



**Bitou Local Municipality  
Bitou Plaaslike Munisipaliteit  
Umasipala WeBitou**

# **Agenda**

## **SPECIAL MUNICIPAL COUNCIL MEETING**

Venue: Council Chambers, Municipal Offices,  
Sewell Street, Plettenberg Bay

**DATE: 25 AUGUST 2023**

**Time: 11h30**

## **BITOU LOCAL MUNICIPALITY**

18 August 2023

The Executive Mayor  
Councillors  
Municipal Manager and Directors

### **SPECIAL COUNCIL MEETING: FRIDAY, 25 AUGUST 2023 AT 11H30**

**NOTICE** is hereby given that a Special Council Meeting will be held in the Council Chambers, Municipal Offices, Plettenberg Bay on **FRIDAY, 25 AUGUST 2023 AT 11H30** to discuss the business set forth in the Agenda.

Yours faithfully



**C N J TERBLANCHE**  
**SPEAKER OF COUNCIL**

### **Constitution of the Council**

The Speaker, Councillor C N J Terblanche  
The Executive Mayor, Councillor D J Swart

Councillor M P Busakwe  
Councillor S E Gcabayi  
Councillor J N Kamkam  
Councillor N P Kolwapi  
Councillor S A Mangxaba  
Councillor H Mitchell  
Councillor T Mhlana  
Councillor N Ndayi  
Councillor W J Nel  
Councillor A R Olivier  
Councillor N T Seti



# **Bitou Local Municipality**

## **Special Council Agenda:**

**25 August 2023**

**Time: 11h30**

### **Order of Business**

#### **1. OPENING**

#### **2. ATTENDANCE**

The attendance registers of members of the Municipal Council, Officials will be circulated for signature.

#### **3. APPLICATION FOR LEAVE OF ABSENCE**

Application for leave of absence, if necessary, will be considered.

#### **4. DECLARATION OF INTERESTS**

Disclosure of interest by Councillors

#### **5. CONFIRMATION OF MINUTES FOR PREVIOUS MEETINGS(OPEN)**

##### **5.1. Minutes of the Ordinary Council meeting dated 31 July 2023**

Minutes circulated herewith.

##### **5.2. Minutes of the Special Council meeting dated 07 August 2023**

Minutes circulated herewith.

#### **6. STATEMENTS AND COMMUNICATIONS BY:**

6.1. The Executive Mayor

6.2. The Speaker

#### **7. PRESENTATIONS**

None



**8. ITEMS FOR INFORMATION, WHICH HAVE BEEN DEALT WITH BY THE EXECUTIVE MAYOR IN TERMS OF DELEGATED AUTHORITY**

To be considered at the Ordinary Council Meeting scheduled for October 2023.

**9. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED COUNCIL RESOLUTIONS**

To be considered at the Ordinary Council Meeting scheduled for October 2023.

**10. CONSIDERATION OF REPORTS (NON- DELEGATED MATTERS)**

Items for consideration: Schedule of Items attached.

**11. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

None received.

**12. CONSIDERATION OF NOTICES OF MOTION**

None received.

**13. CONSIDERATION OF NOTICES OF QUESTION**

None received.

**14. CONSIDERATION OF MOTIONS OF EXIGENCY**

None received.

**15. IN-COMMITTEE MATTERS**

**15.1 CONFIRMATION OF MINUTES: (IN-COMMITTEE)**

**Minutes of the Ordinary Council In-Committee Meeting dated 31 July 2023**

Ordinary Council In-Committee Minutes circulated separately as part of the In-Committee Addendum.

**15.2 CONSIDERATION OF IN-COMMITTEE REPORTS (NON- DELEGATED MATTERS)**

None



**16. RECORDING OF COUNCILLORS PRESENT**

**17. CLOSURE**

## **5.CONFIRMATION OF MINUTES**

**MINUTES OF THE ORDINARY COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON MONDAY, 31 JULY 2023 AT 09H01**

**1. OPENING**

The Speaker, Councillor C N-J Terblanche welcomed everyone present at **9h01** and requested a moment for silent prayer.

**2. ATTENDANCE**

As per attached attendance register.

**3. APPLICATION FOR LEAVE OF ABSENCE**

Application for leave of absence were received from Councillors N Ndayi and T Mhlana.

**Resolved**

That it be noted that leave of absence be granted to Councillor N Ndayi and T Mhlana.

**FOR INFORMATION**

**4. DECLARATION OF INTERESTS**

None Received

**5. CONFIRMATION OF MINUTES**

**5.1 Minutes of the Special Council meeting dated 29 June 2023**

Minutes of the Special Council Meeting of **29 June 2023**, be and are hereby **CONFIRMED AND SIGNED.**

**Proposed:** Councillor J N Kamkam  
**Seconded:** Councillor W J Nel

**6. STATEMENTS AND COMMUNICATIONS BY:****6.1 The Executive Mayor**

*“Speaker, there have been various comments on social media and also in mails sent directly to me concerning the perceived high increases in property rates charges for 2023/4.*

*You will recall Speaker that when the 2022/23 budget was presented we included a number of relief measures to help all our communities in their recovery post the Covid19 pandemic.*

*These included an increase in the indigent income level to R5 200.00 from the previous level of R3 500.00, no property rates on properties in sub-economic areas up to R350 000.00, and an introduction of a rebate on basic service charges for lower income earners.*

*This gave rebates of varying levels for our citizens earning from the indigent level of R5 200.00 per month to R14 743.00. The rebates range from 10% to 40% dependent on the level of income.*

*In addition, we revised the credit control, debt collection and indigent policy, property rates policy and write off policy by offering a once off 50% percent discount on debt that was older than 90 days as at 31 March 2022.*

*Those that could not settle 50% of their outstanding debt as a once off payment were able to arrange to pay off the outstanding debt over 6 months at a 30% discount on their overdue amount.*

*While this covered the lower-income earners in our town we realised that some of our higher-earning community had also suffered hardships during covid. For this reason, council decided to increase the standard national rates rebate from relief of the first R15 000 property valuation to the first R350 000 of the property value. This to cater for those non-indigent property owners who had suffered during the Covid pandemic.*

*Although we had a rates increase of 4.8% for the 2022/23 financial year, the net increase in income because of this rebate was that we only budgeted an actual increase of around one percent.*

*In many instances our property owners actually experienced a reduction in their property rates, especially for the lower valued properties, despite the 4.8% increase.*

*As an example, a property of the value of R2 600 000.00 up to June 2022 paid rates on R2 585 000.00 which was equal to R1 154.63.*

*From July 2022, after the R350 000 rebate the rateable amount was R2 250 000.00, resulting in a rates payment after the 4.8% increase of only R1 053.75.*

*In effect this was R100.88 – this would have varied depending on property value.*

*In the lead up to the presentation of the 2023/4 budget, in the council agenda of 30 March 2023, we reverted to the original national rebated of R15 000 on the value of properties. This was indicated on page 286 of the agenda. This was also indicated in the proposed tariff schedules.*

*So, while our increase is 7.2%, because we have reverted to the standard national rebate of R15 000 that has been in force previous years, the perceived increase is in fact more dependent on the value of the property.*



*I urge accountholders to compare their account for June 2022 with their account for July 2022 and they will see the impact of the rebate on their account when it was implemented.*

*If the rebate was not in force this past year the increases would have been the announced increases of 4.8% for 2021/22 and 7.2% for the 2023/24 tax year.*

*Speaker, we have also experienced much rainfall these past months and gone from a situation where the Roodefontein dam was at 65% to where it was overflowing at the beginning of July.*

*This past week we had a storm warning for this weekend that saw us having strong winds and rain. These winds uprooted a number of trees throughout the Bitou area. Many of these trees blocked roads and an unusual number fell on power lines either breaking them or causing an electrical fault.*

*The Bitou Fire Department needs to be commended for the hours spent cutting trees and opening up roads blocked by these trees.*

*Likewise, the Eskom teams have been busy from Saturday night clearing and repairing broken electrical lines. They were busy the whole of Sunday as well until midnight. At times when a break had been repaired, they realised there was still another break further along the same line. It was because of these many breaks that by midnight on Sunday they had not yet been able to restore power to all areas and will hopefully restore power to these areas today.*

*I realise that it must be frustrating for our Bitou citizens to be without power for so long. No areas have been intentionally left without power. This has only happened because of circumstance. I thank them for their patience and the Eskom teams for their dedication in such adverse weather conditions.*

#### **Airport tender**

*The tender for the management of the airport by private enterprise was published on 21 July with a closing date on 21 August 2023. We have received a request to extend the closing date but will base the decision on this depending on the reaction of other intending role-players.*

#### **Recycling collection**

*The tender for recycling was advertised on 21 July with a closing date of 21 August 2023. The current contract holder responded to a RFQ to extend the contract until the new tender is awarded. Unfortunately, their price was 75% higher than the current contract price, which was unacceptable. For this reason, it has been arranged for metal skips to be available at key areas on recycling days in the different neighbourhoods. Any recycling bags must please be placed in these skips.*

*I want to thank the public for their understanding and support until a more sustainable plan is put in place."*

## **6.2 The Speaker**

None

**Communication allowed by the Speaker.**

The Speaker allowed Councillor Seti to raise a concern affecting ward 6 relating to the constant drain blockages, particularly after heavy rains in Mvimbi and Skosana streets prior the confirmation of minutes:

**FOR INFORMATION****7. PRESENTATIONS**

None

**8. ITEMS FOR INFORMATION, WHICH HAVE BEEN DEALT WITH BY THE EXECUTIVE MAYOR IN TERMS OF DELEGATED AUTHORITY**

That the Items for information which have been dealt with by the Executive Mayor at its meetings held on 18 April 2023, 24 May 2023 & 26 June 2023 respectively, be **NOTED.**

That it be noted that the Executive Mayor informed Council of his decision taken on 12 July 2023 during the Council recess;

**“SCARCITY ALLOWANCE****Resolved**

- *That Executive Mayor take note of the progress made on the implementation of Council Resolution C/1 /129/02/23;*
- *That Executive Mayor should consider to approve to delay 1 July 2023 implementation of the Council Resolution C/1 /129/02/23 until report is tabled to Council for consideration.”*

**FOR INFORMATION****9. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED COUNCIL RESOLUTIONS****Resolved**

That the outstanding/partially implemented Council resolutions dated 25 July 2023 be **NOTED.**

**FOR INFORMATION**

# **10. CONSIDERATION OF REPORTS (NON- DELEGATED MATTERS)**

## **Section 1: Office of the Municipal Manager**

No items for consideration

## **Section 2: Financial Services**

**Resolution C/2/134/07/23**

### **NERSA APPROVAL OF MUNICIPAL ELECTRICITY TARIFFS FOR THE 2023/24 FINANCIAL YEAR**

**Portfolio Comm:** Finance and Corporate Services

**Demarcation:** All Wards

**File Ref:** 12/2/1/4/1

**Delegation:** Council

### **Resolved**

1. That it be noted that NERSA has approved the municipal electricity tariffs for the 2023/24 financial year as per the municipal application except for one tariff.
2. That it be noted that NERSA has approved an energy charge of R 2.2319 for the Commercial 3 phase 45 Amps tariff.
3. That it be noted that the municipality has amended the Commercial 3 phase 45 Amps – tariffs to R 2.2319 on the Council approved tariff structure for the 2023/24 financial year.
4. That it be noted that the municipality might require to adjust its electricity revenue budget downwards during the adjustment budget period.
5. That it be noted that NERSA cannot approve the Small-Scale Embedded Generation (SSEG) tariffs.
6. That it be noted that Council approved the SSEG tariffs as per council resolution C/2/126/05/23 of 29 May 2023.

**Proposed:** Councillor J N Kamkam

**Seconded:** Councillor W J Nel

**FOR INFORMATION:** Manager Revenue Services

**cc:** Chief Financial Officer

**Resolution C/2/135/07/23**

**REPORT ON ANNUAL INVENTORY COUNT AT THE MUNICIPAL STORES AS AT 30 JUNE 2023**

**Portfolio Comm:** Finance & Corporate Services  
**File Ref:** 6/1/1

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

That cognisance be taken of the Annual inventory count report as at 30 June 2023.

**Proposed:** Councillor J N Kamkam  
**Seconded:** Councillor W J Nel

**FOR INFORMATION:** Manager: Supply Chain Management

**Resolution C/2/136/07/23**

**REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE 4<sup>th</sup> QUARTER 01 APRIL TO 30 JUNE 2023**

**Portfolio Comm:** Finance & Engineering  
**File Ref:** 8/1/5/5/2

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

That Council notes the Supply Chain Management Implementation Report for the 4<sup>th</sup> Quarter, 01 April to 30 June 2023, of the 2022/23 financial year in terms of Section 6(3) of the SCM Policy.

**Proposed:** Councillor J N Kamkam  
**Seconded:** Councillor A R Olivier

**FOR INFORMATION:** Manager: Supply Chain Management

**Resolution C/2/137/07/23**

**REQUEST FOR ARREAR DEBT WRITE OFF AS PER CUSTOMER REQUESTS**

**Portfolio Comm:** Finance and Corporate Services

**Demarcation:** All Wards

**File Ref:** 5/14/1/1

**Delegation:** Council

**Resolved**

1. That the total amount of R 271 232.61 be approved to be written off as per the Plettenberg Bay Child and Family Welfare request for Erven 2476 and 9089 in New Horizon.
2. That the total amount of R 106 337.19 be approved to be written off as per the Pentecostal Faith Assembly request for Erven 6603 in New Horizon.
3. That the total amount of R 122 453.31 be approved to be written off as per the Pinkster Protestante Kerk Plettenberg Bay request for Erven 3356 in New Horizon.
4. That the total amount of R 104 056.47 be approved to be written off as per the Griekwa Nasionale Konferensie van Suid Afrika request for Erven 297 in Kranshoek.
5. That the write-offs be approved subject to all customers agreeing and signing an undertaking to timely pay their monthly accounts going forward.
6. That the write-offs be approved subject to conversion to prepaid electricity meters for the 2 customers with conventional electricity meters (Plettenberg Bay Child and Family Welfare and Pentecostal Faith Assembly) and agreement to accept water management devices (smart water meters) during the rollout process.

**Proposed:** Councillor A R Olivier

**Seconded:** Councillor J N Kamkam

**FOR EXECUTION:** Manager Revenue Services

**cc:** Director Financial Services

**Resolution C/2/141/07/23**

**VIREMENT REPORT FOR THE FOURTH QUARTER ENDED 30 JUNE 2023**

**Portfolio Comm:** Finance and Corporate Services

**File Ref:** 9/1/3/4

**Demarcation:** All Wards

**Delegation:** Council

**Resolved**

That cognisance be taken of the virements that have been processed during the fourth quarter ending 30 June 2023 of the 2022/2023 financial year.

**Proposed:** Councillor J N Kamkam

**Seconded:** Councillor W J Nel

**FOR INFORMATION:** Manager Budget and Reporting

**Resolution C/2/142/07/23**

**COST CONTAINMENT REPORT FOR THE QUARTER ENDING 30 JUNE 2023**

**Portfolio Comm:** Finance and Corporate Services

**File Ref:** 9/1/3/4

**Demarcation:** All Wards

**Delegation:** Council

**Resolved**

That Council take note of Cost Containment report for the quarter ending 30 June 2023.

**Proposed:** Councillor J N Kamkam

**Seconded:** Councillor A R Olivier

**FOR INFORMATION:** Manager Budget and Reporting

**Resolution C/2/143/07/23****LIST OF WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 JUNE 2023**

**Portfolio Comm:** Finance and Corporate Services  
**File Ref:** 5/15/6

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

1. That the Municipal Council confirms the withdrawals that were made in terms of Section 11 (1) (b) to (j) of the Local Government: Municipal Financial Management Act, 2003 for the quarter April 2023 to June 2023.
2. That the report accordingly be presented to the Provincial Treasury: Western Cape and Auditor – General, as determined by Section 11(4) (b) of the Local Government: Municipal Finance Management Act, 2003.

**Proposed:** Councillor J N Kamkam  
**Seconded:** Councillor M P Busakwe

**FOR EXECUTION:** Manager Budget and Reporting  
**cc:** Director Financial Services

**Resolution C/2/144/07/23****SECTION 52(d) REPORT FOR THE QUARTER ENDING JUNE 2023**

**Portfolio Comm:** Finance & Corporate Services  
**File Ref:** 9/1/3/4

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

That the Section 52(d) report for the quarter ending 30 June 2023, be noted.

**Proposed:** Councillor D J Swart  
**Seconded:** Councillor W J Nel

**FOR INFORMATION:** Manager Budget and Reporting

**Section 3: Corporate Services****Resolution C/3/110/07/23****REPORT ON OVERTIME FOR THE MONTH OF JUNE 2023****Portfolio Comm:** Corporate and Financial Services**Demarcation:** All Wards**File Ref:** 4/5/2/5**Delegation:** Council**Resolved**

1. That the Overtime Report for the month of June 2023, be noted.
2. That the departmental overtime expenditure report in future be populated per section to provide a more detailed summary.
3. That an analysis be done on the impact of load shedding versus the payment of overtime.

**Proposed:** Councillor J N Kamkam**Seconded:** Councillor A R Olivier**FOR EXECUTION:** Manager HR Administration**cc:** Senior Manager: HRM, acting Director Corporate Services**Resolution C/3/111/07/23****REVIEW OF PERFORMANCE MANAGEMENT POLICY FRAMEWORK****Portfolio Comm:** Strategic Services & Office of the MM**Demarcation:** All Wards**File Ref:** 5/10/4**Delegation:** Council**Resolved**

That Council approves the amended Performance Management Policy Framework.

**Proposed:** Councillor J N Kamkam**Seconded:** Councillor W J Nel**FOR EXECUTION:** Manager HR Administration**cc:** Senior Manager: HRM, acting Director Corporate Services



**Section 4: Community Services**

**Resolution C/4/103/07/23**

**EXPANDED PUBLIC WORKS PROGRAMME QUARTERLY REPORT FOR PERIOD ENDING JUNE 2023**

**Portfolio Comm:** Engineering & Community Services

**Demarcation:** All Wards

**File Ref:** 17/14/1/2

**Delegation:** Council

**Resolved**

1. That the Council take note of the Expanded Public Works Programme (EPWP) annual performance report for the period ending June 2023.
2. That the Council take note of the shortfall on planned work opportunities and full-time equivalents against the protocol agreement targets.
3. That future reporting on EPWP be implemented in respect of the signed protocol agreements as per grant funding.
4. That an investigation be conducted into the recruitment of EPWP's of the Community Services directorate.

**Proposed:** Councillor N P Kolwapi

**Seconded:** Councillor M P Busakwe

**FOR EXECUTION:**

**cc:**

**EPWP Coordinator**

**Manager: Integrated Human Settlements, Manager: LED,**

**Director: Community Services**

**Resolution C/4/104/07/23**

**INTEGRATED HUMAN SETTLEMENTS PIPELINE PROJECTS ANNUAL PROGRESS REPORT FOR 2022-2023 FINANCIAL YEAR**

**Portfolio Comm:** Engineering & Community Services

**Demarcation:** All Wards

**File Ref:** 9/1/6

**Delegation:** Council

**Resolved**

1. That the Council take cognisance of the annual progress report of Integrated Human Settlements.
2. That the Council take note of the concluding remarks of the annual progress report.

3. That feedback be provided on the status quo of the MIG application.

**Proposed:** Councillor J N Kamkam  
**Seconded:** Councillor M P Busakwe

**FOR EXECUTION:** Manager: Integrated Human Settlements  
**cc:** Director: Community Services

**Resolution C/4/105/07/23**

**LEASE AGREEMENT FOR CRÈCHES**

**Portfolio Comm:** Engineering & Community Services **Demarcation:** All Wards  
**File Ref:** Sec/L/17/3/4 **Delegation:** Council

**Resolved**

1. That the application for the renewal of the lease agreements for the following Early Childhood Development Centres and Crèches be approved at a nominal rental of R100 per annum for a period of 9 years and 11 months as from 1 September 2023:
  - (a) Pinelands Crèche
  - (b) Kurland Educare
  - (c) Flamingo Educare
  - (d) Greenhill Educare
  - (e) **Theodora Educare**
2. That the lease agreement contains a specific provision that the tenants shall be responsible for the maintenance of the building and that proof thereof must be provided annually to the Manager: Facilities Management.
3. That the Municipal Manager be authorised to sign and conclude the lease agreements referred to in (1) above.
4. That all the Early Childhood Development Centres and Crèches be fitted with water management devices and prepaid electricity meters.

**Proposed:** Councillor M P Busakwe  
**Seconded:** Councillor J N Kamkam

**FOR EXECUTION:** Manager: Facilities Management & Maintenance  
**cc:** Director: Community Services

**Section 5: Engineering Services**

**Resolution C/5/79/07/23**

**CAPITAL PROJECTS IMPLEMENTATION PLAN (CPIP): PROGRESS REPORT FOR PERIOD ENDING JUNE 2023**

**Portfolio Comm:** Engineering & Community Services

**Demarcation:** All Wards

**File Ref:** 5/7/1/12

**Delegation:** Council

**Resolved**

1. That Council takes cognisance of the Capital Projects Implementation Plan (CPIP) for the period ending June 2023.
2. That it be noted that a follow-up will be done on the status of the procurement of boreholes for the desalination plant.

**Proposed:** Councillor M P Busakwe

**Seconded:** Councillor J N Kamkam

**FOR EXECUTION:**  
cc.

**Manager:** Project Management Unit (PMU)  
**Director:** Engineering Services

**Resolution C/5/80/07/23**

**ROADS, TRANSPORT AND STORM WATER OPERATIONAL QUARTERLY REPORT FOR APRIL, MAY AND JUNE**

**Portfolio Comm:** Engineering & Community Services

**Demarcation:** All Wards

**File Ref:** 9/1/3/5/2

**Delegation:** Council

**Resolved**

1. That Council take note of the report on the activities and monthly statistics report of Roads, Transport and Storm water division for April, May and June 2023.
2. That it be noted that before the budget roll over period, the Municipal Manager in consultation with Councillors will engage prioritise the projects to address stormwater and roads challenges.

**Proposed:** Councillor M P Busakwe

**Seconded:** Councillor N T Seti

**FOR INFORMATION:**  
cc:

**Manager:** Roads Transport and Storm Water  
**Director:** Engineering Services and Municipal Manager

**Section 6: Economic Development and Planning****Resolution C/6/104/07/23****PLETT TOURISM: QUARTERLY REPORT**

**Portfolio Comm:** Strategic Services and Office of the MM **Demarcation:** All Wards  
**File Ref:** 9/1/3/6 **Delegation:** Council

**Resolved**

That the Council take cognisance of the Plett Tourism quarterly report for the period April to June 2023.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor A R Olivier

**FOR INFORMATION:** Economic Development Officer

**Resolution C/6/105/07/23****BUILDING CONTROL: QUARTERLY REPORT: APRIL – JUNE 2023**

**Portfolio Comm:** Strategic Services and Office of the MM **Demarcation:** All Wards  
**File Ref:** 9/1/3/7 **Delegation:** Council

**Resolved**

That the quarterly report of the Building Control section for the period April 2023 – June 2023, be noted.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor M P Busakwe

**FOR INFORMATION:** Manager: Planning and Building Control

**Resolution C/6/106/07/23**

**ECONOMIC DEVELOPMENT SECTION QUARTERLY REPORT – APRIL TO JUNE 2023**

**Portfolio Comm:** Strategic Services and Office of the MM **Demarcation:** All Wards  
**File Ref:** 9/1/3/6 **Delegation:** Council

**Resolved**

1. That the content in the quarterly report for the economic development section for the period April to June 2023, be noted.
2. That it be noted that a work study will be conducted on the LED unit.
3. That it be noted that the Strategic services and Office of the MM Portfolio Committee resolved per Resolution PC/6/95/05/23 *“That SMME’s be tracked and a follow-up be done to determine the impact of the training initiatives and that the feedback report be included in the next LED report”*.
4. That it be noted that resolution (3) was not actioned and that the next report must include the above details as well as the following additional information;
  - a. *success stories of previously funded SMME’s and funded projects*
  - b. *that a cost benefit analysis be conducted to establish the percentage of SMME’s who benefitted from the municipal supply chain management processes*
5. That an integrated local economic development strategy be developed.
6. That it be noted that the Municipal Manager will follow-up on the corporate social responsibility project of Kurland Brik

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor N T Seti

**FOR EXECUTION:** acting Director: Development & Planning

**Resolution C/6/107/07/23****BITOU MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) 2021: STATUS AND WAY FORWARD**

**Portfolio Comm:** Strategic Services and Office of the MM **Demarcation:** All Wards  
**File Ref:** 15/1/4 **Delegation:** Council

**Resolved**

1. That the Council resolution (C/6/60/10/22) dated 31 October 2022 be rescinded.
2. That the following Council resolution of 7 June 2022 (C/6/37/06/22) be re-confirmed:
  - (a) *That Council notes the correspondence from the Provincial Minister dated 26 May 2022.*
  - (b) *That the SDF be amended to exclude the 'Ganse Vallei' area (approximately 780 ha) from the 'urban edge', and that this land be treated in the SDF in similar fashion than the 'Hanglip' and 'Kurland' areas have been treated.*
3. That paragraph 1 of the Council resolution of 7 June 2022 (C/1/59/06/22) be amended to substitute "2017" with "2021". The revised resolution will thus read as follows:

*That Council approves the 2022/2027 Integrated Development Plan tabled with the 2022/2023 as well as the 2022– 2025 Medium term Expenditure Revenue and Expenditure Framework and the 2021 Bitou Municipal Spatial Development Framework.*

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor A R Olivier

**FOR EXECUTION:** Manager: Planning and Building Control  
**cc:** acting Director: Development & Planning

**11. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

None received.

**12. CONSIDERATION OF NOTICES OF MOTION**

None received.

**13. CONSIDERATION OF NOTICES OF QUESTION**

None received.

**14. CONSIDERATION OF MOTIONS OF EXIGENCY**

None received.

**15. IN-COMMITTEE MATTERS**

**15.1 CONFIRMATION OF MINUTES: (IN-COMMITTEE)**

**Minutes of the Special Council In-Committee Meeting dated 29 June 2023**

Please refer to the In-Committee minutes of even date.

**15.2 CONSIDERATION OF IN-COMMITTEE REPORTS (NON- DELEGATED MATTERS)**

Please refer to the In-Committee Addendum of even date

**16. RECORDING OF COUNCILLORS PRESENT**

The Speaker, Councillor C N-J Terblanche requested Councillors to verbally record their presence during the Ordinary Council In-Committee Meeting of even date in the following order;

Councillor D J Swart, Councillor M P Busakwe, Councillor W J Nel, Councillor J N Kamkam, Councillor H Mitchell, Councillor N P Kolwapi, Councillor N T Seti, Councillor S A Mangxaba, Councillor S E Gcabayi, Councillor A R Olivier, and Councillor C N-J Terblanche.

**17. CLOSURE**

The Speaker adjourned the Ordinary Council Meeting where OPEN items were discussed at **11h15**, whereafter the In-Committee session resumed.

**CONFIRMED AND SIGNED**

**SIGNATURE:**


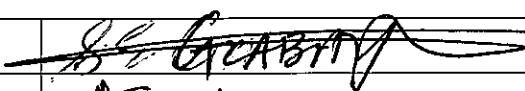

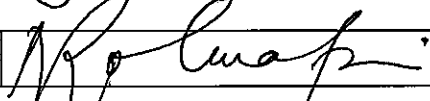
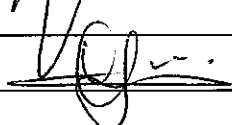
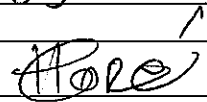
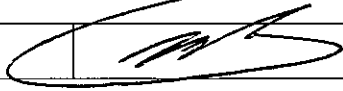
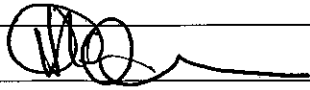
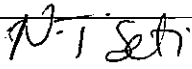
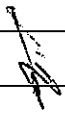

**The Speaker, Councillor C N-J Terblanche**

**DATE:**



## ATTENDANCE REGISTER

**ORDINARY COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD  
IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET,  
PLETTENBERG BAY ON MONDAY, 31 JULY 2023 AT 09H00**

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M P BUSAKWE (Deputy Executive Mayor)	
COUNCILLOR S E GCABAYI	
COUNCILLOR J N KAMKAM	
COUNCILLOR N P KOLWAPI	
COUNCILLOR S A MANGXABA	
COUNCILLOR T MHLANA	Apology
COUNCILLOR H MITCHELL	
COUNCILLOR N NDAYI	Apology
COUNCILLOR W J NEL	
COUNCILLOR A R OLIVIER	
COUNCILLOR N T SETI	
COUNCILLOR D J SWART (Executive Mayor)	
COUNCILLOR C N-J TERBLANCHE (Speaker)	




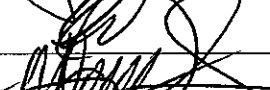
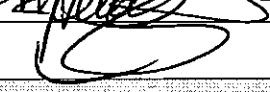

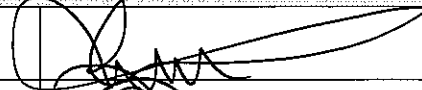
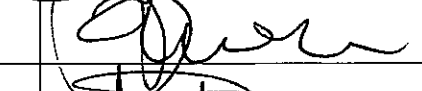
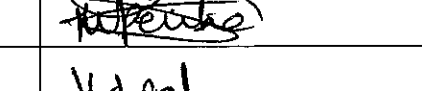
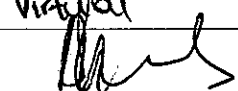


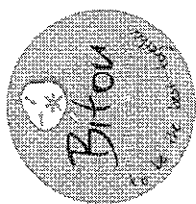
## ATTENDANCE REGISTER

### BITOU LOCAL MUNICIPALITY

ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON MONDAY, 31 JULY 2023 AT 09H00

#### OFFICIALS

<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Municipal Manager	Mr M Memani	
<b>DIRECTORS</b>		
Acting Director: Financial Services & Senior Manager: Governance and Compliance	Mr F Lötter	
Acting Director: Corporate Services & Manager Legal Services	Mr A Croutz	
Acting Director: Economic Development and Planning	Mr. C Schliemann	
Director: Community Services	Ms M Paulse	
Director: Engineering Services	Mr V Felton	
<b>MANAGERS</b>		
Manager: Administration	Mrs. T Wildeman	
Principal Committee Officer	Ms J Jansen	
Committee Clerk	Ms T Mpembe	
Manager: Executive Mayor	Mr H Nieuwoudt	Virtual
Manager: Deputy Executive Mayor	Mr M James	
Manager: Office of the Speaker	Mr R Plaatjies	Virtual
Manager: Communications	Mr A Namntu	Virtual
Chief Audit Executive	Ms H Bester	Virtual
Risk Management	Mrs C Van Staden	Virtual
	Mr D. Meyer	Virtual



# ATTENDANCE REGISTER

## Interested members of the Public

Thank you for attending

[illegible]

**MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY  
HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET,  
PLETTENBERG BAY ON MONDAY, 07 AUGUST 2023 AT 10H03**

**1. OPENING**

The Speaker, Councillor C N-J Terblanche welcomed everyone present at **10h03** and requested a moment for silent prayer.

**2. ATTENDANCE**

As per attached attendance register.

**3. APPLICATION FOR LEAVE OF ABSENCE**

Applications for leave of absence were received from Councillors S E Gcabayi, T Mhlana and N T Seti.

**Resolved**

That it be noted that leave of absence was granted to Councillors S E Gcabayi, T Mhlana and N T Seti.

**FOR INFORMATION**

**4. DECLARATION OF INTERESTS**

None received.

**5. CONFIRMATION OF MINUTES**

N/A

**6. STATEMENTS AND COMMUNICATIONS BY:**

**6.1 The Executive Mayor**

Councillor D J Swart commented on the ongoing taxi strike and appealed to the community to maintain order. He further mentioned that people should be allowed to continue with their business activities and not be intimidated to move freely.

The Mayor observed that the taxi strike violence has calmed down in Plettenberg Bay and thanked the taxi association community for their cooperation.

**6.2 The Speaker**

None

**7. PRESENTATION**

None

**8. ITEMS FOR INFORMATION, WHICH HAVE BEEN DEALT WITH BY THE EXECUTIVE MAYOR IN TERMS OF DELEGATED AUTHORITY**

That it be noted that the Items for Information will be considered at the Ordinary Council meeting scheduled for October 2023.

**9. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED COUNCIL RESOLUTIONS.**

That it be noted that the outstanding / partially implemented Council resolutions will be considered at the Ordinary Council meeting scheduled for October 2023.

**10. CONSIDERATION OF REPORTS (NON- DELEGATED MATTERS)****Section 1: Office of the Municipal Manager**

Resolution C/1/158/08/23

**AIRPORT: INTERIM AMENDMENT OF ORGANOGRAM TO ACCOMMODATE THE AIRPORT FUNCTION**

**Portfolio Comm:** Strategic Services and Office of the MM  
**File Ref:** 17/12/2

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

That the organogram be amended to accommodate the airport function on a temporary basis (until a new service provider has been appointed and is operational) under the Department Planning & Development.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor A R Olivier

**FOR EXECUTION:** Manager: Planning & Building Control  
**Cc:** Municipal Manager

<b>Resolution C/1/159/08/23</b>
---------------------------------

<b>RE-ADVERTISING AND APPROVAL OF SELECTION AND RECRUITMENT PROCESS FOR THE FILLING OF POSITION - DIRECTOR PLANNING AND DEVELOPMENT</b>
---

**Portfolio Comm:** Strategic Services & Office of the MM  
**File Ref:** 4/3/5/1

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

1. That Council take note of the content of the report.
2. That Council note that the post of Director Planning and Development will be advertised in the shortest timeframe.
3. That the following persons be approved by Council as the Selection and Interview Panel in terms of both Regulations 12 and 15 of Government Gazette No. (37245) respectively:
  - (a) The Municipal Manager who will be the chairperson;
  - (b) A member of the Mayoral Committee or Councillor who is the portfolio head of the relevant portfolio; Councillor WJ Nel
  - (c) At least one other person; who is not a councillor or a staff member of the municipality, and who has the expertise or experience in the area of the advertised post.
  - (d) *Two (2) Union Representatives, 1 union representative from IMATU and 1 Union Representative from SAMWU who will sit as an observers*
4. That Council approves the Recruitment and Selection processes hereunder, in line with the Local Government: *Regulations on Employment and Conditions of Employment of Senior Managers*, as promulgated on 17 January 2014.

ACTIVITY	DATE
Advertising for position of Director Planning and Development ( <i>minimum of 14 days from the date of advertisement appearing and not more than 30 days</i> )	Sunday, 20 August 2023
Closing Date	06 September 2023 @ 14h00pm
Shortlisting (within 30 days of closing of advert)	15 September 2023
Screening and competency assessments (within 21 days of shortlisting)	21 September 2023
Interviews (within 21 days of screening)	21 September 2023
Outcome report tabled in Council	28 September 2023
Successful candidate report for duty	01 November 2023

6. That upon completion of the selection process a report containing the proposed appointment be tabled to Council to make the necessary appointment.

7. That upon Council approving the appointment, the Municipal Manager be mandated to negotiate an offer of employment with the preferred candidate within the parameters of the specific service conditions and budgetary guidelines relating to the position.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor N Ndayi

**FOR EXECUTION:** Manager HR Administration  
**Cc:** Senior Manager HR and Municipal Manager

**Resolution C/1/160/08/23**

**INTERVIEW OUTCOMES FOR THE POSITION OF DIRECTOR: CORPORATE SERVICES (NOTICE 187 OF 2023)**

**Portfolio Comm:** Strategic Services & Office of the MM      **Demarcation:** All Wards  
**File Ref:** 4/3/5/1      **Delegation:** Council

*The Manager Administration, Mrs T Wildeman recused herself during the discussion of this Item.*

**Resolved**

1. That Council takes note of the content of the Selection report;
2. That Council approves the recruitment and selection process;
  - (a) The Longlist;
  - (b) Shortlist; and
  - (c) Screening Report
3. That Council notes that **Ms. Z Mbhele** qualifies at a competent level for the appointment as Director Corporate Services.
4. That Municipal Manager be authorized to negotiate a contract of employment with the successful candidate, taking into regard statutory requirements, affordability, and other pre-conditions.
5. That should the preferred candidate reject the offer of employment; that an offer of employment or refrain to agree to a contract of employment within 30 days of the Council's resolution, the Municipal Manager be authorized to offer the position to the second best and or following qualified candidate.
6. That in the event that the second best and or following qualified candidate reject the offer of employment, that the position of Director Corporate Services be re-advertised.
7. That a written report regarding the appointment in (1) above be submitted to the MEC for local government in the province regarding the appointment process and outcome within 14 days of Council's decision.
8. That the successful incumbent completes the Minimum Municipal Competency Programme within a period of 18 months from date of appointment in the event that he/she does not meet the requirements on MMCL.

9. That the Human Resources Management Division, as a matter of courtesy and legal requirement, inform the successful candidate formally of the outcome of the selection process, and thank them for their application and participation in the process.
10. That Council resolved that the Municipal Manager be authorised to apply for waiver in terms of upper limits of total remuneration packages payable to municipal managers and managers directly accountable to Municipal Managers in line with other Directors appointed by the Municipality.

**Proposed:** Councillor J N Kamkam

**Seconded:** Councillor W J Nel

**FOR EXECUTION:** Manager HR Administration

**Cc:** Senior Manager HR and Municipal Manager

**Section 2: Finance**

No items for consideration

**Section 3: Corporate Services**

No items for consideration

**Section 4: Community Services**

No items for consideration

**Section 5: Engineering Services**

No items for consideration

**Section 6: Economic Development and Planning**

No items for consideration

**11. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

None received.

**12. CONSIDERATION OF NOTICES OF MOTION**

None received.

**13. CONSIDERATION OF NOTICES OF QUESTION**

None received.

**14. CONSIDERATION OF MOTIONS OF EXIGENCY**

None received.

**15. IN-COMMITTEE MATTERS**

**15.1 CONFIRMATION OF MINUTES: (IN-COMMITTEE)**

None

**15.2 CONSIDERATION OF IN-COMMITTEE REPORTS (NON- DELEGATED MATTERS)**

None

**16. RECORDING OF COUNCILLORS PRESENT**

The Speaker, Councillor C N-J Terblanche requested that Councillors verbally record their presence in the following order;

Councillor D J Swart, Councillor M P Busakwe, Councillor W J Nel, Councillor J N Kamkam, Councillor N Ndayi, Councillor H Mitchell, Councillor N P Kolwapi, Councillor A R Olivier, Councillor S A Mangxaba (virtually) and Councillor C N-J Terblanche.

**17. CLOSURE**

The Speaker adjourned the Special Council meeting at 10h40.

**CONFIRMED AND SIGNED**

**SIGNATURE:**

\_\_\_\_\_  
The Speaker, Councillor C N-J Terblanche

**DATE:**

\_\_\_\_\_





## ATTENDANCE REGISTER

**SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN  
THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET,  
PLETTENBERG BAY ON MONDAY, 07 AUGUST 2023 AT 10H00**




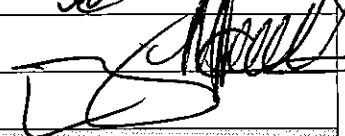

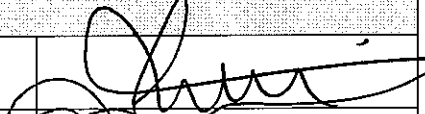

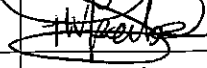
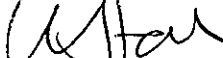
<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M P BUSAKWE (Deputy Executive Mayor)	<i>M. Busakwe</i>
COUNCILLOR S E GCABAYI	Apology
COUNCILLOR J N KAMKAM	<i>(Kamka)</i>
COUNCILLOR N P KOLWAPI	<i>N. Kolwapi</i>
COUNCILLOR S A MANGXABA	Virtual
COUNCILLOR T MHLANA	Apology
COUNCILLOR H MITCHELL	<i>H. Mitchell</i>
COUNCILLOR N NDAYI	<del><i>N. Ndayi</i></del>
COUNCILLOR W J NEL	<i>W. J. Nel</i>
COUNCILLOR A R OLIVIER	<i>A. R. Olivier</i>
COUNCILLOR N T SETI	Apology
COUNCILLOR D J SWART (Executive Mayor)	<i>D. J. Swart</i>
COUNCILLOR C N-J TERBLANCHE (Speaker)	<i>C. N-J. Terblanche</i>

**ATTENDANCE REGISTER**

**BITOU LOCAL MUNICIPALITY**

**SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON MONDAY, 07 AUGUST 2023 AT 10H00**

**OFFICIALS**

<b><u>DESIGNATION</u></b>	<b><u>NAME</u></b>	<b><u>SIGNATURE</u></b>
Municipal Manager	Mr M Memani	
<b>DIRECTORS</b>		
Acting Director: Financial Services & Senior Manager: Governance and Compliance	Mr F Lötter	
Acting Director: Corporate Services & Manager Legal Services	Mr A Croutz	VIRTUAL
Acting Director: Economic Development and Planning	Mr. C Schliemann	
Director: Community Services	Ms M Paulse	
Director: Engineering Services	Mr V Felton	
<b>MANAGERS</b>		
Manager: Administration	Mrs. T Wildeman	
Principal Committee Officer	Ms J Jansen	
Committee Clerk	Ms T Mpembe	
Manager: Executive Mayor	Mr H Nieuwoudt	VIRTUAL
Manager: Deputy Executive Mayor	Mr M James	
Manager: Office of the Speaker	Mr R Plaatjies	VIRTUAL
Manager: Communications	Mr A Namntu	
Chief Audit Executive	Ms H Bester	VIRTUAL
Risk Management	Mrs C Van Staden	

Mr. Y. Mayila      VIRTUAL



# ATTENDANCE REGISTER

Interested members of the Public

Thank you for attending

Name	Contact number	Email address	Representing	Signature

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON MONDAY, 07 AUGUST 2023 AT 10H00

## **10. CONSIDERATION OF REPORTS (NON-DELEGATED MATTERS)**

<b>PORTFOLIO INDEX</b> <b>CONSIDERATION OF REPORTS</b> <b>SPECIAL COUNCIL MEETING</b> <b>25 AUGUST 2023</b>			
<b>SECTION 1: OFFICE OF THE MUNICIPAL MANAGER</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
C/1/161/08/23	2022-2027 INTEGRATED DEVELOPMENT PLAN (IDP) – 2023/24 IDP ANNUAL REVIEW, BUDGET AND PMS TIME SCHEDULE	2/8/5	<b>39</b>
C/1/162/08/23	APPOINTMENT OF ACTING DIRECTOR CORPORATE SERVICES FOR THE PERIOD 01 SEPTEMBER 2023 UNTIL 31 OCTOBER 2023	4/3/5/1/3	<b>63</b>
C/1/163/08/23	APPOINTMENT OF ACTING DIRECTOR PLANNING AND DEVELOPMENT FOR THE PERIOD 01 SEPTEMBER 2023 UNTIL 30 NOVEMBER 2023	4/3/5/1/3	<b>67</b>
<b>SECTION 2: FINANCE</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
C/2/146/08/23	REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY TO THE COUNCIL 2022/23 FINANCIAL YEAR	8/1/5/5/2	<b>73</b>
C/2/150/08/23	FINAL ANNUAL BUDGET: 2023/24 TO 2025/26 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) OUTCOMES LETTER: BITOU MUNICIPALITY	9/1/3/4	<b>84</b>
C/2/151/08/23	1ST ADJUSTMENT BUDGET – ADJUSTMENT BUDGET OF THE 2023/24 MTREF ( <i>Annexures A - D will be circulated seperately</i> )	9/1/3/4	<b>94</b>
<b>SECTION 3: CORPORATE SERVICES</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
	No Items for consideration		
<b>SECTION 4: COMMUNITY SERVICES</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
	No Items for consideration		
<b>SECTION 5: ENGINEERING SERVICES</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
	No Items for consideration		
<b>SECTION 6: ECONOMIC DEVELOPMENT &amp; PLANNING</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
	No Items for consideration		

**SECTION 1**

**OFFICE OF THE MUNICIPAL  
MANAGER**

## Section 1: Office of the Municipal Manager

ITEM C/1/161/08/23

### 2022-2027 INTEGRATED DEVELOPMENT PLAN (IDP) – 2023/24 IDP ANNUAL REVIEW, BUDGET AND PMS TIME SCHEDULE

**Portfolio Comm:** Strategic Services & Office of the MM      **Demarcation:** All Wards  
**File Ref:** 2/8/5      **Delegation:** Council

**Attachments:**      Annexure “A” IDP/Budget and PMS time schedule  
Annexure “B” Garden Route District Municipality Time Schedule  
Annexure “C” Western Cape Government IGR Calendar

**Report from:**      Municipal Manager

**Author:**      IDP Manager

**Date:**      10 August 2023

#### **PURPOSE OF THE REPORT**

The purpose of this item is for the tabling and adoption of the 2023/2024 IDP review, Budget and PMS time schedule.

#### **BACKGROUND/DISCUSSION**

##### 1.      Integrated Development Plan

Section 34 of the Municipal Systems Act, Act 32 of 2000 compels each municipal council to review and amend its Integrated Development Plan in line with the MEC’s comments and changing circumstances so demand.

Council adopted the 2022 – 2027 IDP under resolution: **C/1/55/05/22**. Section 34 requires that Council review and amend the IDP as explained above.

#### **FINANCIAL IMPLICATIONS**

No financial implications

#### **EXECUTIVE SUMMARY**

This is the 2<sup>nd</sup> revision of the 2022 – 2027 IDP. The current IDP is compliant with the prescripts of the Municipal Systems Act. The major challenge for Bitou Municipal is to amend its Spatial Development Framework in line with the recommendations of the MEC for local government.

Another proposal for the 2023/2024 IDP review is the streamlining of municipal priorities for better service delivery and budgeting.

## **Section 1: Office of the Municipal Manager**

### **Mechanism for participation**

Public Participation during the Budget and IDP roadshows was not satisfactory due load shedding and bad weather. The steering committee is proposing that public participation should be limited to ward committees and there after ward committees should engage their respective constituencies.

### **RELEVANT LEGISLATION**

The time schedule was compiled in accordance with:

1. Municipal Systems Act, Act 32 of 2000
2. Municipal Finance Management Act, Act 53 of 2003
3. Local Government: Municipal Planning and Performance Management Regulations, 2001
4. Garden Route District Municipal Framework
5. Western Cape Government Provincial Calendar

### **Comments: Director Financial Services**

The recommendation by the Municipal Manager is supported.

### **Comments: Acting Director Corporate Services/Manager Legal Services**

The recommendation by the Municipal Manager is supported.

### **Comments: Director: Community Services**

The recommendation by the Municipal Manager is supported.

### **Comments: Acting Director: Planning & Development**

The recommendation by the Municipal Manager is supported.

### **Comments: Director: Engineering Services**

The recommendation by the Municipal Manager is supported.

### **RECOMMENDED BY THE MUNICIPAL MANAGER**

1. That the draft IDP Process Plan, Budget and Performance time schedule be noted.
2. That a notice be place in the local newspaper and municipal website for public inputs and comments.
3. That the draft IDP Review, Budget and Performance time schedule be referred to the Strategic Services and Office of the Municipal Manager Portfolio Committee for deliberation and comments.



## **Section 1: Office of the Municipal Manager**

### **RECOMMENDED BY THE STRATEGIC AND OFFICE OF THE MUNICIPAL MANAGER PORTFOLIO COMMITTEE**

1. That the draft IDP Process Plan, Budget and Performance time schedule be noted.
2. That a notice be place in the local newspaper and municipal website for public inputs and comments.
3. That the draft IDP Review, Budget and Performance time schedule be referred to the Strategic Services and Office of the Municipal Manager Portfolio Committee for deliberation and comments.

### **RECOMMENDED BY THE EXECUTIVE MAYOR**

*To be tabled at the Special Council meeting*

# BITOU MUNICIPALITY

## IDP/BUDGET AND PMS TIME SCHEDULE

2023/2024



INTEGRATED  
DEVELOPMENT PLAN  
2022 - 2027

PHASE	ACTIVITIES	DURATION		RESPONSIBILITY AGENT					LEGISLATIVE FRAMEWORK	POE NOTES
		START	FINISH	ID/P	BUDGET <sup>ii</sup>	PMS <sup>iii</sup>	MM <sup>iv</sup>	EM <sup>v</sup>		
PREPARATION	Preparation of the IDP, Budget Time Schedule							x	Sections 21, 53, MFMA	Draft time schedule
	District Framework Alignment Meeting	July 23	Aug 23	x	x	x			Section 27, MSA	District Framework
	Steering Committee Meeting to Review the previous year IDP process.	July 23	Aug 23						Best Practice	Minutes and attendance registers
	Review participation mechanisms and processes	July 23	Aug 23							Process report presented to the steering committee
	Receive comments from the MEC	July 23	Aug 23					x	Section 32 MFMA	MEC report presented to the Steering committee
	Review past performance	Aug 23	Sep 23	x		x			Section 34, 46 MSA	PMS presentation and discussion by steering committee
	Set-up budget committees	21 Oct 23	21 Oct 23							Resolution and acceptance letters
	Submission of annual report	Aug 23	Aug 23			x				Confirmation of receipt by the AG's office
	Rollover of unspent funds	25 Aug 23	25 Aug 23						MFMA Section 28 (2) (e)	Council Resolution
	MMF and DCF Meeting	Aug 2023	Aug 2023							
										GRDM programme
SITUATION ANALYSIS	Extended steering committee meeting	Sep 23	Sep 23							
	IDP Indaba 1	Sep 23	Oct 23	x	x					JPI Requirement
	Public Participation (Ward Committee Meetings)	Sep 23	Oct 23							
	Analysis of socio-economic data	Sep 23	Oct 23							Analysis Report
	JDMA Cluster Steering Committee Meetings	18 Aug 23	07 Dec 2023	x			x		District Management Model	Best Practice
	Analysis of service provision									Service Gaps Report
	Analysis of municipal infrastructure services (Water, Roads, Electricity, Sewer, Waste Water treatment, Housing Demand, financial Services (revenue and expenditure), and Institutional Capacity etc.)	Sep 23	Oct 23							Departments to submit analysis reports to the IDP office for consolidation.
	Comparison study of existing Data Sets	Sep 23	Sep 23							
	Review of Municipal sector plans	Sep 23	Oct 23							Report on Status of Sector Plans
STRATEGY	Procure strategic session facilitation services	Sep 23	Nov 23							Appointment certificate
	Strategic planning workshop	22 Nov 23	23 Nov 23							Revised strategic objectives, indicators and targets
										Strategic outcomes and reports
	Strategic priorities and budget recommendations	05 Dec 23	05 Dec 23							GRDM Programme
	MMF and DCF Meeting	Nov 23	Nov 23				x			
	Get feedback on progress on current priority catalytic projects	Nov 23	Dec 23							
	District IDP Managers Forum	Nov 23	Nov 23							GRDM Programme
	IDP Budget & PMS Representative Forum	Nov 23	Nov 23	x					Municipal Performance Regulations, Section 15	GRDM Programme
	Provincial IDP Managers Forum	Dec 23	Dec 23	x						Provincial Programme
PROJECTS	Design project template	Oct 23	Oct 23							
	Distribute community priorities to departments	Nov 23	Nov 23							
	Appointment of departmental mSCOA champions	Nov 23	Dec 23	x	x					
	Identification of Priority Projects	Jan 24	Feb 24	x	x				Section 127 MFMA	Draft capex and opex budgets
	MMF and DCF Meeting	Feb 24	Feb 24				x			GRDM Programme
	Loading of projects to mSCOA portal	Jan 24	Jan 24	x	x					mSCOA report

PHASE	ACTIVITIES	DURATION		RESPONSIBILITY AGENT					LEGISLATIVE FRAMEWORK	POE NOTES
		START	FINISH	IDP	BUDGET <sup>ii</sup>	PMS <sup>iii</sup>	MM <sup>iv</sup>	EM <sup>v</sup>		
INTEGRATION	TIME Engagement	Feb 24	Feb 24							JPI Report and Attendance Register
	IDP Indaba 2	Mar 24	Mar 24							JPI Report and Attendance Register
	Receive summaries of Sector Plans from departments	Jan 24	April 24	x					Best Practice	Sector Plans Section in the IDP
	Integrate the District JPI, PGDP, and NDP	Jan 24	Feb 24							
	Add capex and OPEX MTREF budgets to the IDP	05 Dec 23	05 Dec 23	x	x				Best Practice	Budget Section in the IDP
	District IDP Managers Forum	Feb 24	Feb 24							GRDM Programme
APPROVALS	Preliminary Meeting to discuss IDP and Budget Time Schedule	July 23	Aug 23	x	x		x			
	Portfolio Committee to discuss IDP/Budget Time Schedule	Aug 23	Aug 23	x	x					
	MAYCO to recommends IDP/Budget time schedule to Council	Aug 23	Aug 23	x	x			x		
	Council Approves the IDP/ Budget Time Schedule	Aug 23	Aug 23	x	x			x	Section 34 MSA, Section 21, 23 & 24 MFMA	Council Resolution and Minutes
	IDP Process Plan Time and Schedule is advertised	Sep 23	Sep 23	x	x				MFMA Guidance	
	Approval of the Adjustment Budget	27 Feb 24	27 Feb 24		x					
	Council Approves Annual Report	Jan 24	Jan 24			x			Section 121 MFMA	Council Resolution
	Council adopts amendments to the revised IDP and Draft Budget	28 Mar 24	28 Mar 24	x	x				Section 34	Council Resolution
	SIME Engagements	May 24	May 24	x	x		x		Section 23 MFMA	IDP and Budget assessment report
	Notice is placed in the local newspaper for 21 days	April 24	April 24	x	x				Municipal Performance Regulations, Section 4 (ii) performance regulations.	Newspaper Advert
	IDP and Budget Road Shows	April 24	April 24	x	x				Chapter 4 MSA	Minutes and attendance Registers
	Extended IDP Steering Committee Meeting	April 24	May 24	x					Section 23 MFMA, chapter 4, MSA	Third Quart MS Report, IDP Presentation, attendance and minutes of meeting
	Preparing responses to respond to written submissions	April 24	May 24	x	x				Section 23 MFMA	
	IDP Budget & PMS Representative Forum	April 24	May 24						Municipal Performance Regulations, Section 15	GRDM Programme
	Amending IDP and Budget to incorporate provincial assessments	May 24	May 24	x	x				Section 23 MFMA	Revised Documents
	Council Approves IDP and Budget	31 May 24	31 May 24							
	Send copies of IDP and Budget to the MEC for Local Government	June 24	June 24	x	x		x	x	Section 32, MSA, Section 24 MFMA	Confirmation of receipt
	Publish annual budget and IDP	June 24	June 24	x	x				Section 23, MFMA	Advert and web key
	Approval of SDBIP	June 24	June 24							
	MMF and DCF Meeting	June 24	June 24				x			GRDM programme
	District IDP Managers Forum	June 24	June 24							GRDM Programme
	Provincial IDP Managers Forum	June 24	June 24	x						Provincial Programme
IMPLEMENTATION	Rollout of SDBIP (2023/24)	July 23	July 23						Section 69	Performance Agreements
	Submission of SDBIP to the MEC for Local Government	July 24	July 24						Section 69 MFMA	Council Resolution
	Submit annual Performance Agreements to Mayor	June 24	July 24				x		Section 69, MFMA	Signed Performance Contracts

PHASE	ACTIVITIES	DURATION		RESPONSIBILITY AGENT					LEGISLATIVE FRAMEWORK	POE NOTES
		START	FINISH	ID <sup>i</sup> P	BUDGET <sup>ii</sup>	PMS <sup>iii</sup>	MM <sup>iv</sup>	EM <sup>v</sup>		
	Tabling of MID Term Report	Jan 24	Jan 24			x	x	x	Sections 36, 72 MFMA	Mid –year report, council resolution and council minutes
	Submission of annual report to AG	Jan 24	Jan 24			x	x		Section 72 MFMA	Confirmation Receipt
	Preparation of Oversight Report	Jan 24	Jan 24			x				Council Resolution
	Council adopts oversight report	Feb 24	Feb 24			x	x	x		Council Resolution

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<sup>i</sup> IDP Unit

<sup>ii</sup> Budget Section

<sup>iii</sup> Performance Management Section

<sup>iv</sup> Municipal Manager

<sup>v</sup> Executive Mayor





## 2024/2025 IDP, SDF, Budget & PMS Time Schedule of Key Deadlines

Activity	Responsible Unit or Department	Legal reference	Date
<b>PREPARATION &amp; ANALYSIS</b>			
<b>Council to submit unaudited tabled annual report to MPAC for vetting and verification of councils' directive on service delivery and the committee to evaluate Senior Managers' performance agreement entered</b>	IDP	Circular 63 of the MFMA MFMA Section 127(5)	September 2023
<b>Annual Report is made public, and representation is invited</b>	IDP	MFMA Section 127(5)	September 2023
<b>Start setting up spreadsheets for budget submissions (Budget Office)</b>	Finance	MFMA Section 21(1) (b) MFMA Section 21 (1) (b)	September 2023
<b>Review the Long-term Financial Plan</b>	Finance	MSA Section 26(h): An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years.	September 2023
<b>Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working day of the start of the month.</b>	Finance	MFMA 71 (1)	September 2023
<b>Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.</b>	Finance	MFMA 71 (5)	September 2023
<b>Conclude initial consultation and review,</b>	Finance	Guidance MFMA	September 2023

Activity	Responsible Unit or Department	Legal reference	Date
establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope, and financial outlook to identify need to review fiscal strategies.			
Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of month.	Finance	MFMA 54 (1)	September 2022
Oudtshoorn Municipality to conduct Public Participation Meetings in the thirteen (13) wards	Oudtshoorn Municipality	MSA, Act 32 of 2000 Section 16	03-28 September 2023
Bitou Municipality Extended IDP Steering	Bitou Municipality	IDP Processes	September 2023
IDP Community Engagements	Knysna Municipality		September 2023
JDMA Interface Meeting	GRDM/DLG	JDMA Approach	September 2023
Circular Economy Cluster		Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	1 September 2023
Technical Steering Committee	All Cluster chairpersons & IGR Stakeholders	Garden Route Joint District and Metropolitan Approach/ Growth	7 September 2023



Activity	Responsible Unit or Department	Legal reference	Date
		Development Strategy	
<b>Water &amp; Secure future Cluster</b>	All IGR Stakeholders relevant to the cluster	Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	27 September 2023
<b>Green Energy Cluster</b>	All IGR Stakeholders relevant to the cluster	Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	28 September 2023
<b>MPAC Meeting – Annual Report</b>	Office of the MM		October 2023
<b>Sustainable Tourism Cluster</b>	LED& IDP Section	Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	10 October 2023
<b>Support Wellbeing and Resilience Cluster</b>	LED & IDP section	Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	11 October 2023
<b>IDP Budget &amp; PMS Steering Committee Meeting</b>	IDP	IDP Process	October 2022
<b>Appoint Service Provider (subject to availability of funds) for the MSDF Development</b>	Planning Department	MSDF Process	October 2023
<b>Convene and IGR Reference Team for the Citizen interface</b>	DLG & GRDM	Garden Route Joint District and Metropolitan Approach Process.	11 October 2023
<b>Continuation of Bitou Municipality Public</b>	Bitou Municipality	MSA, Act 32 of 2000	October 2023

Activity	Responsible Unit or Department	Legal reference	Date
Participation Meeting.			
Commence with salary, vehicle and operating budget Send out capital budget spreadsheets to Departments	Finance		October 2023
Deadline for operating budget inputs, e.g. salary budget and vehicle budget	Finance		October 2023
HoD/MM engagement – Joint consultation on providing context to provincial policy priorities.	Office of MM		
Medium-Term Budget Policy Committee – Alignment of provincial and local government policy priorities to applicable departmental and municipal plans and budgets.	Finance	JDMA Process	October 2023
<b>STRATEGIES, PROJECTS &amp; PROGRAMME IDENTIFICATION</b>			
MMF & DCF	IDP/IGR & Public Participation Unit	IGR Framework Act 13 of 2005 District Process	2 November 2023
Deadline for capital budget inputs from departments	Finance		November 2023
Bitou Municipality Strategic Session	Bitou Municipality	N/A	November 2023
Oudtshoorn Municipality IGR / Stakeholder Representative Forum Meeting	Oudtshoorn Municipality	MSA Act of 2000 Section 24	November 2023
District IDP Managers Strategic Planning Session	IDP, IGR & Public Participation		November 2023

Activity	Responsible Unit or Department	Legal reference	Date
	Unit		
<b>IDP Budget &amp; PMS Representative Forum</b>	IDP, IGR & Public Participation Unit		29 November 2023
<b>MinMay</b>	Department of Local Government	IGR Framework Act 13 of 2005	29 November 2023
<b>Green Energy Cluster</b>	LED & IDP Unit	Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	30 November 2023
<b>Western Cape Integrated Forum</b>	District IDP Managers		November 2023
<b>Commence with compilation of Adjustments. Budget (B Schedule and Report)</b>	Finance		December 2023
<b>Provincial IDP Managers Forum</b>	Department of Local Government	IGR Framework Act 13 of 2005 Western Cape Government process	7-8 December 2023
<b>Final Annual Report and Oversight Report tabled to Council, submitted to PT NT, AG and made public</b>	IDP, IGR & Public Participation Unit		December 2023
INTEGRATION			
<b>Finalise in the prescribed formats incorporating National &amp; provincial budget allocations</b>	Finance	National Treasury Guidelines	January 2024
<b>Finalise budget policies</b>	Finance	National Treasury Guidelines	January 2024
<b>Section 72 mid-year assessment report</b>	Finance	MFMA Section 72(1): The accounting	25 January 2024

Activity	Responsible Unit or Department	Legal reference	Date
	PMS	<p>officer of a municipality must by 25 January of each year-</p> <p>(a) assess the performance of the municipality during the first half of the financial year... and (b) submit a report on such assessment to-</p> <p>(i) the mayor of the municipality;</p> <p>(ii) the National Treasury; and</p> <p>(iii) the relevant provincial treasury</p> <p>MFMA Section 54(1)(f): The mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year</p>	
<b>Adjustments Budget</b>	Finance	<p>MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget. MBRR Regulation 23(1): An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.</p>	January 2024

Activity	Responsible Unit or Department	Legal reference	Date
<b>Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website</b>	Finance	MBRR Regulation 34(1): Within 5 working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.	January 2024
<b>IDP Budget &amp; PMS Steering Committee</b>	IDP	Internal Process	February 2024
<b>Finalize the draft capital and operating, budget and budget related policies</b>	Finance		February 2024
<b>District IDP Managers Meeting</b>	IDP	IGR Framework Act 13 of 2005 District Process	February 2024
<b>MMF &amp; DCF</b>	IDP	IGR Framework Act 13 of 2005 District Process	8 February 2024
<b>Provincial IDP INDABA 2</b>	Department of Local Government	IGR Framework Act 13 of 2005	19 -23 February 2024
<b>Technical Integrated Municipal Engagements with Provincial Sector Departments</b>	Western Cape Government	Western Cape Government process	28 February 2024
<b>Technical Strategic Session</b>	IDP, IGR & Public Participation Unit with the Strategic Manager Office	N/A	February 2024
<b>District Institutional Strategic Planning Session</b>	IDP, IGR & Public Participation	N/A	February 2024

Activity	Responsible Unit or Department	Legal reference	Date
	Unit with the Strategic Manager Office		
<b>Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers</b>	Finance	MBRR Regulation 26	February 2024
<b>Submit the approved adjustments budget to Provincial Treasury and National Treasury</b>	Finance	MBRR Regulation 24(1)	February 2024
<b>Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years (by no later than 120 days before the start of its budget year)</b>	Finance	MFMA Section 37(2)	February 2024
<b>Western Cape Integrated Forum</b>	District IDP Managers		February 2024
<b>APPROVAL</b>			
<b>GRDM Table draft IDP and budget in Council (at least 90 days before the start of the budget year)</b>	IDP & Finance Department	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	March 2024
<b>George Municipality Submits the draft IDP, budget, tariffs, budget related policies and SDBIP (at least 90 days before the start of the budget year) to Council for approval for the purpose of obtaining public comment and inputs (21 days)</b>	George Municipality	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	27 March 2024
<b>Mossel Bay Municipality tabling before council</b>	Mossel Bay Municipality	MFMA Section 22 and 23 MSA Reg 3 (4) (a-	

Activity	Responsible Unit or Department	Legal reference	Date
draft IDP & Budget		b)	
Oudtshoorn Municipality Tabling before council a Draft IDP / Budget	Oudtshoorn Municipality	MFMA, Act 56 of 2003 Section 23	29 March 2024
Council adopts amendments to the revised IDP and Draft Budget.	Bitou Municipality	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	, March 2024
Compile draft SDBIP and submit to council	PMS		March 2023
Make public the IDP, annual budget and supporting documentation and invite the community to submit representations	IDP Finance	MFMA Section 22(a)	April 2024
Submit the draft IDP and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state	IDP Finance	MFMA Section 22(b)	April 2024
District IDP Managers Meeting	IDP		April 2024
Provincial Minister to submit comments to the municipality within 60 days.	Western Cape Department		April 2024
Conclude process of consultation on tabled budget and IDP with community and other stakeholders and assist Mayor to revise budget following feedback, taking into account the results of the third quarter (section 52) report.	IDP Finance	MFMA 68	April 2024
Bitou Municipality IDP and Budget Road Shows	Bitou Municipality		April 2024

Activity	Responsible Unit or Department	Legal reference	Date
<b>Mossel Bay Municipality Consult public on Draft IDP and Budget. Public Participation meetings in all wards.</b>	Mossel Bay Municipality		1- 25 April 2024
<b>George Municipality Public Participation Meetings to consult the Draft IDP, Draft SDF, Draft SDBIP 2024/25 and Draft Budget</b>	George Municipality	MFMA - Sec 22(a) MSA - Sec 21A, 42 MPPMR - Reg 15(3)	09 – 16 April 2024
<b>Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate mechanisms. Submit report to council and make public any amendment to the SDBIP – due end of the month</b>	Finance	MFMA 54 (1)	April 2022
<b>IDP Budget &amp; PMS Representative Forum</b>	IDP		May 2024
<b>SIME LG MTEC: IDP and assessments – Provincial Government and Municipality to discuss findings and recommendations emanating from IDP and Budget assessment. Integrated input into draft IDP and Budget IDP</b>	Western Cape Government	IGR Framework Act 13 of 2005 Western Cape Government process	May 2024
<b>GRDM Table final IDP and budget in Council (at least 30 days before the start of the budget year)</b>	IDP & Finance Department	MFMA Section 24(1):	May 2024



Activity	Responsible Unit or Department	Legal reference	Date
Bitou Municipality tables to Council and Approves the Final IDP and Budget	Bitou Municipality	MFMA - Sec 24	May 2024
George Municipality tables to council and approves the final IDP and Budget	George Municipality	MFMA - Sec 24;	29 May 2024
Oudtshoorn Municipality table to council and approves the final IDP and Budget	Oudtshoorn Municipality	MFMA - Sec 24	29 May 2024
Mossel Bay Municipality table to council and approves the final IDP and Budget	Mossel Bay Municipality	MFMA - Sec 24; MFMA - Sec 24;	May 2024
Place quarterly (section 52) report on budget implementation of the municipal website.	Finance	MFMA 75 (1) (k)	May 2024
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Finance	MFMA 71 (1)	May 2024
Consider monthly (section 71 report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments.	PMS		May 2024
Submit report to council and make public any amendment to the SDBIP – due end of the month.	PMS		
Give notice to the public of the adoption of the IDP and that copies or extracts are available	IDP	MSA Section 25(4)(a	June 2024

Activity	Responsible Unit or Department	Legal reference	Date
for public inspection at specified places (within 14 days of adoption			
Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	Finance	MFMA Section 22(a,b)	June 2024
Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next year (within 14 days after approval of the budget)	PMS	MFMA Section 69(3):	June 2023
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month	Finance	MFMA Section 71	June 2024
MMF & DCF		IGR Framework Act 13 of 2005 District Process	June 2024
Provincial IDP Managers Forum Meeting		IGR Framework Act 13 of 2005 Western Cape Government process	June 2024
External Audit Committee: Evaluation of the annual financial statements and Annual Performance Report	Office of the MM		
Submit annual financial statements and annual performance report to the Auditor- General for	Finance		

Activity	Responsible Unit or Department	Legal reference	Date
auditing (within two months after the end of the financial year)			
Western Cape Integrated Forum	District IDP Managers		July 2024
Submit amended MSDF to council for adoption	Planning department.		July 2024
<b>PLANNING AND PREPARATION FOR THE NEXT IDP CYCLE</b>			
Joint District IDP & Public Managers Forum meeting to discuss the District Framework and IDP Budget & PMS Process Plan		IGR Framework Act 13 of 2005 District Process	August 2024
Council adopts IDP time schedule for next financial year	IDP	MFMA Section 21	August 2024
Unaudited Annual Report and tabled to Council	PMS IDP	MSA Section 126(1)(a): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing  MFMA Section 21(1)(b) Circular 63 of the MFMA	
Make public the performance agreements of Municipal Manager and Senior Managers	PMS	MFMA Section 53(3)(b):	August 2024
Submit amended MSDF to Provincial Minister	Planning department		August 2024

Activity	Responsible Unit or Department	Legal reference	Date
within 10 days of adoption			

*\*Activities and Dates provided in this time schedule are subject to change based on available budget and changing circumstances*

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	NEW YEAR	1 MANCOS Deep Dive	1	1	1 WORKERS DAY	1 First Thursday 17:00	1	1	1	1	1 Cabinet 10:00	1
2	PUBLIC HOLIDAY	2 First Thursday 17:00 DCFtech - West Coast	2 First Thursday 17:00	2	2	2 MINMAY 09:00	2	2 Cabinet 10:00 MPAC - Langeberg	2	2	2 First Thursday 17:00 DCFtech - West Coast DCF - Garden Route	2
3		3	3	3 MAYCO and MM - Bergrivier	3	3	3	3 First Thursday 17:00 DCFtech - West Coast DCF - Garden Route Speakers' Forum	3	3	3	3
4		4	4	4	4 First Thursday 17:00 (Overstrand) DCFtech - West Coast	4	4	4 Premier Council on Skills Speakers' Forum	4 PTM 14:00	4	4	4 PTM 14:00 MAYCO - Overberg DM Council - Overberg DM
5		5	5	5	5 Premier Council on Skills	5 IGC 14:00	5	5	5	5 First Thursday 17:00	5	5 MPAC - West Coast DM Council - Langeberg
6		6 MAYCO and MM - Bergrivier	6 MAYCO and MM - Bergrivier	6	6	6	6	6	6 Cabinet 10:00 MPAC - Langeberg	6	6 Cabinet Outreach	6 Cabinet 10:00 Council - West Coast DM
7		7 Cabinet Bosberaad	7 MPAC - Swartland	7 GOOD FRIDAY	7	7 Cabinet 10:00 DCFtech - Overberg MPAC - Langeberg	7	7	7 First Thursday 17:00	7	7 Cabinet Bosberaad	7 First Thursday 17:00 Council - Cape Winelands
8		8 Cabinet Bosberaad MPAC - Langeberg	8 Cabinet 10:00 DCFtech - Overberg MPAC - Langeberg	8	8	8 DCF & MMF - Garden Route	8	8 MPAC - George	8	8	8 Cabinet Bosberaad MPAC - Langeberg	8
9		9 State of the Nation Address (SONA) Adjustment Budget - Bergrivier Adjustment Budget - Theewaterskloof DCF & MMF - Garden Route	9 MPAC - Overberg DM MPAC - Theewaterskloof	9	9 Council - Saldanha Bay MPAC - George	9 Audit Committee - Bergrivier	9	9 NATIONAL WOMEN'S DAY	9	9 PTM 14:00	9	9
10		10 Diplomatic & Consular Corps Brunch MPAC - Theewaterskloof	10	10 FAMILY DAY	10 Cabinet 10:00 MPAC - Langeberg	10	10	10 MAYCO - George MPAC - Overberg DM	10	10 MPAC - George	10	10
11		11	11	11 MPAC - George	11	11	11 MPAC - George	11	11 IGC 14:00	11 PG MTEC 1 Engagements MPAC - Langeberg	11	11 PTM 14:00
12		12	12	12 MAYCO - Overstrand MPAC - Langeberg	12	12 MAYCO and MM - Bergrivier	12	12	12 MPAC - George	12 PG MTEC 1 Engagements MAYCO - George	12	12 MPAC - George
13		13 PTM 14:00	13 PTM 14:00	13 MMs & HODs Working Retreat MAYCO - George	13	13 MPAC - George Audit Committee - West Coast DM	13 MAYCO - George	13	13 MPAC - Saldanha Bay	13 PG MTEC 1 Engagements	13 HOD evaluations	13 Cabinet 10:00 MAYCO - Swartland
14		14 MAYCO - Bergrivier MAYCO - Saldanha Bay MAYCO - Mossel Bay MPAC - George	14 Provincial Budget Day MPAC - George	14 MMs & HODs Working Retreat MPAC - Theewaterskloof	14	14 MPAC - Overberg DM Exec MAYCO - Swartland MAYCO - Overstrand Audit Committee - Mossel Bay	14	14 Cabinet Outreach SALGA Working Groups	14 MAYCO - George	14	14 HOD evaluations MPAC - George	14 MAYCO - George
15		15 PTM (Budget) MAYCO - Swartland MAYCO - Overstrand Audit Committee - Saldanha Bay	15 MAYCO - Overstrand	15	15 Cabinet Outreach MAYCO and MM - Bergrivier	15 MAYCO - George Local Labour Forum - Swartland	15	15 Cabinet Bosberaad SALGA Working Groups	15	15	15 HOD evaluations MAYCO - Swartland MPAC - Saldanha Bay DCFtech - Overberg	15
16	PTM 14:00 MAYCO - Bergrivier	16 State of the Province Address (SOPA) MAYCO - George Local Labour Forum - Swartland Local Labour Forum - Mossel Bay DCF - West Coast	16 MAYCO - George Local Labour Forum - Swartland	16	16 Cabinet Bosberaad MAYCO - Mossel Bay	16 YOUTH DAY	16	16 Cabinet Bosberaad MAYCO - Swartland DCFtech - Overberg SALGA Working Groups	16	16 PG MTEC 1 Engagements	16 HOD evaluations MAYCO - George Local Labour Forum - Swartland DCF - West Coast	16 DAY OF RECONCILIATION
17	MTBPC 2 MPAC - George	17 SOPA Debate	17	17 PTM 14:00 Local Labour Forum - Overberg	17 Cabinet Bosberaad MAYCO - Swartland MAYCO - Overstrand	17	17 PTM 14:00 Local Labour Forum - Overberg DM	17 Local Labour Forum - Swartland DCF - West Coast SALGA Working Groups	17	17 PG MTEC 1 Engagements Special MAYCO - Saldanha Bay MAYCO - Mossel Bay	17 HOD evaluations	17
18	MAYCO - Swartland	18	18	18 MAYCO - Bergrivier MAYCO - Mossel Bay	18 MAYCO - George Local Labour Forum - Swartland Local Labour Forum - Mossel Bay	18	18 MAYCO - Mossel Bay	18 SALGA Working Groups	18 MTBPC 1	18 Cabinet 10:00 MAYCO - Swartland	18	18
19	MAYCO - George Local Labour Forum- Swartland MPAC - Saldanha Bay MPAC - West Coast DM	19	19	19 Cabinet 10:00 MAYCO - Swartland MAYCO - Langeberg Audit Committee - Saldanha Bay	19	19 Local Labour Forum - Overberg DM	19 Cabinet 10:00 MAYCO - Swartland	19	19 MTBPC 1 MAYCO - Saldanha Bay MAYCO - Mossel Bay	19 Local Labour Forum - Swartland Local Labour Forum - Mossel Bay MPAC - Overberg DM	19	19

20		20	IGC 14:00	20		20	Local Labour Forum - Swartland Local Labour Forum - Mossel Bay Audit Committee - West Coast DM	20		20	DCF - West Coast MAYCO - Bergrivier MAYCO - Mossel Bay Special Council - Saldanha Bay	20	Local Labour Forum - Swartland Local Labour Forum - Mossel Bay	20		20	Cabinet 10:00 MAYCO - Swartland MAYCO - Langeberg	20		20	PTM 14:00	20	
21		21	Local Labour Forum - Overberg DM Audit Committee - West Coast DM	21	HUMAN RIGHTS DAY	21	Audit Committee - Theewaterskloof	21		21	Cabinet 10:00 MAYCO - Langeberg MPAC - Saldanha Bay DCF - Overberg	21		21	PTM 14:00 MAYCO - Overberg DM Council - Overberg DM	21	Local Labour Forum - Swartland Local Labour Forum - Mossel Bay	21		21	Local Labour Forum - Swartland MAYCO - Saldanha Bay MAYCO - Mossel Bay	21	
22		22	Cabinet 10:00 MAYCO - Langeberg	22	Water Indaba Exec MAYCO - Swartland MAYCO - Langeberg MAYCO - Mossel Bay MPAC - Saldanha Bay DCF - Overberg	22		22	Local Labour Forum-Overberg DM	22	Local Labour Forum - Mossel Bay	22		22	Audit Committee - Swartland MAYCO - Mossel Bay Special Council - Saldanha Bay MPAC - West Coast DM	22		22		22	Cabinet 10:00 MAYCO - Langeberg	22	
23		23	Council - Theewaterskloof Council - Mossel Bay Council - George	23	Water Indaba Council - Theewaterskloof Local Labour Forum - Mossel Bay	23		23	MAYCO - Bergrivier Local Labour Forum - Theewaterskloof	23		23		23	Cabinet 10:00 MAYCO - Langeberg	23		23	PTM 14:00 Local Labour Forum - Overberg DM	23	Local Labour Forum - Mossel Bay	23	
24	MAYCO - Bergrivier Local Labour Forum - Theewaterskloof MPAC - Swartland	24	MPAC - Theewaterskloof DCF & DCFTECH - Cape Winelands	24		24	Council - Overberg DM	24	Cabinet 10:00 MAYCO - Langeberg Special Council - West Coast DM	24		24		24	Local Labour Forum - Mossel Bay	24	HERITAGE DAY	24	MPAC - Swartland MPAC - West Coast DM	24	DCF & DCFTECH - Cape Winelands	24	
25	Cabinet 9:00 Council - Theewaterskloof Council - West Coast DM	25		25		25	MAYCO - Bergrivier MAYCO - Saldanha Bay Council - Bergrivier Council - Langeberg MPAC - Swartland MPAC - West Coast DM Audit Committee - Overberg DM	25	Council - Swartland Council - Mossel Bay Council - George Special MAYCO - Saldanha Bay	25		25	MPAC - West Coast DM Special Council - Langeberg	25	DCF & DCFTECH - Cape Winelands Audit Committee - Overberg DM	25	HERITAGE DAY OBSERVED	25	MAYCO - Langeberg Council - Cape Winelands	25		25	CHRISTMAS DAY
26	Special MAYCO - Saldanha Bay Council - Swartland Council - George Audit Committee - Overberg DM	26		26		26	Council - Theewaterskloof Council - Swartland Special Council - Saldanha Bay Council - Overstrand Council - Mossel Bay Council - George	26	DCF & DCFTECH - Cape Winelands	26	MAYCO - Overberg DM	26		26		26	Council - Langeberg	26	Council - Swartland Special Council - Saldanha Bay Council - Mossel Bay Council - George Audit Committee - West Coast DM	26		26	DAY OF GOODWILL
27	MPAC - Theewaterskloof	27	PTM 14:00 MAYCO - Overberg DM Council - Overberg DM	27	PTM 14:00 MAYCO - Overberg DM Council - Overberg DM	27	FREEDOM DAY	27		27	MAYCO - Bergrivier Council - Bergrivier Council - Langeberg	27	Council - Swartland Special Council - Saldanha Bay Council - Mossel Bay Council - George	27		27	Audit Committee - Saldanha Bay	27	Audit Committee - Overberg DM	27	IGC 14:00 Local Labour Forum-Overberg DM	27	
28		28	PCF 09:00 MAYCO - Bergrivier Council - Bergrivier Audit Committee - Swartland Audit Committee - Mossel Bay Special Council - Saldanha Bay Council - Overstrand Council - Langeberg	28	MAYCO - Bergrivier Special MAYCO - Saldanha Bay Local Labour Forum - Theewaterskloof Council - Langeberg	28		28		28	Council - Overberg DM Council - Overstrand Audit Committee - Saldanha Bay Audit Committee - Overberg DM	28		28	Cabinet Outreach Local Labour Forum - Overberg DM Council - Cape Winelands	28	Council - Saldanha Bay Council - Mossel Bay Council - George	28		28	MINMAY 09:00 Audit Committee - Swartland	28	
29				29	Cabinet 10:00 Special Council - Theewaterskloof Council - Overstrand Special Council - West Coast DM Tabling of Budget - Overstrand	29		29	MAYCO - Overberg DM Council - Overberg DM Council - Mossel Bay	29	Local Labour Forum - Bergrivier Council - Mossel Bay Council - George	29		29	PCF 09:00 Audit Committee - Swartland Council - Langeberg	29		29		29	Audit Committee - Saldanha Bay DCF - Overberg	29	
30	MAYCO - Overberg DM Special Council - Saldanha Bay Special Council - Overstrand Council - Overberg DM Adjustment Budget - Overstrand			30	Local Labour Forum - Bergrivier Council - Swartland Special Council - Saldanha Bay Council - Mossel Bay Council - George	30		30	MAYCO - Bergrivier Council - Bergrivier Special Council - Theewaterskloof Special Council - Saldanha Bay Council - Langeberg Audit Committee - Swartland	30		30		30	Council - West Coast DM Audit Committee - Saldanha Bay DCF - Overberg	30		30	MAYCO - Overberg DM Council - Overberg DM	30	Council - Saldanha Bay Council - Mossel Bay Council - George Audit Committee - West Coast DM	30	
31	Special Council - Langeberg			31		31	Council - Overstrand			31	PTM 14:00	31	Council - Swartland Council - Mossel Bay Council - George			31	Council - Langeberg			31			

Weekends	
Public Holidays	
Provincial Government	
MAYCO / EXEC MAYCO	
Audit Committee / Audit & Audit Perf.	
MPAC / Special MPAC	
Council / Special Council	
WCMMF	
DCFTECH / DCF	
SALGA AND NATIONAL	

Local Labour Forum	
Sector Engagement / Mun, Advisory Forum	
Tabling of Draft Budget / Adjustment Budget	

## Section 1: Office of the Municipal Manager

ITEM C/1/162/08/23

### APPOINTMENT OF ACTING DIRECTOR CORPORATE SERVICES FOR THE PERIOD 01 SEPTEMBER 2023 UNTIL 31 OCTOBER 2023

**Portfolio Comm:** Strategic Services & Office of the MM      **Demarcation:** All Wards  
**File Ref:** 4/3/5/1/3      **Delegation:** Council

**Attachments:** Annexure “A”: - Council Resolution C/1/160/08/23

**Report by:** Municipal Manager

**Author:** Manager HR Administration

**Date:** 14 August 2023

#### **PURPOSE**

The purpose of this report is to seek Council’s approval to appoint Mrs. Tanya Wildeman in an acting capacity as Director Corporate Services for the period 01 September 2023 until 31 October 2023.

#### **BACKGROUND**

Council at its Special Council meeting held on 07 August 2023, resolved under Council Resolution C/1/160/08/23 to appoint Ms. Zuziwe Mbhele in the position of Director Corporate Services.

Mrs. Mbhele currently serving her 2months notice period with her current employer and will only be able to commence with work at Bitou Municipality on 01 November 2023.

Section 56 (1)(a) of the Local Government Municipal Systems Act, 32 of 2000 states that a Municipal Council, after consultation with the Municipal Manager, appoint an acting Manager directly accountable to the Municipal Manager under circumstances and for a period as prescribed.

Section 56 (b) A person appointed in terms of paragraph (1) (a) must at least have the skills, expertise, competencies and qualifications as prescribed.

Section 56 (c) states that a person appointed in terms of paragraph (a) (ii) may not be appointed to act for a period that exceeds three months: Provided that a Municipal Council may, in special circumstances and on good cause shown, apply in writing to the MEC for Local Government to extend the period of appointment contemplated in paragraph (a), for a further period that does not exceed three months.

Herewith a summary of experience, qualification and minimum competency compliance of Mrs. Tanya Wildeman who are being considered to be appointed in an acting capacity in the position of Director Corporate Services;

**Qualification:** Post Graduate Diploma in Human Resource Management – (UNISA)  
National Diploma in Human Resource Management – (Cape Technikon)

## **Section 1: Office of the Municipal Manager**

**Experience:** Minimum Municipal Competency Level  
+/- 24 Years Local Government Experience of which 15 years Management Experience.

### **LEGISLATIVE REQUIREMENTS**

Municipal Systems Amendment Act, Act 32 of 2000

### **RECOMMENDED BY THE MUNICIPAL MANAGER**

That Council further appoint Mrs. Tanya Wildeman to act as Director Corporate Services for the period 01 September 2023 until 31 October 2023.



**EXTRACT FROM THE UNCONFIRMED MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON MONDAY, 07 AUGUST 2023 AT 10H03**

**Resolution C/1/160/08/23**

**INTERVIEW OUTCOMES FOR THE POSITION OF DIRECTOR: CORPORATE SERVICES (NOTICE 187 OF 2023)**

**Portfolio Comm:** Strategic Services & Office of the MM  
**File Ref:** 4/3/5/1

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

1. That Council takes note of the content of the Selection report.
2. That Council approves the recruitment and selection process;
  - (a) The Longlist;
  - (b) Shortlist; and
  - (c) Screening Report
3. That Council notes that **Ms. Z Mbhele** qualifies at an competent level for the appointment as Director Corporate Services.
4. That Municipal Manager be authorized to negotiate a contract of employment with the successful candidate, taking into regard statutory requirements, affordability, and other pre-conditions.
5. That, should the preferred candidate reject the offer of employment; that an offer of employment or refrain to agree to a contract of employment within 30 days of the Council's resolution, the Municipal Manager be authorized to offer the position to the second best and or following qualified candidate.
6. That in the event that the second best and or following qualified candidate reject the offer of employment, that the position of Director Corporate Services be re-advertised.
7. That a written report regarding the appointment in (1) above be submitted to the MEC for Local Government in the province regarding the appointment process and outcome within 14 days of Council's decision.
8. That the successful incumbent completes the Minimum Municipal Competency Programme within a period of 18 months from date of appointment in the event that he/she does not meet the requirements on MMCL.
9. That the Human Resources Management Division, as a matter of courtesy and legal requirement, inform the successful candidate formally of the outcome of the selection process, and thank them for their application and participation in the process.

**10. That Council resolved that the Municipal Manager be authorised to APPLY FOR WAIVER IN TERM OF UPPER LIMITS OF TOTAL REMUNERATION PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS in line with other directors appointed by the Municipality.**

**Proposed: Councillor J N Kamkam**

**Seconded: Councillor W J Nel**

**FOR EXECUTION: Manager HR Administration**

**Cc: Senior Manager HR and Municipal Manager**

**DRAFT**

## Section 1: Office of the Municipal Manager

ITEM C/1/163/08/23

### APPOINTMENT OF ACTING DIRECTOR PLANNING AND DEVELOPMENT FOR THE PERIOD 01 SEPTEMBER 2023 UNTIL 30 NOVEMBER 2023

**Portfolio Comm:** Strategic Services & Office of the MM      **Demarcation:** All Wards  
**File Ref:** 4/3/5/1/3      **Delegation:** Council

**Attachments:**      **Annexure “A”:- Council Resolution C/1/159/08/23 – Re-advertisement and Approval of Selection and Recruitment Process for the Filling of position – Director Planning and Development**  
                                 **Annexure “B”: - Council Resolution C/1/152/06/23 – Appointment of Acting Director Planning and Development for the period 01 July 2023 until 31 August 2023**

**Report by:**      **Municipal Manager**

**Author:**      **Manager HR Administration**

**Date:**      **14 August 2023**

#### **PURPOSE**

The purpose of this report is to seek Council’s approval to extend the acting appointment of Mr. Chris Schlieman for the period 01 September 2023 until 30 November 2023.

#### **LEGISLATIVE REQUIREMENTS**

Municipal Systems Act, Act 32 of 2000  
Labour Relations Act, Act 85 of 1993  
Regulations 15(6) and 17 of the Regulations on the Appointment and Conditions of Employment of Senior Managers  
Employment Equity Act, Act

#### **BACKGROUND**

Council at its Special Council meeting held on Monday, 07 August 2023, resolved under Council Resolution C 1/159/08/23 to re-advertise the position of Director Planning and Development in the shortest timeframe.

Furthermore, Council at its meeting of 29 June 2023, appointed Mr. Chris Schlieman as Acting Director Planning and Development for the period 01 July 2023 until 31 August 2023.

Section 56 (1)(a) of the Local Government Municipal Systems Act, 32 of 2000 states that a Municipal Council, after consultation with the Municipal Manager, appoint an acting Manager directly accountable to the Municipal Manager under circumstances and for a period as prescribed.

Section 56 (b) A person appointed in terms of paragraph (1) (a) must at least have the skills, expertise, competencies and qualifications as prescribed.

## **Section 1: Office of the Municipal Manager**

Section 56 (c) states that a person appointed in terms of paragraph (a) (ii) may not be appointed to act for a period that exceeds three months: Provided that a Municipal Council may, in special circumstances and on good cause shown, apply in writing to the MEC for local government to extend the period of appointment contemplated in paragraph (a), for a further period that does not exceed three months.

Herewith a summary of experience, qualification and minimum competency compliance of Mr. Chris Schlieman who are being considered to be appointed in an acting capacity in the position of Director Planning and Development;

**Qualification:** Master Degree in Town and Regional Planning – (University of Stellenbosch)  
Bachelor Degree in Arts – Geography - (University of Stellenbosch)

**Experience:** +/- 33 Years' Experience of which 18 years at Local Government;

### **RECOMMENDED BY THE MUNICIPAL MANAGER**

1. That Council extends the acting appointment of Mr. Chris Schlieman as Director Planning and Development for the period 01 September 2023 until 30 November 2023.
2. That Council delegated the Municipal Manager to apply in writing to the MEC for concurrence of the extended period of Mr. Chris Schlieman in the position of Director Planning and Development.

**EXTRACT FROM THE UNCONFIRMED MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON MONDAY, 07 AUGUST 2023 AT 10H03**

“

**Resolution C/1/159/08/23**

**RE-ADVERTISING AND APPROVAL OF SELECTION AND RECRUITMENT PROCESS FOR THE FILLING OF POSITION - DIRECTOR PLANNING AND DEVELOPMENT**

**Portfolio Comm:** Strategic Services & Office of the MM  
**File Ref:** 4/3/5/1

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

1. That Council take note of the content of the report.
2. That Council note that the post of Director Planning and Development will be advertised in the shortest timeframe.
3. That the following persons be approved by Council as the Selection and Interview Panel in terms of both Regulations 12 and 15 of Government Gazette No. (37245) respectively:
  - (a) The Municipal Manager who will be the chairperson;
  - (b) A member of the Mayoral Committee or Councillor who is the portfolio head of the relevant portfolio; Councillor WJ Nel
  - (c) At least one other person; who is not a councillor or a staff member of the municipality, and who has the expertise or experience in the area of the advertised post.
  - (d) *Two (2) Union Representatives, 1 union presentative from IMATU and 1 Union Representative from SAMWU who will sit as an observers*
4. That Council approves the Recruitment and Selection processes hereunder, in line with the Local Government: *Regulations on Employment and Conditions of Employment of Senior Managers*, as promulgated on 17 January 2014.

ACTIVITY	DATE
Advertising for position of Director Planning and Development ( <i>minimum of 14 days from the date of advertisement appearing and not more than 30 days</i> )	Sunday, 20 August 2023
Closing Date	06 September 2023 @ 14h00pm
Shortlisting (within 30 days of closing of advert)	15 September 2023

Screening and competency assessments (within 21 days of shortlisting)	21 September 2023
Interviews (within 21 days of screening)	21 September 2023
Outcome report tabled in Council	28 September 2023
Successful candidate report for duty	01 November 2023

6. That upon completion of the selection process a report containing the proposed appointment be tabled to Council to make the necessary appointment.
7. That upon Council approving the appointment, the Municipal Manager be **mandated to negotiate** an offer of employment with the preferred candidate within the parameters of the specific service conditions and budgetary guidelines relating to the position.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor N Ndayi

**FOR EXECUTION: Manager HR Administration**  
**Cc: Senior Manager HR and Municipal Manager”**

**EXTRACT FROM THE CONFIRMED MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD AT THE BEACON ISLAND RESORT, LAGOON ROOM, BEACON ISLAND CRESCENT, PLETTENBERG BAY ON THURSDAY, 29 JUNE 2023 AT 9H06**

“

**Resolution C/1/152/06/23**

**APPOINTMENT OF ACTING DIRECTOR PLANNING AND DEVELOPMENT FOR THE PERIOD 01 JULY 2023 UNTIL 31 AUGUST 2023**

**Portfolio Comm:** Strategic Services & Office of the MM

**File Ref:** 4/3/5/1/3

**Demarcation:** All Wards

**Delegation:** Council

**Resolved**

That Council extends the acting appointment of Mr. Chris Schliemann in the position of Director Planning and Development for the period 01 July 2023 until 31 August 2023.

**Proposed:** Councillor W J Nel

**Seconded:** Councillor A R Olivier

**FOR EXECUTION:**

cc.

Manager: HR Administration

Senior Manager: HRM; acting Director Corporate Services”

# **SECTION 2**

## **FINANCE**



ITEM C/2/146/08/23

**ANNUAL REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY 2022/23 FINANCIAL YEAR**

**Portfolio Comm:** Finance and Corporate Services  
**File Ref:** 8/1/5/5/2

**Demarcation:** All Wards  
**Delegation:** Council

**Report from:** Director: Financial Services

**Author:** Acting Chief Financial Officer

**Date:** 11 August 2023

**PURPOSE OF THE REPORT**

The Accounting Officer must within 10 days of the end of each quarter, submit a report on the implementation of the Supply Chain Management Policy to the Mayor.

**BACKGROUND**

In terms of clause 6 (2) of the Municipal Supply Chain Regulations, 2005, which deals with the Oversight role of Council of Bitou Municipality.

**Oversight role of Council**

The council reserves its right to maintain oversight over the implementation of this Policy.  
For the purposes of such oversight the Accounting Officer must –

- a) *within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the Supply Chain Management Policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and*
- b) *whenever there are serious and material problems in the implementation of this Policy, immediately submit a report to the council.*  
*The reports must be made public in accordance with Section 21A of the Municipal Systems Act*  
*The Accounting Officer will, within 60 days of the end of each financial year, submit to the Provincial Treasury any information concerning supply chain management in such format as the National Treasury and Provincial Treasury may determine.*

**SCM POLICY AND PROCEDURES**

Review and adoption of Supply Chain Management Policy by Council, in terms of Regulation 3(1)(b) of the Supply Chain Management Policy, where the policy must be reviewed annually, submitted to Council, and be adopted. The Supply Chain Management Policy was reviewed and adopted by Council on 31 May 2023.

Review and adoption of Preferential Procurement Policy by Council on 31 January 2023 for 2022/23 financial year, and again on 31 May 2023 for the 2023/24 financial year, respectively.

## Section 2: Finance

All SCM delegations were followed.

Further Regulation 106: Implementation of Local Government Framework for Infrastructure Delivery and Procurement Management (LGFIPDM) does bring another burden on the SCM unit – all capital projects must comply with this regulation from 1 July 2021. This reform is over the whole Municipality but with little assistance the SCM unit is the implementer and the responsible person to implement the project is the Project Manager.

The competitive bidding processes, in line with Section 19, 20, 21 and 22 of the Bitou Council's Approved Supply Chain Management Policy were encouraged.

The bid committee structures were functioning effectively in line with Section 27, 28 and 29 of the Bitou Council's Approved Supply Chain Management Policy.

### **FUNCTIONING OF THE SCM UNIT**

In terms of Section 7 of the SCM Policy the Municipality must establish a Supply Chain Management Unit (SCMU) to implement its SCM Policy.

The SCM Unit must operate under the direct supervision of the Chief Financial Officer (CFO) and may be delegated to an official reporting to the CFO, in terms of Section 82 of the MFMA, viz, the Manager: SCM.

SCM officials are continuously developed through regular training opportunities, with specialized SCM training by the Provincial Treasury and SCM Forum Meetings. The focus on training and development of officials will be improved and supplemented by the retention of skilled SCM officials and succession planning.

All staff in the Unit declared their interest.

All SCM staff signed the Code of Conduct.

Capacity of SCM unit

The SCM unit comprises of:

- Senior Manager: Supply Chain Management & Expenditure
- Manager: Supply Chain Management (vacant)
- Senior SCM Practitioner: Demand & Logistics Management
- Senior Practitioner: Acquisition; Contract & Compliance Management
- SCM Practitioner: Demand & Logistics Management
- SCM Practitioner: Contract Management
- Procurement Officer: Buyer
- Procurement Officer: Buyer
- Procurement Officer: Buyer
- Procurement Officer: Buyer
- Administration Clerk
- SCM Clerk: (vacant)
- Senior Logistics Officer
- Store Lady

## Section 2: Finance

There is currently one (01) vacant in the SCM Unit which are not yet filled. The following vacancy has been vacant for a prolonged period:

- Manager: Supply Chain Management since December 2021

Cognisance should be taken that all vacant posts were filled in the 2022/23 financial year, that the organogram must be reviewed on an annual basis to build the SCM unit to full capacity to ensure:

- A clean audit in terms of compliance with the Regulations
- To comply with Section 115(1) (b) Local Government: Municipal Finance Management Act (Act no 56 of 2003) with regards to segregation of duties in the SCM system to minimize the likelihood of fraud, corruption, favouritism, and unfair and irregular practices; and
- To put the necessary levels of control in place (auditing of documents and authorization of orders, etc.)

### FUNCTIONING OF THE BID COMMITTEES

The competitive bidding process and bid committee structures are functioning effectively. The Bid Committees are composed of the following members:

#	Committee	Composition & Function
1.	Bid Specification Committee- BSC	The appointed chairperson, the project manager and a Senior SCM Practitioner- Considers tender specifications recommend to the Accounting Officer for approval.
2.	Bid Evaluation Committee- BEC	The project manager, a Senior SCM Practitioner/ SCM Practitioner and any other Manager- Considers tender evaluation reports and makes recommendations to the BAC
3.	Bid Adjudication Committee- BAC	At least four (04) Senior Managers and a Senior SCM Practitioner, with the CFO as Chairperson. (Not the same SCM Practitioner as BEC)- Considers recommendations from the BEC and make awards or recommend to the Account Officer to award if an award is above R 10 million and above.

Members of the Bid Committees are required to declare to undertake the following:

1. That all information, documentation, and decisions regarding any matter before the committee is confidential and undertakes not to make known anything in this regard.
2. To treat all service providers and potential service providers equitably and will not purposefully favour or prejudice anybody; and
3. To make known details of any private or business interest he or she or any close family member, partner or associate may have in any proposed procurement or disposal of, or in any award or contract that they will immediately withdraw from participating in any matter whatsoever.

The members of the bid committees have duly undertaken to uphold the confidentiality, to be fair in all dealings and to declare their personal interests, if any. None of the members had conflicts of interest to declare.

## Section 2: Finance

The competitive bidding process and bid committee structures are functioning effectively. Members of the bid committees are required to complete the attendance register and declare to undertake the following:

- *That all information, documentation and decisions regarding any matter before the committee is confidential and undertakes not to make known anything in this regard;*
- *To treat all service providers and potential service providers equitably and will not purposefully favour or prejudice anybody; and*
- *To make known details of any private or business interest he or she or any close family member, partner or associate may have in any proposed procurement or disposal of, or in any award or contract that they will immediately withdraw from participating in any matter whatsoever.*

The bid committees have been conducted regularly through the year with attendance closely monitored in compliance with Council's SCM Policy:

No	Committee	Number of Meetings 2022/23	Attendance for Quorum
1	Specifications	49	100%
2	Evaluation	76	100%
3	Adjudication	43	100%

*Compliance with Council's SCM Policy*

### COMPETITIVE BIDDING FOR CONTRACTS VALUED MORE THAN R200 000

The tender awards made for the reporting period are valued at approximately **R 19 987 078.60 \*(VAT Incl.)** for **59** Tenders awarded by duly delegated Bid Adjudication Committees for tenders valued more than R 200 000.

The tender awards made for the reporting period are valued at approximately **R 70 782 438.47 \*(VAT Incl.)** for **2** Tenders awarded by the Accounting Officer for tenders valued more than R 10million.

Description of Measurement Criteria per tender	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Average Calendar Days from Bid Specification Committee (BSC) to Bid Adjudication Committee (BAC)- Full Procurement Cycle	90	82	140	102
Average Calendar Days from Tender Advertisement Date to BAC	82	68	116	92
Average Calendar Days from Tender Closing Date to BAC	63	46	98	66
Average Calendar Days from Tender Closing Date to BEC- Tender Evaluation	49	38	86	59
Tender with Fastest Procurement Process: BSC to BAC	41	25	47	21
Tender with Longest Procurement Process: BSC to BAC	107	152	156	205

All tenders are opened in public, and the results of the opening are recorded in a Bid Opening Register and placed on the Municipal Website as per Section 21A of the Municipal Systems Act.

## Section 2: Finance

There have been delays in receiving of technical evaluations and the recommendations from both the project manager and Head of Departments with reasons unknown by Supply Chain Management even though continuous follow-ups are done. The time to process tenders needs to improve due to reasoning on delays caused by both project managers in submitting technical evaluation reports to the Bid Evaluation Committee.

A proper bid committee system with relevant terms of reference and delegations is fully implemented and fully functional.

Challenges faced during the 2022/23 financial year.

- (i) Incomplete/ambiguous specifications are still a challenge and none training of bid specification committee (SCM will be conducting a refresher bid committee training to capacitate bid committee members) that the bid specification committee can be advanced in their development of specifications.
- (ii) Submission of specifications timeously to ensure spending within the required time to enhance cash flow management.
- (iii) Delays on submission of bid specification, where some departments still wait until the last three (03) months of the financial year before commencing with the SCM processes. This practice always promotes delayed spending on budget and inappropriate procurement planning.
- (iv) The cut-off date for procurement was 31 May 2023 and no more tenders for quotes below R30 000 were done for the reporting period, except for urgent works Request for Quotes (RFQs) and/or formal quotations. That it be noted that user departments continuously send requests even though cut-off has been provided in writing in preparation of financial year end.

We also report in terms of all contracts awarded as follows:

- Broad-Based Black Economic Empowerment (B-BBEE) compliant enterprises
- Enterprises within the Bitou municipal area
- B-BBEE Enterprises within the Bitou municipal area

The schedule compares the results with the comparative previous financial year as follows:

No	Description	2022/23	2021/22
1.	Tenders awarded	61 (add RFQ's- 35)	42 (add RFQ's- 45)
2.	Contracts concluded resulting from the tenders. (Individual suppliers or service providers appointed because of the tenders awarded)	61	37
3.	Estimated value of tenders awarded	R92 525 705.00	R87 895 013.22
4.	Number of appeals received	1	0
5.	Number of appeals in progress	1	0
6.	Number of successful appeals	0	0
7.	Number of contracts awarded to B-BBEE Enterprises	37	72

## Section 2: Finance

No	Description	2022/23	2021/22
8.	Value of contracts awarded to B-BBEE Enterprises	R78 894 181.00	R31 558 530.08
9.	% of contracts awarded to B-BBEE Enterprises	85.27%	35.90%
10.	Number of contracts awarded to enterprises based in the Bitou Municipality Area	20	29
11.	Value of contracts awarded to enterprises based in the Bitou Municipality Area	R63 591 310.00	R8 992 743.89
12.	% of contracts awarded to enterprises based in the Bitou Municipality Area vs All Contracts	68.73%	10.23%
13.	Number of contracts awarded to B-BBEE Enterprises based in the Bitou Municipality Area	20	29
14.	Value of contracts awarded to B-BBEE Enterprises based in the Bitou Municipality Area vs all contracts	R63 591 310.00	R8 992 743.89
15.	% of contracts awarded to B-BBEE Enterprises based in the Bitou Municipality Area vs all contracts	68.73%	10.23%
16.	Sub-Contracts to Local SMME's	R6 661 478.89	R3 908 155.23
17.	% of sub-contracts awarded to SMME Enterprises based in the Bitou Municipality Area vs all contracts	7.20%	4.45%

### FORMAL WRITTEN QUOTATIONS (RFQs) FOR R 10 000 UP TO R 200 000

The procurement of Formal Written Price Quotations has been streamlined by obviating the need for Bid Specification and Evaluation Committees before a Director could make an award. This change was made to improve the turnaround time for procurement.

**Thirty-Five (35) RFQ's** were awarded by Directors in terms of their delegated authority for a total value of **R 5 111 687.22 (VAT Incl.)** follows:

Description of Measurement Criteria per tender	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Average Calendar Days from Tender Advertisement Date to Award	28	31	26	33
Average Calendar Days from Tender Closing Date to Award	21	24	19	26

### DEVIATIONS FROM THE SCM POLICY

As per section 36(1) of Council's Supply Chain Management Policy allows the Accounting Officer to dispense with the official procurement processes under certain circumstances. During the 1 July 2022 and 30 June 2023, **19** deviations to the total amount of **R 2 345 173.83** were considered and approved as per **delegation provided by the SCM Policy**. The deviations were considered and approved in line with Section 36(1) (a) (i), (ii) & (v) of the Bitou Municipality SCM Policy.

## Section 2: Finance

Month	Total	Emergency	Impossible / Impractical / Exceptional Case	Sole Provider
July 2022	R 47 295.00	R 47 295.00	R-	R-
August	R 443 183.93	R 443 183.93	R-	R-
September	R 198 495.09	R-	R-	R 198 495.09
October	R-	R-	R-	R-
November	R 324 325.32	R 108 760.32	R 215 565.00	R-
December	R-	R-	R-	R-
January 2023	R 1 135 050.00	R 1 135 050.00	R-	R-
February	R 96 810.00	R-	R 96 810.00	R-
March	R 3 788.26	R-	R-	R 3 788.26
April	R 57 642.81	R-	R 52 779.00	R 4 863.81
May	R 38 583.42	R-	R 38 583.42	R-
June	R-	R-	R-	R-
<b>TOTAL</b>	<b>R 2 345 173.83</b>	<b>R 1 734 289.25</b>	<b>R 403 737.42</b>	<b>R 207 147.16</b>
<b><i>Departments</i></b>	<b><i>Community</i></b>	<b><i>Finance</i></b>	<b><i>Corporate</i></b>	<b><i>Engineering</i></b>
July 2022	R 47 295.00	R-	R-	R-
August	R 443 236.4	R-	R-	R-
September	R 168 285.6	R-	R -	R 30 209.49
October	R-	R-	R-	R-
November	R 242 325.32	R-	R-	R 22 300.00
December	R-	R-	R-	R-
January 2023	R 1 135 050.00	R-	R-	R-
February	R 40 000.00	R-	R-	R-
March	R 3 788.26	R-	R-	R-
April	R-	R-	R-	R 52 779.00
May	R 38 583.42	R -	R-	R-
June	R-	R-	R-	R -
<b>TOTALS</b>	<b>R 2 088 511.53</b>	<b>R -</b>	<b>R-</b>	<b>R 105 288.49</b>

## Section 2: Finance

Herewith find the deviations totals to see how the deviations over the past financial year was managed to decrease the total deviations: -

There were nineteen (19) deviation applications were awarded in the 2022/23 financial year; at 0.025% of the total procurement processes concluded within the 2022/23 financial year.

### **Deviations from Supply Chain Management Regulations were identified on the following**

	<b>2022/2023</b>	<b>2021/2022</b>
Section 36(1)(a)(i) - Emergencies	R 1 734 289.25	R 736 353.57
Section 36(1)(a)(ii) - Single provider	R 207 147.15	R 3 129 502.68
Section 36(1)(a)(iii) - Specialised services	R 0.00	R 0.00
Section 36(1)(a)(iv) - Acquisition of animals for zoo's	R 0.00	R 0.00
Section 36(1)(a)(v) – Exceptional case- Impractical to follow official procurement process	R 403 737.42	R 184 088.39
<b>Total</b>	<b>R 2 345 173.83</b>	<b>R 6 382 154.03</b>

### **Deviations from Supply Chain Management Regulations can be allocated to directorates as follows:**

Vote 1 - Municipal Manager	R 151 373.81	R 122 183.00
Vote 2 - Finance	R 0.00	R 1 594 116.04
Vote 3 - Corporate Services	R 0.00	R 305 576.80
Vote 4 - Engineering Services	R 105 288.48	R 849 802.57
Vote 5 - Community Services	R 2 088 511.53	R 2 477 657.87
All the deviations were approved by the Municipal Manager and reported to Council.	<b>R 2 345 173.83</b>	<b>R 6 382 154.03</b>

The applications for deviations are monitored continuously to reduce the incidents and competitive bidding processes are instituted immediately upon identification of recurring deviations, wherever possible.

## **REPORTING ON REGULATION 32**

There were no Regulation 32 appointments.

## **REPORTING ON THE CENTRAL SUPPLIER DATABASE (CSD)**

The Central Supplier Database (CSD) is monitored and controlled at National Treasury, it found that at times the database is off-line for longer periods, and this has a possibility to hamper business in the SCM unit to continue its daily functions. Also, suppliers are found not update their information timeously on the CSD. The SCM unit has not placed an advertisement to request suppliers to regularly update their information on CSD however all new or potential suppliers are requested to register on the CSD before the municipality can conduct business with them.

## **REPORTING ON REGULATION 33**



## Section 2: Finance

There were three (3) Section 33 appointments. The said Regulation 33 contract extensions were approved for the period ending 30 June 2028. These included the procurement to –

1. IGNITE Advisory Services (PTY) Ltd for the provision of PMS support as well as a web-based Performance Management System related services to ensure compliance with the Municipal Performance Management Regulations (Refer to Council Resolution Number C/2/85/01/23).
2. Standard Bank Group Limited for the Provision of Banking Services to stabilize the institution as far as the banking services are concerned. In addition, to ensure continuity as well as to reduce the administrative costs as charged by the bank relating to the opening of new accounts, banking set-up costs, issuing and producing of new fleet cards, etc. (Refer to Council Resolution Number C/2/130/06/23).
3. DDP Valuers (PTY) Ltd for the compilation of at least one Supplementary Valuation Roll per financial year, and to ensure that the municipality meets this requirement in the most economical way. DDP Valuers conducted the municipal General Valuation, as well as the two (2) subsequent supplementary valuations. The service provider has all the required information of Bitou to do the last two (2) supplementary valuations as a cost-effective price. (Refer to Council Resolution Number C/2/133/06/23)

### **REPORTING ON THE PROCUREMENT PLAN**

The Bitou Annual Procurement Plan for the 2023/24 which has emanated from the budget being confirmed has its challenges experienced and these are due to the fact that procurement plans and/or specifications memo are not submitted during the budgeting process with departments business cases. The user departments do not follow the due dates for their submission of procurement plans and/or specifications memos however for the 2023/2024 financial year a monthly report for the Procurement Plan will be submitted to the municipal manager.

### **VARIATION ORDERS WITHIN 1 to 20%**

That there were no variation orders approved for the 2022/23 financial year.

### **MUNICIPAL WEBSITE**

All Bids, formal written quotations awarded and purchases above R100 000 are published monthly on the Bitou municipal website.

### **UNSOLICITED BIDS**

There following unsolicited bid for the period 01 July 2022 to 30 June 2023 was awarded to INCA Portfolio Managers (Pty) Ltd for the Appointment for the compilation of a long-term financial plan for Bitou Municipality.

### **E-TENDER PORTAL**

The e-tender portal is from time to time offline, however the municipality strive by all means possible to publish on the e-portal.

## Section 2: Finance

### **IRREGULAR, FRUITLESS AND WASTEFULL EXPENDITURE**

Section 32(1) (c) of the Municipal Finance Management Act (MFMA) determines that any political office-bearer or official of a municipality who deliberately or negligently committed, made, or authorised an irregular expenditure, is liable for that expenditure.

Section 32(2)(b) of the MFMA further determines that a municipality must recover irregular expenditure from the person liable for that irregular expenditure unless the irregular expenditure, after investigation by a committee of council, is certified by the council as irrecoverable and to be written-off.

**National Treasury Circular 68** prescribes that all identified possible unauthorised, irregular, fruitless, and wasteful expenditure (UIFWE) must be referred to Municipal Public Accounts Committee (MPAC) for investigation and MPAC must make recommendations with exceptions of minor breaches ratified by the Accounting Officer. Thus, by legislation irregular expenditure must be disclosed in Annual Financial Statements (AFS). If not certified by Council to be written-off the closing balance will lead to an audit exception, that if material in nature.

### **AWARDS TO PERSONS IN SERVICE OF THE STATE**

No awards were made to suppliers in the service of the state for the 2022/23 financial year unless otherwise identified by the Auditor General from their CAAT databases and that the SCM unit strives to identify these suppliers by all means possible.

### **ESTABLISHMENT OF A FUNCTIONAL SCM UNIT**

In terms of Section 7 of the SCM Policy the Municipality must establish a Supply Chain Management Unit (SCMU) to implement its SCM Policy.

The SCM Unit must operate under the direct supervision of the Chief Financial Officer (CFO) and may be delegated to an official reporting to the CFO, in terms of Section 82 of the MFMA, viz, the Manager: SCM.

SCM officials are continuously developed through regular training opportunities, with specialized SCM training by the Provincial Treasury and SCM Forum Meetings. The focus on training and development of officials will be improved and supplemented by the retention of skilled SCM officials and succession planning.

There is a need to refining of supplier database to include primary and secondary business portfolios, there have been a challenge of local suppliers not willing to do business with the municipality.

Assist with reporting templates to ensure synergy in dealing with same matters by difference directorates and/or departments.

Developing or updating the Standard Operating Procedures (SOPs) on Bid Committees.

The strengthening of controls around the procurements below R30 000, and to establish a guide or framework on the bid/work specification for all procurement below R200 000 within the municipality.

## **PROBLEM STATEMENT**

In terms of this report, it needs to be highlighted that there are still fewer challenges affecting the Supply Chain Management Unit, which include the need for an improved Procurement System, officials within the user-departments being not conversant with procurement regulations, compilation of sound bid/work specifications, upgraded or Municipal Stores that can accommodate both the Receiving and Dispatch Sections of the Logistics Management.

## **COST CONTAINMENT**

The Council of Bitou Municipality has reviewed the Cost Containment Policy on 31 May 2023. The SCM Unit refers to the said Policy when expediting the procurement of goods and services.

## **RECOMMENDED BY THE MUNICIPAL MANAGER**

1. That Council take note of the Annual Supply Chain Management Implementation Report for the period 01 July 2022 to 30 June 2023.
2. That the report be made public in accordance with Section 21 (a) of the Municipal Systems Act.

## **RECOMMENDED BY THE FINANCE AND CORPORATE SERVICES PORTFOLIO COMMITTEE**

1. That Council take note of the Annual Supply Chain Management Implementation Report for the period 01 July 2022 to 30 June 2023.
2. That the report be made public in accordance with Section 21 (a) of the Municipal Systems Act.

## **RECOMMENDED BY THE EXECUTIVE MAYOR**

*To be tabled at the Special Council meeting*

## Section 2: Finance

ITEM C/2/150/08/23

### FINAL ANNUAL BUDGET: 2023/24 TO 2025/26 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) OUTCOMES LETTER: BITOU MUNICIPALITY

**Portfolio Comm:** Finance and Corporate Services  
**File Ref:** 9/1/3/4

**Demarcation:** All Wards  
**Delegation:** Council

**Attachment:** Annexure “A” – Final Budget Outcomes Letter 2023/24: Bitou Municipality

**Report from:** Acting Director: Financial Services

**Date** 15 August 2023

#### **PURPOSE OF THE REPORT**

The purpose of this report is to inform Council of the 2023/24 Final Budget outcome letter received from Provincial Treasury after approval.

#### **BACKGROUND/DISCUSSION**

In terms of Section 24 subsection (3), it states that after the approval of the Annual Budget, the Accounting Officer must submit the approved annual budget to National and the relevant Provincial Treasury in electronic or written format. The Provincial Treasury performed an analysis of the final budget and the results are included in the attached letter.

The main concern raised by the Provincial Treasury is that the Municipality must, as part of the Mid-year adjustment budget, correct the Debt Impairment by accounting for the reversal when we write off the Bad Debts, because it misaligns the budgetary data with the data strings, we previously incorrectly accounted for the transaction in the data strings submission.

The correction of the data strings has no bearing on the main budget schedules originally approved by Council in May 2023.

#### **FINANCIAL IMPLICATIONS**

None

#### **RELEVANT LEGISLATION**

The Municipal Finance Management Act – No. 56 of 2003 Section 28 Municipal Adjustment Budget. Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations (MBRR)

## Section 2: Finance

### **RECOMMENDED BY MUNICIPAL MANAGER**

That Council take note of outcome letter for the 2023/24 Final Budget.

### **RECOMMENDED BY THE FINANCE AND CORPORATE SERVICES PORTFOLIO COMMITTEE**

That Council take note of outcome letter for the 2023/24 Final Budget.

### **RECOMMENDED BY THE EXECUTIVE MAYOR**

*To be tabled at the Special Council meeting*



**Western Cape  
Government**

Provincial Treasury

**Mr K Roman**

Local Government Budget Office

Keith.Roman@westerncape.gov.za | Tel: 021 483 5434

Reference number: PTR 13/5/2/25

Private Bag X9165  
CAPE TOWN  
8000

The Municipal Manager  
Bitou Municipality  
Private Bag X1002  
PLETTENBERG BAY  
6600

For attention: Mr Memani

## **PROVINCIAL TREASURY REVIEW AND FEEDBACK: FINAL BUDGETS - 2023/24**

### **1. INTRODUCTION**

- a) Section 5(3) of the Municipal Finance Management Act (Act 56 of 2003) (MFMA) requires Provincial Treasury (PT) to fulfil its monitoring role over the financial affairs of municipalities and to promote the objectives as encapsulated in section 5(2) of the Act. In this regard a provincial treasury must monitor the preparation by municipalities in the province of their budgets.
- b) When preparing the annual budget, the mayor of a municipality must consult the relevant provincial treasury, and when requested, the National Treasury (NT) and any national or provincial organs of state, as may be prescribed.
- c) During April/May of this year, the Western Cape Government (WCG) conducted the Strategic Integrated Municipal Engagements (SIME) engagements with the municipalities in the Province during which our comments on the tabled 2023/24 MTEF budget and associated documents were presented to yourself and the management team of the Municipality.
- d) The municipal council is 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 budget.
- e) The feedback on the final budget of the Municipality is intended to facilitate and close the SIME process.

## 2. STRUCTURE OF THE REVIEW AND FEEDBACK

The review of the final budgets of municipalities are mainly conducted to ensure the comments of the WCG have been taken into account and was tabled in council by the mayor as required by the MFMA. The review focuses on key main areas and the feedback on the final budget is provided under each of these main areas.

### 2.1 Conformance

The conformance assessment highlights compliance by the **Bitou Municipality** with the MFMA and Municipal Budgeting and Reporting Regulations (MBRR) as follows:

Compliance	Yes/No
The final budget was considered for approval by Council at least 30 days before the start of the budget year and subsequently approved before the start of the budget year in accordance with sections 16 and 24 of the MFMA. The Municipality approved the final budget on <b>29 May 2023</b> .	Yes
All the relevant A-Schedules and supporting schedules were fully completed. (If no list incomplete schedules)	Yes
The approved budget and supporting documents were placed on the municipal website in accordance with section 75 of the MFMA.	Yes
The Municipality adopted all of its policies in council. (If no, list incomplete policies)	Yes
The Municipality submitted its budget schedule in the required mSCOA format version 6.7.	Yes

a) The data strings submission status for the Municipality as at 29 May 2023 is as follows:

MSCOA - Summary - Upload and Segment Validation	
	Financial, Year
	2024
	SUBMISSIONCODE
	TABB PRTA ORGB PROR
Demarcation Description	Demarc Code
Province : WESTERN CAPE ( WC )	
Bitou	WC047

Source: NT LG Data Base June 2023

- a) The mSCOA data string compliance indicates that the Municipality submitted all the financial and non-financial data strings for the period to-date. However, variances were noted between the municipal A-schedules and the data strings (ORGB) submitted to the NT database. Differences were noted between budget tables A6 (Budgeted financial position), A7 (Budgeted cashflow statement), A8 (Cash backed reserves/accumulated surplus reconciliation) and A9 (Asset Management) of the A schedules. As such, it is critical that the Municipality improves its balance sheet and cash flow budgeting to provide accurate cash flow information in terms of the data strings submitted.
- b) A number of engagements have taken place between the Municipality and Provincial Treasury to resolve the discrepancies between the municipal A schedules and the ORGB data strings, but this could not be achieved before the closure of the LG Upload portal on 1 July 2023 for the submission of ORGB data strings. The Municipality will only be able to correct the errors in the ORGB data strings during the mid-year adjustments budget process in February 2024.

## 2.2 Economic and Financial Sustainability

### 2.2.1 Sustainable Economic Development

- a) A comparison of the strategic allocations in the tabled and approved operational budget, as per support schedule SA5, indicates that the priorities remain largely unchanged, with the largest allocations (65.4 per cent) towards basic service delivery. The strategic allocations to the capital budget are similarly biased towards basic service delivery with an increase of 4.3 per cent between the tabled and the approved budget, which will contribute to economic sustainability within the Bitou area. The Provincial Treasury furthermore notes that the increase in capital expenditure will be funded by an increase in borrowing of R5.7 million (14.4 per cent) and a reduction of internally generated funds of R1.280 million (4.1 per cent).
- b) The Municipality's re-assessment of its capital budget expenditure, in response to the SIME assessment are noted, however financial sustainability, especially in terms of the additional borrowing, could be considered. Capital expenditure performance should be monitored closely and remain on target.
- c) In terms of the approved budget's alignment to the strategy, the largest portion of operating and capital expenditure, 65.4 per cent and 97.3 per cent respectively, are allocated to the basic service delivery strategic objective, however only 47 per cent of key performance indicators and targets in the approved SDBIP are assigned to this strategic objective which does not align well with the budget.

### 2.2.2 Revenue and Expenditure Analysis and Risk

#### 2.2.2.1 Revenue and Expenditure Management

**Table 1 Summary of the 2023/24 Approved Budget**

Bitou	MEDIUM TERM REVENUE & EXPENDITURE FRAMEWORK					
Description	2023/24	2023/24	2024/25	2024/25	2025/26	2025/26
R thousand	Budget Year +0	Treasury Calculation	Budget Year +1	Treasury Calculation	Budget Year +2	Treasury Calculation
Total Operating Revenue (excluding capital transfers and contributions)	901 055	901 055	1 056 980	1 056 980	1 118 902	1 118 902
Total Operating Expenditure	900 274	719 384	987 398	1 080 393	1 031 236	1 132 784
Surplus/(Deficit)	780	181 670	69 582	(23 412)	87 667	(13 882)
Non Cash Items						
Depreciation & asset impairment	40 059	40 059	42 062	42 062	43 324	43 324
A4: Total Operating Budget Restated Result	40 839	221 729	111 644	18 649	130 990	29 442
A5: Total Capital Expenditure	109 432	109 028	89 041	115 128	93 397	106 440
Funded by:						
Transfers recognised - capital	34 335	33 931	25 421	51 508	27 097	40 140
Borrowing	45 150	45 150	36 320	36 320	42 300	42 300
Internally generated funds	29 947	29 947	27 300	27 300	24 000	24 000
A7 - Cash/cash equivalents at the year end:	52 520	2 683	121 895	69 566	155 949	145 254
A8 - Surplus / (shortfall) after application of cash and investments	(73 161)	22 270	(10 427)	9 616	(7 700)	17 799
BUDGET FUNDING POSITION	FUNDED		FUNDED		FUNDED	

Source: Bitou Consolidated A1-Schedules – 2023/24 MTREF Approved Budget



- a) The Municipality's approved budget has been assessed as Funded for the 2023/24 MTREF period. However, the credibility of the Municipality's data strings remains a concern due to the misalignments between the data strings and the A1 schedules tabled in council. The Municipality must use their adjustment budget to resolve the technical differences in the treatment of debt impairment and irrecoverable debt between the Municipality (GRAP) and the Treasury assessment (MFMA Funding compliance guideline) in order to ensure that future Treasury assessments confirm that the budget is funded.
- b) The approved budget reflects that the Municipality budgeted for an operational surplus for the 2023/24 financial year. The 2023/24 approved budget provides for R901.06 million operating revenue, R900.27 million operating expenditure whilst the capital budget of R109.43 million will be funded from a combination of grants, external loans and internally generated funds amounting to R34.34 million, R45.15 million and R29.95 million respectively.
- c) The operating surplus in the approved 2023/24 MTREF budget decreased by R1.06 million when compared to the draft tabled budget in March 2023. For the outer years, the Municipality adopted operating surplus budgets of R69.58 million and R87.67 million respectively.
- d) The Municipality kept most of the tariff increases for services above the headline Consumer Price Index (CPI) band of 3 – 6 per cent and the recommended guide as per MFMA Circular No. 123. The following changes were noted in the approved 2022/23 MTREF budget when compared to the tabled budget:
- e) The proposed electricity tariff increase was amended from 15.65 per cent in the draft budget to 15.1 per cent in the approved budget as per the NERSA approved guideline. The projected revenue budget was reduced by R568 000 to accommodate the slight decrease in the approved electricity tariff.
- f) Property rates tariffs remained unchanged at 7.2 per cent in the approved budget with the property rates revenue budget increasing by 17.7 per cent for the 2023/24 financial year.
- g) Water and wastewater charges remained unchanged at 6.8 per cent in the approved budget. The Municipality budgeted for a 4.5 per cent revenue growth from water services, and a 4.4 per cent decrease in wastewater revenue.
- h) The refuse services tariff increase remained unchanged at 17.2 per cent in the approved budget, the budgeted refuse revenue growth is projected to increase by 31.6 per cent. Provincial Treasury notes the Municipality's effort to ensure that the service will not be compromised by ensuring the cost of providing the service as well as the Municipality's contribution to the Garden Route Landfill site is factored into the tariff.
- i) The amendments to the revenue budget are noted. The Municipality anticipated a net increase of R1.82 million in its revenue budget which can mainly be attributed to an increase in gains on disposal of assets.
- j) The Municipality based the 2023/24 financial year final budget on a collection rate of 90 per cent which is well below the NT recommended norm of 95 per cent. A lower collection rate than the norm could lead to the Municipality having liquidity and financial sustainability challenges. The Municipality should strive to increase its collection rates to the 95 per cent norm to be less reliant on grant funding and improve its liquidity ratio.

- k) The operating expenditure budget is projected to slightly increase by R2.88 million for the 2023/24 financial year from the tabled budget. The increase in employee related cost, transfers and subsidies, operational cost is offset by the decrease in contracted services and interest charge.
- l) Employee related costs constitutes 37 per cent of the total operating expenditure budget for 2023/24 financial year. The Municipality is reminded that the NT recommended norm for employee related costs is between 25 - 40 per cent. Employee related costs are projected to increase by 5.4 per cent (and provision of 2.3 per cent notch increase has been made), however the actual expenditure growth is projected at 8.2 per cent.
- m) Bulk purchases are projected to increase by 18.6 per cent for 2023/24, which is in line with the approval by NERSA but does not account for lower consumption due to loadshedding.
- n) Debt Impairment remained unchanged from the tabled budget to the approved budget for the 2023/24 financial year. The Municipality is projecting a 62.4 per cent decrease in debt impairment despite the low collection rate. It is recommended that the Municipality assesses their debt impairment during the 2023/24 financial year and make the necessary amendments during the adjustment budget period.
- o) It was also noted that whilst the Municipality has made a provision for debt impairment and budgeted to write off irrecoverable debt, the Municipality has not considered the reversal of the accumulated provision for debt impairment.
- p) One of the changes on the A1 Schedule in v6.7 was that "Irrecoverable Debts Written Off" is now disclosed separately on Table A4 and "Debt impairment" on Table A4 now accounts for:
- q) Impairment Loss – this should be the current year provision for impairment over the MTREF; and
- r) Reversal of Impairment Loss – this should be the reversal of the provision for debt impairment which has been written off.
- s) Prior to Generally Recognised Accounting Practice (GRAP) the write off of debtors was processed directly against the Accumulated Provision for Impairment. In terms of GRAP the write off needs to be expenses in the Statement of Financial Performance. A second transaction is then required to reverse the Accumulated Provision for Impairment.
- t) The approved capital budget increased to R109.43 million in the approved budget from R50.17 million in the tabled budget as per the ORGB data strings. The revision was mainly due to capital projects relating to the trading services increasing by R47.78 million. The Municipality is commended for aligning the data strings capital expenditure to capital funding sources.
- u) The Municipality intends to take up borrowings to fund the capital budget over the 2022/23 MTREF period. Capital budget funding mix is made up of 31.4 per cent from grants, 41.3 per cent from borrowings and 27.4 per cent from internally generated funds.
- v) The Municipality is reminded of PT Circular Mun No. 7 of 2023: "2022/23 Municipal Roll-over process" indicating the roll over criteria and provision for an escalated process for the infrastructure related conditional grants.
- w) The current cost of living and economic conditions will further strain the Municipality's ability to collect the revenue due as more household may not be able to service their municipal accounts.

### 2.2.2.2 Cash and Liabilities Management

After assessing the cash and liabilities of the final annual budget, Provincial Treasury wishes to draw the Municipality's attention to the following:

- a) The reported current ratios of 1.0:1 (2023/24), 1.20:1 (2024/25) and 1.30:1 (2025/26) indicates that the liquidity of the Municipality increases over the MTREF period. The ratio is below the National Treasury acceptable norm of 1.5 to 2:1.
- b) The liquidity ratios of 0.12:1 (2023/24), 0.28:1 (2024/25) and 0.36:1 (2025/26) is below the National Treasury acceptable norm of 1:1, indicating that the Municipality may not have adequate cash/cash equivalents to settle its short-term debts over the MTREF period.
- c) The debt/gearing ratios of 13.50 per cent (2023/24), 11.1 per cent (2024/25) and 11.00 (2025/26) is within the National Treasury norm acceptable norm of 45 per cent, implying that the Municipality has capacity to increase its borrowings.
- d) The Municipality intend to take up additional borrowings over the MTREF. The Municipality has the capacity to increase funding from borrowings, however, this should be considered within the cash flow requirements of the Municipality. The anticipated debt ratio (total borrowings to total operating revenue) is within the National Treasury norm of below 45 per cent.
- e) The Municipality reported positive closing cash/cash equivalents balances and anticipates a surplus to occur over the MTREF.
- f) With the impact of load shedding and the current economic climate, it is recommended that the Municipality adopts an active cash management approach to maintain sound liquidity for sustainable service delivery.

### 2.3 Budget Verification

All municipalities and their entities had to prepare their MTREF budget directly on the mSCOA financial systems from 1 July 2017. Therefore, the budget verification process has fallen away as the responsibility now lies with the Municipality to ensure that the data is an accurate reflection of the state of municipal finances **BEFORE** submitting the data strings to the NT database.

National Treasury annually publishes all approved municipal budgets on its website and will only make use of the data collected from the mSCOA data strings submission as prescribed. Therefore, it is imperative that the Municipality ensures alignment of the mSCOA budget data strings to the budget adopted by Council prior to submission to NT. This, also places the responsibility on municipality to ensure that –

- budgets are accurately locked into the financial system;
- each transaction is accurately recorded on a daily base;
- data collected from sub-systems is accurately represented in the General Ledger (GL);
- at the end of the reporting period, all reconciliations are done, sub-systems are in balance and the Municipal Manager and CFO agrees with the figures as presented in the Schedule C and other management reports or dashboards;
- the reporting period is CLOSED for further transactions; and
- the data string for the period is produced directly out of the financial system and uploaded using the LG Upload Portal.

### 3. CONCLUSION

The Municipality adhered to the timeframes provided in the MFMA and the MBRR regarding the approval of the budget, which was also timeously placed on the municipal website and submitted to PT. The Municipality is commended for the full completion of its main and supporting schedules.

The final budget is not a significantly different version of the tabled budget and hence our comments provided during the SIME engagement with the Municipality remains the main point of reference.



**MS N RINQUEST**

**DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE**

**DATE:** 31 July 2023

Cc: Chief Financial Officer, Bitou Municipality

## mSCOA Segments use analysis

## mSCOA Segments Use Analysis

NT MFMA Circular No.122 states that the credibility and accuracy of the data strings must be verified by municipalities before submission as the data strings submitted will be used as the single source for all analysis and publications in the 2023/24 municipal financial year.

The table below shows a high-level outcome of the mSCOA segments use analysis undertaken by Provincial Treasury on the Municipality's ORGB data strings for the 2023/24 financial year. Provincial Treasury has shared the ORGB segment use analysis tools with the Municipality, with the goal of assisting municipalities in examining their data and determining if the information is appropriately classified across all segments.

mSCOA Western Cape ORGB Segment Analysis - Bitou		
No	Segment	ORGB
<b>1</b>	<b>Project Segment</b>	
<b>1.1</b>	<b>Maintenance</b>	Adequately used the Project Operational Maintenance available options
<b>1.1.1</b>	<b>Corrective Maintenance</b>	
1.1.1.1	Planned	Budget Allocated - Adequately used Planned Maintenance
1.1.1.2	Emergency	Budget Allocated - Predominantly used Emergency Maintenance
<b>1.1.2</b>	<b>Preventative Maintenance</b>	
1.1.2.1	Condition Based	Budget Allocated - Moderately used Preventative Maintenance
1.1.2.2	Interval Based	Budget Allocated - Predominantly used Preventative Maintenance
<b>1.2</b>	<b>Typical Work Streams</b>	Adequate use of available options.
<b>1.3</b>	<b>Municipal Running Costs</b>	Adequate use of Municipal running cost project.
<b>1.4</b>	<b>Default</b>	Adequate use of the available options under the Project default. Project default must be used to classify revenue and the Municipality has used this option for their revenue.
<b>2</b>	<b>Fund Segment</b>	
2.1	Use of Fund Segment	Adequate use of the funding segment. The Municipality corrected the funding segment in the Final Budget for water services. However Property rates is was not corrected. FBS is still funded by property rates levies. Its also noted the Municipality used Equitable share to fund employee related cost.
<b>3</b>	<b>Function Segment</b>	
3.1	Use of Function Segment	Substantial use of available options. However, the function segment is not balancing to zero since some represent a gain and others reflect a loss.
<b>4</b>	<b>Costing Segment</b>	
4.1	Use of Costing Segment	Not compliant with MFMA circular no 112. The Municipality continued to use default segment.
<b>5</b>	<b>Region Segment</b>	
5.1	Use of Region Segment	The Municipality predominantly used Whole of the Municipality for revenue items.
<b>6</b>	<b>Item Segment :</b>	
6.1	Property Rates	Total Revenue in A4 is aligned to monthly billing in the A6. The Municipality used correct items under Monthly Billing in A6
6.2	Service Charges	Adequate use of the available options.
6.3	Fines	The Municipality adequately split the fines revenue amongst the different Functions, with the majority relating to Police Forces, Traffic and Street Parking Control
6.4	Employee Related Costs	
6.4.1	Senior Management	Aligned with the supporting tables in under SA23
6.4.2	Municipal Staff	Aligned with the supporting tables in SA23
6.5	Councillors Remuneration	Aligned with the supporting tables in under SA23
6.6	Bulk Purchases	Appropriately used the available options
6.7	Communication	Appropriately used the available options
6.8	Debt Impairment	Appropriately used the available options.
<b>7</b>	<b>Contracted Services</b>	
7.1	Outsourced	Appropriately used the available options
7.2	Consultants and Professional Services	Appropriately used the available options
7.3	Contractors	Appropriately used the available options
<b>8.</b>	<b>Other Materials</b>	
8.1	Inventory Consumed	Inventory consumed is not reconciling with the inventory account issued.
8.2	Water Inventory	No budget for water inventory - The Municipality does not purchase water from the Water Authorities.

## Section 2: Finance

ITEM C/2/151/08/23

### 1ST ADJUSTMENT BUDGET – ADJUSTMENT BUDGET OF THE 2023/24 MTREF

**Directorate:** Finance & Corporate Services **Demarcation:** All Wards  
**File Ref:** 9/1/3/4 **Delegation:** Council

**Attachment:** Annexure “A” – Adjustment Budget Report  
Annexure “B” – B Schedule  
Annexure “C” – Quality Certificate  
Annexure “D” – Adjusted Capital Programs  
*(Annexure A – D to be circulated separately)*

**Report from** Acting Director: Financial Services

**Date** 22 August 2023

### **PURPOSE OF THE REPORT**

To adjust expenditure regarding the 2023/2024 MTREF as per Section 28 of the MFMA

### **BACKGROUND/DISCUSSION**

In terms of section 28 of the MFMA a municipality may revise an approved annual budget through an adjustments budget. Furthermore, according to Section 28(2)(e), an adjustment budget may authorize the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council. Only the Mayor may table an adjustments budget in the municipal council, and it may only be tabled within prescribed limitations as to timing or frequency.

### **LEGAL REQUIREMENTS**

The Municipal Finance Management Act – No. 56 of 2003 Section 28. Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations (MBRR)

### **FINANCIAL IMPLICATIONS**

Financial implications are attached on the attached budget schedules as per Annexure A

### **RELEVANT LEGISLATION**

The Municipal Finance Management Act – No. 56 of 2003 Section 28 Municipal adjustment budgets. Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations (MBRR)

## **Section 2: Finance**

### **RECOMMENDED BY THE MUNICIPAL MANAGER**

1. That the 1st Annual Adjustments Budget of Bitou Municipality for the financial year 2023/2024, be approved as follows:
  - a) Table B2: Adjustments Budget Financial Performance (expenditure by standard classification)
  - b) Table B3: Adjustments Budget Financial Performance (expenditure by municipal vote)
  - c) Table B4: Adjustments Budget Financial Performance (revenue by source)
  - d) Table B5: Adjustments Budget Capital Expenditure for both multi-year and single year by vote, standard classification and funding
  - e) Table B6: Budgeted Financial Position
  - f) Table B7: Budgeted Cash Flow
  - g) Table B8: Cash backed reserves/Accumulated surplus reconciliation
  - h) Table B9: Asset Management
  - i) Table B10: Basic service delivery measurement
  - j) Supporting Tables SB1 – SB 20
2. That the Departmental Service Delivery Budget Implementation Plan be reviewed within directorates where applicable.
3. That the Adjustments Budget be submitted to the authorities and in the format as required by law.

### **RECOMMENDED BY THE EXECUTIVE MAYOR**

*To be tabled at the Special Council Meeting*