



NOTULES VAN DIE / MINUTES OF THE

RAADSVERGADERING VAN DIE CEDERBERG MUNISIPALITEIT SOOS GEHOU OP

08 DESEMBER / DECEMBER 2016

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COUNCIL MEETING OF THE CEDERBERG MUNICIPALITY, HELD ON

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**MINUTES OF THE COUNCIL MEETING OF THE CEDERBERG MUNICIPALITY HELD ON
08 DECEMBER 2016 IN THE COUNCIL CHAMBER AT 2A VOORTREKKER STREET,
CLANWILLIAM.**

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PRESENT AND IN ATTENDANCE:

As per the attendance registers copied into the minutes after the final item:

ABSENT WITHOUT APOLOGY:

1. OPENING

Rules of Order for Internal Arrangement

PART 3: MEETINGS

4. Commencement of meetings of Council

- 4.1 The meeting must commence precisely at a time it is convened for.
- 4.2 The Speaker must assume the chair provided that a quorum is constituted.
- 4.3 The business of the meeting must be outlined at the onset.

5. Quorum

- 5.1 The presence of a majority of the members constitutes a quorum.
- 5.2 In the event that no quorum is present at the time at which the meeting was convened, the commencement of the meeting may be delayed for no longer than 30 minutes on the basis that no quorum exists.
 - 5.2.1 Should a quorum exist within this period, the Speaker must assume the chair immediately upon establishing that the quorum exists.
 - 5.2.2 Should no quorum continue to exist at the end of this period, the meeting must be adjourned by the Speaker to an alternate date, time and if applicable venue at his/her discretion., In this instance, the names of members present must be recorded.
- 5.3 In the event that there is no quorum and the Speaker is absent, the commencement of the meeting must be delayed for no more than 30 minutes and if there is no quorum at the end of this period, the meeting shall be cancelled. In this instance, the municipal manager must record the names of the members present.
- 5.4 A quorum is to be sustained during the course of proceedings of a meeting. Should there be a lack of quorum subsequent to the commencement of the meeting, the Speaker must suspend the proceedings until a quorum is again present, provided that if after 10 minutes there is still no quorum the speaker must adjourn the meeting.
- 5.5 In any instance when a meeting is adjourned as a result of the absence of a quorum, the time of such adjournment, as well as the names of the members present, must be recorded in the minutes.
- 5.6 Names of absentee members are to be recorded and provided by the Speaker to the committee established in terms of section 6 for the purposes of an investigation of a breach of these rules.

The Chairperson, Cllr. W Farmer called the meeting to order and welcomed all present. Mr. A Titus opened the meeting with a prayer.

1.1 Announcement of Councillors birthdays

None / Geen

2. ELECTION OF (ACTING) SPEAKER, IF NECESSARY
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N/A

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Rules of Order for Internal Arrangement

Part 3

7. Leave of absence

- 7.1 Leave of absence may be obtained from Municipal Council by a member who wishes to absent himself or herself from meetings. Should a member be prevented from obtaining leave of absence based on special circumstances, the Speaker has the discretion to grant such leave.
- 7.2 A written application for leave of absence from a meeting of the Municipal Council or a Committee must be addressed to the Speaker by the Member applying for leave.
- 7.3 Written applications include emails sent to the Speaker.
- 7.4 In certain instances, the granting of applications for leave is deemed. These instances include:
 - 7.4.1 the Member is acting on behalf of the Municipal Council on other matters elsewhere based on instructions of Council or the Mayor.
 - 7.4.2 the Member is required to remove himself/herself from a meeting by the Municipal Council, Mayor or Committee in circumstances envisaged in item 3(b) of Schedule 1 to the Systems Act, or the member recuses him/herself.
- 7.5 The Speaker may also grant leave of absence to a member for the following reasons:
 - 7.5.1 illness or any other valid reasonable reason making it impossible for the member to attend;
 - 7.5.2 business, personal commitments, or personal circumstances of the member.
 - 7.5.3 The failure to deliver notice of a meeting or the delivery of notice less than 72 hours prior to commencement provided that this does not relate to an ordinary meeting of the Council or Committees or changes of addresses of members.
 - 7.5.4 The lack of informing the Municipal Manager of a revised address for the service of documentation at least 7 days before the relevant meeting;
 - 7.5.5 Where circumstances envisaged in item 3(b) of the Code of Conduct for Councillors in Schedule 1 to the Systems Act occur which prevent the Member from attendance;
 - 7.5.6 Other circumstances where the member is prevented from attending the meeting.

3.1 A blank Application for Leave of Absence form is enclosed

- Cllr. D Smith

3.2 The Attendance Registers will be available at the meeting

Rules of Order for Internal Arrangement

Part 3

6. Attendance at meetings

- 6.1 An attendance register must be kept in relation to all meetings. Such register is to be signed by every member that attends the meeting/s.
- 6.2 Instances when a member may be absent from a meeting include the following:
 - 6.2.1 upon leave of absence being granted in terms of rule 7; and
 - 6.2.2 upon withdrawal on the basis of a legal requirement.

4. INTERVIEWS WITH OR PRESENTATIONS BY DEPUTATIONS

Rules of Order for Internal Arrangement

Part 6

6. Deputations

Should deputations seek an interview with council, the municipal manager must be provided with ten working days written notice of the intent of the deputation with details of the representations that are to be made as well as its source. The notice must be submitted to the Speaker by the Municipal Manager with recommendations and comments. The Speaker has the discretion to then grant the interview and instate conditions.

Geen / None

5. CONFIRMATION OF MINUTES

Rules of Order for Internal Arrangement By-Law 2013 (Provincial Gazette 7118 dated 12 April 2013)

Part Four

1. Minutes

- 1.1 Minutes of the proceedings of meetings must be recorded in writing in a minute book;
- 1.2 Such minutes shall be compiled in printed form and be confirmed by the council at the following meeting of Municipal Council and signed by the speaker.
- 1.3 The minutes shall be deemed to have been read for the purpose of confirmation provided a copy thereof was sent to each member within a reasonable period prior to the following meeting.
- 1.4 Discussions or motions in relation to the accuracy of minutes shall be entertained. No further discussion or motions in relation to any other matters forming part of the minutes shall occur.
- 1.5 Minutes shall consist of recordings of all business discussed as well as the names of members that were in attendance, absent, and granted leave of absence.
- 1.6 Should any member have requested that there dissent, abstention or support be recorded during voting, these are to be recorded in the minutes.
- 1.7 Audio recordings of all meetings of Municipal Council must be kept for a period of three years for administrative purposes.

5.1 RESOLVED

That in respect of the

CONFIRMATION OF MINUTES

Discussed by Council at the Council Meeting held on 08 December 2016:

as the Minutes of the Council Meeting held on 31 October 2016 were sent to each Councillor, at least 48 hours prior to the meeting, the Minutes of the Council Meeting held on 31 October 2016 be taken as Read and Confirmed;

Proposed: Cllr. J Meyer

Seconded: Cllr. R Pretorius

6. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER

Geen / None

7. STATEMENTS AND COMMUNICATION BY THE EXECUTIVE MAYOR

Geen / None

8. REPORT BY THE EXECUTIVE MAYOR ON DECISIONS TAKEN BY THE EXECUTIVE MAYOR, THE EXECUTIVE MAYOR TOGETHER WITH THE DEPUTY EXECUTIVE MAYOR AND THE EXECUTIVE MAYOR TOGETHER WITH THE MAYORAL COMMITTEE

Rules of Order for Internal Arrangement

Part 5

9. REPORTS OF THE MAYOR

- 9.2 Debate must be allowed by the Speaker in accordance with the rules relating to debate contained herein. Decisions made by the Mayor by way of delegated authority and those made by the Mayor and Mayoral Committee may be debated upon should consent be granted by the Mayor to the Speaker. A member shall request in writing such debate at least 24 (twenty four) hours prior to the meeting. Such request must be issued to the Speaker. The business of meetings of the Council will appear in the following order on the agenda.

The Executive Mayoral Committee resolved on 08 December 2015 as follows:

1. The Executive Mayor reports to the municipal council on all decisions taken by the Executive Mayor (excluding Special Council Meetings).
2. The reports of the Executive Mayor shall be for information and nothing by council and no debate, question, motions, points for information, clarity or points of order on the report shall be allowed save where motions or questions are raised in compliance with the provisions of the Council's Rules of Order.

RESOLVED

That in respect of the

REPORT BY THE EXECUTIVE MAYOR ON DECISIONS TAKEN BY THE

EXECUTIVE MAYOR, THE EXECUTIVE MAYOR TOGETHER WITH THE DEPUTY

EXECUTIVE MAYOR AND THE EXECUTIVE MAYOR TOGETHER WITH THE

MAYORAL COMMITTEE

Discussed by Council at the Council Meeting held on 08 December 2016:

- a) That Council takes cognisance and approve the reports by the Executive Mayor.

Proposed: Cllr. B Zass
Seconded: Cllr. R Witbooi

9. MATTERS FOR CONSIDERATION

Rules of Order for Internal Arrangement

Part Four:

2. DECISIONS AND VOTING

- 2.1 In the event that the Speaker enquires from the attendees at a meeting if they are in agreement with recommendation/s and there is no opposition by any member present, recommendations are adopted.
- 2.2 The Speaker must put every apposed motion to the vote by calling upon the members to indicate by a raising of hands unless otherwise prescribed by law, whether they are in favour of or against such motion. The result of the vote must thereafter be declared by the Speaker.
- 2.3 The number of members voting in favour of or against an item, is to be recorded in the minutes. Members may abstain from voting without leaving the meeting and may request that his/her abstention be recorded in the minutes of that meeting. Consequently, subsequent to the speaker's declaration of the result, a member may demand that his or her opposition or support of a decision be recorded in the minutes and the Municipal Manager must accordingly arrange for the same.
- 2.4 All decisions must be taken by a supporting vote of the majority of the members present at any meeting of the Council.
- 2.5 The Municipal Council must reconsider a decision taken if the majority of members lodge a request in writing with the Municipal Manager. This shall apply unless such reconsideration adversely affects existing rights. Motions for the reconsideration of decision must be submitted in terms of Rule 5 of the Rules of Order.
- 2.6 Notwithstanding the provision of this Rule, the Council may at any time following a recommendation by the Mayor, rescind or amend any resolution passed by it.

Part 5

4. Councillor to address chair

A member who speaks at a meeting must address the chair.

Part 5

16. Order of priority

- 16.1 The Speaker must ensure that there is maintenance of order. To this end, the Speaker may, if he / she deems it necessary, at any time in a meeting direct an officer to remove or cause the removal of any person, excluding a member, from the Council Chamber. The Speaker may also direct that the public gallery be vacated.
- 16.2 The removal of any person or persons who refuse to carry out any reasonable instruction given by the Speaker or obstructs the carrying out of such instruction may be ordered by the Speaker.

Part 5

3. Precedence of the Speaker

Silence must be observed by all present in meeting when the Speaker addresses meetings in order for the Speaker to be heard without interruption. Whenever the speaker addresses the meeting, all members must be silent so that the speaker may be heard without any interruption. Council must be addressed by members through the Speaker.

13. Relevance

Speeches by members must address the subject or matter under discussion or to an explanation or to a point of order. In this regard, no discussion shall be tolerated in relation to the anticipation of any matter on the agenda or in respect of any matter in respect of which a decision by a judicial or quasi-judicial body or a commission of inquiry, whether instituted in terms of legislation or not, is pending, provided that such matter may be considered with the permission of Council.

Part 5

5. Right to speak

A member is provided with an opportunity to speak with the permission of the Speaker only once for no longer than 5 (five) minutes on a matter before the meeting unless authorised by the Chairperson.

A member is entitled to speak once on any recommendation, motion or proposal, provided that the Mayor or Member may reply to conclude a debate and shall restrict himself/herself to answering previous speakers rather than the introduction of new matters.

Prior to the consideration of any item contained in the report of the mayor in reply to a specific question or during discussion of the same, the Speaker shall permit the Mayor, MMC or Chairperson of the Committee in terms of section 79 and 80 of the Local Government Municipal Structures Act 117 of 1998 who made the proposal in terms of rule 9 or rule 14 of part 5 of these Rules to make an explanatory statement.

6. Length of speeches

- 6.1 A member may (unless authorised otherwise by the Speaker) only speak once to-
 - 6.1.1 the matter and any amendments to that matter that is before the council;
 - 6.1.2 any motion before the council;
 - 6.1.3 to a matter or an amendment proposed or to be proposed by himself or herself;
 - 6.1.4 a point of order or a question of privilege, unless authorised by the speaker or as provided for in terms of these rules.
- 6.2 No new matters may be introduced by a mover that speaks to a motion and replies to previous speakers in a debate. The right of reply shall not extend to the mover of an amendment which, having been carried, has become substantive motion.

9.1 Items submitted by Officials of Council

**9.1.1 TOP LAYER SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN
(SDBIP) FOR**

THE FIRSTH QUARTER (01JULY – 30 SEPTEMBER 2016)

Ref: 15/5/1/1

Acting Director Corporate and Strategic Services: H

Witbooi

Compiled: O. France

PURPOSE

Herewith to inform Council about the first quarter performance report (Top Layer SDBIP: July - September 2016) as part of the obligation arising from section 52 of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

APPLICABLE LEGISLATION

- Section 52 of the Local Government: Municipal Finance Management Act, 2003.

PERSONNEL IMPLICATIONS:

NONE

FINANCIAL IMPLICATIONS

NONE

COMMENTS WITH SECTION 57 MANAGERS

Acting Municipal Manager:	Support Recommendation
Director Community Services:	Support Recommendation
Director Financial Services:	Support Recommendation
Director Technical Services:	Support Recommendation

RECOMMENDATION:

That in respect of the

**TOP LAYER SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) FOR
THE FIRSTH QUARTER (01JULY – 30 SEPTEMBER 2016)**

discussed by Council at Council Meeting held on 08 December 2016:

- a) That Council take cognisance of the content of the SDBIP report for the first quarter.

RESOLVED

That in respect of the

**TOP LAYER SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) FOR
THE FIRSTH QUARTER (01JULY – 30 SEPTEMBER 2016)**

discussed by Council at Council Meeting held on 08 December 2016:

- a) That Council take cognisance of the content of the SDBIP report for the first quarter.

9.1.2

DECLARATION OF INTEREST FOR COUNCILLORS

Ref:3/1/11

Matthyse

Goeieman

Municipal Manager: GF

Compiled: J

PURPOSE

To submit to the Council the disclosures of financial interests procedural code for Councillors for approval.

BACKGROUND

Schedule 1, Section 7 as well as Schedule 2, Section 5A of the Municipal Systems Act states that when a councillor is elected or appointed or a person appointed in terms of section 56 or a municipal manager, he or she must within 60 days declare in writing to the municipal manager or the chairperson of the municipal council the following financial interests held:

- shares and securities in any company;
- membership of any close corporation;
- interest in any trust;
- directorships;
- partnerships;
- other financial interests in any business undertaking;
- employment and remuneration;
- interest in property;
- pension; and
- subsidies, grants and sponsorships by any organisation.

Any change in the nature or detail of the financial interests of any councillor or official must be declared in writing to the municipal manager or to the chairperson of the municipal council annually. **The municipal council must determine which of the financial interests referred in the abovementioned list must be made public, having regard to the need for confidentiality and the public interest for disclosure.**

FINANCIAL IMPLICATIONS:

Yes

PERSONNEL IMPLICATIONS:

Internal Audit Department

LEGISLATIVE IMPLICATIONS:

Municipal Systems Act, 2000 (No. 32 of 2000),
Code of Conduct for Councillors

RECOMMENDATION

That in respect of the

DISCLOSURES OF FINANCIAL INTERESTS FOR COUNCILLORS

discussed by the Council at the Council meeting held on 08 December 2016:

1. The Council to take note of the Financial interests to be disclosed even if they incurred for only part of the year as per the Annual Report directive from National Treasury;
2. That the Council approve the code on the following basis:
 - a. The Disclosures Financial Interests Register to have a confidential part and a public part;
 - b. Confidential part –
 - i. The value of financial interests in a private or public company;
 - ii. The amount of any remuneration for any employment outside Council;
 - iii. The amount of any remuneration for any directorate or partnership;
 - iv. Address of private residence;
 - v. The value of any pension and any amount paid;
 - vi. Details of all financial interests of a member's spouse, dependents, child or permanent companion to the extent that a members is aware of.
 - vii. No person who has access to the confidential part of the Register, may disclose particulars of any entry in the confidential part except to the Speaker and the Municipal Manager, and also as part of a report in respect of an alleged irregularity or when a court so orders.
 - c. Public part –
 - i. All relevant details other than those in b (i-vii) above, of the registrable interests as for the public interest for disclosure;
 - Councillor name
 - Councillor status
 - Political Party
 - Interests in shares and security company
 - Membership of any closed corporation
 - Interest in any trust
 - Directorships
 - Partnerships
 - Other financial interests in any business undertaking
 - Employment other than Cederberg Municipality

- Interests in property
 - Pension
 - Subsidies, Grants and Sponsorships by any organisation
 - Interest in municipal contracts / suppliers
 - Gifts received above prescribed amount of R 350.00 for Municipal Manager and Directors
 - Gifts received above prescribed amount of R 1 000.00 for Councillors
- ii. Any person has access to the public part of the Register on a working day during office hours at the office of the Municipal Manager in terms of the application procedure as required by the provisions of the Promotion of Access of Information Act.
- d. Councillors, Municipal Manager and Directors to disclose the financial interests annually between 01 July and 31 August; and
- e. Any time when a material change occurs.

RESOLVED

That in respect of the

DISCLOSURES OF FINANCIAL INTERESTS FOR COUNCILLORS

discussed by the Council at the Council meeting held on 08 December 2016:

1. The Council to take note of the Financial interests to be disclosed even if they incurred for only part of the year as per the Annual Report directive from National Treasury;
2. That the Council approve the code on the following basis:
 - a. The Disclosures Financial Interests Register to have a confidential part and a public part;
 - b. Confidential part –
 - (i) The value of financial interests in a private or public company;
 - (ii) The amount of any remuneration for any employment outside Council;
 - (iii) The amount of any remuneration for any directorate or partnership;
 - (iv) Address of private residence;
 - (v) The value of any pension and any amount paid;
 - (vi) Details of all financial interests of a member's spouse, dependents, child or permanent companion to the extent that a members is aware of.

- (viii) No person who has access to the confidential part of the Register, may disclose particulars
 - (ix) of any entry in the confidential part except to the Speaker and the Municipal Manager, and also as part of a report in respect of an alleged irregularity or when a court so orders.
- c. Public part –
- (i) All relevant details other than those in b (i-vii) above, of the registrable interests as for the public interest for disclosure;
 - o Councillor name
 - o Councillor status
 - o Political Party
 - o Interests in shares and security company
 - o Membership of any closed corporation
 - o Interest in any trust
 - o Directorships
 - o Partnerships
 - o Other financial interests in any business undertaking
 - o Employment other than Cederberg Municipality
 - o Interests in property
 - o Pension
 - o Subsidies, Grants and Sponsorships by any organisation
 - o Interest in municipal contracts / suppliers
 - o Gifts received above prescribed amount of R 350.00 for Municipal Manager and Directors
 - o Gifts received above prescribed amount of R 1 000.00 for Councillors
 - (ii) Any person has access to the public part of the Register on a working day during office hours at the office of the Municipal Manager in terms of the application procedure as required by the provisions of the Promotion of Access of Information Act.
- d. Councillors, Municipal Manager and Directors to disclose and update their statuses of financial interests annually and as it occurs, and
- e. Any time when a material change occurs.

Proposed: Cllr. R Pretorius

Seconded: Cllr. B Zass

9.1.3 REPORT: ORGANISATIONAL REVIEW FOR CEDERBERG MUNICIPALITY

Ref:4/1/1/5

Acting Director Corporate and Strategic Services: H Witbooi

DOEL / AIM:

The purpose of this report is to inform Council regarding the process followed to arrive at the organisational structure as approved at the Council meeting of 28 June 2016 (RB9.1.2/28-06-2016).

AGTERGROND / BACKGROUND:

The Cederberg Municipality appointed Agitominds Pty (Ltd) in February 2016, to assist the Municipal Manager in developing the staff establishment for review purposes. The project started on 29 February, after which consultation sessions were conducted with members of Council, the administration and Labour Unions.

The rationale behind the review was the fact that there were too many posts on the previous organogram (500) of which almost 40% were vacant, and would not be filled, as it was not aligned with the budget. Clearly the organogram carried too many vacancies, and those had to be disposed of as soon as possible, even if only to establish a credible organogram that is properly aligned with the budget. The previous structure consisted of four directorates, and it was considered to reduce the service delivery model to three directorates with a regional service delivery model, but after the said structure was considered at a Council meeting on 26 May 2016 (RB9.1.12/26-05-2016), council decided to keep the four directorates and merge it with the Regional service delivery model.

The service delivery model is informed by the IDP (Structure follows strategy) and as a result of the needs emanating from IDP processes since 2010, the regional (Decentralised) service delivery model is preferred to address the needs as reflected in the IDP along with other service delivery benefits like taking decision making closer to the outer towns, a more direct experience and one point of contact for the customer, etc.

Currently the administration functions with a Municipal Manager and three of the four Director positions filled. Even though the structure has been approved by the previous council and implemented on 01 July 2016, the current council must by law, also do a review after the elections and also annually. The need was identified for an organisational structure with four (4) directorates and four (4) Regional Managers to serve the various wards which are widespread over the municipal area.

LEGAL FRAMEWORK

The legal framework for the review of staff establishments in Municipalities is governed by the Local Government: Municipal Systems Act (Act 32 of 2000) incorporating the Local Government: Municipal Systems Amendment Act of 2011 (Act no 7 of 2011). The applicable sections read as follows:

Staff establishments

Sections 66

(1) A municipal manager, within a policy framework determined by the municipal council and subject to any applicable legislation, must

- (a) develop a staff establishment for the municipality, and submit the staff establishment to the municipal council for approval; -*
- (b) provide a job description for each post on the staff establishment;*
- (c) attach to those posts the remuneration and other conditions of service as may be determined in accordance with any applicable labour legislation; and*
- (d) establish a process or mechanism to regularly evaluate the staff establishment and, if necessary, review the staff establishment and the remuneration and conditions of service.*

(2) Subsection (1) (c) and (d) do not apply to remuneration and conditions of service regulated by employment contracts referred to in section 57,

(3) No person may be employed in a municipality unless the post, to which he or she is appointed, is provided for in the staff establishment of that municipality.

(4) A decision to employ a person in a municipality, and any contract concluded between the municipality and that person in consequence of the decision, is null and void if the appointment was made in contravention of subsection (3).

(5) Any person who takes a decision contemplated in subsection (4), knowing that the decision is in contravention of subsection (3), may be held personally liable for any irregular or fruitless and wasteful expenditure that the municipality may incur as a result of the invalid decision."

And

According to the Local Government Managers, Municipal Systems Act regulations on the Appointment and Conditions of Service of Senior Managers, Schedule 2 (Government Notice 21 in Government Gazette 37245, dated 17 January 2014. Commencement date: 17 January 2014.)

A municipal council must –

“(1) Assess the human resources necessary to perform its functions, with particular reference to-

- (a) the number of senior managers required; and*
- (b) the competencies that a senior manager must have.*

(2) assess existing human resources by race, gender and disability, and department with reference to their –

- (a) competencies;*
- (b) training needs; and*
- (c) employment capacities.*

- (3) *plan within the available budgeted funds, including funds for the remaining period of the relevant medium-term expenditure framework, for the recruitment, retention and development of human resources according to the municipality's requirements determined in terms of paragraph (a), which plan must, as a minimum, include –*
- (a) realistic goals and measurable targets for achieving representativeness, taking into account paragraph (b); and
 - (b) targets for the training of senior managers per occupational category and of specific senior managers, with specific plans to meet the training needs of persons historically disadvantaged.

Furthermore, section 2 of Schedule 2 of the abovementioned regulations states the following:

a municipality must at least provide for the following departments on the staff establishment to –

- (a) provide development and town planning services;
- (b) provide public works and basic services to communities;
- (c) provide community services;
- (d) manage the finances of a municipality; and (e) render corporate support services.

From the structure, it is clear that the structure makes functional provision for the abovementioned departments

DISCUSSION

The Municipal area is developing exponentially and the service delivery requirements commands a review of its resource base in particular the human capital allocation in line with the strategic imperatives as outlined in the Integrated Development Plan. A costing has been done regarding the revised staff establishment and submitted to Council on 26 May 2016 (RB9.1.2/26-05-2016)

Job Descriptions and Evaluations will be completed after approval of the organisational structure and submitted to the Job Evaluation Committee towards the end of the first quarter of the new financial year (2016/2017).

The broad principles/ guidelines for the review of the staff establishment on a macro and micro level are summarized as follows:

- 1) The constitutional legislative and executive parameters set out in the organisational policy framework inform the structural design of the organisation of the municipal administration.
- 2) The explicit objective of the amended structure is to allow flexibility in executing the present functional mandate of the municipality and adaptation of the structure to future functional directives and determinations.
- 3) The structural design observed the following organisational guidelines.
 - a. That the Municipality shall within its administrative and financial capacities establish and organize its administration in a manner that would enable the municipality to:
 - i. Be responsive to the needs of the local community.
 - ii. Facilitate a culture of public service and accountability amongst its staff.
 - iii. Be performance orientated and focused on the objects of the local government as set out in section 152 of the Constitution and its developmental duties as required by section 153 of the Constitution.
 - b. Ensure that its political structures, political office bearers and managers and other staff members align their roles and responsibilities with the priorities and objectives set out in the Integrated Development Plan;
 - c. Establish clear relationships, and facilitate co-operation, co-ordination and communications, between all stakeholders/role-players.
 - d. Organise its structures, political office-bearers and administration in a flexible way in order to respond to changing priorities and circumstances;
 - e. The revised staff establishment is designed to optimise the arrangements for conducting the business of the municipality. This was achieved through
 - i. Linking the structure to the strategy of the organisation

- ii. Adapting to the ever changing environment on a political, economic, technological, social and organisational level
- iii. Re-allocation of the human resources configuration to be responsive to the strategic requirements of the municipality.

Macro Structure Design

The organisational design phase consisted of designing a macro and micro organisation structure for the institution. In the Macro design phase the following was considered in addition to the principles above:

- The number of directorates required to optimally deliver services within our resource base
- The organisational best fit of the various functions within those directorates
- The purpose of each of these functions
- Defining the broad Key Performance Areas(KPA's) or goals of each function /directorate
- Identifying and grouping functions to support the respective KPA's
- Defining a macro organisational structure for the municipality

Micro Structure Design

In the micro structure design phase the following additional factors were considered

- The macro organisation structure served as a point of departure for designing the micro organisation structure
- Identification of the applicable functions to support the macro structure and respective KPA's
- Determining the activities associated with each function
- Determining the positions required for service delivery of these functions
- Grouping these positions into logical units
- Provisional classification of new positions for future job evaluation on TASK scales.
- Phasing new positions in priority order

The rationale for the reconfiguration of the Macro structure was done in the context of effective, efficient and economical service delivery, as well as to streamline the organisational structure and cluster functions for a better fit in terms of decision making and execution as well as bringing service delivery closer to the people by providing a point of contact in the three major towns as well as the rural component to address operational issues and community needs and hence resolve issues quicker.

Conclusion

After discussions with members of Council including the Mayoral committee, and having due regard for all the above factors it was decided to recommend a structures to Council whereby the macro structure will consist of a Municipal Manager and a manager reporting directly to the Municipal Manager for each primary line or primary staff function namely:

1. Financial Services;
2. Corporate Services; and
3. Technical Services; and
4. Community Services

The above includes a regional service delivery model which reports to the Technical Services department, taking control of all technical functions per town.

After in-principle approval by Council, the Organisational Structure will serve on the Local Labour Forum for consultation with an envisioned implementation in January 2017.

RECOMMENDATIONS

That Council take note of:

- a. The Alignment of processes with legal prescripts;
- b. The Process Implementation Plan that outlines the process and consultation with relevant stakeholders such as Council, Labour, Mayoral Committee, Management, etc

- c. The decision taken at the Council meeting of 26 May 2016 ((RB9.1.12/26-05-2016) where the Staff establishment has been considered;
- d. The IDP as approved at the same meeting (RB9.1.1/26-05-2016) as it outlines the mandate and service delivery priorities of Council;

AND

That Council

- e. Approve the structure in principle as mentioned above, (Four (4) directorates and a regional service delivery model consisting of four (4) regional managers) and that the following be aligned with the structure:
 - a. SDBIP;
 - b. Budget;
 - c. Performance Contracts;
 - d. Delegation Registers
- f. Approve the composition of the macro structure consisting of a Municipal Manager and a manager reporting directly to the Municipal Manager for each primary line or primary staff function namely:
 - 1. Financial Services;
 - 2. Corporate Services;
 - 3. Technical Services; and
 - 4. Community Services
- g. Mandate the administration to implement the amendments through the service provider AGITO MINDS to reflect the above.
- h. Approve the structure after consultation with the Local Labour Forum in January 2017
- i. Delegate authority to the Municipal Manager to make amendments to the organogram within the scope of the approval by Council, relating to reporting line changes and only within the framework of the approved staff establishment, which means no additional posts to be added or removed.

RESOLVED

That in respect of the

ORGANISATIONAL REVIEW FOR CEDERBERG MUNICIPALITY

discuss by Council at Council Meeting held on 08 December 2016:

That Council take note of:

- a. The Alignment of processes with legal prescripts;
- b. The Process Implementation Plan that outlines the process and consultation with relevant stakeholders such as Council, Labour, Mayoral Committee, Management, etc
- c. The decision taken at the Council meeting of 26 May 2016 ((RB9.1.12/26-05-2016) where the Staff establishment has been considered;
- d. The IDP as approved at the same meeting (RB9.1.1/26-05-2016) as it outlines the mandate and service delivery priorities of Council;

AND

That Council

- e. Approve the structure in principle as mentioned above, (Four (4) directorates and a regional service delivery model consisting of four (4) regional managers) and that the following be aligned with the structure:
 - (i) SDBIP;
 - (ii) Budget;
 - (iii) Performance Contracts;
 - (iv) Delegation Registers
- f. Approve the composition of the macro structure consisting of a Municipal Manager and a manager reporting directly to the Municipal Manager for each primary line or primary staff function namely:
 - 1. Financial Services;
 - 2. Corporate Services;
 - 3. Technical Services; and
 - 4. Community Services
- g. Mandate the administration to implement the amendments through the service provider AGITO MINDS to reflect the above.
- h. Approve the structure after consultation with the Local Labour Forum in January 2017
- i. Delegate authority to the Municipal Manager to make amendments to the organogram within the scope of the approval by Council, relating to reporting line changes and only within the framework of the approved staff establishment, which means no additional posts to be added or removed.

Proposed: Cllr. J Barnard

Seconded: Cllr. B Zass

9.1.4 APPOINTMENT OF AUDIT & PERFORMANCE AUDIT COMMITTEE MEMBERS

Ref: 3/2/2/3 X 3/2/2/3/2

Municipal Manager: GF Matthyse
Compiled: J Goeieman

BACKGROUND

The Municipality is obliged to maintain an Audit Committee as an independent appraisal function according to clause 166 of the Municipal Finance Management Act (MFMA). The combined Performance and Audit Committee should consist of three members whose term of office is for a period of three years. In accordance with clause 14(2)(a) of Local Government: Municipal Planning and Performance Management Regulations of 24 August 2001 a Municipality's Performance Audit Committee must be appointed on an annual basis.

According to Circular 65 of the MFMA dated 12 November 2012, rotation of members is encouraged as it enhances the independence of the Audit Committee. Therefore members should not be contracted continuously for a period exceeding six years.

The following candidates applied to serve on the Audit and Performance Audit Committees:

- Petrus Strauss
- Merlin Kleynhans
- Leone Arendse
- Marjorie Linnert
- Johan van Heerden
- Evile Bomane
- Malwande Nompondo
- Elton Botes
- Thohier Ganief

The MFMA, Circular 65 and the revised Treasury Internal Audit Framework states,

The appointed members should collectively possess the following skills and experience:

- Private and public sector experience;
- An understanding of service delivery priorities;
- Good governance and/or financial management experience;
- An understanding of the role of council and councillors;
- An understanding of the operations of the organization;
- Familiarity with risk management practices;
- An understanding of internal controls;
- An understanding of major accounting practices and public sector reporting requirements;
- An understanding of public sector reforms;
- Familiarity with legislation applicable to municipalities;
- An understanding of the roles and responsibilities of internal and external auditors;
- An understanding of the treatment of allegations and investigations; and
- An understanding of the performance management system.

#	Name & Surname	Residential Address	Male / Female	Qualification/s & professional accreditation	Name of employer	Experience
1	Petrus Strauss	Bokmakierie Straat 25, Sonstraal, Durbanville, 7550	Male	B. Rek B Comp hons Foundation of executive coaching(short course) CA(SA)	PWC Boland bank PWC	Clerk and Manager Group Financial Manager Partner/Director
2	Merlin Kleynhans	8 Patrys Street, Amandelsig, kuilsriver, 7580	Male	National Diploma: Internal Audit Btech: Internal Audit CIA	Media 24 Deloitte City of Cape Town Western Cape Government	Junior Internal Auditor Assistant Manager Senior Auditor Manager
3	Leone Arendse	30 Baltimore, George Street, Strand, 7140	Female	National Diploma: Internal Audit	Auditor General Metropolitan Thou Gaming Western Cape Department of the Premier Department of the Premier	External auditor Internal Auditor Compliance Manager Internal Audit Assistant Manager Internal Audit Manager
4	Marjorie Linnert	121 Stanley Street, Lamberts bay, 8130	Female	Bachelor of commerce	Standard Bank Saldanha	Officer Teller

FINANSIële IMPLIKASIE / FINANCIAL IMPLICATION

Yes – R50 000.00

APPLICABLE LEGISLATION / COUNCIL POLICY

Section 166 of the Municipal Finance Management Act (MFMA);

14(2)(a) of Local Government: Municipal Planning and Performance Management Regulations;
Circular 65 of the MFMA

PERSONEEL IMPLIKASIE / PERSONNEL IMPLICATION

Internal Audit Department.

KONSULTASIE MET ANDER PARTYE / CONSULTATION WITH OTHER PARTIES

Audit & Performance Audit Committee

AANBEVELINGS / RECOMMENDATIONS:

- i) in terms of the provisions in the MFMA Circular 65, revised Treasury Internal Audit Framework and Section 166(5) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) as well as regulation 14(2)(a) of Local Government: Municipal Planning and Performance Management Regulations the following individuals being appointed to serve on the Audit & Performance Audit Committees of Council:-

❖ Petrus Strauss;

○ Due to

- Extensive external Audit, Corporate Governance, Risk Management experience;
- Extensive involvement within the Audit industry;
- His private and public experience, appreciation of internal controls and operations of the organisation;
- He is currently the engagement leader for a project assurance assignment for MSCOA in the City of Cape Town;
- He is a member of the South African Institute of Chartered Accountants

❖ Merlin Kleynhans;

○ Due to:-

- Extensive internal & external audit experience;
- Coordination of the implementation of organisational Combined Assurance Framework;
- Performance management auditing;
- Audit committees involvement;
- He is a member of the Institute of Internal Auditors

❖ Leone Arendse;

○ Due to:-

- Extensive internal & external audit experience;
- Special investigations, policy reviews and risk management experience;
- Extensive experience in compliance with laws and regulations;
- Audit committees involvement

- ii) Remuneration will only be applicable to officials employed outside the public service. No remuneration for participating in audit committees will be payable to officials employed at national, provincial and local government, its agencies or other entities regarded as falling within the definition of an organ of state, except for out of pocket expenses which may be reimbursed. The above will become effective for new members of audit committees, from the date of Circular 65 and for existing members, their current contracts will run its course;

Merlin Kleynhans and Leone Arendse is currently in the service of the State and therefore will not be paid a sitting fee (constitutes a cost saving for council), however the reimbursement of all members for travel expenditure must be determined in accordance with the approved council policy or the rate per kilometre as published and updated by the National Department of Transport.

- iii) Merlin Kleinhans be appointed as a secondi to the Audit and Performance Audit Committee;
- iv) all new members be appointed for a period of three (3) years, effective from 01 January 2017; with the option to extend for a further three (3) years.
- v) To thank Johan van Heerden, Evile Bomane, Malwande Nompondo, Elton Botes and Thohier Ganief for their applications to serve on the Audit & Performance Audit Committees and that Cederberg Municipality will in future make use of their services should an appropriate opportunity arise.

RESOLVED

That in respect of the

APPOINTMENT OF AUDIT & PERFORMANCE AUDIT COMMITTEE MEMBERS

discuss by Council at the Council Meeting held on 08 December 2016:

- a) in terms of the provisions in the MFMA Circular 65, revised Treasury Internal Audit Framework and Section 166(5) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) as well as regulation 14(2)(a) of Local Government: Municipal Planning and Performance Management Regulations the following individuals being appointed to serve on the Audit & Performance Audit Committees of Council:-

❖ Petrus Strauss;

○ Due to

- Extensive external Audit, Corporate Governance, Risk Management experience;
- Extensive involvement within the Audit industry;
- His private and public experience, appreciation of internal controls and operations of the organisation;
- He is currently the engagement leader for a project assurance assignment for MSCOA in the City of Cape Town;
- He is a member of the South African Institute of Chartered Accountants

❖ Merlin Kleynhans;

○ Due to:-

- Extensive internal & external audit experience;
- Coordination of the implementation of organisational Combined Assurance Framework;
- Performance management auditing;
- Audit committees involvement;
- He is a member of the Institute of Internal Auditors

❖ Leone Arendse;

○ Due to:-

- Extensive internal & external audit experience;
- Special investigations, policy reviews and risk management experience;
- Extensive experience in compliance with laws and regulations;
- Audit committees involvement

- b) Remuneration will only be applicable to officials employed outside the public service. No remuneration for participating in audit committees will be payable to officials employed at national, provincial and local government, its agencies or other entities regarded as falling within the definition of an organ of state, except for out of pocket expenses which may be reimbursed. The above will become effective for new members of audit committees, from the date of Circular 65 and for existing members, their current contracts will run its course;

Merlin Kleynhans and Leone Arendse is currently in the service of the State and therefore will not be paid a sitting fee (constitutes a cost saving for council), however the reimbursement of all members for travel expenditure must be determined in accordance with the approved council policy or the rate per kilometre as published and updated by the National Department of Transport.

- c) That Merlin Kleynhans be appointed as a secondi to the Audit and Performance Audit Committee;
- d) That Marjorie Linnert be appointed as the 3rd member of the Committees.
- e) all new members be appointed for a period of three (3) years, effective from 01 January 2017; with the option to extend for a further three (3) years.
- f) To thank Johan van Heerden, Evile Bomane, Malwande Nompondo, Elton Botes and Thohier Ganief for their applications to serve on the Audit & Performance Audit Committees and that Cederberg Municipality will in future make use of their services should an appropriate opportunity arise.

Proposed: Cllr. J Meyer

Seconded: Cllr. R Pretorius

9.1.6 ROLL OVER FROM 2015/2016 FINANCIAL YEAR AND ADDITIONAL ALLOCATIONS WHICH CAUSE AMENDMENTS TO GRANT INCOME AND EXPENDITURE PROJECTIONS – ADJUSTMENT BUDGET 2016/2017 DECEMBER 2016

Ref.: 5/1/1/1

Executive Mayor: Cllr. J Barnard

PURPOSE

To submit an Adjustment budget for 2016/2017 as a result of roll-overs from the 2015/2016 and additional allocations for the financial year..

BACKGROUND

In terms of Section 28 of the MFMA;

- (1) A municipality may revise an approved annual budget through an adjustments budget.
- (2) An adjustments budget-
 - (a) must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the current year;
 - (b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
 - (c) may, within a prescribed framework, authorise unforeseeable and unavoidable expenditure recommended by the mayor of the municipality;
 - (d) may authorise the utilisation of projected savings in one vote towards spending under another vote;
 - (e) may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;
 - (f) may correct any errors in the annual budget; and
 - (g) may provide for any other expenditure within a prescribed framework.

- (3) An adjustments budget must be in a prescribed form.
- (4) Only the mayor may table an adjustments budget in the municipal council, but an adjustments budget in terms of subsection (2)(b) to (g) may only be tabled within any prescribed limitations as to timing of frequency.
- (5) When an adjustments budget is tabled, it must be accompanied by –
 - (a) an explanation how the adjustments budget affects the annual budget;
 - (b) a motivation of any material changes to the annual budget;
 - (c) an explanation of the impact of any increased spending on the annual budget and the annual budgets for the next two financial years; and
 - (d) any other supporting documentation that may be prescribed.
- (6) Municipal tax and tariffs may not be increased during a financial year excepts when required in terms of a financial recovery plan.
- (7) Sections 22(b), 23(3) and 24(3) apply in respect of an adjustment budget =, and in such application a reference in those sections to an annual budget must be read as a reference to an adjustments budget.

Section 30 of the MFMA state that; *“The appropriation of funds in an annual or adjustment budget lapses to the extent that those funds are unspent at the end of the financial year to which the budget relates, except in the case of an appropriation for expenditure made for a period longer than that financial year in terms of section 16 (3).”* Conditional grant funding must also be rolled-over or refunded to the allocating authority.

Only one adjustment budget referred to in sub regulation (1) may be tabled in the municipal council during a financial year, except when the additional revenues contemplated in section 28(2)(b) of the Act are allocations to a Municipality in a National or Provincial adjustment budget, in which case sub regulation (3) applies. If a National or Provincial adjustment budget allocates of transfer additional revenue to a Municipality, the Mayor of the Municipality must, at the next available meeting, but within 60 days of the approval of the relevant National or Provincial adjustment budget, table an adjustment budget referred to in section (28(2) (b) of the Act in the Municipal council to appropriate these additional.

The roll-overs relate to, relate only to own funding. MFMA circular 72 para 6.6 dictates the process for Grant Funding roll-overs.

“Municipalities may not rollover unspent conditional grant spending in terms of section 28(2)(e) of the MFMA (read together with regulation 23(5) of the Municipal Budget and Reporting Regulations) because they are national / provincial funds. The applicable rollover process is then given effect through the municipal adjustments budget in January / February each year for all the cash / transfers that had already been transferred to the bank accounts of municipalities prior to the end of the financial year. In this regard refer to MFMA Budget Circular No. 51 for more information.

Section 21 of the 2013 Division of Revenue Act requires that any conditional grants which are not spent at the end of the municipal financial year must revert to the National Revenue Fund, unless the receiving officer proves to the satisfaction of National Treasury that the unspent allocation is committed to identifiable projects, in which case the funds may be rolled over.”

Adjustment budgets and supporting documentation of Municipalities

Municipal Budget and Reporting Regulations prescribe new formats and content of adjustment budget and supporting documentation. These regulations became effective on 01 July 2009. The adjustment budget must be submitted to council in compliance to these new regulations.

FINANCIAL IMPLICATIONS

Financial implications are contained in this report with Capital funding increased by R 16 389 044

(a) Provincial Gazette Extraordinary 7705 dated 24 November 2016

- Municipal Capacity Grant: Additional Allocation for R 1750 000.
Reason: Capacity Building within the Municipality.
- Financial Management Support Grant: Additional Allocation for R 220 000
Reason: Long Term Financial & Sustainability Strategy.
- Acceleration of Housing Delivery: Additional Allocation for R 13 315 000
Reason: Citrusdal Waste Water Treatment Works.

- Human Settlement Development Grant: Increase in Allocation of R 3 736 540
Reason: Clanwilliam/ Lambert's Bay Planning Phase.
- Municipal Drought Support Grant: Increase in Allocation of R 1 850 000
Reason: Bore Holes Algeria
- Graduate Internship Grant: Increase in Allocation of R 60 000
IDP/PMS Internship Program.

(b) Division of Revenue Amendment Bill

Roll Over Applications

- Water Subsidy Operating Grant: Increase in Allocation of R 1 224 044
Project :Refurbishment Graafwater Water Scheme

Schedule 3A Public Entity – Business Plan

- The Marine Living Resources Fund: Increase in Allocation of R 2 825 000
Project :Elands bay Fisheries.

(c) The increase in the future years of the budget will be certain during the compiling of the 2017/2018 budget and once the future Provincial and National government allocations are certain. We have therefore now kept the outer years as they were in the 2018/2019 original Annual Budget.

(d) All the prescribed documents have been added as annexure.

Applicable Legislation / Council Policy:

The MFMA Section 28, 30 and 16(3)

Municipal Budget and Reporting Regulations

Council Budget related Policies

Part 1 – Adjustment Budget

a. Mayor's Report

The roll-over funds and additional allocations that resulted into an adjustment budget according to section 28 (2) (e) of the MFMA reflect our commitment to the service delivery imperatives towards the Cederberg Municipality.

b. Resolutions

The recommendations with regard to resolutions are contained at the end of this report and have been prepared and presented according to the budget regulations.

c. Adjustment Budget Tables

The adjustment budget tables are contained in this report. The adjustment budget tables contain the following: **Attached**

1. Table B1 Adjustment Budget Summary
2. Table B2 Adjust Budget Financial Performance (standard classification)
3. Table B3 Adjustment Budget Financial Performance (revenue and expenditure by municipal vote)
4. Table B4 Adjustment Budget Financial Performance (revenue and expenditure)
5. Table B5 Adjustment Capital Expenditure Budget by vote and funding
6. Table B6 Adjustment Budget Financial Position
7. Table B7 Adjustment Budget Cash Flow
8. Table B8 Cash backed reserves / accumulated surplus reconciliation
9. Table B9 Asset Management
10. Table B10 Basic Service Delivery Measurement

Part 2 – Supporting Documentation

The budget supporting documentation are contained in this report.

- This information is contained in supporting documents SB1 to SB19.

Other supporting Documents

Attached is the quality certificate.

Comment of Directorates / Departments concerned:

Municipal Manager:	Recommendation Supported
Director: Corporate and Strategic Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering and Planning Services:	Recommendation Supported
Director: Community Development Services:	Recommendation Supported

RECOMMENDATION

That in respect of

**ROLL OVER FROM 2015/2016 FINANCIAL YEAR AND ADDITIONAL ALLOCATION
WHICH LEAD TO AMENDMENTS TO GRANT INCOME AND EXPENDITURE
PROJECTIONS – ADJUSTMENT BUDGET 2016/2017 DECEMBER 2016
discussed by Council at the Council meeting held on 08 December 2016:**

- a) **Council approves the Adjustment Budget for 2016/2017 financial year, Roll-overs from the 2015/2016 and additional allocations for financial year as set out in the following:**
 - 1 Council approves the Adjustment Budget for 2016/2017 financial year, roll over from the 2015/2016 and additional allocations which lead to amendments to grant income and expenditure projections as set out in the following:
 - i. Municipal Budget tables B1 – B10
 - ii. Municipal Budget Supporting Documentation SB1 – SB19
 - 2 The Service Delivery Budget Implementation Plan be amended in line with these adjustments.

RESOLVED

That in respect of

**ROLL OVER FROM 2015/2016 FINANCIAL YEAR AND ADDITIONAL
ALLOCATION**

**WHICH LEAD TO AMENDMENTS TO GRANT INCOME AND EXPENDITURE
PROJECTIONS – ADJUSTMENT BUDGET 2016/2017 DECEMBER 2016**

discussed by Council at the Council meeting held on 08 December 2016:

- a) Council approves the Adjustment Budget for 2016/2017 financial year, Roll-overs from the 2015/2016 and additional allocations for financial year as set out in the following:**
 - (1) Council approves the Adjustment Budget for 2016/2017 financial year, roll over from the 2015/2016 and additional allocations which lead to amendments to grant income and expenditure projections as set out in the following:
 - i. Municipal Budget tables B1 – B10
 - ii. Municipal Budget Supporting Documentation SB1 – SB19
 - (2) The Service Delivery Budget Implementation Plan be amended in line with these adjustments.

Proposed: Cllr. B Zass

Seconded: Cllr. R Pretorius

**9.1.7 SLUITING VAN MUNISIPALE KANTORE: DESEMBER 2016 / CLOSING OF
MUNICIPAL OFFICES : DECEMBER 2016**

Verw.: 4/7/2

Acting Director Corporate and Strategic Services: H Witbooi

DOEL VAN ITEM / PURPOSE OF ITEM:

Die doel van hierdie item is om goedkeuring te verkry vir die sluiting van die munisipale kantore tydens die kersseisoen vir drie en 'n halwe (3.5) werksdae vanaf 23 Desember 2016 om 12h00 tot en met 30 Desember 2016. Verder word versoek dat die gemelde drie en 'n halwe (3.5) werksdae as 'n verlofvergunning aan die personeel toestaan word.

AGTERGROND / BACKGROUND:

Dit is praktyk dat die munisipale kantore by die onderskeie administratiewe eenhede vir die kersseisoen sluit, met uitsondering van die Kassiere, Rekords Klerke en Nood/Essensiële dienste. Ten einde te verseker dat dienslewering voortgaan, sal die Kassiere oop wees vanaf 08h00 tot 13h00 daaglik, uitgesluit 23 Desember 2016 wanneer kantore oop sal wees vanaf 08h00 tot 12h00.

FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION:

Bogemelde drie en 'n halwe (3.5) werksdae sal nie van die werknemers se verlofkrediete verhaal word nie, maar deur die Raad as verlofvergunning toegestaan word.

PERSONEEL IMPLIKASIE / PERSONNEL IMPLICATION:

Die meerderheid van die personeelkorps sal met verlof wees tydens die bogemelde periode. Personeel wat nie oor hierdie tydperk verlof kan neem nie as gevolg van operasionele vereistes, moet toegelaat word om die verlof in Januarie 2017 te neem.

REGSIMPLIKASIES / LEGAL IMPLICATION:

Kollektiewe Ooreenkoms van die Bedingingsraad vir Plaaslike Regering

BELEID / POLICY:

Diensvoorwaardes en kollektiewe ooreenkomste van toepassing op personeel.

AANBEVELINGS / RECOMMENDATIONS :

Dat/That:

1. Die Raad die versoek om sluiting van die kantore tydens die feesgety goedkeur/
Council approve the request to close the municipal offices during the festive season

RESOLVED

That in respect of

CLOSING OF MUNICIPAL OFFICES: DECEMBER 2016

discussed by Council at Council the Council Meeting held on 08 December 2016:

- a) Council approve the request to close the municipal offices during the festive season.

Proposed: Cllr. R Witbooi

Seconded: Cllr. F Sokuyeka

9.1.8 DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES

Ref.: 8/1/B

Chief Financial Officer: E Alfred

BACKGROUND

(1) The accounting officer may-

- (a) dispense with the official procurement processes and to procure any required goods or services through any convenient process in terms of Section 36 of the SCM Regulations.

Discussion:

In terms of Government Notice no 27636 dated 30 May 2005 the Supply Chain Management Regulations states the following to section 36:

(1) A supply chain management policy may allow the accounting officer-

- (a) To dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only-
 - (i) in an emergency;
 - (ii) If such goods or services are produced or available from a single provider only;
 - (iii) For the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - (iv) Acquisition of animals for zoos; or
 - (v) In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
- (b) To ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

(2) The accounting officer must record the reasons for any deviations in terms of subregulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.

(3) Subregulation (2) does not apply to the procurement of goods and services contemplated in regulation 11(2).

Applicable Legislation:

The Municipal Supply Chain Management Regulations (2005).

Financial Implications:

The attached transaction amounts was processed for the month of October 2016, and are therefore tabled in terms of Sec .36 (2) of SCM policy before Council for information.

Comment of Directorates / Departments concerned:

Municipal Manager:	Noted
Acting Director: Corporate and Strategic Services:	Noted
Director: Financial Services:	Noted
Director: Engineering and Planning Services:	Noted
Director: Community Development Services:	Noted

RECOMMENDATION:

That in respect of:

DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES

As discussed by Council at the Council meeting held on 8 December 2016:

1. Council, in terms of section 36 of the Supply Chain Management Regulations, takes cognisance and approve the transactions for the month of October 2016.

RESOLVED:

That in respect of:

DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES

discussed by Council at the Council meeting held on 8 December 2016:

1. Council, in terms of section 36 of the Supply Chain Management Regulations, takes cognisance and approve the transactions for the month of October 2016.

Proposed: Cllr. R Pretorius

Seconded: Cllr. J Meyer

9.1.9 QUARTERLY BUDGET AND SCM REPORTS

Ref.: 8/1/B

Chief Financial Officer: E Alfred

PURPOSE

Submission of the Budget and SCM Reports of the 1st Quarter for the 2016/2017 Financial Year.

BACKGROUND

In terms of Section 52 of the Local Government Municipal Finance Management Act, 2003 (MFMA):

The mayor of a municipality—

- (a) must provide general political guidance over the fiscal and financial affairs of the municipality;
- (b) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;
- (c) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;
- (d) must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and
- (e) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of Section 71 of the Local Government Municipal Finance Management Act, 2003 (MFMA):

- (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:
 - (a) Actual revenue, per revenue source;

- (b) Actual borrowings;
 - (c) Actual expenditure, per vote;
 - (d) Actual capital expenditure, per vote;
 - (e) The amount of any allocations received;
 - (f) Actual expenditure on those allocations, excluding expenditure on—
 - (i) Its share of the local government equitable share; and
 - (ii) Allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
 - (g) When necessary, an explanation of—
 - (i) Any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
 - (ii) Any material variances from the service delivery and budget implementation plan; and
 - (iii) Any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.
- (2) The statement must include—
- (a) A projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
 - (b) The prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).
- (3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.
- (4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.
- (5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.
- (6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.
- (7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance

must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter.

According to the Municipal Supply Chain Management Regulations (2005), paragraph 6(3) – Oversight role of council of municipality or board of directors of the municipal entity:

“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 of the municipality or the board of directors of the municipal entity, as the case may be.”

FINANCIAL IMPLICATIONS

None

APPLICABLE LEGISLATION / COUNCIL POLICY:

Section 52 and Section 71 of the Local Government Municipal Finance Management Act, 2003.

Municipal Supply Chain Management Regulations (2005).

Comment of Directorates / Departments concerned:

Municipal Manager:	Recommendation Supported
Director: Corporate and Strategic Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering and Planning Services:	Recommendation Supported
Director: Community Development Services:	Recommendation Supported

RECOMMENDATION:

That in respect of:

QUARTERLY BUDGET AND SCM REPORTS

discussed by Council at the Council meeting held on 08 December 2016:

a) Council takes cognisance and approve the:

- (i) Quarterly Budget Statement,
- (ii) Virements Report and
- (iii) Supply Chain Management Report for the month of July 2016 – September 2016.

RESOLVED

That in respect of:

QUARTERLY BUDGET AND SCM REPORTS

discussed by Council at the Council meeting held on 08 December 2016:

a) Council takes cognisance and approve the:

- i. Quarterly Budget Statement,
- ii. Virements Report and
- iii. Supply Chain Management Report for the month of July 2016 – September 2016.

Proposed: Cllr. J Meyer

Seconded: Cllr. B Zass

9.1.10 SUBMISSION AND TABLING OF AUDIT AND ANNUAL REPORT

Ref.: 5/15/1/1 X 9/1/1/1

Municipal Manager: GF Matthyse

PURPOSE

For Council to take note of the Audit Report from Auditor General and Annual Report for Cederberg Municipality.

That the Audit Report and Annual Report for 2015/2016 financial year be referred to the Municipal Public Accounts Committee (MPACC).

BACKGROUND

The MFMA, Act 56 of 2003, art. 131, Issues Raised by the Auditor-General in audit reports stipulates that the Mayor of a municipality must table the Audit report to Council.

AUDITOR-GENERAL MANAGEMENT REPORT: 2015/2016

✓ Attached are the Audit Report for the past financial year.

This Audit report includes audit findings arising from the audit of the financial statements, reporting on predetermined objectives and compliance with laws and regulations for the year ended 30 June 2016 which were communicated to management and includes their response to these findings. The reports also include information on the internal control deficiencies that were identified. Addressing these deficiencies will assist in ensuring an improvement in the audit outcome.

THE AUDITOR-GENERAL'S RESPONSIBILITIES

As required by Section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) and section 4 of the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), the AG's responsibility is to express an opinion on the financial statements and to report on findings related to their audit of the report on predetermined objectives and compliance with material matter in laws and regulations applicable to the entity.

Performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement, the report on predetermined objectives and compliance with laws and regulations applicable to the entity. Considering internal controls relevant to the entity's

preparation and fair presentation of the financial statement, the report on predetermined objectives and compliance with laws and regulations;

Evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management.

Evaluating the appropriateness of systems and processes that ensure the accuracy and completeness of the financial statement, the report on predetermined objectives and compliance with laws and regulations.

Section 127 of the MFMA:

Submission and tabling of annual reports:

- (1) The accounting officer of a municipal entity must, within six months after the end of a financial year, or on such earlier date as may be agreed between the entity and its parent municipality, submit the entity's annual report for that financial year to the municipal manager of the entity's parent municipality.
- (2) The mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control.
- (3) If the mayor, for whatever reason, is unable to table in the council the annual report of the municipality, or the annual report of any municipal entity under the municipality's sole or shared control, within seven months after the end of the financial year to which the report relates, the mayor must –
 - (a) promptly submit to the council a written explanation referred to in section 133(1)(a) setting out the reasons for the delay, together with any components of the annual report listed in section 121(3) or (4) that are ready; and
 - (b) submit to the council the outstanding annual report or the outstanding components of the annual report as soon as may be possible.
- (4) The Auditor-General may submit the financial statements and audit report –
 - (a) Of a municipality directly to the municipal council, the National Treasury, the relevant provincial treasury, the MEC responsible for local government in the province and any prescribed organ of state, if the mayor fails to comply with subsection (2) of (3); or
 - (b) Of a municipal entity directly to the parent municipality, the National Treasury, the relevant provincial treasury, the MEC responsible for local government in the

province and any prescribed organ of state, if the accounting officer of the entity fails to comply with subsection (1).

- (5) Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of a municipality must –
- (a) In accordance with section 21A of the Municipal Systems Act –
 - (i) make public the annual report; and
 - (ii) invite the local community to submit representations in connection with the annual report; and
 - (b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.
- (6) Subsection (5), with the necessary modifications as the context may require, is also applicable if only components of the annual report are tabled in terms of subsection (3).

MANAGEMENT'S RESPONSIBILITIES

- The preparation and fair presentation of the financial statements in accordance with the standards of Generally Recognised Accounting Practice (GRAP)
- Planning, monitoring of and reporting on performance against predetermined objectives;
- Review and monitoring of compliance with laws and regulations and disclosing known instances of non-compliance or suspected non-compliance with laws and regulations;
- Designing, implementing and maintaining proper record keeping and internal controls necessary to enable the preparation of financial statements and the report on predetermined objectives that are free from material misstatements whether due to fraud, or error and compliance with laws and regulations;
- Designing and implementing formal controls over IT Systems to ensure that the reliability of the systems and the availability, accuracy and protection of information;
- Implementing appropriate risk management activities to ensure that regular risk assessment are conducted;
- Disclosing all matters concerning any risk, allegation or instance of fraud;

- Accounting for and disclosing related-party relationships and transactions.

FINANCIAL IMPLICATIONS

- Compilation of the Annual Report;
- Quality review on the Annual Financial Statements;
- Oversight from the Municipal Public Accounts Committee; and
- Audit fee for the said period 2015-2016 financial year.

APPLICABLE LEGISLATION

Municipal Systems Act, 32 of 2000 (as amended)

Municipal Finance Management Act, 56 of 2003;

MFMA Circular 11 (Annual Report Guidelines – 14 January 2005);

MFMA Circular 68 (Unauthorised, irregular, fruitless and wasteful expenditure); and

Comment of Directorates / Departments concerned:

Municipal Manager:	Recommendation Supported
Director: Corporate and Strategic Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering and Planning Services:	Recommendation Supported
Director: Community Development Services:	Recommendation Supported

RECOMMENDATIONS

That in respect of:

SUBMISSION AND TABLING OF AUDIT AND ANNUAL REPORT

As discussed by Council at the Council meeting held on 08 December 2016:

- a) For Council to take note the Audit Report and Annual Report of Cederberg Municipality for the 2015/2016 financial year;
- b) That the Audit Report and Annual Report for 2015/2016 financial year be referred to the Municipal Public Accounts Committee (MPACC) for analysing and interrogation.
- c) That the administration submit an OPCAR (Operation Clean Audit Reports), related and relevant to this report to correct all audit findings to the Municipal Public Accounts Committee.

- d) That the Municipal Public Accounts Committee within two months from today in terms of Section 127 of the MFMA, submit an Oversight Report which must be adopted containing the Council's comments on the Annual Report.
- e) That the administration makes the Audit Report and Annual Report public.
- f) Invite the local community to submit representations in connection with the Audit Report and Annual Report.

RESOLVED

That in respect of:

SUBMISSION AND TABLING OF AUDIT AND ANNUAL REPORT

discussed by Council at the Council meeting held on 08 December 2016:

- a) For Council to take note the Audit Report and Annual Report of Cederberg Municipality for the 2015/2016 financial year;
- b) That the Audit Report and Annual Report for 2015/2016 financial year be referred to the Municipal Public Accounts Committee (MPACC) for analysing and interrogation.
- c) That the administration submit an OPCAR (Operation Clean Audit Reports), related and relevant to this report to correct all audit findings to the Municipal Public Accounts Committee.
- d) That the Municipal Public Accounts Committee within two months from today in terms of Section 127 of the MFMA, submit an Oversight Report which must be adopted containing the Council's comments on the Annual Report.
- e) That the administration makes the Audit Report and Annual Report public.
- f) Invite the local community to submit representations in connection with the Audit Report and Annual Report.

9.1.11 HIGH SITE APPLICATION

Ref: 6/4/1/2

Acting Director Corporate and Strategic Services: H.Witbooi

Compiled: H Slimmert

PURPOSE

To get Council's support and approval for the application of TWK Communications, to erect one 3m telecommunications lattice masts in the Cederberg area.

Elandsbaai Reservoir. Site Location: 32°19'12.33"S 18°21'16.07"E

BACKGROUND

TWK Communications is part of the Western Cape Government (WCG) broadband project. TWK have been tasked by Neotel to connect various schools, clinics hospitals, social development and libraries in the Cederberg Municipal area.

They require some infrastructure to reach even the most remote areas. TWK Communications need from a build perspective to obtain and secure suitable high sites in the Cederberg Municipal area for distribution of services to the community. The company has identified Elandsbay Reservoir with site location: 32°19'12.33"S 18°21'16.07"E for the erection of abovementioned tower. (See attached annexure A)

The application indicates that if placement is within areas with existing IPS's operating on the 5.8GHz band they will apply standard interference mitigating and shielding techniques to comply with ICASA's regulations.

LEGISLATIVE IMPLICATION:

All administrative and legal requirements be adhered to and will be for the cost of the applicant.

In terms of Section 36 (1) (a) of the Municipality's Supply Chain Management Policy: "It is impractical and impossible to test the Market and follow normal Supply Chain Management processes in the sourcing of this particular requirement."

The Recommendations comply with Council's Policy for the Management and Disposal of Assets and prescribed legislation,

Comments from Technical Department:

- Application supported

RECOMMENDATIONS:

It is hereby recommended that:

1. Council supports and approve of this initiative in support of the broader community in the jurisdictional area of Cederberg Municipality.
2. All relevant administrative and legal requirements be adhered to and all applicable costs be for the applicant
3. The Recommendations comply with Council's Policy for the Management and Disposal of Assets and prescribed legislation.

RESOLVED

That in respect of the

HIGH SIGHT APPLICATION

discuss by Council at the Council Meeting held on 08 December 2016:

1. Council supports and approve of this initiative in support of the broader community in the jurisdictional area of Cederberg Municipality.
2. All relevant administrative and legal requirements be adhered to and all applicable costs be for the applicant
3. The Recommendations comply with Council's Policy for the Management and Disposal of Assets and prescribed legislation.

Proposed: Cllr. J Barnard

Seconded: Cllr. R Witbooi

9.1.12 CONTRACT TERMS AND ADVERTISEMENT OF POSITIONS OF SECTION 57 APPOINTMENTS THAT ARE DUE TO BECOME VACANT

Ref.: 4/3/4
Witbooi

Acting Director Corporate and Strategic Services: H

DOEL / AIM:

The purpose of this item is to:

- a) inform Council regarding the contract terms of the Section 57 Appointments (Municipal Manager and directors); and
- b) obtain approval for the advertisement of such posts that are due to become vacant as per section 7 of the Local Government: Regulations on the appointment and conditions of employment of senior managers; and
- c) appoint a selection panel for the recruitment of the managers (directors) reporting directly to the Municipal Manager; and
- d) take note of the recruitment process plan

AGTERGROND / BACKGROUND:

Cederberg Municipality appointed 4 directors and a Municipal manager in the 2011/2012 financial year on a five year contract term, in line with the approved staff establishment. The current senior managers' contracts terminate in 2017 as per the table below:

Position	Department	Contract Start	Contract end
Director	Financial Services	01 / 05 / 2012	30 / 04 / 2017
Director	Engineering & Planning Services	01 / 05 / 2012	30 / 04 / 2017
Director	Corporate Services		Vacant
Director	Community Services	01 / 03 / 2012	28 / 02 / 2017

RECRUITMENT PROCESS PLAN

The Regulations pertaining to the appointment and conditions of employment of senior managers stipulate timeframes for the completion of each activity in the recruitment process, and it is envisioned that the process will be completed in March 2017, where after appointments can be made. It is thus prudent to start the process in advance in order to fill the positions at the right time.

PROPOSED PROCESS PLAN FOR FILLING OF VACANCY					
MUNICIPAL MANAGER					
A	PROCESS	PROPOSED DATE	NR OF MEMBERS	COMMENT	TIME FRAME: Worst case scenario
B	APPROVAL BY COUNCIL TO ADVERTISE THE POSTS AND APPOINTMENT OF SELECTION PANEL	08-December 2016	3 to 5 members	Regulation 12 (Council must appoint panel)	08-Dec-2016
C	ADVERTISEMENT (Council to endorse)	15-January 2017 latest	N/A	Regulation 10 (within 14 days of approval)	Closing: 2017/02/03 14-30 days from advert
D	SHORTLISTING	10 February 2017	3 to 5 members	Regulation 13 (Within 30 days of closing date)	07 March 2017
E	SCREENING	16-February-2017	N/A	Regulation 14 (Within 21 Days of shortlisting)	03 March 2017
F	INTERVIEW AND PSYCHOMETRICAL TESTING	20-22 February 2017	3 to 5 members	Regulation 15 (Within 21 days of screening)	09 March 2017
G	SPECIAL COUNCIL MEETING: appointment	09 March 2017	Council	Regulation 17	09 March 2017
H	REPORT TO MEC	10 March 2017	N/A	Regulation 17(4) (Within 21 days of appointment decision)	30 March 2017
I	NOTICE PERIOD AND STARTING DATE (If necessary: External versus internal applicant)	01 April 2017	N/A	Notice period of 1 Month (Contract period: 5 years)	30 April 2017
J	COMMENCEMENT & PERFORMANCE AGREEMENT	01 April 2017 Or 01 May 2017	2	Section 57 (2) Performance Agreement to be signed within 60 days	30 May 2017 or 29 June 2017

Legal Framework

- The appointment of senior managers is governed by the Local Government: Municipal Systems Act (Act 32 of 2000) as amended (Systems Amendment Act no 7 of 2011).

- Regulation 7 of the Local Government: Regulations on the appointment and conditions of employment of senior managers
- Regulation 16 of the Local Government: Regulations on the appointment and conditions of employment of senior managers
- Regulation 12 (4) which reads as follows: -

“(4) The selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members, constituted as follows:

- (a) the municipal manager, who will be the chairperson, or his or her delegate;*
- (b) a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and*
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post”*

In terms of regulation 15 (2), the abovementioned panel must remain the same throughout the screening and interviewing process. The selection panel may consist of a minimum of three (3) and a maximum of five (5) panel members

AANBEVELINGS / RECOMMENDATIONS

It is therefore recommended that:

- a) Council take note of the content of the above item ;
- b) Council authorise the Municipal manager to proceed with the process to advertise and fill the position of the above Section 57's as per the item.
- c) Council approve the placement of an advertisement for the abovementioned positions in January 2017 in a national newspaper as prescribed;
- d) A selection panel be constituted of between 3 and 5 members, in terms of regulation 12(4), as follows:
 - o The municipal manager, who will be the chairperson, or his or her delegate;

- o A member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
 - o At least one other person who is not a board member or employee of the municipality, and who knowledge and experience of the advertised post.
- e) Council approves the appointment of an industrial psychologist to conduct the competency assessment and assist with the recruitment process.

RESOLVED

That in respect of the

CONTRACT TERMS AND ADVERTISEMENT OF POSITIONS OF SECTION 57 APPOINTMENTS THAT ARE DUE TO BECOME VACANT

discuss by Council at the Council Meeting held on 08 December 2016:

- a) Council take note of the content of the above item ;
- b) Council authorise the Municipal manager to proceed with the process to advertise and fill the position of the above Section 57's as per the item.
- c) Council approve the placement of an advertisement for the abovementioned positions in January 2017 in a national newspaper as prescribed;
- d) A selection panel be constituted of between 3 and 5 members, in terms of regulation 12(4), as follows:
 - o The municipal manager, who will be the chairperson, or his or her delegate;
 - o A member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and

- o At least one other person who is not a board member or employee of the municipality, and who knowledge and experience of the advertised post.
- e) Council approves the appointment of an industrial psychologist to conduct the competency assessment and assist with the recruitment process.

Proposed: Cllr. R Pretorius

Seconded: Cllr. J Meyer

**9.1.13 DISCOUNT TO LOCAL CITIZENS AT CLANWILLIAM DAM RESORT:
01 JANUARY 2017**

Ref.: 17/6/4/2

Director Community Development Services: J France

Compiled by: N Mercuur

PURPOSE

The purpose of this report is to obtain Council's approval for discounted rates for all local citizens at the Clanwilliam Dam Resort on 1 January 2017.

BACKGROUND

Over the past 4 years the Cederberg Municipality granted free entry to all local citizens (day visitors) at the dam resort. This concession by Council has generally been very well received, with many people visiting the resort on the particular New Years' Day.

On average the resort stands to receive around 300 day visitors on New Years' Day. On this day there will also be increased presence of SAPD, law enforcement and life savers.

FINANCIAL IMPLICATIONS

There is no direct financial implication, other than the loss of income that Council will incur.

Individuals: R15,00 per person (x300)= R4500

Vehicles: R30,00 per vehicle (x 150) = R4500

The estimated loss of income to Council will be around R9,000, excluding the additional personnel, overtime and life savers. With 50% discount the loss is estimated at around R4500.

RECOMMENDATION

It is recommended that:

1. Council takes cognisance of the report;
2. Council approves the proposed discounted rate of 50% on vehicles and individuals for inhabitants of Cederberg Municipality on 1 January only;
3. The necessary measures be put in place to ensure the safety of all water users;
4. All the rules pertaining to day visitors must be adhered to.

RESOLVED

That in respect of the

DISCOUNT TO LOCAL CITIZENS AT CLANWILLIAM DAM RESORT:

01 JANUARY 2017

discuss by Council at the Council Meeting held on 08 December 2016:

1. Council takes cognisance of the report;
2. The necessary measures be put in place to ensure the safety of all water users;
3. All the rules pertaining to day visitors must be adhered to.
4. That free access be allowed on 01 January 2017 at the Clanwilliam Dam Resort from 08h00 until 19h00.

Proposed: Cllr. R Pretorius

Seconded: Cllr. M Nel

9.3 Matters for notification

Geen / None

9.4 Consideration of notices of motion

Geen / None

9.5 Consideration of notices of questions

Geen / None

9.6 Consideration of motions of exigency

Geen / None

10. CLOSURE

Meeting adjourned at 12h00.

VOORSITTER / CHAIRPERSON

DATUM / DATE