat, Riviersonderend

Die plaaslike publiek asook staatsdepartemente word hiermee genooi om skriftelike voorleggings oor die konsep Jaarverslag en finansiële state te doen en dit teen nie later as 22 April 2021 om 10:00 by die volgende adres in te dien:

- Die Bestuurder GOP te Pleinstraat 6 / Posbus 24 Caledon 7230 of
- rig e-pos aan Verohnear@twk.org.za
- Kommentaar kan ook skriftelik by die Munisipale Bestuurder by die bogenoemde adres ingedien word voor Donderdag, 22 April 2021 (10:00) of duidelik gemerk Konsepjaarverslag: 2019/2020 en in die tenderboks by die Caledon-kantoor geplaas word.

Mnr J Amansure
Waarnemende Munisipale Bestuurder
Pleinstraat 6 / Posbus 24,
Caledon 7230



THEEWATERSKLOOF MUNICIPALITY NOTICE: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) - REVIEW AND ANALYSIS OF 2019/2020 ANNUAL REPORT AND INVITATION FOR PUBLIC COMMENTS

Notice is hereby given in terms of the MFMA Circular No 32 of the Municipal Finance Management Act, 2003 (Act 56 of 2003) that the Theewaterskloof Municipality's Municipal Public Accounts Committee, responsible for the Review and Analysis of the 2019/2020 Annual Report is scheduled to meet as follows:

- 08 April 2021: pose questions to Management to get clarity on the contents of the Annual Financial statements and the Annual Report.
- 28 April 2021: at 14:00 Public hearings - The local community and any organ of state will be allowed to make representations on the annual report. (Any request for presentations should be forwarded to Mr. V. Arendse: - Verohnear@twk.org.za before the 22 April 2021 at 10:00. Any request for presentations must be accompanied by written submission of comments on the 2019/20 Annual Report.)
- 06 May 2021: Presentation of the draft oversight report, taking into consideration the views and inputs of the public, representatives of the Auditor General, organ of states, Councils audit committee and Councilors.
- 26 May 2021: Tabling of resolution at council.

The Draft Annual Report for the 2019/2020 financial year was tabled at the Council Meeting of 30 March 2021 in terms of Section 127 of the Municipal Finance Management Act, 2003 (Act 56 of 2003) and is available for public comments from 30 March 2021 to 22 April 2021.

It is available on the municipality's website www.twk.gov.za as well as the following offices:

- 6 Plein Street, Caledon
- Arbour Drive Grabouw
- Hoofweg Villiersdorp
- Fontein Street Botrivier
- Ds. Botha Street Greyton
- Strydom Avenue Genadendal
- Buitekant Street Riviersonderend

The local public as well as organs of state are hereby invited to make submissions in writing on the Draft Annual Report as well as financial statements and submit no later than 22 April 2021 at 10:00 to the following address:

- The Manager IDP at 6 Plein Street / P.O. Box 24 Caledon 7230 or
- email to verohnear@twk.org.za
- Comments can also be submitted in writing to the Municipal Manager at the under-mentioned address before Thursday, 22 April 2021 (10:00) or clearly marked Draft Annual Report: 2019/2020 and placed in the Tender Box at the Caledon Offices.

Mr. J Amansure
Acting Municipal Manager
6 Plein Street / P.O. Box 24
Caledon 7230



UMASIPALA THEEWATERSKLOOF MUNICIPALITY ISAZISO: IKOMITI YEAKHAWUNTI ZOLUNTU ZIKAMASIPALA (IMPAC) - UKUHLOLWA NOHLALUTYO LWENGXELO YONYAKA KA-2019/2020

Kukhuthwa isaziso ngokwemigqo ye-MFMA ekwiSethulo No 32 yoLawulo lweMali Umhetho, 2003 (uMhetho 56 ka-2003) ukuba iKomiti yeAkhawunti zoluntu zikamasipala kuMasipala waseTheewaterskloof, inoxanduva lokuthola nokuhlolwa lweNgxelo yonyaka 2019/2020 ecwangiselwe ukuhlolwa ngoluqobo lwendlela:

- 08 Epreli 2021: ukubiza imibuzo kubaLawuli ukuze bacacelwe kwimixholo yeNgxelo zoNyaka-mali kunye neNgxelo yoNyaka.
- 28 Epreli 2021: at 14:00 izimvo zoluntu - Uluntu lwasekuhlaleni kunye naliphi na iziko likarhulumente liya kuvunyelwa ukuba lenze inkcazelo malunga nengxelo yonyaka (Nazophi na izicelo zenkcazelo kufuneka zithunyelwe ku-Mr V. Arendse: - Verohnear@twk.org.za phambi komhla we-22 Epreli 2021 at 10:00. Nasiphi na isicelo sokwenza inkcazelo kufuneka singeniswe ngokubhalisiweyo ngezimvo malunga nale Ngxelo yoNyaka ka-2019/20.)
- 06 Meyi 2021: Ukwandiswa koyo lwengxelo yokongamela, ethathela ingcacelo izimvo kunye namagxelo oluntu, abanemi bolophocothi-zincwadi Jikelele, iziko likarhulumente, iKomiti yophocothi yeBhunga nooCeba.
- 26 Meyi 2021: Ukwandiswa kwesigqibo kwibhunga

UYilo lweNgxelo Yonyaka mali ka-2019/2020 yandiswa kwiNtanganiso yeBhunga ngomhla we-30 Mntshi 2021 ngokweCandelo 127 loMhetho woLawulo lweziMali zikamasipala, 2003 (uMhetho wama-56 ka-2003) kwaye iyafumaneka ukuze uluntu lukavakalise izimvo ukusuka ngomhla we-30 Mntshi 2021 ukuyokuma ngomhla we-22 Epreli 2021.

Iyafumaneka kwi website kamaspala www.twk.gov.za kwakunye nakwizi ofisi zilandelayo:

- 6 Plein Street, Caledon
- Arbour Drive Grabouw
- Hoofweg Villiersdorp
- Fontein Street Botrivier
- Ds. Botha Street Greyton
- Strydom Avenue Genadendal
- Buitekant Street Riviersonderend

Uluntu lwengingqi kwakunye namaziko karhulumente ayamanywa ukuba evalakise izimvo ngebhalisiwano kuYilo lweNgxelo yoNyaka kwakunye neenkcaciso zemali bazingenise ungadutanga umhla we-22 Epreli 2021 at 10:00 kule dilesi ilandelayo:

- The Manager IDP at 6 Plein Street / P.O. Box 24 Caledon 7230 or
- email to Verohnear@twk.org.za
- Izimvo zingathunyelwa ngokubhalisiweyo kumphathi kaMasipala kwidilesi ekhanywe ngezantsi phambi koLwesine, umhla we-22 Epreli 2021 (10:00) okanye uphawulwe ngokucacileyo UYilo lweNgxelo Yonyaka ka- 2019/2020 "uyifaka kwibhokisi yeThenda kwi-Ofisi zase-Caledon.

Mr. J Amansure
IBAMBELA MPHATHI KAMASIPALA
6 Plein Street / P.O. Box 24
Caledon
7230

APPENDIX 3. INTERNAL AUDIT COMMITTEE MINUTES

RESOLVED BY THE PERFORMANCE- AND AUDIT COMMITTEE: 05 MARCH 2021

The Performance- and Audit Committee noted the 2019/20 Draft Annual Report.

For finalization by the Manager: IDP, Mr V Arendse

APPENDIX 4. MPAC BRIEFING DOCUMENT



AUDITOR-GENERAL
SOUTH AFRICA

CONTENTS

1.	Introduction	1
2.	Audit opinion history	3
3.	Overview of audit outcomes	28
4.	Key focus areas	4
6.	Key recommendations to the committee	8

1. Introduction

1.1 Reputation promise of the Auditor-General of South Africa

The Auditor-General of South Africa has a constitutional mandate and, as the Supreme Audit Institution (SAI) of South Africa, it exists to strengthen our country's democracy by enabling oversight, accountability and governance in the public sector through auditing, thereby building public confidence.

1.2 Purpose of document

The purpose of this document is to provide an executive summary of the audit outcomes of the financial audit, audit of performance information and compliance with key legislation of the Theewaterskloof Municipality for the 2019-20 financial year.

1.3 Overview

The Theewaterskloof Local Municipality is a Category B municipality situated in the Overberg District in the Western Cape Province. It is one of four municipalities in the district, making up a third of its geographical area. Theewaterskloof Municipality is the gateway to the Overberg and is surrounded by unique natural assets such as the Theewaterskloof Dam, Kogelberg Biosphere, illustrious vineyards, crop and fruit fields, fynbos, wild flowers and blue cranes.

1.4 Organisational structure

Designation	Incumbent
Mayor	Councillor Christelle Vosloo
Deputy Mayor	Councillor Karel Papier
Acting Municipal Manager/Accounting officer	Mr Davy Louw
Acting Chief Financial Officer	Mr Ashwille Riddles
Executive management team	Details on page 63 of the annual report

1.5 Funding

As disclosed on page 418 of the municipality's annual report, the Theewaterskloof Municipality spent R520.5 million of its operating budget of R612.9 million, resulting in an overall under-expenditure of R92.4 million or 15% and spent R78.7 million of its capital budget of R108.5 million resulting in an overall under-expenditure of R29.8 million or 27%.

Detailed explanations for the underspending on the expenditure budget and over-collection on the revenue budget are set out in note 52 to the financial statements on pages 416 to 417 of the municipality's annual report.

2. Audit opinion history

AUDIT OPINIONS	19-20	18-19	17-18
<i>Theewaterskloof Municipality</i>			
PREDETERMINED OBJECTIVES	19-20	18-19	17-18
<i>No findings</i>			
COMPLIANCE WITH LAWS AND REGULATIONS	19-20	18-19	17-18
<i>Procurement and contract management</i>			✓

AUDIT OPINION LEGEND

	CLEAN AUDIT: No findings on predetermined objectives and compliance
	UNQUALIFIED WITH FINDINGS on predetermined objectives and /or compliance
	QUALIFIED AUDIT OPINION (with/without findings on predetermined objectives and/or compliance)
	DISCLAIMER/ADVERSE AUDIT OPINION

Predetermined objectives= (audit of performance information/service delivery/annual performance report)

3. Overview of audit outcomes

The municipality has maintained the unqualified opinion with no findings on compliance with legislation and the reported performance information. This is achieved through close monitoring of controls on a quarterly basis and a clear leadership tone to ensure a strong control environment is maintained.

Although concerns were raised on the submitted financial statements and information technology, assurance providers are commended for maintaining good governance and control mechanisms to ensure the improvement of the status of submitted performance information, supply chain management and human resources. The municipality's financial health/viability maintained its green status and this is a good indicator that the municipality is a financial sustainable institution. Management should strive to improve the municipality's status of financial statements to ensure that the good governance is achieved and maintained.

Status of drivers of internal controls have regressed in respect of financial management due to findings in the information technology area. Leadership and governance have improved slightly, but attention needs to be paid to the lack of oversight over the implementation of the action plan in respect of municipal minimum competencies for staff members that did not meet the minimum competency levels.

Management should strengthen the review processes of the financial statements to ensure that misstatements are prevented.

Management should also strengthen its review processes to ensure that the reported targets are reliable.

The municipality showed little progress in resolving the findings noted in the previous information systems audit. The recommendations from the prior year were not implemented and additional control weaknesses were identified.


4. Key Focus Areas

4.1 Compliance

We did not identify any instances of material non-compliance with selected specific requirements of applicable legislation, as set out in the general notice issued in terms of the PAA.

4.2 Predetermined objectives

We have undertaken a reasonable assurance engagement on the reported performance information for the following selected municipal key performance area presented in the annual performance report of the municipality for the year ended 30 June 2020:

Municipal key performance area	Pages in annual performance report	Opinion	Movement
Municipal key performance area – Basic service delivery	6, 8 to 17 and 20 to 22	Unqualified	

We conducted our reasonable assurance engagement in accordance with the International Standard on Assurance Engagements, ISAE 3000(R): Assurance engagements other than audits or reviews of historical financial information.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

In our opinion, the reported performance information for *Basic service delivery* municipal key performance area is useful and reliable, in accordance with the applicable criteria as developed from the performance management and reporting framework as set out in annexure D to this report.

4.3 Other matters

I draw attention to the following matter:

Achievement of planned targets: Refer to the annual performance report on pages 6, 8 to 17 and 20 to 22 for information on the achievement of planned targets for the year.

4.4 Drivers of internal controls

Drivers of internal control														
Municipality	Leadership						Financial & performance management				Governance			
	Effective leadership culture	Oversight responsibility	HR management	Policies and procedures	Action plans	IT governance	Proper record keeping	Processing and reporting	Reporting	Compliance	IT systems controls	Risk management	Internal audit	Audit committee
Theewaterskloof Municipality														

LEGEND

Preventative or detective controls are in place and are functioning effectively
Progress was made with the implementation of controls but further improvement is required where actions taken are not sustainable
Internal controls are not in place and intervention is required to design and implement appropriate controls
Vacant/Not established

Leadership

Information technology (IT) governance framework

The information and communication technology (ICT) risk register was not adequately documented and did not include a risk category, root cause and an impact assessment. IT management was unaware of the requirements to include these key elements in the ICT risk register. A skills gap analysis was not performed and, as a result, no training was provided to IT staff during the audit period. This occurred due to lack of engagement between ICT management and human resources, as well as the ICT manager position being vacant. The ICT Directorate was not adequately capacitated during the 2019-20 financial year, as the vacancies in the ICT Directorate were not deemed as critical to the overall needs of the municipality. There was no vendor performance monitoring in place for service providers that support the Phoenix, Ignite and Payday applications due to the fact that no hand over was performed during the change of the ICT management position.

Financial and performance management

Daily and monthly processing and reconciling of transactions

Management reviews for the processing of the trade payables transactions were not adequate to ensure that the transactions are correctly recorded/processed and reported.

Regular, accurate and complete financial and performance reports

Management review process of the traffic fines transactions are not adequate to ensure that the fines recorded and reported are accurate and complete.

Managements' review processes of interest earned was not adequate to ensure that that interest earned is correctly recorded.

Management review process of infrastructure assets was not adequate to ensure that the assets recorded in the fixed asset register agrees with the infrastructure assets on the GIS system.

Management expert's review and monitoring process of the minimum costs to be included in the closure provisions report for landfill sites were inadequate to ensure that all the applicable costs are considered for all the items as determined by the license conditions.

Management did not implement sufficient monitoring and review controls to ensure that all deviations are disclosed in the financial statements.

Management review processes in the preparation of the financial statements was not adequate to ensure that it includes all the required disclosure relating to the collaterals.

Management review processes were not adequate to ensure that the reported targets in the annual performance report are valid, accurate and complete.

Compliance monitoring

Management review and monitoring of compliance with applicable laws and regulations was not adequate to ensure compliance with Construction Industry Development Board (CIDB) Inform Practice Note 5.

The municipality did not submit evidence for audit to confirm that the Department of Trade and Industry (DTI) was notified of the successful bidders and relevant documents were submitted relating the local content bids.

The municipality's backup and disaster recovery plans were not effective as the information stored in the server could not be recovered and there were no backups kept to ensure that the information is still retrievable in case the server crashed.

Information technology systems

Security Management

The ICT Security Controls Policy and ICT Operating Systems Security Controls Policy did not make provision for security awareness training, consequently no security awareness was rolled out to employees. The password age for the domain controller was not aligned to the policy. Controls relating to password parameters for the domain controller, Ignite, Payday and Phoenix could not be assessed for adequacy or effectiveness as requested information was not provided during the audit. There were inadequate controls in place for the management of firewall security due to lack of resources and capacity constraints. A register was not maintained to keep a record of information technology (IT) assets during the 2019-20 financial year. An ICT manager position was vacant during the 2019-20 financial year and there was no delegation of responsibility to develop and maintain an ICT asset register.

Program Change Management

Changes made to all applications and other operational software were not logged as required by the ICT Security Controls Policy. No defined change management processes were in place and the policy was inadequately documented. Management was not aware of the requirements of the ICT Security Controls Policy and due to limited resources and capacity constraints, a change management process was not defined.

User Access Control

User access controls for the domain controller, Ignite, Payday and Phoenix, could not all be assessed for adequacy or effectiveness, as requested information was not provided during the audit. In addition, it was noted that the ICT User Access Management Policy did not address password resets and review, user access and user permissions. As a result, the password resets requests were not logged and user access reviews were not performed for all applications. No reviews of administrator activities were performed for Active Directory and Phoenix. There was a change in the position relating to the IT Management post and there was an insufficient handover between the previous and current IT managers. Management was not aware of the requirement to include the password reset process to be followed within the ICT User Access Management Policy.

IT Service Continuity

The Disaster Recovery Plan (DRP) was not adequately documented as no business impact analysis was performed. This was due to limited resources and capacity constraints. Controls relating to backups and restoration testing, could not be assessed for adequacy or effectiveness as the requested information was not provided during the audit. Disaster recovery testing for the 2019-20 financial year was not performed as required by the DRP. Management was unaware of the requirement to include the key elements in the DRP and perform the testing due to the improper handover processes from previous management.

5. Key recommendations to the committee

The following key recommendations are submitted to the committee:

- Root causes relating to the findings in the Information Technology Systems should be addressed and management should develop action plans to strengthen the internal controls in these systems.
- Management should focus their attention to ensuring the completeness of all disclosures in the financial statements.
- Management should strengthen the reviews of the financial statements and annual performance report to ensure that the findings identified are prevented or detected before submission for auditing.

APPENDIX 5. COMMENTS RECEIVED FROM
PROVINCIAL TREASURY



The Municipal Manager
Theewaterskloof Municipality
PO Box 24
CALEDON
7230

For Attention: The Acting Municipal Manager, Mr D Louw

PROVINCIAL TREASURY COMMENTS ON THE TABLED 2019/20 ANNUAL REPORT

1. INTRODUCTION

Section 121(1) of the Municipal Finance Management Act (MFMA) (Act No. 56 of 2003) states that every municipality and every municipal entity must prepare an annual report for each financial year. The council of a municipality must within nine months after the end of the financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129. MFMA sections 121(3) and (4) sets out the framework relating to the content of the annual reports for both municipalities and municipal entities.

National Treasury has further introduced the new annual report template and MFMA Circular No. 63 on 26 September 2012. MFMA Circular 63 aims to provide guidance to municipalities and municipal entities on the Annual Report format and its contents.

The municipal council is then obliged to consider any views of the local community; the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the Annual Report.

Cognisance of the prolonged impact of COVID-19 on municipal planning, budgeting and reporting efforts, the National Minister of Finance (through proclamation in Government Gazette No. 43582) provided a 2-month extension to Section 126(1) & (2), S127(1) & (2), 129(1) and S133(2) of the MFMA insofar it relates to the 2019/20 municipal financial year. The deadline for the mayor to table the (draft) annual report in council therefore shifted from the prescribed seven (7) months [S127(2)] to nine (9) months i.e. not the end of January 2021, but the end of March 2021. The revised timeframes were communicated to all municipalities via MFMA Circular No 104 of 2020 (7 August 2020).

Provincial Treasury reminded all municipalities of this responsibility on 14 January 2021 and reiterated the requirement in Treasury Circular No 5 of 2021 (17 March 2021).

2. LEGISLATIVE COMPLIANCE

The conformance assessment highlights compliance by the Municipality with the MFMA and MFMA Circular 63 as follows:

- a. The annual report was tabled before Council on 30 March 2021, which is within the deadline prescribed in MFMA Circular 104.
- b. The draft annual report was placed on the website within 5 days after tabling in council in accordance with section 75 of the MFMA.
- c. The public was invited to comment on the Annual Report between by 23 April 2021.
- d. The tabled annual report was made available for public consideration via placement on the and in local newspapers. The public was requested to make written and electronic submissions.
- e. The Municipality's tabled annual report has been compiled in line with the format proposed in MFMA Circular 63.

3. SERVICE DELIVERY PERFORMANCE

The Municipality's approved 2019/20 SDBIP contained a total of 58 performance indicators. Although changes were made to certain targets as part of the adjustments budget processes the actual number of targets remain unchanged.

Strategic Objective	Number of targets as per Adjusted SDBIP	Number of targets achieved	Number of targets <u>not</u> achieved
Basic Service Delivery	37	27	10
Financial Viability	6	5	1
Good Governance	7	7	0
Institutional Development	6	5	1
Local Economic Development	2	2	1
TOTAL	58	45	13

The Municipality achieved 45 out of the 58 (77.6 per cent) performance indicators set for the year under review. This equates to a 22.4 per cent variance between planned and actual performance. This is an improvement on the previous years' performance where the Municipality achieved 69.9 per cent of its targets.

The majority of targets not achieved are related to the 'Basic Service Delivery' KPA. 10 of the 37 targets set for the year were not achieved. The draft annual report does provide reasons for the variances and provides corrective measures that will be implemented to ensure improved performance going forward.

The non-achievement of certain targets due to the National lockdown implemented as a result of the Covid-19 pandemic is noted.

4. AUDITOR GENERAL FINDINGS

The Municipality has for the 2019/20 financial year achieved a clean audit report. The draft annual report provides extensive feedback and also contains the Audit and Performance Audit Committee Report for the year under review.

5. CONCLUSION AND RECOMMENDATIONS

The Municipality adhered to all of the requirements of the MFMA (and revised timeframes) insofar the timeous development, tabling and submission of the draft annual report is concerned.

Non-financial performance is has improved from the previous year.

The annual report extensively covers strategic and technical performance data, information is presented in such a manner that allows for easy interpretation by industry role-players and the general public alike.

In conclusion, the Municipality is reminded of its responsibility to finalise and adopt the annual report and the oversight report by no later than two months from the date on which the annual report was tabled before council in terms of section 127 of the MFMA.

Kind regards



MS N RINQUEST

DIRECTOR (ACTING): LOCAL GOVERNMENT BUDGET OFFICE

DATE: 23 April 2021

APPENDIX 6. MPAC COMMITTEE MINUTES

MUNISIPALITEIT THEEWATERSKLOOF
MUNICIPALITY
MKOOOR KOMITEEVERGADERING/
MPAC COMMITTEE MEETING
NOTULE / MINUTES
[08 APRIL 2021]

ITEM NR	ITEM BESKRYWING / DESCRIPTION	BLADSY / PAGE NR
A.	<u>OPENING: VERWELKOMING</u> <u>OPENING: WELCOME</u>	1
B.	<u>BYWONINGSREGISTER</u> <u>ATTENDANCE REGISTER</u>	1 -
2		
B.1	Present Teenwoordig	
B.2	Application(s) for leave of absence Aansoek(e) om verlof tot afwesigheid	
C.	<u>STATEMENT(S) AND ANNOUNCEMENT(S) B THE CHAIRMAN</u> <u>VERKLARING(S) EN MEDEDELING(S) DEU DIE</u> <u>VOORSITTER</u>	
2		
D.	<u>DISCUSSIONS/BESPREKINGS</u> Draft Annual report	3 - 8
E	<u>URGENT MATTERS / DRINGENDE AANGELEENTHEDE</u>	
F	<u>VERDAGING</u>	

THEEWATERSKLOOF

MUNISIPALITEIT / MUNICIPALITY

**NOTULE VAN 'N VIRTUELE VERGADERING VAN DIE MKOOR KOMITEE
GEHOU OP 08 APRIL 2021 OM 14:00.**

**MINUTES OF A VIRTUAL MEETING OF MPAC COMMITTEE HELD ON 08
APRIL 2021 2020 AT 14:00**

A. OPENING EN VERWELKOMING

Die Voorsitter, Raadsheer C November, verwelkom almal teenwoordig.

Die Voorsitter rig 'n spesiale woord van welkoming aan Me R Gani.

OPENING AND WELCOME

The Chairperson, Alderman C November, welcomed all present.

The Chairperson raised a special word of welcome to Me R Gani.

B. BYWONINGSREGISTER/ATTENDANCE REGISTER

B.1 Teenwoordig/Present

Rdh/Ald C November Rdl/Cllr R Brinkhuys Rdl/Cllr CM Lamprecht Rdl./Cllr S Fredericks	Voorsitter / Chairperson
Me./Mrs. R Gani	Voorsitter van die Prestasie- en Ouditkomitee/ Chairperson of the Performance- and Audit Committee
Mnr./Mr. D Lubbe	Munisipale Bestuurder Municipal Manager
Mnr./Mr J Amansure	Adjunk-Direkteur : Korporatiewe Dienste Deputy Director: Corporate Services
Mnr./Mr. D Damons	Adjunk-Direteur: Tegnieese Dienste Deputy Director: Technical Services
Mnr./Mr. KE Nontshiza	Adjunk-Direkteur: Beplanning Deputy Director: Planning
Mnr./Mr. FH du Toit	Adjunk-Direkteur: Elektriese Dienste Deputy Director: Electrical Services
Mnr./Mr. A Opperman	Chief Executive Auditor Hoof Uitvoerende Ouditeur
Mnr./Mr. V Arendse	Bestuurder : GOP

Me./Ms. J Smith	Manager: IDP Bestuurder: Begroting
Me./Ms S Baron	Manager: Budget Sekretariaatdienste Secretariat Services

Besoekers/Visitors

Geen / None

B.2 Aansoek(e) om verlof tot afwesigheid: **Application(s) for leave of absence:**

Councillor C Wood	Skriftelike verskoning / Written apology
Mnr./Mr D Louw	Verlof / Leave
Mnr./Mr J Barnard	Verlof / Leave
Mnr./Mr. A Riddles	Ander verpligtinge / Other commitments

AANKONDIGINGS DEUR DIE VOORSITTER (Raadsheer C November)

- Ons as die MKOOR het werk om te doen.
- Die jaarverslag dui aan hoe die munisipaliteit in ooreenstemming met sy SDBIP presteer het.
- Dit dui ook vir die gemeenskap aan hoe die munisipaliteit presteer het.
- Dit is baie belangrik dat ons al die kommentaar wat oor die jaarverslag ontvang is, as deel van ons formele toesigverslag insluit.
- Is wel besorg oor die volgende: Die jaarverslag is in die verlede as deel van die openbaredeelneproses met ons wykskomitees deurgewerk, maar hoe sal dit nou hanteer word? Dit is nou virtuele vergaderings en baie lede van die publiek kan dit nie bekostig nie.
- Hoe gaan ons die skriftelike reaksies hanteer?

ANNOUNCEMENTS BY THE CHAIRPERSON (Alderman C November)

- As the MPAC Committee we do have some work to do.
- The annual report shows how the Municipality has been performed in terms of its SDBIP.
- It also shows the Community how the Municipality has performed.
- It is very important that we must list all the comments received on the Annual Report to form part of our formal oversight report.
- Do have the following concern: In the past the Annual Report was workshopped with our ward committees as part of the public participation process, but how will this be dealt with? It is now virtual meetings and many of the public cannot afford it.
- How are we going to deal with the written responses?

Raadslid S Fredericks

Besorg dat geregtigheid nie sal geskied nie. Moet die dokument deeglik ondersoek en insette lewer.

Councillor S Fredericks

Concerned that justice will not be done. Must scrutinize the document and give input.

BESPREKINGS

KONSEPJAARVERSLAG 2019/2020

Mnr V Arendse lê die konsepjaarverslag aan die komitee voor.

- 'n Opgedateerde skakel na die konsepjaarverslag is na alle komiteedele gestuur.
- Die Ouditeur-Generaal het per ongeluk die verkeerde finansiële jaarstate gestempel.
- Die finansiële jaarstate moet deel van die jaarverslag uitmaak.
- Met die indiening van die konsepjaarverslag het die Ouditeur-Generaal agtergekom dat die verkeerde finansiële state gestempel is.
- Die konsepjaarverslag is gewysig en sal na die dorpskantore en biblioteke versprei word.
- Die konsepjaarverslag word ook op die munisipale webwerf geplaas.

DISCUSSIONS

DRAFT ANNUAL REPORT 2019/2020

Mr. V Arendse present the Draft Annual Report to the Committee.

- Updated link of the Draft Annual Report was sent to all Committee Members.
- The Auditor-General accidentally stamped the wrong annual financial statements.
- The annual financial statements must form part of the Annual Report.
- On submission of the Draft Annual Report, the Auditor-General picked up that the wrong financial statements were stamped.
- The Draft Annual Report was amended and will be distributed to the Town Offices and Libraries.
- The Draft Annual Report is also placed on the municipal website.

Die komiteedele lewer soos volg kommentaar
The Committee Members comment as follows:

Raadslid S Fredericks spreek sy kommer uit oor die Pineview Biblioteek wat nie meer funksioneel is nie. Hy opper die vraag oor hoe die gemeenskap toegang tot die konsepjaarverslag sal verkry.

Councillor S Fredericks raised his concern regarding the Pineview Library which is not functional anymore. He raised the question how the Community will gain access to the Draft Annual Report.

Mnr V Arendse beantwoord die vraag soos volg:
In reply, Mr V Arendse comment as follows:

- a) Die koerantberig het gemeld dat die dokument op die webwerf beskikbaar is.
 - b) Dit is ook by al ons dorpskantore beskikbaar.
 - c) Dit kan ook per e-pos aangevra word.
-
- a) The newspaper article stated that the document is available on the website.
 - b) It is also available at all our Town Offices.
 - c) It can also be requested via email.

Raadslid S Fredericks

- Noem dat die bron waaruit die inligting oor die bevolkingsgrootte verkry is, nie die ware bevolkingsgrootte weerspieël nie.
- Hoe sal ons seker maak dat ons in die toekoms die akkuraatste inligting oor die bevolking het?

Councillor S Fredericks

- Mentioned that the source from where the information regarding the population size is obtained, does not reflect the true population size.
- How will we ensure that we have the closest as possible population information in the future?

Mnr V Arendse lewer kommentaar soos volg:

- 'n Voorsiener in die jaarverslag meld dat alle plaaslike intelligensie, soos byvoorbeeld Stats SA, aandui dat daar meer as 100 000 gemeenskapslede in Grabouw is.
- Hoewel dit moeilik is om te glo, is dit die syfers wat aanvaar word.
- Ons kan probeer om ons eie bronne te gebruik en die groeiprojeksie wat in 2016 voorsien is, te gebruik en die bevolking per wyk te verhoog.

Mr V Arendse comment as follows:

- A provider in the Annual Report stated that all local intelligence for example STATS SA, indicates that there are more than 100 000 community members in Grabouw.
- Although it is hard to believe, those are the stats that is accepted.
- We can try to use our own sources by using the growth projection they provide in 2016 and try to escalate the population per ward.

Raadsheer C November

- Die jaarverslag dui ook vermeende finansiële wangedrag of diefstal of bewerings van diefstal deur 'n voorman, senior voorman en 'n adjunkdirekteur aan.
- Senior mense is betrokke by vermeende wangedrag.

Alderman C November

- The Annual Reports also reflects alleged financial misconduct or theft or allegations of theft by Foreman, Senior Foreman and a Deputy Director.
- Senior people are involved in alleged misconducts.

Raadslid S Fredericks

- Versoek dat toegang tot die bestuursverslag aan die komitee gegee word ten einde as die MKOOR proaktief te wees.
- Die komitee moet advies en insette lewer oor die kwessies en daarby betrokke raak.
- Die komitee moet hulle vergewis of daar uitdagings in die bestuursverslag is.

Councillor S Fredericks

- Requested that access be granted for the Committee to the Management Report in order to be pro-active as MPAC.
- The Committee must advise, give input, and engaged on the issues.
- The Committee need to familiarize themselves if there are challenges in the Management Report.

Raadsheer C November

- Hierdie versoek is al 'n geruime tyd aan die kom en daar is elke keer verskillende standpunte oor die bestuursverslag.
- SALGA het in November 2019 'n vergadering gehou waartydens artikel 79 van die Strukturewet voorgelê is. Hulle terugvoering was dat die kommentaar van die Nasionale Vergadering asook SALGA geïnkorporeer is. Die Wetsontwerp was op daardie stadium by die NRP. Covid het begin en niks het die afgelope jaar gebeur nie. As die Wet wel

gewysig is, beteken dit dat die komitee nie meer die bestuursverslag hoef aan te vra nie.

- Mnr Opperman het genoem dat daar 'n verwysingsraamwerk vir die munisipaliteit is en dat ons daarby moet hou. Mnr Opperman, is ons nog op daardie bladsy?

Alderman C November

- This request is coming on for a very long time now and every time there is a different view in terms of the Management Report.
- SALGA did have a meeting in November 2019 where Section 79 of the Structures Act was tabled. Their feedback was that the National Assembly as well as the comments of SALGA were incorporated. At that stage, the Bill was with the NCOP. Covid started and for the past year nothing happened. If the Act has been amended, it means that the Committee does no need to request the Management Report anymore.
- Mr. Opperman said that there is a Terms of Reference for the Municipality and that we need to stick to that. Mr. Opperman, are we still on that page?

Mnr A Opperman

Raadsheer November het die saak met mnr Matthyse, die vorige Munisipale Bestuurder, bespreek en hy het uiteengesit dat die bestuursverslag met die komitee bespreek kan word, maar dat 'n afskrif nie aan hulle voorsien kan word nie. Daar is ooreengekom dat dit vertoon kan word, maar nie in die komiteelede se hande gegee mag word nie. Wanneer die wetsontwerp 'n wet word, sal dit 'n verskillende storie wees.

Mr A Opperman

Alderman November addressed the matter with Mr Matthyse, the previous Municipal Manager and he explained in more detail that the Management Report can be discussed with the Committee, but a copy cannot be provided to them. It was agreed that it can be displayed, but not allowed to give it in the Committee Members hands. When the Bill becomes an Act, it will be a different story.

Raadslid S Fredericks

- Versoek dat 'n vergadering belê word om die verslag te bespreek.
- Dit is belangrik dat ons toesig oor albei afdelings hou, aan die politieke asook die administratiewe kant.
- Tydens 'n werkswinkel in Worcester is die bestuursverslag van Theewaterskloof Munisipaliteit voorgelê en al die ander munisipaliteite kon ten opsigte van daardie verslag insette lewer.

- Waarom is die bestuursverslag nie aan ons, die Raadslede van Theewaterskloof, beskikbaar nie? Waarom word die verslag van ons teruggehou?

Councillor S Fredericks

- Requested that a meeting be scheduled to engage in respect of the report.
- It is important that we have oversight on both sections, the political as well as the administration side.
- At a Workshop in Worcester, the Management Report of Theewaterskloof Municipality was tabled, and all the other Municipalities was able to engage in respect of that report.
- Why is the Management Report not available for us as Councillors of Theewaterskloof? Why is the report kept away from us?

Raadsheer C November

Dit is nie die eerste keer dat die bestuursverslag deur hierdie komitee versoek is nie. Ons moet dit beslis weer versoek tot tyd en wyl die wet gewysig is.

Mnr V Arendse stel voor dat hy weer die versoek opstel om aan die nuwe Munisipale Bestuurder voor te lê. Die terugvoering van die Munisipale Bestuurder kan op die volgende vergadering aan die komitee oorgedra word

Alderman C November

It is not the first time that the Management Report was requested by this Committee. We must certainly request it again until the Act has been amended.

Mr. V Arendse proposed that he can formulate the request again for submission to the new Municipal Manager. The feedback of the Municipal Manager can be communicated to the Committee at the next meeting.

Raadslid S Fredericks

- Die doel van MKOOR is om totale toesig oor die munisipaliteit te hê.
- As MKOOR die reaksie indien, is dit nie 'n werklike weergawe van ons toesig nie.
- Hoe is dit moontlik dat die bestuursverslag van Theewaterskloof Munisipaliteit tydens SALGA-opleiding bespreek kan word? Hoe het SALGA toegang tot die bestuursverslag gekry? Waarom kry ons as die toesighoudende liggaam nie dieselfde voorregte as SALGA nie?

Councillor S Fredericks

- The purpose of MPAC is to have total oversight in the Municipality.
- If MPAC submit the response, it is not a true reflection of our oversight.
- How is it possible that the Management Report of Theewaterskloof Municipality can be discussed in a SALGA training? How did SALGA get access to the Management report? Why are we as the oversight body not get the same privileges as SALGA?

Raadsheer C November

- Die vorige Munisipale Bestuurder het gesê dat hy dit sal oorweeg, maar ons het niks ontvang nie.
- Dit is 'n geval van die feite regkry.
- Ons moet ons werk heeltemal onpartydig verrig.
- Die jaarverslag word saamgestel en voorgelê ingevolge artikels 46, 1 & 2 van die Munisipale Stelselwet, Wet 32 van 2000 wat riglyne oor die jaarverslag voorsien. Hoe kan regverdigheid geskied as een been ontbreek?

Alderman C November

- The previous Municipal Manager said that he will consider it, but we did not receive anything.
- It is a matter of getting the facts straight.
- We must do our job without fear or favor.
- The Annual Report is prepared and submitted in terms of the Municipal Systems Act, Act 32 of 2000 - Sections 46, 1 & 2 that provide guidelines on the annual report. How can we do justice if one leg is left out?

Raadslid S Fredericks

Openbaarmaking van finansiële belange – Is ons seker die openbaarmaking is 'n werklike weergawe van ons Raadslede se posisie asook dié van administrasie?

Councillor S Fredericks

Disclosure of financial interest - Are we sure the disclosure is a true reflection of our Councillors position and also of administration.

Mnr V Arendse

Dit behoort 'n werklike weergawe te wees in die mate dat die Raadslede alles openbaar gemaak het aan die amptenare verantwoordelik vir die vaslegging van hierdie inligting. Ons moet hierdie jaar seker maak dat alles wat 'n amptenaar besit, openbaar gemaak word. Al die inligting wat voorsien is, verskyn in die jaarverslag.

Mr. V Arendse

This should be a true reflection until the point where the Councillors did disclose everything to the officials responsible for capturing this information. We make sure this year that everything an official have, is disclosed. All the information provided, is disclosed in the Annual Report.

Die volgende vergadering is vir 28 April 2021 om 14:00 geskeduleer – Openbare verhore.

Next meeting is scheduled for 28 April 2021 @ 14:00 – Public Hearings.

Die plaaslike gemeenskap en enige organisasie sal vertoë oor die konsepjaarverslag kan lewer en enige versoeke om vertoë moet voor 22 April 2021 om 10:00 aan mnr V Arendse voorsien word. Enige versoeke om vertoë moet vergesel wees van 'n skriftelike voorlegging van kommentaar op die 2019/2020 konsepjaarverslag.

The local Community and any Organization will be able to do presentations on the Draft Annual Report and any requests for presentations, should be forward to Mr. V Arendse before the 22nd of April 2021 at 10:00. Any requests for presentations must be accompanied by a written submission of comments on the 2019/2020 Draft Annual Report.

Raadsheer November bedank die lede van MKOOR vir hulle insette en mnr V Arendse vir al sy harde werk oor die afgelope vyf jaar.

Alderman November thank the MPAC Committee Members for all their inputs and Mr V Arendse for all his efforts for the past five years.

F. ADJOURNMENT / VERDAGING

Die vergadering verdaag om 15:45.
The meeting was adjourned at 15:45.

THEEWATERSKLOOF MUNICIPALITY

MPAC MEETING

MINUTES

[28 APRIL 2021]

ITEM NR	ITEM DESCRIPTION	PAGE NR
A.	<u>OPENING: WELCOME</u>	1
B.	<u>ATTENDANCE REGISTER</u>	1
B.1	Present	1
B.2	Application(s) for leave of absence	
C. <u>BY</u>	<u>STATEMENT(S) AND ANNOUNCEMENT(S)</u>	
	<u>THE CHAIRMAN</u>	2
D.	<u>CONFIRMATION OF MINUTES AND /OR REPORTS</u>	2
	Minutes: MPAC Committee Meeting: 08 April 2021	
E.	<u>DISCUSSIONS</u>	2 - 3
	Comments received from Public, Stakeholders and other Organs of State	
F.	<u>URGENT MATTERS</u>	4
G.	<u>ADJOURNMENT</u>	

THEEWATERSKLOOF MUNICIPALITY

MINUTES OF THE MPAC MEETING HELD ON 28 APRIL 2021 AT 14:15 IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, CALEDON

C. OPENING AND WELCOME

The Chairperson, Alderman C November, welcomed all present and open the meeting with a prayer.

The Chairperson raised a special word of welcome to Mr. W Zybrands, member of the Performance- and Audit Committee.

D. ATTENDANCE REGISTER

B.1 Present

Alderman C November	Chairperson
Councillor CM Lamprecht	
Councillor S Fredericks	
Mr. W Zybrands	On behalf of the Chairperson of the Performance- and Audit Committee
Mr. J Barnard	Deputy Director: Community Services
Mr D Louw	Director: Finance
Mrs. M Faul	Acting Deputy Director: Corporate Services
Mr. KE Nontshiza	Deputy Director: Planning
Mr. FH du Toit	Deputy Director: Electrical Services
Mr. A Opperman	Chief Executive Auditor
Ms. A Jonkers	Legal Advisor
Mr. V Arendse	Manager: IDP
Mr B Ellman	Manager: ICT
Ms. C Newman	Principal Clerk: Credit Control
Ms S Baron	Secretariat Services

Visitors

None

B.2 Application(s) for leave of absence:

Councillor C Wood	Written apology
Councillor R Brinkhuys	Apology which was granted by the Chairperson
Ms R Gani	Apology
Mr D Damons	Leave
Mr J Amansure	Leave
Mr D Lubbe	Other work duties

Mr. D Swanson [SALGA]
Ms N Ringquest [Provincial Treasury]
Auditor-Generals' Office

ANNOUNCEMENTS BY THE CHAIRPERSON (Alderman C November)

- Disappointed with the comments received.
- Comments were only received from the Auditor-Generals' Office and Provincial Treasury.
- No comments were received from the public or the NGO'S.
- This was an opportunity to raise their concerns and give input to the annual report.
- The annual report is a summary of the SDBIP - this is the measurement of the performance of the Municipality and the public miss this opportunity.
- Also, very disappointed in the Councillors of Theewaterskloof Municipality for not submitting any comments.
- This was an opportunity for them to reflect on the 2019/2020 performance of the Municipality.
- They had a chance since the draft annual report was accepted in Council.

E. CONFIRMATION OF MINUTES AND/OR REPORTS

Confirmation of Minutes of MPAC Meeting: 08 April 2021

RESOLVED :

To on proposal by Councillor CM Lamprecht, and seconded by Councillor S Fredericks, to approve, confirm and have signed the Minutes of a MPAC Meeting of 08 April 2021 as *prima facie* evidence of its correctness with the amendments as indicated above.

E. DISCUSSIONS

Comments received from Public, Stakeholders and Other Organs of State

Alderman C November

Comments were only received from the Auditor-Generals' Office and Provincial Treasury.

1. Report from the Auditor-/Generals' Office:

Mr. D Louw

- Management already drafted an action plan of the issues raised by the AG.
- We already reported on the implementation on some of them.

Mr W Zybrands

- Congratulate the political structures and Management for achieving this clean audit under very difficult circumstances.
- Everybody had to adapt to the change of target dates due to Covid-19.
- Staff working from home was not easy.
- Everybody did an excellent job.
- The Performance- and Audit Committee agreed with the findings of the AG in respect of ICT.
- Significant progress had been made to address these issues.
- Action plan to address these findings in the new financial year must be put in place.
- The findings of the previous year had been addressed.
- Underspensing on capital expenditure was also a concern for the Performance- and Audit Committee.

Councillor S Fredericks

- Thanked the Acting Municipal Manager and the staff involved in this process.
- Even under difficult circumstances, we were able to achieve these goals.
- Not 100 %, but it is an improvement on the previous financial year.
- Thanked the Chairperson for his leadership, guidance, and oversight role in the MPAC Meetings.

Alderman C November

- Thanked Mr Louw as this annual report is part of his time as Acting Municipal Manager.

2. Provincial Treasury comments 2019/2020 Annual report

Mr D Louw

- 3. Service Delivery Performance: Local Economic Development must be amended. (Number of targets not achieved must be 0 and not 1. Total of number of targets not achieved is 12 and not 13) – Mr V Arendse need to discuss it with Provincial Treasury to be amended.

Alderman C November

- The last paragraph on the last page under conclusion, the Municipality is reminded of its responsibility to finalize and adopt the annual report and the oversight report by not later than two months from the date on which the annual report was tabled before Council in terms of Section 127 of the MFA.
- National Treasury did grant extension in this regard.

Mr. V Arendse

- Mentioned that it is a legislative requirement that reasons for variances and corrective measures that will be implemented, be provided when KPI's are not achieved in the SDBIP.

F. ADJOURNMENT

Next meeting is scheduled for 06 May 2021 at 14:00.

The meeting was adjourned at 14:45.

MUNISIPALITEIT - UMASIPALA - MUNICIPALITY

THEEWATERSKLOOF



**MUNICIPAL PUBLIC ACCOUNTS
COMMITTEE MEETING
[MPAC]**

MINUTES

06 MAY 2021

THEEWATERSKLOOF MUNICIPALITY
MPAC COMMITTEE MEETING

MINUTES

[06 MAY 2021]

ITEM NR	ITEM DESCRIPTION	PAGE NR
A.	<u>OPENING: WELCOME</u>	1
B.	<u>ATTENDANCE REGISTER</u>	1
B.1	Present	
B.2	Application(s) for leave of absence	
C.	<u>STATEMENT(S) AND ANNOUNCEMENT(S) BY THE CHAIRMAN</u>	2
D.	<u>CONFIRMATION OF MINUTES AND /OR REPORTS</u> Minutes: MPAC Committee Meeting: 28 April 2021	2
E.	<u>DISCUSSIONS</u> Oversight Report	2
F.	<u>URGENT MATTERS</u>	
G.	<u>VERDAGING</u>	

THEEWATERSKLOOF MUNICIPALITY

MINUTES OF A VIRTUAL MEETING OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE HELD ON 06 MAY 2021 AT 14:00

A. OPENING AND WELCOME

The Chairperson, Alderman C November, welcomed all present.

Councillor S Fredericks open the meeting with a prayer.

B. ATTENDANCE REGISTER

B.1 Present

Alderman C November	Chairperson
Councillor CM Lamprecht	
Councillor S Fredericks	
Councillor R Brinkhuys	

Ms. R Gani	Chairperson of the Performance- and Audit Committee
Mr. J Barnard	Deputy Director: Community Services
Mr. D Louw	Director: Finance
Mr. D Damons	Deputy Director: Technical Services
Mr. J Amansure	Acting Deputy Director: Corporate Services
Mr. A Opperman	Chief Executive Auditor
Mr. V Arendse	Manager: IDP
Ms. M Faul	Manager: Corporate Services
Ms. S Baron	Secretariat Services

Visitors

None

B.2 Application(s) for leave of absence:

Councillor C Wood	Apology submitted – did experienced connectivity problems
Mr. KE Nontshiza	Other work duties
Mr. FH du Toit	Other work duties
Mr D Lubbe	Other work duties

C. STATEMENTS/ANNOUNCEMENTS BY THE CHAIRPERSON

- Acknowledged the presence of Ms Gani at the meeting.
- I hope we will have a fruitful meeting.
- Such far the journey was good, and the liberations was interesting.
- At the end of the day when we present the Oversight Report to Council, it will be one that is anonymous for all the members.

D. CONFIRMATION OF MINUTES AND/OR REPORTS

Confirmation of Minutes of MPAC Meeting: 28 April 2021

RESOLVED :

To on a proposal by Councillor R Brinkhuys, and seconded by Councillor CM Lamprecht, to approve, confirm and have signed the Minutes of a MPAC Meeting of 28 April 2021 as prima facie evidence of its correctness.

E. DISCUSSIONS

Oversight Report

1. Councillor S Fredericks

9. COUNCIL TO NOTE THE FOLLOWING:

Amend point 2 as follows:

MPAC urge members of Council to use ~~to~~ the opportunity to comment when opportunities for comment are presented especially relating to the annual report as this is a reflection on the municipality's performance, both financial and administratively, on how it delivered on its mandate.

- The issue of the management report is still a concern.
- We are here to do oversight, but we do not have insight into the management report.

2. Alderman C November

Point 4 and 5 must be added to nr 9 - Council to note the following:

4. MPAC is disappointed that their request to access the management report before the compilation of the Oversight Report could not be accommodated.
5. MPAC therefore feel that this limits their scope of work and ultimately their recommendation to Council.

Councillor CM Lamprecht and Councillor S Fredericks support the recommendation.

3. Mr D Louw

The discussion of the management report with the MPAC Committee Members was discussed with the Municipal Manager and it was agreed that the management report, as well as the action plan, which was already drafted, be discussed with the MPAC Committee Members at a separate meeting to be scheduled.

During the meeting it was agreed that the meeting be scheduled as follows: *Monday, 10 May 2021 at 14:00 in the Council Chambers, Municipal Offices, Caledon.*

F. ADJOURNMENT

The meeting was adjourned at 14:37.

COMPILED AND RECORDED BY:


S BARON
SECRETARIAT SERVICES

MPAC KOMITEE

06 MEI 2021

RAADSLID

HANDTEKENING

RAADSHEER C NOVEMBER

Teenwoordig

RAADSLID C LAMPRECHT

Teenwoordig

RAADSLID S FREDERICKS

Teenwoordig

RAADSLID R BRINKHUYS

Teenwoordig

RAADSLID C WOOD

Konnekteringsprobleme

ME R GANI (Chairperson of P&AC)

Teenwoordig

AMPTENAAR

HANDTEKENING

MNR D LUBBE

Ander verpligtinge

MNR J BARNARD

Teenwoordig

MNR D LOUW

.....

MNR D DAMONS

Teenwoordig

MNR J AMANSURE

Teenwoordig

MNR KE NONTSHIZA

Verskoning

MNR FH DU TOIT

Ander verpligtinge

MNR A OPPERMAN

Teenwoordig

MNR V ARENDSE

Teenwoordig

ME M FAUL

Teenwoordig

ME S BARON

Teenwoordig

.....

.....

Shahida Baron

From: Verohne Arendse
Sent: Thursday, 06 May 2021 13:59
To: Shahida Baron; Marelize Faul
Cc: Sibabongile Mtshizana
Subject: FW: MPAC Meeting

Good day,

Please refer to the email below.

Kind Regards

From: Sibabongile Mtshizana <SibabongileMt@twk.org.za>
Sent: Thursday, 06 May 2021 13:58
To: Verohne Arendse <VerohneAr@twk.org.za>
Subject: MPAC Meeting

Good day Mr Arendse

Please send apology for Mr Nontshiza he won't be able to attend MPAC Meeting. He's in Grabouw for site visits

Kind regards,