

2022/23



Theewaterskloof
Municipality

[OVERSIGHT REPORT]

Council Meeting: 20 March 2024

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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 79A of the Municipal Structures Amendment Act, 2021 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: Cllr T Mangcayi
Members: Ald BB Mkhwibiso
Cllr MA Nomkoko

Council has delegated the following functions relating to the Annual Report 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) 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.
- 8) To promote good governance, transparency and accountability on the use of municipal resources

4. PROCESS AND CIRCULATION OF THE ANNUAL REPORT

The Annual Performance Report and Annual Financial Statements was submitted to the Auditor General on 31 August 2023.

The draft annual report was submitted to the Auditor General on 20 November 2023, to the Performance and Audit Committee on 19 January 2024 whereafter it was again submitted to the Auditor General on 25 January 2024.

The draft annual report was first presented to council by the Executive Mayor on 25 January 2024. The draft annual report was then adopted and subsequently submitted to the Auditor General on 25 January 2024, National Treasury on 29 January 2024 and Provincial Treasury on 01 February 2024.

The draft annual report was advertised for comments from 26 January 2024 to 19 February 2024. 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 31 January 2024.
- On the municipality's website www.twk.gov.za as well as the following offices:
- 6 Plein Street, Caledon
- Arbour Drive Grabouw
- Main Road 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 were scheduled to take place:

1. **09 February 2024: at 09:00** Ask questions to Management to get clarity on the contents of the Annual Financial statements and the Annual Report.
2. **23 February 2024: at 09:00** Public hearings - The local community and any organ of state were allowed to make representations on the annual report.
3. **07 March 2024: at 09:00** 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 is 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 its gratitude for the work done by them.
Audit Committee	Comments was received prior to council meeting. The Audit committee did compliment TWK for improvement on the annual report over the years. All issues raised was addressed and questions for clarity was directed to specific directorates. We also take note of recommendations for improvements	MPAC takes note and want to thank the Audit committee for the work they are doing and for the vital role they play as an oversight body.
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. Minor changes were requested by the AG with specific reference to misalignment of financial information in various sections of the Annual Report. This finding s were addressed and will be presented to council.	MPAC took note all issues raised was corrected prior to the MPAC meetings. MPAC value the input that was provided by the AG. MPAC also extremely satisfied that for the third consecutive year there were no material findings on Performance Audit hence maintaining a clean audit opinion for performance.
Other spheres of government	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 where minor factual mistakes contained in the comments provided by provincial treasury. These factual mistakes will be brought under the attention of provincial treasury.

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. The Audit Committee indicated that TWK has made huge strides in approving the Annual Report, both in printability and content.

7.2.1 1st MPAC/Oversight Committee Meeting

The purpose of this meeting was to present the Annual Report to the MPAC and MPAC members had the chance to ask questions to management on the annual report.

It should be noted that MPAC extensively questioned management on the poor performance results contained in the Annual Report.

After all the discussions, questions and answers, there were no request for changes to the annual report that were made.

The minutes of the MPAC meeting on 09 February 2024 is contained in Appendix 4, and readers are requested to consult the minutes for detailed discussions and decisions.

7.2.2 2nd MPAC/Oversight Committee Meeting

No comments nor request for presentation were received by the public on by the closing date for comments. Written submission was received from Provincial Treasury (Appendix 5). The comments received from Provincial Treasury was discussed and the positive feedback was welcomed by MPAC.

MPAC also noted that the concerns raised by themselves was echoed by Provincial Treasury's Report.

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

8. CITIZENS ANNUAL REPORT

The municipality, in its attempt to improve public participation in the annual report process developed a citizen's annual report with funding received from Provincial Treasury. The citizens annual report is a summarised version of the annual report containing only highlights of the financial year. It was developed in both printed and electronic format. The electronic format also enables the municipality to track how many read the report and from which devices.

At the time of writing this oversight report the following statistics relate to the citizens annual report:

- 113 people opened the document
- 100 completed reading the document
- Avg. time it took to read the document was 6 minutes and 30 seconds
- 78% read it using a laptop and 22% using a mobile device

9. RECOMMENDATIONS TO COUNCIL

- 1. That cognisance be taken of the Oversight Report on the 2022/2023 Annual Report of Theewaterskloof Municipality.**
- 2. Council note that extra effort and funding went into improving participation in the process by developing the citizens annual report.**
- 3. Council notes the impact made by citizens annual report and the statistics that relates to it.**

4. **The administration should continue to be innovative to further improve participation in the process.**
5. **That Management consider presenting the annual report to ward committees, after approval of the draft annual report, this would require the presence of employees from all relevant departments at these meetings.**
6. **That the Council, having fully considered the 2022/2023 Annual Report, adopts the Oversight Report.**
7. **That the 2022/2023 Annual Report of Theewaterskloof Municipality be adopted without reservation,**
8. **That the Oversight Report be made public in accordance with section 129(3) of the Municipal Finance Management Act (Act 56 of 2003),**
9. **The minutes of those meetings where the Annual Report was discussed be distributed in accordance with section 129 (2) (b).**
10. **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).**

10. CONCLUSION

As Chairperson of the MPAC I would like to thank the MPAC Committee Members, the Executive Mayor, Mayoral Committee, and the Executive Management Team (EMT), as well as the various contributors to the Annual Report 2022/2023 for their diligence and constructive commitment during the oversight period.

It deserves special note, that despite another extremely challenging year, the municipality managed to perform above and beyond expectations. I note with concern the regression of our audit opinion and want to encourage all parties involved to take note of the findings of the auditor general and ensure that mechanisms and processes are put in place so that we don't find ourselves in the same position next year.

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 2022/2023.

The Annual Report does not display a perfect municipality but does display one with clean governance, the auditor general indicated that none of the findings resulted in material irregularities that required them to initiate the material irregularity process. The appointment of senior managers will further assist in providing an improved governance and administrative environment.

The Annual Report highlight that there are a lot of room for improvement and the administration is thus encouraged to do so.

We must take pride in what we do and remember we are serving our communities. The Annual Report should display achievements not disappointments, it should be our pride and not something we would want to hide.

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. Your oversight and leadership ensured that we strengthened our controls and accountability mechanisms. You must be thanked and given recognition for your role.

I encourage all my councillors to ensure that we not only maintain our standard but strive to new heights. I would however also fail, if I once again don't highlight my disappointment that councillors did not utilize the platforms provided to comment and participate in the annual report process.

I also have to single out our Municipal Manager, although not appointed as Municipal Manager at the period under review, your leadership and knowledge was on display during our engagements on the Annual Report. I could clearly see that you take pride in the work of the municipality and will hold your managers accountable for lack of performance. I am convinced that your impact will be reflected in the 2023/2024 Annual Report.

Serving as MPAC chair, it continuous to be a learning experience for myself, I can reemphasise my commitment that I will continuously improve my oversight role in an effort to improve accountability. We could already see the significant improvement in the way we interrogated the annual report and difficult yet relevant questions we posed.

The MPAC is satisfied that the Annual Report 2022/2023 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.

I thank council for entrusting us with this very important role and give you assurance that we will deliver.

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

Name	Capacity	Meeting Attendance, 05 March 2024
Cllr T Mangcayi	Chairperson	Attended
Ald BB Mkhwibiso	Member	Attended
Cllr MA Nomkoko	Member	Attended

.....
Cllr T Mangcayi
CHAIRPERSON

**APPENDIX 1. COUNCIL MINUTES WHERE
DRAFT ANNUAL REPORT WAS ADOPTED**



MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

[25 JANUARIE / JANUARY 2024]

RAADSVERGADERING /
COUNCIL MEETING

NOTULE / MINUTES

25 JANUARIE 2024

MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

RAADSVERGADERING/COUNCIL MEETING

NOTULE / MINUTES

[25 JANUARIE / JANUARY 2024]

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B.	<u>VERKIESING VAN SPEAKER</u> <i>(indien nodig)</i> <u>ELECTION OF SPEAKER</u> <i>(if necessary)</i>	1
C.	<u>BYWONINGSREGISTER</u> <u>ATTENDANCE REGISTER</u>	1 - 2
C.1	Teenwoordig / Present	
C.2	Aansoek(e) om verlof tot afwesigheid / Application(s) for leave of absence	
D.	<u>NOTULES VAN DIE UITVOERENDE BURGEMEESTER</u> <u>EN HAAR KOMITEE VIR KENNISNAME VAN DIE RAAD</u> <u>MINUTES OF THE EXECUTIVE MAYOR AND HER</u> <u>COMMITTEE FOR COUNCIL'S COGNISANCE</u>	3
D.1	Notule van UBK Vergadering: 21 November 2023 Minutes of EMC Meeting: 21 November 2023	
E.	<u>BEKRAGTIGING VAN NOTULES/VERSLAE VAN DIE RAAD</u> <u>CONFIRMATION OF MINUTES/REPORTS OF THE COUNCIL</u>	
E.1	Notule van 'n Raadsvergadering: 30 November 2023 Minutes of a Council Meeting: 30 November 2023	3

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H.	<u>VOORLEGGINGS / PRESENTATIONS</u> Geen / None	
I.	<u>VERSLAE VOORGELê DEUR DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER / REPORTS PRESENTED BY THE OFFICE OF THE MUNICIPAL MANAGER</u>	
C01/2024	Strategic Support and IDP: Reporting on performance of contractors: 2 nd Quarter [8/2/3/5/1]	9 - 10
J.	<u>VERSLAE VOORGELê DEUR DIE DIREKTORAAT KORPORATIEWE DIENSTE / REPORTS PRESENTED BY THE DIRECTORATE CORPORATE SERVICES</u>	
C02/2024	Administration: Ward Committee System: Bi-Annual Performance Report: July – November 2023 [3/4/R]	11 - 21
C03/2024	Administration: Approval of quarterly report regarding resolutions taken at Council Meetings: 01 October 2023 to 31 December 2023 as well as council resolutions outstanding for implementation on collaborator (25 August 2022; 27 October 2022 and 25 April 2023) [5/1/3]	22 - 23
C04/2024	Fraud and Risk Management Committee: Risk Management Implementation Plan 2023/2024 [5/14/2/3]	24 - 26
C05/2024	Risk Management Committee: Review and approval of the Risk Management Strategy, Policy and FARMCO Terms of Reference, Combined Assurance Framework, Business Continuity Framework for 2023/2024 [5/14/2/B]	27 - 29

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C06/2024	Information Technology: Reporting on performance of contractors: July 2023 to September 2023 [8/2/3/5/2]	30 - 31
K.	<u>VERSLAE VOORGELê DEUR DIE DIREKTORAAT FINANSIES</u> <u>REPORTS SUBMITTED BY THE DIRECTORATE FINANCE</u>	
C07/2024	Supply Chain Management: Deviation Report for November 2023 [6/3/3/6]	32 - 34
C08/2024	Supply Chain Management: Deviation Report for December 2023 [6/3/3/6]	35 - 37
C09/2024	Reporting on performance of contractors: October 2023 to December 2023 [8/2/3/5/3]	38 - 40
C10/2024	Withdrawals from Municipal Bank Accounts: October - December 2023 [5/15/R]	41 - 44
C11/2024	Financial Report Item: Fourth Quarter 2022/23 (April 2023 - June 2023) [5/16/R]	45 - 47
C12/2024	Financial Report Item: Second Quarter 2023/24 (October 2023 – December 2023) [5/16/R]	48 - 49
L.	<u>VERSLAE VOORGELê DEUR DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER /</u> <u>REPORTS PRESENTED BY THE OFFICE OF THE MUNICIPAL MANAGER</u>	
C13/2024	Strategic Support and IDP: 2022/2023 Draft Annual Report [9/1/1]	50 - 53
C14/2024	IDP: Performance Management: Mid-Year Top Layer SDBIP Report 2023/24 [5/1/3]	54 - 56
C15/2024	Internal Audit: Performance- and Audit Committee Report: 1 October 2023 – 31 December 2023 [5/14/1/2]	57 - 58

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M. VERSLAE VOORGELê DEUR DIE DIREKTORAAT FINANSIES
REPORTS SUBMITTED BY THE DIRECTORATE FINANCE

C16/2024 Supply Chain Management: Changes to SCM Policy [6/3/B] 59 - 61

N. OORWEGING VAN KENNISGEWINGS VAN MOSIES / CONSIDERATION OF NOTICES OF MOTIONS

O. OORWEGING VAN KENNISGEWINGS EN VRAE / CONSIDERATION OF NOTICES AND QUESTIONS

P. OORWEGING VAN DRINGENDE MOSIES / CONSIDERATION OF URGENT MOTIONS

Q. IN-KOMITEEVERGADERING AGENDA-ITEMS VIR BESPREKING
IN-COMMITTEE MEETING AGENDA-ITEMS FOR DISCUSSION

R. VERDAGING / ADJOURNMENT

THEEWATERSKLOOF MUNISIPALITEIT/ MUNICIPALITY

NOTULE VAN 'N RAADSVERGADERING GEHOU OP 25 JANUARIE 2024 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, CALEDON.

MINUTES OF A COUNCIL MEETING HELD ON 25 JANUARIE 2024 AT 14:00 IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, CALEDON.

A. OPENING EN VERWELKOMING

Die Voorsitter, Speaker Raadslid DA Appel, verwelkom almal teenwoordig.

Raadslid J Mckenzie open die vergadering met gebed.

OPENING AND WELCOME

The Chairperson, Speaker Councillor DA Appel, welcomed all present.

Councillor J Mckenzie opened the meeting with a prayer.

B. VERKIESING VAN WNDE SPEAKER (INDIEN NODIG)/ ELECTION OF ACTING SPEAKER (IF NECESSARY)

Nie van toepassing nie / Not applicable.

C. BYWONINGSREGISTER/ATTENDANCE REGISTER

C.1 Teenwoordig/Present Raadslede/Councillors

Raadslid/Councillor DA Appel
Raadslid/Councillor M Liebenberg
Raadslid/Councillor JR Michels
Raadslid/Councillor CA Benjamin
Raadslid/Councillor M Botes
Raadslid/Councillor CT Cloete
Raadsheer/Alderman LM de Bruyn
Raadslid/Councillor S Fredericks
Raadslid/Councillor M Gana
Raadslid/Councillor DA Jacobs
Raadslid/Councillor D Jooste
Raadslid/Councillor TP Lesesa
Raadslid/Councillor T Mangcayi
Raadslid/Councillor M Mathews
Raadslid/Councillor J Mckenzie
Raadslid/Councillor RL Mienies
Raadsheer/Alderman BB Mkhwibiso
Raadslid/Councillor M Mpambani
Raadslid/Councillor MA Nomkoko
Raadslid/Councillor MR Nongxaza
Raadsheer/Alderman M Plato-Mentoor
Raadslid/Councillor MS Shale

Raadslid/Councillor PJ Stander
Raadslid/Councillor H Syster
Raadslid/Councillor YM van Tonder
Raadslid/Councillor TB Zimmermann

Amptenare / Officials

Mnr./Mr W.S.E Solomons-Johannes	(Munisipale Bestuurder) (Municipal Manager)
Mnr./Mr. P Mabhena	(Wnde Direkteur: Finansies) (Acting Director: Finance)
Mnr. /Mr R Stevens	(Wnde Direkteur: Korporatiewe Dienste) (Acting Director: Corporate Services)
Mnr./Mr S Tebele	(Adjunk-Direkteur: Menslike- en Informele Nedersettings) (Deputy Director: Human- and Informal Settlements)
Me./Ms N Baliso	(Wnde Adjunk Direkteur: Ekonomiese Ontwikkeling en Beplanning) (Acting Deputy Director: Economic Development and Planning)
Mnr./Mr J Barnard	(Adjunk-Direkteur: Gemeenskapsdienste) (Deputy Director: Community Services)
Mnr./Mr H Marthinus	(Namens Adjunk-Direkteur: Tegnieuse en Infrastruktuur Implementeringsdienste) (On behalf of Deputy Director: Technical and Infrastructure Implementation Services)
Mnr./Mr M Redelinghuys	(Wnde Adjunk-Direkteur: Elektrisiteitsdienste) (Acting Deputy Director: Electrical Services)
Me./Ms J Uys	(Namens Hoof Uitvoerende Ouditeur) (On behalf of the Chief Audit Executive)
Mnr./Mr. H Geldenhuys	(Wnde Adjunk-Direkteur in die Kantoor van die Munisipale Bestuurder) (Acting Deputy Director in the Office of the Municipal Manager)
Mnr./Mr V Arendse	(Bestuurder: GOP) (Manager: IDP)
Mnr./Mr H Gxoyiya	(Wnde Bestuurder: Regsdienste) (Acting Manager: Legal Services)
Me./Ms M Faul	(Bestuurder: Korporatiewe Dienste) (Manager: Corporate Services)
Me./Ms. F Ngxowa	(Assistent Vertaler) (Assistant Translator)
Me./Ms. L Kilowan	(Snr Admin Beampte: Raadslidondersteuning) (Snr Admin Officer: Councillor Support)
Me./Ms S Baron	(Sekretariaatsdienste) (Secretariat Services)

C.2 Aansoek(e) om verlof tot afwesigheid:

Application(s) for leave of absence:

Mnr./Mr A Opperman	Studieverlof / Study leave
Mnr./Mr D Damons	Siekteverlof / Sick leave

H. VOORLEGGINGS / PRESENTATIONS

I. VERSLAE VOORGELê DEUR DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER / REPORTS PRESENTED BY THE OFFICE OF THE MUNICIPAL MANAGER

ITEM HEADING

C13/2024 OFFICE OF THE MUNICIPAL MANAGER: DEPARTMENT STRATEGIC SUPPORT AND IDP: 2022/2023 DRAFT ANNUAL REPORT

[English version of the report is the original]

FILE NUMBER

9/1/1

PURPOSE / AIM OF REPORT

To submit the 2022/2023 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.

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.

DISCUSSION

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

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.

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).

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.

LEGAL RESPONSIBILITIES

As indicated under discussions.

FINANCIAL RESPONSIBILITIES

None

CLIENT CARE IMPLICATION

None

RISK MANAGEMENT IMPLICATION

None

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended:

- 1. That the tabling of the 2022/2023 Draft Audited Annual Report in Council by the Executive Mayor, be noted.**
- 2. That the Draft Audited Annual Report for 2022/23 be handed over to the MPAC 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 and stakeholders be invited to submit representations in connection with the Draft Annual Report.**
- 5. That Council notes that a period of not less than 21 days will be provided for comments on the Draft Audited Annual Report.**
- 6. That Councillors are encourage to make written submissions on the Draft Audited Annual Report.**

RESOLVED BY COUNCIL: 25 JANUARY 2024

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman BB Mkhwibiso and seconded by Councillor M Mathews, it was resolved as follows:

- 1. Council noted the tabling of the 2022/2023 Draft Audited Annual Report.**
- 2. That the Draft Audited Annual Report for 2022/23 be handed over to the MPAC 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 and stakeholders be invited to submit representations in connection with the Draft Annual Report.**
- 5. That Council notes that a period of not less than 21 days will be provided for comments on the Draft Audited Annual Report.**
- 6. That Councillors are encourage to make written submissions on the Draft Audited Annual Report.**

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

**APPENDIX 2. ADVERT INVITING PUBLIC
COMMENTS**

GET added VALUE All vacancies advertised in our weekly newspaper are uploaded onto our website, every Friday. bolandmedia.biz

NOTICE
MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)
- REVIEW AND ANALYSIS OF 2022/2023 ANNUAL REPORT AND INVITATION FOR PUBLIC COMMENTS

Notice is hereby given in terms of the MPMA Circular No 22 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 2022/2023 Annual Report is scheduled to meet as follows:

- 09 February 2024 at 09:00: Pose questions to Management to get clarity on the contents of the Annual Financial statements and the Annual Report.
- 22 February 2024 at 09:00: Public hearings - The local community and any other person will be allowed to make representations on the annual report. (Any request for presentations should be forwarded to: Mr V. Amondar - vamondar@twk.gov.za before 19 February 2024 at 18:00. Any request for presentations must be accompanied by written submission of comments on the 2022/23 Annual Report.)
- 07 March 2024 at 09:00: Presentation of the draft oversight report, taking into consideration the views and inputs of the public, representatives of the Auditor-General, Origin of State, Councils Performance and Audit Committee and Councilors.
- 20 March 2024 at 14:00: Tabling of Oversight Report and Annual Report to Council.

The Draft Annual Report for the 2022/2023 financial year was tabled at the Council Meeting on 25 January 2024 in terms of Section 127 of the Municipal Finance Management Act, 2003 (Act 56 of 2003) and is available for public comments from 26 January 2024 to 19 February 2024.

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

- 4 Plein Street, Caledon - Arbour Drive Grabouw - Main Road Villiersdorp - Forensic Street Stryden - De. Botha Street Greyton - Stryden Avenue Gansbaai - Buiters 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 19 February 2024 at 18:00 to the following address:

The Manager: IDP at 4 Plein Street / P.O. Box 24 Caledon 7230 or email to info@twk.gov.za.

Comments can also be submitted in writing to the Municipal Manager at the under-mentioned address before Monday, 19 February 2024 (18:00) or clearly marked **Draft Annual Report: 2022/2023** and placed in the Tender Box at the Caledon Office.

Mr. W.S.E. Solomons-Johannes
Municipal Manager
4 Plein Street
Caledon
7230

Dagboek/Diary

Send events: bianca.duplessis@hermanustimes.co.za
Deadline/Spoortyd: Thursdays/Ondersdag 12:00.

SATURDAY 3 FEBRUARY
Support local artists, crafters, bakers, chefs.

HERMANUS Times
Vacancies / Betrekkings



Applications are hereby invited from qualified persons to be appointed in the under mentioned vacancies:

SENIOR HOUSING DEVELOPMENT OFFICER: GRABOUW
Salary: Post level T12: Between R277 652.00 p.a. and R490 200.00 p.a. plus an Essential Travel Allowance of R8428.42 per month subject to the conditions as stipulated in the Council's Essential Travel Allowance Policy.

SENIOR HOUSING DEVELOPMENT OFFICER: CALEDON / RIVIERSONDEREND / BOTRIEVER
Salary: Post level T12: Between R277 652.00 p.a. and R490 200.00 p.a. plus an Essential Travel Allowance of R8428.42 per month subject to the conditions as stipulated in the Council's Essential Travel Allowance Policy.

Please note: The above-mentioned position is being re-advertised. Applicants who previously applied must submit a new application in order to be considered.

Full details of the minimum qualification and a summary of the key performance areas as well as application conditions is available on the Municipality's Website www.twk.gov.za.

Closing date: 09 February 2024 at 12:00 pm (no applications will be considered after the closing date and time)

W Solomons-Johannes
Municipal Manager
P O Box 24
Caledon
7230

farmers and other vendors at the **ONRUS MARKIE** from 09:00-12:00 at the De Wet Hall in Rios Street, Onrus.

SUNDAY 4 FEBRUARY
HERMANUS CRICKET CLUB invites all cricket lovers to join them at the **LAST MAN STANDS (LMS)** tournament. It is a 2-hour, 8-a-side, T20 cricket game for all abilities. The action starts at 09:00 at the Hermanus Cricket Grounds. Get there early to set your gas pedal up for breakfast, brunch, lunch and light the fires for the potjies at the club house braai. Games, music, good vibes and fun for the whole family! All players and teams are welcome. WhatsApp: 084 804 8668 or email roylekordom@gmail.com to RSVP.

WEDNESDAY 7 FEBRUARY
Enjoy an entertaining few hours of good music at the United Church, Hermanus. The show, **ONCE UPON A SONG**, is directed by Bevan Sylvester, and starts at 10:00. Tickets, at R80 pp, include refreshments. Tickets are available from the church office, Monday to Friday, 08:30-12:00.

SATERDAG 10 FEBRUARIE
In Opwindende **SPELETNESDAG** word van 09:00 tot 12:00 by die NG gemeente Onrusvler ghou. Almal is welkom. Daar sal 'n snoepie was zook 'n teëtert waar die oues kan ontspan terwyl die jonges rondhardloop. Ingangsof beloop R20 per kind. Hulle kan dan aan die aktiewe teldatnaam.

SATURDAY 17 FEBRUARY
Shop out and have fun at the **BETTY'S BAY MARKET**, 10:00-15:00, at the Cassala Hall. For more info contact Shamoon on 073 990 0896.

FRIDAY 23 FEBRUARY
Treat your beloved to a romantic evening at the Friends Society of the Gansbaai Music Museum's **LOVE NOTES AND CANDLELIGHT** event. Enjoy a candlelit dinner with live music by Joodhouse Entertainment and DJ Pain. The event will take place in the Museum Gardens and starts at 19:00. A single ticket: R300; couple's ticket: R500. Call 061558 1292 or 078 107 0552 to book.

REGULARS
Shop for fresh organic produce, artisan breads, home-made delicacies, gourmet foodstuff, arts and crafts, wooden toys, plants, books and things that are good for you at the **HERMANUS COUNTRY MARKET EVERY SATURDAY**, 09:00-14:00. It is held at Hermanus Cricket Grounds and is child-and dog-friendly.
EVERY THURSDAY FRESH PRODUCE MARKET DAY at Martin's Dale at 11her Road at the business park in Sluiterdorp. Shop for flowers, fresh fruit and veggies, dairy products and more. The market is from 09:00 to 16:00.
Buy lovely home-made goodies and enjoy a fun-filled morning at the **GANSBAAI FRIDAY MORNING MARKET** held EVERY FRIDAY from 09:00 to 12:00 in the Pretorius Hall in Main Road.
The **STANFORD SATURDAY MORNING MARKET** is held EVERY SATURDAY from 09:00 to 12:00 on the Stanford Hotel stoep. Contact Byron on 070 607 3165.
The **ONRUS MARKIE** is held on the first Saturday of every month at the De Wet Hall in Rios Street, Onrus. Local artists, crafters, bakers, chefs, farmers and other vendors sell their wares from 09:00 to 12:00 at the popular market.
Break away to the **OVERBERG POP-UP MARKET** held at Alfabank Nursery EVERY WEDNESDAY from 09:30-13:00. Breads, coffee, gluten free eats, plants, veggies, rebuses and pastes, natural skin and cleaning products and much more. Alfabank Nursery is situated along the Karwydenaal Road, Engarie; 082 652 1704.
Fresh produce, honey, cakes, hand-made products and much more at the **TESSELARSDAAL COUNTRY MARKET** held EVERY SATURDAY from 10:00 at Kular Plak, Plot 172, Main Road. Contact Tracy on 082 404 4804.
Visit the **GREYTON SATURDAY MARKET** every Saturday from 09:30 to 12:30 for the most delicious home-made treats, beautiful art and crafts, fresh produce and much more.

PARKSUNS

Parkrun enthusiasts can choose among various locations across the Overberg for this weekly event that sets off every Saturday at 08:00.
Meet on the corner of Hargness and George Street, CALEDON for the **CAPE AGULHAS PARKRUN**. The course hugs the beautiful coastline and offers stunning ocean views.
Head to Greenwold in Frankfort for the **GREENWOLD PARKRUN**. The route starts next to the tortoise sanctuary on Greenwold Farm.
Head to Forest Adventure along Camp Hill Road in the Harmel-an-Aarde Valley for the **HERMANUS PARKRUN**.
CALEDON GOLF COURSE PARKRUN every Saturday from 08:00 at course.
Join the **BETTY'S BAY PARKRUN** in the beautiful Harold Porter Botanical Gardens.

OVERSTRAND MUNICIPALITY

Tenders are hereby invited for:
Tender Nr. SC2454/2023: Provision of Water and Electricity Meter Reading Services

A compulsory information session will be held at 09h00, on 15 Februarie 2024, at Harmony House Conference Room, 1 Magnolia Street, Hermanus.

Technical enquiries - Mr. E. Hoonberg at: ehoonberg@overstrand.gov.za or 028 213 8149.

Tender documents, in English, are obtainable from Monday, 05 February 2024 at the office of the Supply Chain Management Unit, Overstrand Municipality, 1 Magnolia Avenue, Hermanus from Ms. Nicolaes Liebenberg between 08:30 and 15:30 upon payment of a tender documentation fee of R150-00 per set. Alternatively tender documents can be requested per email from Ms. N Liebenberg free of charge at email address: nliebenberg@overstrand.gov.za and/or at telephone number: 028 213 8051.

Sealed tenders, with the tender number and name clearly endorsed on the envelope, must be deposited in Tender Box No. 1 at the office of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation issued by Overstrand Municipality.

The closing date and time of the tender is on 08 March 2024 at 12h00 and tenders will be opened in public immediately thereafter in the Supply Chain Management Committee Room, Hermanus Administration or as indicated by SCM personnel.

The 80/20 preference point system in terms of the Overstrand Municipality's Preferential Procurement Policy will be applicable as follows:

Price	80
Specific goals: (20)	
a) B-BBEE status level of contributor	10
b) Promotion of local area enterprises	10
Total points	100

DGI O'Neill
MUNICIPAL MANAGER
Overstrand Municipality
P.O. Box 20
HERMANUS
7200

Notice No. 13/2024

OVERSTRAND MUNISIPALITEIT
Tenders word hiermee ingewag vir:
Tender Nr. SC2454/2023: Voorsiening van Water- en Elektriesatelmeter-leesdiens.

'n Verpligte inligtingsessie sal gehou word om 09h00, op 15 Februarie 2024, by Harmony House Konferensieskamer, Magnoliastraat 1, Hermanus.

Tegestreefde vrae - Ms. E Hoonberg by: ehoonberg@overstrand.gov.za of 028 213 8149.

Tenderdokumente, in Engels, is verkrygbaar vanaf Maandag, 05 Februarie 2024 by die Voorsieningskwaliteitsaansienheid, Overstrand Munisipaliteit, Magnoliastraat 1, Hermanus, vanaf Ms. Nicolaes Liebenberg tussen 08:30 en 15:30 na betaling van 'n tender dokumentasie fooi van R150-00 per stel. Alternatiewelik kan die tender dokumente gratis via e-pos verkry word vanaf Ms. N Liebenberg nliebenberg@overstrand.gov.za of/ of telefoon: 028 213 8051.

Verseelde tenders duidelik gemerk met die tender nommer en naam op die koerier, moet gelêes word in Tenderbox No. 1 by die kantoor van die Overstrand Munisipaliteit, Magnoliastraat, Hermanus. Tenders mag slegs ingedien word op die tenderdokumentasie uitgereik deur Overstrand Munisipaliteit.

Die sluitingsdatum en -tyd van die tender is 08 Maart 2024 om 12h00 en tenders sal onmiddellik na afloop van die sluitingstyd in die openbaar oopgemaak word in die VKB Kommissiekamer, Hermanus Administrasie of soos aangewys deur VKB personeel.

Ingevolge die Overstrand Munisipaliteit se Voorkurverkrygingsbeleid sal die 80/20 voorkeurspuntstelsel soos volg van toepassing wese:

Prys	80
Spesifieke doelwitte: (20)	
a) B-BBEE statusvlak van tenderaar	10
b) Bevordering van plaaslike ondernemings	10
Totale punte	100

DGI O'Neill
MUNISIPALE BESTUURDER
Overstrand Munisipaliteit
Postbus 20
HERMANUS
7200

Kenningsgewing Nr. 13/2024

UMASIPALA WASE-OVERSTRAND
Kualiteits inisio-kaaboo:
Inombolo yeThenda SC2454/2023: Ubonetelo ngeNkonzo zokuFunda zemitha zaMzati noMhabe

Isashoni yengcango esinyanzalo lya kubanjwa ngo-09h00 ngo-15 Februwari 2024 eHarmony House Conference Room, 1 Magnolia Street, Hermanus.

Inibizo yobugcisa - Nlez. E Hoonberg ku: ehoonberg@overstrand.gov.za okanye 028 213 8149.

Amanawethu abhawe ngeNgesi ayafumaneka ukusuka ngoMvulo, 05 Februwari 2024, kwi-ofisi yeLwulo Lwentsingo, kuMajipala we-Overstrand, 1 eMagnolia Avenue, eHermanus ku Nkxan, Nicolaes Liebenberg phakathi ko 08h30 no 15h30, ukukhululwa iminyawo yokuzithatha imaxabisha kweethixo-kaaboo epi-R150-00 kweli-Kungqela amawethu ayafumaneka ngo e-mail ku Nkxan, N Liebenberg nliebenberg@overstrand.gov.za mahala okanye utelwano: 028 213 8052.

Inisio-kaaboo esitywinhiyo kwebhawu, inisio-kaaboo kubanjwa abhawe ngokuzalayo kwiminyawo, siza ukubanjwa kwi-Bhokisi yeZinkhosi-Maxabisha kwi-ofisi yeMajipala wase-Overstrand, Magnolia Avenue, Hermanus. Inisio-manabiso kubanjwa abhawe kumanawethu akuthawo ngu Majipala wase-Overstrand kuphela.

Umhla moshini lokubala kweethixo-kaaboo yi 08 Maart 2024 ngemthetho ye-12h00 kwaye siza kubanjwa ngoko-angcango kwi-Gumbi kaKomiti, iLwulo Lwentsingango Lwentsingo, kuLwulo hessa Hermanus.

Inibizo yamanjoku angama-80/20 ngo-kweminyawo yeMxango-riqozo wokuFumana ngokuThixo-kaaboo kaMajipala wase-Overstrand lya kubanjwa ngoku hlobo luhandayo:

Isabho	80
Ukuthixo-kaaboo: (20)	
a) Inqanaba linqanaba	10
b) Ukukhuthawwa kwemashithiri engingqi	10
Amanjoku ewonke	100

DGI O'Neill
UHLAWULI KAHASIPALA
uMajipala wase-Overstrand
P.O. Box 20
HERMANUS
7200

Inombolo yeLatho 13/2024

#overstrand4all



**APPENDIX 3. PERFORMANCE- AND AUDIT
COMMITTEE MINUTES**

MUNISIPALITEIT - UMASIPALA - MUNICIPALITY

THEEWATERSKLOOF



PERFORMANCE- AND AUDIT COMMITTEE MEETING

MINUTES

19 JANUARY 2024

THEEWATERSKLOOF MUNICIPALITY
PERFORMANCE- AND AUDIT
COMMITTEE MEETING

MINUTES

[19 JANUARY 2024]

ITEM NR	ITEM DESCRIPTION	PAGE NR
A.	<u>OPENING: WELCOME</u>	1
B.	<u>ATTENDANCE REGISTER</u>	1
B.1.	Present	
B.2.	Apologies	
C.	<u>STATEMENTS AND COMMUNICATIONS BY THE CHAIRPERSON</u>	
D.	<u>STATEMENTS AND COMMUNICATIONS BY THE MUNICIPAL MANAGER</u>	2
E.	<u>DECLARATION OF INTEREST</u>	2
F.	<u>FINALISATION OF THE AGENDA</u>	2
G.	<u>CONFIRMATION OF MINUTES</u>	2
G.1.	Special P&AC Meeting – 24 November 2023	
G.2.	P&AC Meeting – 01 December 2023	
G.3.	<u>MATTERS ARISING FROM MINUTES</u>	3
	None	
H.	<u>PERFORMANCE MANAGEMENT REPORTS</u>	
P&AC01/2024	Strategic Support and IDP: 2022/2023 Draft Annual Report [9/1/1]	4 - 10

ITEM NR	ITEM DESCRIPTION	PAGE NR
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I. **RISK MANAGEMENT REPORTS**

P&AC02/2024	Review of Strategic Risk Register for 2023-2024 [5/14/2/4]	11 - 13
P&AC03/2024	Review of Operational Risk Register [5/14/2/4]	14 - 16
P&AC04/2024	Presentation of Combined Assurance Model 2023/2024 [5/14/2/B]	17 - 19

J. **GENERAL**

None

K. **DATE OF NEXT MEETING**

08 March 2024

L. **CLOSURE**

THEEWATERSKLOOF MUNICIPALITY

MINUTES OF A VIRTUAL PERFORMANCE- AND AUDIT COMMITTEE MEETING HELD ON 19 JANUARY 2024 AT 09:30.

A. OPENING / WELCOME

The Chairperson, Mr. E Lakey, welcomed everybody present.

Mr. V Arendse opened the meeting with a prayer.

B. ATTENDANCE REGISTER

B.1 Present

Mr E Lakey	Chairperson of the Performance and Audit Committee
Ms R Gani	Member of the Performance and Audit Committee
Ms V Jobe	Member of the Performance and Audit Committee
Mr WSE Solomons- Johannes	Municipal Manager (Virtual attendance)
Mr P Mabhena	Acting Director: Finance
Mr J Barnard	Deputy Director: Community Services
Mr S Tebele	Deputy Director: Human- and Informal Settlements
Mr D Damons	Deputy Director: Technical and Infrastructure Implementation Services
Mr R Stevens	Acting Director: Corporate Services
Ms J Uys	Internal Auditor
Ms N Siqola	Internal Auditor
Mr V Arendse	Manager: IDP
Ms A Madyosi	Health and Safety Officer
Mr A Kleinsmith	Acting Manager: ICT
Ms. M Faul	Manager: Corporate Services
Ms. S Baron	Secretariat Services

Councillors

Councillor M Liebenberg

B.2 Apologies

Ms N Baliso	Leave
Mr A Opperman	Study leave
Mr M Redelinghuys	Other work commitments

C. STATEMENTS AND COMMUNICATIONS BY THE CHAIRPERSON

Wish everyone a blessed new year for 2024.

There are only five and a half months left before the end of the financial year and everyone must try to achieve their KPI's .

Election year ahead.

We have this warm weather and I hope that it won't have a major disruption with veld fires.

D. STATEMENTS AND COMMUNICATIONS BY THE DIRECTOR CORPORATE SERVICES

The input of this committee is very important to ensure compliance.

The draft annual report is submitted for consideration and comments of the Committee. Need to take note of the annual performance of the Municipality.

The Strategic Risk -, Operational Risk Register and Combined Assurance Model is submitted to the committee for their inputs and consideration.

E. DECLARATION OF INTEREST

None to declare.

F. FINALISATION OF AGENDA

G. CONFIRMATION OF MINUTES

G.1 Minutes of a Special Performance- and Audit Committee Meeting: 24 November 2023

The Minutes of the Special Performance- and Audit Committee Meeting of 24 November 2023 was adopted on a proposal by Mr. E Lakey and seconded by Ms. V Jobe.

G.2 Minutes of a Performance- and Audit Committee Meeting: 01 December 2023

The Minutes of the Performance- and Audit Committee Meeting of 01 December 2023 was adopted on a proposal by Mr. E Lakey and seconded by Ms. V Jobe.

Note: Comments on the 2022/2023 Annual Financial Statements submitted by the Performance- and Audit Committee Members, must be attached to the minutes.

G.3 MATTERS ARISING FROM MINUTES

- Item P&AC60/2023 – The action plan must be submitted for discussion at the next Performance- and Audit Committee meeting by Mr. J Barnard.
- That the Water Losses Policy, drafted by Mr. J Barnard, be forwarded to all the Performance- and Audit Committee Members.
- Item P&AC63/2023 - comments from the Directorate Technical and Infrastructure Implementation Services - is there something wrong in the comment - the two questions marks? Is the comment complete? Cannot follow the trend.
- Mr D Damons responded that the comment is complete and must remain as is. It was just that the agenda item in circulation a long time ago and he just needs clarity.
- Item P&AC66/20236 – The Performance- and Audit Committee noted that the cost containment report was forwarded to all members.

H. PERFORMANCE MANAGEMENT REPORTS

ITEM TITLE

P&AC01/2024 OFFICE OF THE MUNICIPAL MANAGER: DEPARTMENT STRATEGIC SUPPORT AND IDP: 2022/2023 DRAFT ANNUAL REPORT

[English version of the report is the original]

FILE NUMBER

9/1/1

PURPOSE / AIM OF REPORT

To submit the 2022/2023 Draft Annual Report to the Performance- and Audit Committee for discussion and comments in order to comply with chapter 12 of the MFMA and for the purpose as detailed below.

BACKGROUND

The purpose of the Draft Annual Report is as follows:

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

DISCUSSION

The Draft Annual Report will be distributed when available and thus will not be included in the Agenda.

Processes & Legislation:

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).

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:

1. Approved the Annual Report with or without reservations;
2. Rejected the Annual Report; or
3. 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

LEGAL RESPONSIBILITIES

As indicated under discussions

FINANCIAL IMPLICATIONS

None

CLIENT CARE IMPLICATIONS

None

RISK MANAGEMENT IMPLICATIONS

None

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that the Performance- and Audit Committee takes note of the 2022/23 Draft Annual Report.

DISCUSSION DURING THE MEETING

Mr E Lakey

General comments on the Draft Annual Report:

1. Tables throughout the document must be aligned.
2. Spell check must be done.
3. The figures in the tables must all be in the same way.
4. The word “cemeteries” is spelled incorrectly on one page and needs to be corrected.

Other points – possible changes to the document:

1. *Page #19 - INTERNAL AUDIT AND ANNUAL RISK BASED AUDIT PLAN*
 - a. Appointment of CRO in 2024, but how was this role managed during the period 2022/23?
Answer:
CRO has been appointed and will start on 01/02/2024.
2. *Page #20 - CUSTOMER CARE*
 - a. Is Twitter not now known as "X"
Answer:
Twitter must be replaced with "X".
3. *Page #20 - FINANCIAL SUSTAINABILITY*
 - a. *Comment* - This is a real threat to the survival of the municipality.
4. *Page #23 - MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW*
 - a. Table of Municipal functions: Firefighting Services - Do we solely rely on the Overberg District Municipality? Should it not be noted who the service agreement with them work?
Answer:
SLA is in place with the Overberg District Municipality to provide the service.
Working on Fire Agreement concluded – 200 fire fighters and a truck allocated to TWK at no cost.
Annual Report must be amended to include these comments.
5. *Page #30 - 1.2.5.3 POPULATION CHARACTERISTICS*
 - a. Table: Population Density Per Square Km – Should not be km³ but km² – check the footnote to the table
Answer:
Footnote will be changed.
Footnote will also include the 2022 Census.
6. *Page #32 - Age Distribution and Cohorts*
 - a. *Comment:* The population between 15-34 is 37% - Where do they work?
Answer:
Companies make use of this age group in Theewaterskloof Municipal Area and other are working outside Theewaterskloof Municipal Area.
7. *Page #32 - 1.2.6 HOUSEHOLDS (table)*
 - a. *Comment:* Indigent household as percentage as total households - This supports that TWK is not supporting jobs for the population – the local population need to find employment outside of the municipal area and this is not addressed, we will experience a brain-drain.
8. *Page #32 - 1.2.6 HOUSEHOLDS (table)*
 - a. *Comment:* Indigent household as percentage as total households - This supports that TWK is not supporting jobs for the population – the local population need to find employment outside of the municipal area and this is not addressed, we will experience a brain-drain.

9. Page #35 - *Theewaterskloof: At a Glance (table)*
- a. Primary Health Care Facilities - Does not tie in with the graphic on page 36 – please explain.
Answer:
Must be corrected that it speak to each other.
 - b. Immunisation rate - How can the rate be higher than 100% is the service extended to people outside of the municipal area?
 - c. Gini Coefficient – Maybe look at the comparison to the WC and RSA.
Answer:
Must add additional comparison information.
 - d. Largest 3 sectors (contribution to GDP): Manufacturing – Comment - Can this be increased?
10. Page #37 – Grabouw
- a. No mention is made of the Steenbras Dam and Palmiet Hydro-electrical system.
Answer:
Information must be added as well as the Eikenhof Dam.
11. Page #56 – first bullet should be omitted, before bullet “In preparation of the Western Cape Summer Fire Season...”
Answer:
Bullet will be removed.
12. Page #57 - 1.4 FINANCIAL HEALTH OVERVIEW
- a. 1.4 FINANCIAL HEALTH OVERVIEW: Comment - Major concern with the decline in the percentages.
Comment is noted.
13. Page #301 - 3.21.2 FINANCIAL PERFORMANCE: EXECUTIVE AND COUNCIL (table)
- a. Total Operational Revenue - Why is the a negative figure? Or why are the comparative figures, positive?
14. Page #309 - ICT Software and Systems
- a. Microsoft O365 - Is it not Microsoft Office 365?
Answer:
Will be amended to Microsoft Office 365.
15. Pages with tables with amounts
- a. Consistency of presenting figures – decimals and R '000's.
Answer:
Already discussed under “General Comments”
16. Page #334 – Cost Coverage Ratio
- a. Is the axis scale in percentage?
 - b. Comment – The drop to 1.6 is very concerning!
 - c. Decimal points – limited to 2 to coincide with scales of Y-axis
 - d. Comment - Lower than national average.
Answer:
Already discussed under “General Comments”
Must not be decimals but must be %.

17. Page #335 – Total outstanding Service debtors
a. Decimal points – limited to 2 to coincide with scales of Y-axis

Answer:

Already discussed under “General Comments”

18. Page #336 - Debt Coverage
a. Decimal points – limited to 2 to coincide with scales of Y-axis

Answer:

Already discussed under “General Comments”

19. Page #338 - Capital charges to operating expenditure
a. Is the axis scale in percentage or decimals ?
b. Decimal points – limited to 2 to coincide with scales of Y-axis

Answer:

Already discussed under “General Comments”

20. Page #339 – Employee Costs
a. Decimal points – limited to 2 to coincide with scales of Y-axis
b. The Y-axis is in decimals and the comment is in percentages.
c. Comment - Higher than national average.

Answer:

Already discussed under “General Comments”

Must not be decimals but must be %.

21. Page # 344 - Source of Finance and Capital Expenditure (table)
a. There are some X-axis labels missing.

Answer:

Tables for the next year.

22. Page #353 - Logistics Management
a. Are these amounts in Rand values?

Ms R Gani

- Must make document reader friendly.
- The Opening’s remarks by the new Mayor are good.
- The Municipal Manager overview are well written and user friendly.
- Must ensure that the information of Internal Audit and the AG correlate with the information in the report.
- Must look at all the targets of the SDBIP not achieved (indicated in red) – determine whether it is achievable or not.

Mr V Arendse:

- In the process to draft a Citizen Annual Report.

RESOLVED BY THE PERFORMANCE AND AUDIT COMMITTEE: 19 JANUARY 2024

The Performance- and Audit Committee noted the 2022/23 Draft Annual Report and that the amendments/changes as per the “Discussion during Meeting” above, be included in the 2022/2023 Draft Annual Report.

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

**APPENDIX 4. MPAC COMMITTEE
MINUTES**

MUNISIPALITEIT - UMASIPALA - MUNICIPALITY
THEEWATERSKLOOF



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

MINUTES

09 FEBRUARY 2024

MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

MPAC COMMITTEE MEETING/

MKOOR KOMITEEVERGADERING

MINUTES / NOTULE

[09 FEBRUARIE / FEBRUARY 2024]

ITEM NR	ITEM BESKRYWING / DESCRIPTION	BLADSY / PAGE NR
M.	<u>OPENING: VERWELKOMING</u> <u>OPENING: WELCOME</u>	1
N.	<u>BYWONINGSREGISTER</u> <u>ATTENDANCE REGISTER</u>	1
B.1	Present Teenwoordig	
B.2	Application(s) for leave of absence Aansoek(e) om verlof tot afwesigheid	2
C.	<u>VERKLARING(S) EN MEDEDELING(S) DEUR</u> <u>DIE VOORSITTER</u> <u>STATEMENT(S) AND ANNOUNCEMENT(S) BY</u> <u>THE CHAIRMAN</u>	
D.	<u>BESPREKINGS</u> <u>DISCUSSIONS</u> Vrae en antwoorde rakende die Konsep 2022/2023 Jaarverslag tussen Bestuur en MKOOR/ Questions and answers on Draft 2022/2023 Annual Report between Management and MPAC.	3 - 29
E.	<u>VERDAGING</u> <u>ADJOURNMENT</u>	

C. STATEMENTS/ANNOUNCEMENTS BY THE CHAIRPERSON

None

D. DISCUSSION DURING THE MEETING

Mr V Arendse presented the Citizens Report to the committee attached as annexure to the minutes.

- For the past years we struggling to get comments from the public and stakeholders and I think one of the biggest reasons are the length or the size of the document.
- The Municipal Manager also insisted that we must reduce the size of our reports.
- We tried to create a citizen's annual report that only give snapshots and highlights of the annual report (First Draft).
- We get some funding from Provincial Treasury to assist with the design.
- It is also available in an electronic format in a booklet.
- I just going to highlight the facts that we thought will be interesting for the community to have snapshots on.
- The late Mayor Alderman KIJ Papier was still the Mayor in June 2023, that's why his statement is in the annual report and citizen report.
- Introductory statement from the new Mayor and the Municipal Manager's forward.
- The vision and mission where council is moving to.
- 10 Strategic objectives.
- Just a snapshot of all the towns and one or two interesting facts about the towns.
- Social develop statistics like population, number of households, water, refuse and sanitation.
- Tried to use the latest statistics of STATS SA.
- Service delivery in the different departments and milestones reached.
- The performance of the Municipality to check how did the Departments perform and achieve their targets.
- Financial summary - total revenue, expenditure, and savings that we achieve.
- Total revenue per service - where does it come from.
- Actual expenditure vs budgeted expenditure.
- Financial ratio - liquidity ratio, cost coverage, debt and total outstanding.
- Last page – will indicate to the public where the full report can be obtained (contact details for enquiries).
- Permission was granted by the Municipal Manager to distribute the Citizens Annual Report on all social media platforms and the Municipality's website.

Councillor T Mangcayi

- AG Report - Municipal Manager must take us through the audit findings.

Municipal Manager – Mr. WSE Solomons-Johannes

- It wasn't an easy journey with the AG – we need to provide a lot of documents and submissions - we had to take the responsibility and defend our position for this unqualified audit. The Municipality does have a sound financial system however the Municipality regress from a clean audit to an unqualified audit with findings.
- The Municipal Manager mentioned that the AG indicated that they will meet with MPAC to discuss the Management Report.
- The following emphasis of matters were raised by the AG in their report/ disclosed in the financial statements: Material impairments R215.1 million and including note 4 receivables and exchange R85.2 million of the previous year.
- The material and impairments we defend - the AG has accepted our explanations.
- Proper tender processes need to be followed.
- Irregular expenditure - we did not have a Bid Adjudication Committee and for those procurement, deviations needs to be done.
- Request the assistance of other municipalities with the BAC meetings to award our tenders (especially grant funding tenders).
- Directors not appointed - the Council should be serious about filling the vacancies or must look at alternative acting appointments.
- Unauthorized expenditure - transactions has been incurred as a result of emergencies – using wrong votes - it must be disclosed.
- The people need to follow the competitive bidding process.
- The municipality does not have effective contract management in place.
- I already started with the review of the contract obligations; of all the failures in terms of the audit findings and started with the appointment of BAC and BSC members for specific tenders.
- Contract management – there must be an institution unit and structure (centralized unit) to ensure that we comply on all contract performance - busy to put it in place.
- Although we did not get a clean audit, we delivered a quality service to our community.
- Lack of internal control deficiencies is a concern for the Municipality.
- Misstatements deal with non-compliance issues.
- Compliance and legislation did get a very good outcome.
- We got systems and controls in place - Eunomia.
- The audit action plan is on the way.
- Expenditure management has been disclosed.
- We want to pay our service providers on time but the AG has raised concern for the irregular payments that has been done.

Councillor T Mangcayi

- The errors in the financial statements - CFO can you explain?

Acting Director: Finance - Mr. P Mabhena

- Misstatements – transactions of the previous financial year.
- In the last Finance Portfolio Committee Meeting, we tabled the June 2023 and December 2023 Section 71 report.
- It was just an oversight from Management side.

Municipal Manager - Mr. WSE Solomons-Johannes

- As you read this report and as the Accounting Officer, I'm very concerned.
- The issues raised in this report, I will require the political will to support and assist us to address these issues.
- We appeal on you, as the chairperson, and Mr. Lakey to assist us.
- The AG required that these findings must be corrected at the end of this financial year, otherwise we must declare that we will not be able to achieve it.

Alderman BB Mkhwibiso

- I'm a bit disappointed but we must improve on the way we conduct business in the Municipality and do our oversight role.

Councillor T Mangcayi

- I commit myself to assist with the political support.

SDBIP 2022/2023

Finance (Mr P Mabhena)

- TL53 – Debt Collection tender is advertised – in process.

Community Services (Mr J Barnard)

- TL76 – the tender specifications was completed and presented to the BSC before June 2023. KPI said May 2023 – that is the reason why the target was not met.
- TL77 – Could not comment – not the responsible person. The Municipal Manager was responsible and must respond to MPAC.
- TL80 – Did improve and will continue to improve this year on water losses – currently at 25%. Slow process to reduce water losses - a lot of work goes into water losses.
- TL81 – Drop off project Grabouw is funded by SANRAL. We had a service level agreement with SANRAL. They commit to cover the increase in cost of the project. New addendum needs to be signed. We can only proceed when SANRAL signed the addendum to the service level agreement. The tender document was compiled by the appointed Consulting Engineer.

Technical Services (Mr D Damons)

- TL26 – The BAC couldn't award the contract in time.

Economic Development and Planning (Mr S Tebele)

- TL9 – We must mitigate and cancel the contract with the contractor. The contractor left the site. Need to apply for funding.
- TL10 – Is the same contractor as TL9. Need to apply for funding.
- TL12 – At first the contractor did not pitched, however the contractor is on sit now. Project will be completed by 30/06/2024. Contractor will be put on terms/timelines.
- TL20 – Project will be completed by the end of March 2024.
- TL22 – It was not met - did not have informal head - understaffed.

Corporate Services (Mr R Stevens)

- TL65 - There was a big issue between the Directorate Finance and the Human Resources Department relating to the funding of SETA and how they must budget and how much of our own fundings.
- Mr. L Sheane was busy drafting a panel tender. Instead of going out on procurement processes each time you require training, they have a full panel appointed.
- TL68 – it was a late submission.
- TL69 – busy with the submission of the organigram - it was discussed at the Restructuring Committee yesterday.
- TL70 – it was a late submission.
- TL71 – the BAC couldn't meet. This tender in now considered for cancellation. We have drawn up proposed specifications to the BSC and the Accounting Officer.

E. ADJOURNMENT

The meeting was adjourned at 12:05.

COMPILED AND MAINTAINED BY:

.....
S BARON
SECRETARIAT SERVICES

APPROVED BY THE CHAIRPERSON OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE [MPAC]:

.....
COUNCILLOR T MANGCAYI

DATE:.....

MUNISIPALITEIT - UMASIPALA - MUNICIPALITY

THEEWATERSKLOOF



MUNICIPAL PUBLIC ACCOUNTS COMMITTEE [MPAC] MEETING

MINUTES

23 FEBRUARY 2024

THEEWATERSKLOOF MUNICIPALITY

MPAC COMMITTEE MEETING

MINUTES

[23 FEBRUARY 2024]

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>	
D.	<u>DISCUSSIONS</u> The local community and any organ of state will be allowed to make representations on the Annual Report Discussion of comments received from Public, Stakeholders and 2 - 7 other Organs of State	
E.	<u>ADJOURNMENT</u>	

THEEWATERSKLOOF MUNICIPALITY

MINUTES OF A MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING HELD ON 23 FEBRUARY 2024 AT 09:30 IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, CALEDON.

C. OPENING AND WELCOME

The Chairperson, Councillor T Mangcayi, welcomed all present.

Mr A Opperman opened the meeting with a prayer.

D. ATTENDANCE REGISTER

B.1 Present

Councillor T Mangcayi Chairperson
Alderman BB Mkhwibiso
Councillor MA Nomkoko

Mr. WSE Solomons-Johannes Municipal Manager
Mr H Geldenhuys Acting Deputy Director in the Office of the Municipal Manager
Mr. R Stevens Acting Director: Corporate Services
Mr P Mabhena Acting Director: Finance
Mr. D Damons Deputy Director: Technical- and Infrastructure Implementation Services
Mr. M Redelinghuys Acting Deputy Director: Electrical Services
Mr. J Barnard Deputy Director Community Services
Mr. A Opperman Chief Audit Executive
Mr. V Arendse Manager: IDP
Ms A Abrahams Administrative Officer: IDP
Ms N Dayeni Risk Management Officer
Ms. S Baron Secretariat Services

Mr. E Lakey Chairperson of the Performance- and Audit Committee (Virtual attendance)

Visitors

None

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

Ms N Baliso
Mr S Tebele

E. STATEMENTS/ANNOUNCEMENTS BY THE CHAIRPERSON

None

F. DISCUSSION DURING THE MEETING:

Comments by Mr V Arendse:

- We only received comments from Provincial Treasury.
- The Auditor-General will do a presentation after this meeting on the overall performance of the Municipality. [Financial Statements, Annual Report and their findings.]
- No comments were received from the Public.
- The new Citizens Annual Report was presented at the last meeting.
- 99 People have opened and read the Citizens Annual Report online.
- 90 People read the full report from the beginning till the end.
- It took the readers 6 minutes to read the full report.
- 77% of those readers read it on their computers or laptops.
- 23% access it on their mobile devices.

Mr. V Arendse presented Provincial Treasury's comments on the Annual Report, which is attached as annexure to the minutes.

E. ADJOURNMENT

The meeting was adjourned at 09:45.

COMPILED AND MAINTAINED BY:

.....
S BARON
SECRETARIAT SERVICES

APPROVED BY THE CHAIRPERSON OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE [MPAC]:

.....
COUNCILLOR T MANGCAYI

DATE:.....

MUNISIPALITEIT - UMASIPALA - MUNICIPALITY
THEEWATERSKLOOF



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

MINUTES

07 MARCH 2024

THEEWATERSKLOOF MUNICIPALITY

MPAC COMMITTEE MEETING

MINUTES

[07 MARCH 2024]

ITEM NR	ITEM DESCRIPTION	PAGE NR
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O. **OPENING: WELCOME**

B. **ATTENDANCE REGISTER**

B.1 Present

B.2 Application(s) for leave of absence

C. **STATEMENT(S) AND ANNOUNCEMENT(S) BY**

THE CHAIRMAN

D. **CONFIRMATION OF MINUTES AND /OR REPORTS**

Minutes: MPAC meeting scheduled for 26/01/2024 –
Rescheduled for 09/02/2024

Minutes: MPAC (Questions and answers – Management/
MPAC) – 09 February 2024

Minutes: MPAC (Comments received) -
23 February 2024

E. **DISCUSSIONS**

Oversight Report

F. **ADJOURNMENT**

THEEWATERSKLOOF MUNICIPALITY

MINUTES OF A MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING HELD ON 07 MARCH 2024 AT 09:00 IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, CALEDON.

G. OPENING AND WELCOME

The Chairperson, Councillor T Mangcayi, welcomed all present.

Mr A Opperman opened the meeting with a prayer.

H. ATTENDANCE REGISTER

B.1 Present

Councillor T Mangcayi	Chairperson
Alderman BB Mkhwibiso	
Councillor MA Nomkoko	

Mr. WSE Solomons-Johannes	Municipal Manager
Mr. R Stevens	Acting Director: Corporate Services
Mr P Mabhena	Acting Director: Finance
Mr H Matthee	Acting Director: Technical- and Infrastructure Implementation Services
Mr. D Damons	Deputy Director: Technical- and Infrastructure Implementation Services
Mr. J Barnard	Deputy Director Community Services
Mr N Arendse	Deputy Director: Public Safety
Ms N Baliso	Acting Director: Economic Development and Planning
Mr. A Opperman	Chief Audit Executive
Mr. V Arendse	Manager: IDP
Ms A Abrahams	Administrative Officer: IDP
Ms M Faul	Manager: Corporate Services
Ms N Dayeni	Risk Management Officer
Ms. S Baron	Secretariat Services

Visitors

None

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

Mr E Lakey

I. **STATEMENTS/ANNOUNCEMENTS BY THE CHAIRPERSON**

None

J. **CONFIRMATION OF MINUTES**

D.1 **MPAC Meeting: 09 February 2024 (meeting scheduled for 26/01/2024 – rescheduled for 09/01/2024)**

RESOLVED :

To on a proposal by Alderman BB Mkhwibiso, and seconded by Councillor MA Nomkoko, to approve, confirm and have signed the Minutes of a MPAC Meeting of 09 February 2024 as **prima facie** evidence of its correctness.

D.2 **MPAC Meeting: 09 February 2024 (Questions and answers)**

RESOLVED :

To on a proposal by Alderman BB Mkhwibiso, and seconded by Councillor MA Nomkoko, to approve, confirm and have signed the Minutes of a MPAC Meeting of 09 February 2024 as **prima facie** evidence of its correctness.

D.3 **MPAC Meeting: 23 February 2024 (Comments received)**

RESOLVED :

To on a proposal by Alderman BB Mkhwibiso, and seconded by Councillor MA Nomkoko, to approve, confirm and have signed the Minutes of a MPAC Meeting of 23 February 2024 as **prima facie** evidence of its correctness.

E. **DISCUSSION: 2022/23 OVERSIGHT REPORT**

The 2022/23 Oversight Report was presented by the Manager: IDP/Performance Management, Mr V Arendse.

Amendment to the report:

4. **PROCESS AND CIRCULATION OF THE ANNUAL REPORT**

The following MPAC meetings were scheduled to take place:

Nr 3. be amended to read as follows:

07 March 2024: at 09:00 11:00. 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.

~~Due to an urgent meeting on request of NERSA, the meeting of the 07 March 2024 had to be rescheduled to 05 March 2024.~~

RECOMMENDATION BY THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE TO COUNCIL: 07 MARCH 2024

After the Chairperson had given the MPAC Members an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman BB Mkhwibiso, and seconded by Councillor MA Nomkoko it was recommended as follows to Council:

1. **That Council takes cognizance of the Oversight Report on the 2022/23 Annual Report of Theewaterskloof Municipality.**
2. **That Council notes that extra effort and funding went into improving participation in the process by developing the citizens annual report.**
3. **That Council notes the impact made by citizens annual report and the statistics that relates to it.**
4. **That the administration should continue to be innovative to further improve participation in the process.**
5. **That Management considers presenting the annual report to ward committees, after approval of the draft annual report - this would require the presence of employees from all relevant departments at these meetings.**
6. **That Council, having fully considered the 2022/23 Annual report, adopts the Oversight report.**
7. **That the 2022/23 Annual Report of Theewaterskloof Municipality be adopted without reservation.**
8. **That the Oversight Report be made public in accordance with section 129(3) of the Municipal Finance Management Act (Act 56 of 2003).**
9. **That the minutes of those meetings, where the Annual Report was discussed, be distributed in accordance with section 129 (2) (b).**
10. **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).**

E. ADJOURNMENT

The meeting was adjourned at 11:21.

COMPILED AND MAINTAINED BY:

.....
S BARON
SECRETARIAT SERVICES

APPROVED BY THE CHAIRPERSON OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE [MPAC]:

.....
COUNCILLOR T MANGCAYI

DATE:.....

**APPENDIX 5. COMMENTS RECEIVED
FROM PROVINCIAL TREASURY**