

MUNISIPALITEIT KAREEBERG

Kantoor van die Munisipale Bestuurder
Posbus 10
CARNARVON
8925
12 Augustus 2016

AAN ALLE RAADSLEDE

Kennis geskied hiermee dat 'n Raadsvergadering gehou sal word in die Raadsaal, Carnarvon op

VRYDAG, 19 AUGUSTUS 2016

OM 10:00

MUNISIPALE BESTUURDER

AGENDA

1. OPENING EN VERWELKOMING

2. OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE (3.1.1.6.1.4)

Die Gedragskode vervat in Bylae 1 van die Wet op Plaaslike Regering: Munisipale Stelsels, No. 32 van 2000, is van toepassing op elke lid van die raad.

Item 3 van die Gedragskode bepaal as volg:

“'n Raadslid moet elke vergadering van die Munisipale Raad en van 'n Komitee waarvan daardie Raadslid 'n lid is, bywoon behalwe wanneer -

- (a) verlof tot afwesigheid toegestaan is ingevolge 'n toepaslike wet of soos bepaal deur die reëls en orders van die Raad; of
- (b) van daardie raadslid ingevolge hierdie Kode verlang word om te onttrek van die vergadering.”

Item 4 van die Gedragskode behandel sanksies vir nie-bywoning van vergaderings en bepaal as volg:

“(1) 'n Munisipale raad kan 'n raadslid 'n boete ople soos deur die staande reëls en orders van die munisipale raad bepaal vir-

- (a) die nie-bywoning van 'n vergadering wat daardie raadslid veronderstel is om by te woon ingevolge item 3; of
- (b) die versuim om teenwoordig te bly by sodanige vergadering.

MUNISIPALITEIT KAREEBERG

NOTULE VAN DIE EERSTE VERGADERING VAN DIE NUUT VERKOSE RAAD GEHOU IN DIE RAADSAAL, CARNARVON OP VRYDAG, 19 AUGUSTUS 2016

TEENWOORDIG: Sy Agbare, Die Burgemeester, Raadslid N.S van Wyk
Raadslid E. Hoorn
Raadslid J.E.J Hoorn
Raadslid W.D Horne
Raadslid B.J.E Slambee
Raadslid G.P van Louw

AMPTENARE: Munisipale Bestuurder
Hoof: Korporatiewe Dienste
Hoof Operasionele Bestuurder

1. Pastoor R le Fleur, van die Volle Evangeliese Kerk, open met skriflesing en gebed.

NOTA: die Munisipale Bestuurder tree op as voorsitter tot na afhandeling van item 6.

2. **BESLUIT:** dat kennis geneem word van die prosedures en gedragkode.

- (2) 'n Raadslid wat afwesig is van drie of meer agtereenvolgende vergaderings van 'n
- (3) munisipale raad, of van drie of meer agtereenvolgende vergaderings van 'n komitee, wat daardie raadslid veronderstel is om by te woon ingevolge item 3, moet uit sy amp as raadslid ontslaan word.
- (4) Stappe vir die oplegging van 'n boete of die ontslag van 'n raadslid moet aangevoer word ooreenkomstig die eenvormige staande prosedure wat elke munisipale raad vir doeleindes van hierdie item moet aanneem. Die eenvormige staande prosedure moet voldoen aan die reëls van natuurlike geregtigheid."

Aansoek om verlof tot afwesigheid moet skriftelik ingedien word voor die betrokke vergadering by die Munisipale Bestuurder of die aangewese persoon en aangeteken word in die register van die raad

Die Gedragskode vir Raadslede word aangeheg as **Bylae 2**.

AANBEVELING: ter oorweging.

3. **AF LÊ VAN EED DEUR RAADSLEDE** **(11.4.1)**

Alhoewel Artikel 26(2) in die Wet op Plaaslike Regering: Munisipale Strukture, No 117 van 1998, bepaal dat 'n persoon die amp as raadslid aanvaar wanneer daardie persoon verkies of aangestel word, moet daar tydens die eerste raadsvergadering voorsiening gemaak word dat raadslede trou sweer of verklaar aan die Republiek en gehoorsaamheid aan die Grondwet. Raadslede het die keuse om die eed of verklaring af te lê. Die eed en verklaring lees as volg:

EED:

Ek sweer trou aan die Republiek van Suid-Afrika en dat ek die Grondwet en die ander reg van die Republiek sal gehoorsaam, eerbiedig en onderhou, en ek belowe plegtig om my funksies en pligte as lid van die Raad van Kareeberg Munisipaliteit na my beste vermoë uit te voer. So help my God.

PLEGTIGE VERKLARING:

Ek verklaar plegtig trou aan die Republiek van Suid-Afrika en dat ek die Grondwet en die ander reg van die Republiek sal gehoorsaam, eerbiedig en onderhou, en ek belowe plegtig om my funksies en pligte as lid van die Raad van Kareeberg Munisipaliteit na my beste vermoë uit te voer.

AANBEVELING: dat die aflegging of verklaring van die eed bekragtig word.



3. **BESLUIT:** soos aanbeveel.



**4. VOORSTELLING VAN RAADSLEDE EN BESTUUR
(11.4.1)**

Die Munisipale Bestuurder sal aan alle Raadslede die geleentheid bied om hulleself voor te stel waarna hy homself en die Artikel 56-amptenare sal voorstel.

AANBEVELING: dat kennis geneem word.

**5. VERKLARING EN OPENBAARMAKING VAN BELANGE: RAADSLEDE
(3.1.2.1)**

Item 5 van die Gedragskode bepaal as volg:

- (1) 'n Raadslid moet-
 - (a) aan die Munisipale Raad, of aan 'n Komitee waarvan daardie Raadslid 'n lid is, enige direkte of indirekte persoonlike of privaat besigheidsbelang openbaar wat daardie Raadslid of 'n gade, genoot of sakegenoot van daardie Raadslid mag hê in enige aangeleentheid voor die Raad of die Komitee; en
 - (b) onttrek van die verrigting van die Raad of Komitee wanneer daardie aangeleentheid deur die Raad of Komitee oorweeg word, tensy die Raad of Komitee besluit dat die Raadslid se direkte of indirekte belang in die aangeleentheid onbeduidend of irrelevant is.
- (2) 'n Raadslid wat, of wie se gade, genoot, sakegenoot of nabye familielid, enige regstreekste voordeel uit 'n kontrak wat met die Munisipaliteit aangegaan is, verkry of gaan verkry, moet volle besonderhede van die voordeel waarvan die Raadslid bewus is by die eerste vergadering van die Munisipale Raad openbaar, waar dit vir die Raadslid moontlik is om sodanige openbaarmaking te doen.
- (3) Hierdie artikel is nie van toepassing op 'n belang of voordeel wat 'n Raadslid, of 'n gade, genoot, sakegenoot of nabye familielid gemeenskaplik met ander inwoners van die Munisipaliteit het of verkry nie.

Raadslede moet kennis neem van die inhoud van hierdie item aangesien dit dien as 'n riglyn vir hulle optrede.

Die aandag van Raadslede word ook gevestig op die bepalings van item 7 van die Gedragskode, ingevolge waarvan 'n verkose raadslid, binne 60 dae van die datum van die verkiesing sy/haar finansiële belange skriftelik aan die Munisipale Bestuurder moet verklaar. Alle geskenke ontvang wat die vasgestelde bedrag van R350.00 per jaar oorskry, moet ook aan die Munisipale Bestuurder verklaar word. Verklaringsvorme wat deur Raadslede voltooi moet word, sal voorsien word.

AANBEVELING: dat kennis geneem word.

4. BESLUIT: soos aanbeveel.

5. BESLUIT: soos aanbeveel.



6. VERKIESING VAN SPEAKER/BURGEMEESTER
(3.1.1.3)

Artikel 36 van die Wet op Plaaslike Regering: Munisipale Strukture. No. 117 van 1998 bepaal as volg:

1. Elke munisipale raad moet 'n voorsitter hê wat die Speaker genoem word.
2. By die eerste sitting na sy verkiesing, of wanneer dit nodig is om 'n vakature te vul, moet 'n munisipale raad uit sy geledere 'n Speaker verkies.
3. Die Munisipale Bestuurder van die munisipaliteit, of indien die Munisipale Bestuurder nie beskikbaar is nie, 'n persoon deur die LUR vir Plaaslike Regering aangewys, sit voor by die verkiesing van 'n speaker.
4. Die prosedure uiteengesit in Bylae 3 is op die verkiesing van 'n speaker van toepassing.
5. 'n Raadslid mag nie terselfdertyd die amp van speaker en burgemeester of uitvoerende burgemeester beklee nie, maar in 'n munisipaliteit van 'n soort genoem in artikel 9(e) of (f) of 10 (c) word die speaker die burgemeester genoem.

Die Speaker vervul die volgende funksies:

- (a) sit voor op vergadering van die raad
- (b) voer die pligte uit en oefen die bevoegdhede uit wat aan die Speaker ingevolge artikel 59 van die Wet op Plaaslike Regering: Munisipale Stelsels, No. 32 van 2000 gedelegeer is;
- (c) moet verseker dat die raad ten minste kwartaalliks vergader;
- (d) moet orde tydens vergaderings handhaaf;
- (e) moet nakoming in die raad en raadskomitees van die Gedragskode in Bylae 1 by die Wet op Plaaslike Regering: Munisipale Stelsels, No. 32 van 2000, uiteengesit, verseker; en
- (f) moet toesien dat raadsvergaderings ooreenkomstig die reëls en orders van die raad verloop.

Ingevolge Artikel 38 van genoemde Wet word die Speaker verkies vir 'n termyn wat eindig wanneer die volgende Raad verkies verklaar word, onderworpe daaraan dat 'n Speaker die amp gedurende 'n ampstermyn ontruim kragtens Artikel 39 indien daardie persoon

- (a) as speaker bedank
- (b) uit die amp onthef word by besluit van die raad of
- (c) ophou om 'n raadslid te wees.

Bylae 3 van die Wet word aangeheg as **Bylae "6"**.

Die Munisipale Bestuurder sal gedurende die vergadering skriftelike nominasies in die voorgeskrewe formaat vir die amp van Speaker vra.

Sodra die Speaker verkies is, sal hy/sy die voorsitterstoel inneem vir die res van die vergadering en ook optree as Voorsitter by alle toekomstige vergaderings van die Raad.

AANBEVELING: ter oorweging

6. **BESLUIT:** Raadslid N.S van Wyk word onbestrede verkies tot Burgemeester.



7. **MUNISIPALE KOMITEE OOR OPENBARE REKENINGE**
(3.1.1.3)

Die Munisipale Komitee Oor Openbare Rekeninge word ingestel ingevolge die bepalings van artikel 79 van die Wet op Plaaslike Regering: Munisipale Strukture, No. 117 van 1998, en die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur, No. 56 van 2003, om te dien as oorsigkomitee oor die uitvoerende pligte van die Raad en om goeie regeringsbestuur en die effektiewe en doeltreffende aanwending van munisipale bronne te verseker.

Die Komitee funksioneer op soortgelyke wyse as die Komitees op Openbare Rekeninge op provinsiale en nasionale vlak.

Die Munisipale Komitee op Openbare Rekeninge moet kwartaalliks aan die Raad verslag doen en die volgende funksies uitvoer:

- Om oorsig uit te voer oor die kwartaallikse, halfjaarlikse en jaarverslae van die munisipaliteit en enige munisipale entiteit en die oorsigverslag oor die jaarverslag vir oorweging deur die Raad op te stel.
- Om die Raad by te staan met oorsig oor die implementering van die Voorsieningskanaalbestuursbeleid.
- Om die finansiële state en auditverslae van die Munisipaliteit na te gaan en in die proses moet die Komitee verbeterings op vorige state en verslae oorweeg.
- Om te bepaal tot watter mate die aanbevelings van die Ouditkomitee en die Ouditeur-generaal geïmplimenteer is.
- Om goeie regeringsbestuur, deursigtigheid en verantwoordbaarheid ten opsigte van die aanwending van munisipale bronne te bevorder.
- Om die halfjaarlikse hersieningsdokumente in ooreenstemming met die Geïntegreerde Ontwikkelingsplan na te gaan.
- Om enige ondersoek binne sy bevoegdheidsfeer oor sake wat tans voor die komitee dien of gedien het, aan te beveel of te onderneem.
- Om enige inligting van enige raadslid/werknemer aan te vra of daartoe toegang te verkry.
- Om aan die Raad verslag te doen oor die werksaamhede van die Komitee.
- Om enige ander funksie wat deur middel van 'n besluit van die Raad aan die Komitee opgedra is, uit te voer.

Die Munisipale Komitee op Openbare Rekeninge moet bestaan uit raadslede aangestel deur besluit van die Raad wat nie lede is van die Uitvoerere Komitee nie.

Die vorige Munisipale Komitee Oor Openbare Rekeninge het uit 3 lede bestaan.

Die Riglyne uitgereik deur Salga en die Departement Samewerkende Regering word aangeheg as **Bylae 7**.

AANBEVELING: ter oorweging

7. **BESLUIT:** dat die aangeleentheid oorstaan.

**8. VERKIESING VAN MPAC VOORSITTER
(3.1.1.3)**

Ingevolge artikel 79(2) van die Wet op Plaaslike Regering: Munisipale Strukture, No. 117 van 1998, stel die Raad die voorsitter van die Munisipale Komitee op Openbare Rekening aan met inagneming van die vereistes vir deursigtigheid, etiese gedrag en algemene voorskrifte vir goeie regeringsbestuur soos voorgeskryf deur die betrokke riglyne.

AANBEVELING: ter oorweging

**9. AANSTELLING VAN VOLTYDSE RAADSLID
(3.1.1.3)**

Ingevolge Artikel 18(4) van die Wet op Plaaslike Regering: Munisipale Strukture, No. 117 van 1998, mag 'n Munisipaliteit raadslede wat deur die LUR vir Plaaslike Regering bepaal word, as voltyds aanwys.

Die LUR vir Plaaslike Regering het ingevolge amptelike kennisgewing 47 van 2005 die Burgemeester as voltydse aangewys.

Die amptelike Kennisgewing No.47 van 2005 word aangeheg as **Bylae 9**.

AANBEVELING: dat die aanstelling bekragtig word.

**10. VERKIESING VAN VERTEENWOORDIGER: PIXLEY KA SEME DISTRIKS-
MUNISIPALITEIT
(3.1.1.4)**

Die OVK het ingevolge die formule in Artikel 23(2) van die Wet op Plaaslike Regering: Munisipale Strukture, No. 117 van 1998, die getal Raadslede wat plaaslike munisipaliteite op die Raad van Pixley ka Seme Distrik- munisipaliteit verteenwoordig, bepaal.

Verder ingevolge die formule in Artikel 16 van Bylae 2 by bogenoemde Wet het die OVK die getal setels waarop die Raad geregtig is, bepaal as 1.

Artikel 16 van bogenoemde wet vereis dat die Hoofverkiesingsbeampte die verkiesing van hierdie verteenwoordigers moet behartig. Die verteenwoordiger aangewys deur die Hoofverkiesingsbeampte sal by die Raadsvergadering teenwoordig wees om die Speaker by te staan.

Die verteenwoordiger van die OVK sal op die vergadering verder leiding verskaf.

AANBEVELING: ter oorweging.

8. **BESLUIT:** dat die aangeleentheid oorstaan.

9. **BESLUIT:** soos aanbeveel.

10. **BESLUIT:** dat Raadslid J.E.J Hoorn onbestrede verkies word as verteenwoordiger op die Pixley Ka Seme Distriksmunisipaliteit.



11. INSTELLING VAN KOMITEES
(3.1.1.2)

Ingevolge die bepalings van Artikel 79 van die Wet op Plaaslike Regering: Munisipale Strukture, No. 117 van 1998, kan:

1. 'n Munisipale Raad -
 - (a) een of meer komitees instel wat nodig is vir die doeltreffende en effektiewe verrigting van enige van sy funksies of die uitoefening van enige van sy bevoegdhede.
 - (b) die lede van so 'n komitee vanuit sy lede aanstel; en
 - (c) 'n komitee te eniger tyd ontbind.

2. Die Munisipale raad -
 - (a) moet die funksie van 'n komitee bepaal;
 - (b) kan pligte en bevoegdhede ingevolge artikel 32 aan hom deleger;
 - (c) moet die voorsitter aanstel;
 - (d) kan 'n komitee magtig om binne die beperkinge deur die raad bepaal, adviserende lede wat nie lede van die raad is nie te koöpteer;
 - (e) kan 'n lid van 'n komitee te eniger tyd ontslaan; en
 - (f) kan 'n komitee se prosedure bepaal

Hierdie komitees moet op so 'n wyse saamgestel word dat partye en belange wat in die Munisipale Raad verteenwoordig is, in wesentlik dieselfde verhouding verteenwoordig word as in die Raad.

Die vorige Raad van die Munisipaliteit het die volgende komitees ingestel.

- (c) Finansies
- (d) Infrastruktuur
- (e) Administrasie- en Menslike hulpbronne
- (f) Ekonomiese ontwikkeling

AANBEVELING: ter oorweging.

12. BENOEMING VAN VERTEENWOORDIGERS OP SALGA WERKSGROEPE
(3.1.1.4)

Die Raad moet verteenwoordigers vir die volgende werks-groepe aanwys:

- Ekonomies
- Finansies
- Sosiale Ontwikkeling en Gesondheid
- Munisipale Dienste
- Menslike Hulpbronne
- Inter-regering

AANBEVELING: ter oorweging

11. **BESLUIT:** dat die aangeleentheid oorstaan.

12. **BESLUIT:** dat die aangeleentheid oorstaan

13. GEDRAGSKODE: RAADSLEDE
(3.1.2.1)

Artikel 54 van die Wet op Plaaslike Regering: Munisipale Stelsels, No 32 van 2000, bepaal dat die Gedragskode vervat in Bylae 1 van die Wet op elke lid van 'n Munisipale Raad van toepassing is.

Die Speaker is verplig om toe te sien dat elke Raadslid 'n afskrif van Gedragskode ontvang en dat 'n afskrif beskikbaar is op elke plek waar die Raad vergader.

Raadslede moet spesifiek let op die bepalings betreffende die verpligting om vergaderings by te woon, openbaarmaking en verklaring van belange, die verbod op die aanvaarding van belonings, geskenke en gunste en op die ongemagtigde openbaarmaking van inligting, die verbod op inmenging in die administrasie en stemming by vergaderings.

Die Kode word aangeheg as **Bylae 2**.

AANBEVELING: vir kennisname.

14. STAANDE ORDERS: RAADSVERGADERINGS
(3.1.1.B)

Die Reglement van Orde waarvolgens die vergaderingsprosedure van die Raad en sy Komitees hanteer word, maak deel uit van die Standaard Verordeninge, soos afgekondig in die Provinsiale Koerant nr. 580 van 4 Desember 2003.

Raadslede moet vertrouwd raak met die Reglement van Orde aangesien dit die doeltreffende hantering van raadsake sal bevorder.

Die Reglement word aangeheg as **Bylae 14**.

AANBEVELING: ter oorweging.

15. VERGOEDING VAN AMPSDRAERS
(4.5.1)

Die kennisgewing waarin die boonste perke vir raadslidvergoeding vasgestel is, is op 21 Desember 2015 deur die Minister vir Samewerkende Regering en Tradisionele Sake gepubliseer.

Die kennisgewing word aangeheg as **Bylae 15**.

AANBEVELING: vir kennisname.



13. **BESLUIT:** dat die aangeleentheid oorstaan.

14. **BESLUIT:** dat die aangeleentheid oorstaan.

15. **BESLUIT:** dat die aangeleentheid oorstaan.



16. BEGROTING EN IDP 2016/2017
(5.1.1.2016/2017)

Die Begroting en Geïntegreerde Ontwikkelingsplan vir 2016/17 is op 24 Mei 2016 tydens 'n Spesiale Raadsvergadering goedgekeur.

Tabel A1 tot A10 van die begroting, sowel as die balansstaat, inkomste- en uitgawestaat 2015/2016 word aangeheg as **Bylae 16**.

Die Geïntegreerde Ontwikkelings Plan sal, onder aparte omslag, mettertyd sirkuleer word.

AANBEVELING: vir kennisname

17. WYKSKOMITEES
(12.2.3.5.15)

Aangesien die ampstermyn van wykskomitees ooreenkom met die ampstermyn van Raadslede, sal nuwe wykskomitees so gou doenlik verkies moet word. Die vorige Raad het 'n beleid aanvaar wat onder andere die verkiesing van komitees reël.

Die beleid word aangeheg as **Bylae 17**.

AANBEVELING: ter oorweging.

18. RAADSLID ORIËTERING

Die Munisipale Bestuurder sal interne oriëntering aan Raadslede verskaf.

SALGA sal verantwoordelik wees vir die formele induksie van Raadslede. Voorlopige reëlins is 'n werkswinkel te Carnarvon vanaf 5 tot 9 September 2016.

AANBEVELING: vir kennisname

19. VERGADERDATUMS EN TYE
(3.1.1.5.21)

Ingevolge artikel 18(2) van die Strukture Wet moet 'n Raad ten minste kwartaalliks vergader.

AANBEVELING: ter oorweging

16. **BESLUIT:** dat die aangeleentheid oorstaan.

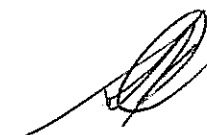
17. **BESLUIT:** dat die aangeleentheid oorstaan.

18. **BESLUIT:** dat die aangeleentheid oorstaan.

19. **BESLUIT:** dat die aangeleentheid oorstaan.


BEKRAGTIG:

DATUM: 27 OKTOBER 2016



SCHEDULE 1

CODE OF CONDUCT FOR COUNCILLORS

Preamble

Councillors are elected to represent local communities on municipal councils, to ensure that municipalities have structured mechanisms of accountability to local 5 communities, and to meet the priority needs of communities by providing services equitably, effectively and sustainably within the means of the municipality. In fulfilling this role councillors must be accountable to local communities and report back at least quarterly to constituencies on council matters, including the performance of the municipality in terms of established indicators. In order to ensure that councillors fulfil 10 their obligations to their communities, and support the achievement by the municipality of its objectives set out in section 19 of the Municipal Structures Act, the following Code of Conduct is established.

Definitions

1. In this Schedule 'partner' means a person who permanently lives with another 15 person in a manner as if married.

General conduct of councillors

2. A councillor must—
- (a) perform the functions of office in good faith, honestly and a transparent manner; and
 - (b) at all times act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised.

Attendance at meetings

3. A councillor must attend each meeting of the municipal council and of a committee of which that councillor is a member, except when—
- (a) leave of absence is granted in terms of an applicable law or as determined by the rules and orders of the council; or
 - (b) that councillor is required in terms of this Code to withdraw from the meeting.

Sanctions for non-attendance of meetings

4. (1) A municipal council may impose a fine as determined by the standing rules and 30 orders of the municipal council on a councillor for:
- (a) not attending a meeting which that councillor is required to attend in terms of item 3; or
 - (b) failing to remain in attendance at such a meeting.
- (2) A councillor who is absent from three or more consecutive meetings of a 35 municipal council, or from three or more consecutive meetings of a committee, which that councillor is required to attend in terms of item 3, must be removed from office as a councillor.
- (3) Proceedings for the imposition of a fine or the removal of a councillor must be conducted in accordance with a uniform standing procedure which each municipal 40 council must adopt for the purposes of this item. The uniform standing procedure must comply with the rules of natural justice.

Disclosure of interests

5. (1) A councillor must—
- (a) disclose to the municipal council, or to any committee of which that councillor 45 is a member, any direct or indirect personal or private business interest that that councillor, or any spouse, partner or business associate of that councillor may have in any matter before the council or the committee; and

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- (h) withdraw from the proceedings of the council or committee when that matter is considered by the council or committee, unless the council or committee decides that the councillor's direct or indirect interest in that matter is trivial or irrelevant.
- (2) A councillor who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose full particulars of the benefit of which the councillor is aware at the first meeting of the municipal council at which it is possible for the councillor to make the disclosure.
- (3) This section does not apply to an interest or benefit which a councillor, or a spouse, partner, business associate or close family member, has or acquires in common with other residents of the municipality.

Personal gain

6. (1) A councillor may not use the position or privileges of a councillor, or confidential information obtained as a councillor, for private gain or to improperly benefit another person.
- (2) Except with the prior consent of the municipal council, a councillor may not—
- (a) be a party to or beneficiary under a contract for—
 - (i) the provision of goods or services to the municipality; or
 - (ii) the performance of any work otherwise than as a councillor for the municipality;
 - (b) obtain a financial interest in any business of the municipality; or
 - (c) for a fee or other consideration appear on behalf of any other person before the council or a committee.
- (3) If more than one quarter of the councillors object to consent being given to a councillor in terms of subitem (2), such consent may only be given to the councillor with the approval of the MEC for local government in the province.

Declaration of interests

7. (1) When elected or appointed, a councillor must within 60 days declare in writing to the municipal manager the following financial interests held by that councillor:
- (a) shares and securities in any company; 30
 - (b) membership of any close corporation;
 - (c) interest in any trust;
 - (d) directorships;
 - (e) partnerships;
 - (f) other financial interests in any business undertaking; 35
 - (g) employment and remuneration;
 - (h) interest in property;
 - (i) pension; and
 - (j) subsidies, grants and sponsorships by any organisation.
- (2) Any change in the nature or detail of the financial interests of a councillor must be declared in writing to the municipal manager annually. 40
- (3) Gifts received by a councillor above a prescribed amount must also be declared in accordance with subitem (1).
- (4) The municipal council must determine which of the financial interests referred in subitem (1) must be made public having regard to the need for confidentiality and the public interest for disclosure. 45

Full-time councillors

8. A councillor who is a full-time councillor may not undertake any other paid work, except with the consent of a municipal council which consent shall not unreasonably be withheld. 50

Rewards, gifts and favours

9. A councillor may not request, solicitor accept any reward, gift or favour for—
- (a) voting or not voting in a particular manner on any matter before the municipal council or before a committee of which that councillor is a member;
 - (b) persuading the council or any committee in regard to the exercise of any power, function or duty;
 - (c) making a representation to the council or any committee of the council; or
 - (d) disclosing privileged or confidential information.

Unauthorised disclosure of information

10. (1) A councillor may not without the permission of the municipal council or a committee disclose any privileged or confidential information of the council or committee to any unauthorised person.

(2) For the purpose of this item 'privileged or confidential information' includes any information—

- (a) determined by the municipal council or committee to be privileged or confidential;
- (b) discussed in closed session by the council or committee;
- (c) disclosure of which would violate a person's right to privacy; or
- (d) declared to be privileged, confidential or secret in terms of law.

(3) This item does not derogate from the right of any person to access to information 20 in terms of national legislation.

Intervention in administration

11. A councillor may not, except as provided by law—
- (a) interfere in the management or administration of any department of the municipal council unless mandated by council; 25
 - (b) give or purport to give any instruction to any employee of the council except when authorised to do so;
 - (c) obstruct or attempt to obstruct the implementation of any decision of the council or a committee by an employee of the council; or
 - (d) encourage or participate in any conduct which would cause or contribute to 30 maladministration in the council.

Council property

12. A councillor may not use, take, acquire or benefit from any property or asset owned, controlled or managed by the municipality to which that council [or has no right.

Duty of chairpersons of municipal councils 35

13. (1) If the chairperson of a municipal council, on reasonable suspicion, is of the opinion that a provision of this Code has been breached, the chairperson must—
- (a) authorise an investigation of the facts and circumstances of the alleged breach;
 - (b) give the councillor a reasonable opportunity to reply in writing regarding the alleged breach; and 40
 - (c) report the matter to a meeting of the municipal council after paragraphs (a) and (b) have been complied with.
- (2) A report in terms of subitem (1) (c) is open to the public.
- (3) The chairperson must report the outcome of the investigation to the MEC for local government in the province concerned. 45
- (4) The chairperson must ensure that each councillor when taking office is given a copy of this Code and that a copy of the Code is available in every room or place where the council meets.

Breaches of Code

14. (1) A municipal council may—
- (a) investigate and make a finding on any alleged breach of a provision of this Code; or
 - (b) establish a special committee— 5
 - (i) to investigate and make a finding on any alleged breach of this Code; and
 - (ii) to make appropriate recommendations to the council.
- (2) If the council or a special committee finds that a councillor has breached a provision of this Code, the council may— 10
- (a) issue a formal warning to the councillor;
 - (b) reprimand the councillor;
 - (c) request the MEC for local government in the province to suspend the councillor for a period;
 - (d) fine the councillor; and
 - (e) request the MEC to remove the councillor from office. 15
- (3) (a) Any councillor who has been warned, reprimanded or fined in terms of paragraph (a), (b) or (d) of subitem (2) may within 14 days of having been notified of the decision of council appeal to the MEC for local government in writing setting out the reasons on which the appeal is based.
- (b) A copy of the appeal must be provided to the council. 20
- (c) The council may within 14 days of receipt of the appeal referred to in paragraph (b) make any representation pertaining to the appeal to the MEC for local government in writing.
- (d) The MEC for local government may, after having considered the appeal, confirm, set aside or vary the decision of the council and inform the councillor and the council of 25
the outcome of the appeal.
- (4) The MEC for local government may appoint a person or a committee to investigate any alleged breach of a provision of this Code and to make a recommendation on whether the councillor should be suspended or removed from office.
- (5) The Commissions Act, 1947 (Act 8 of 1947), may be applied to an investigation 30
in terms of subitem (3).
- (6) If the MEC is of the opinion that the councillor has breached a provision of this Code, and that such contravention warrants a suspension or removal from office, the MEC may—
- (a) suspend the councillor for a period and on conditions determined by the MEC: 35
or
 - (b) remove the councillor from office.
- (7) Any investigation in terms of this item must be in accordance with the rules of natural justice.

Application of Code to traditional leaders 40

15. (1) Items 1.2, 5, 6, 9(b) to (d), 10, 11, 12, 13 and 14(1) apply to a traditional leader who participates or has participated in the proceedings of a municipal council in terms of section 81 of the Municipal Structures Act.
- (2) These items must be applied to the traditional leader in the same way they apply to councillors. 45
- (3) If a municipal council or a special committee in terms of item 14 (1) finds that a traditional leader has breached a provision of this Code, the council may—
- (a) issue a formal warning to the traditional leader; or
 - (b) request the MEC for local government in the province to suspend or cancel the traditional leader's right to participate in the proceedings of the council. 50
- (4) The MEC for local government may appoint a person or a committee to investigate any alleged breach of a provision of this Code and to make a recommendation on whether the right of the traditional leader to participate in the proceedings of the municipal council should be suspended or cancelled.
- (5) The Commissions Act, 1947, may be applied to an investigation in terms of 55
subitem (4).
- (6) If the MEC is of the opinion that the traditional leader has breached a provision of



114 No. 21776

GOVERNMENT GAZETTE, 20 NOVEMBER 2000

Act No. 32, 2000

LOCAL GOVERNMENT
MUNICIPAL SYSTEMS ACT, 2000

this Code, and that such breach warrants a suspension or cancellation of the traditional leader's right to participate in the council's proceedings, the MEC may—

(a) suspend that right for a period and on conditions determined by the MEC; or

(b) cancel that right.

(7) Any investigation in terms of this item must be in accordance with the rules of natural justice. 5

(8) The suspension or cancellation of a traditional leader's right to participate in the proceedings of a council does not affect that traditional leader's right to address the council in terms of section 81 (3) of the Municipal Structures Act.

STAATSKOERANT, 5 JULIE 2011

Nr. 34433 17

WYSIGINGSWET OP PLAASLIKE REGERING;
MUNISIPALE STELSELS, 2011

Wet Nr. 7 van 2011

Wysiging van Bylae 1 tot Wet 32 van 2000

14. Bylae 1 van die Hoofwet word hierby gewysig deur die volgende item na item 2 in te voeg:

"Stemming by vergaderings

2A. 'n Raadslid kan nie stem ten gunste van of instem tot 'n resoluëie wat voor die raad of 'n komitee van die raad dien en wat teenstrydig is met enige wetgewing wat van toepassing op plaaslike regering is nie." 5

EED:

Ek sweer trou aan die Republiek van Suid-Afrika en dat ek die Grondwet en die ander reg van die Republiek sal gehoorsaam, eerbiedig en onderhou, en ek belowe plegtig om my funksies en pligte as lid van die Raad van Kareeberg Munisipaliteit na my beste vermoë uit te voer.

Oath:

I swear that I will be faithful to the Republic of South Africa and will obey, respect and uphold the Constitution and all other laws of the Republic of South Africa, and I solemnly promise to perform my functions and duties as councillor of Kareeberg Municipality to the best of my ability.

So help my God/ So help me God.

PLEGTIGE VERKLARING:

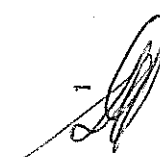
Ek verklaar plegtig trou aan die Republiek van Suid-Afrika en dat ek die Grondwet en die ander reg van die Republiek sal gehoorsaam, eerbiedig en onderhou, en ek belowe plegtig om my funksies en pligte as lid van die Raad van Kareeberg Munisipaliteit na my beste vermoë uit te voer.

Solemn Affirmation:

I solemnly declare that I will be faithful to the Republic of South Africa and will obey, respect and uphold the Constitution and all other laws of the Republic of South Africa, and I solemnly promise to perform my functions and duties as a councillor of Kareeberg Municipality to the best of my ability.

Geteken te CARNARVON op die 19de dag van Augustus 2016

Signed at CARNARVON on the 19th day of August 2016



Part 2: Speakers of municipal councils

Election of speakers

36. (1) Each municipal council must have a chairperson who will be called the speaker.

(2) At its first sitting after its election, or when necessary to fill a vacancy, a municipal council must elect its speaker from among the councillors.

(3) The municipal manager of the municipality or, if the municipal manager is not available, a person designated by the MEC for local government in the province, presides over the election of a speaker.

(4) The procedure set out in Schedule 3 applies to the election of a speaker. 10

(5) A councillor may not hold office as speaker and mayor or executive mayor at the same time, but in a municipality of a type mentioned in section 9(e) or (f) or 10(c) the speaker must be called the mayor.

Functions of speakers

37. The speaker of a municipal council— 15

(a) presides at meetings of the council;

(b) performs the duties and exercises the powers delegated to the speaker in terms of section 32;

(c) must ensure that the council meets at least quarterly;

(d) must maintain order during meetings: 20

(e) must ensure compliance in the council and council committees with the Code of Conduct set out in Schedule 5; and

(f) must ensure that council meetings are conducted in accordance with the rules and orders of the council.

Term of office of speakers 25

38. The speaker of a municipal council is elected for a term ending, subject to section 39, when the next council is declared elected.

Vacation of office

39. The speaker of a municipal council vacates office during a term if that person— 30

(a) resigns as speaker;

(b) is removed from office; or

(c) ceases to be a councillor.

Removal from office

40. A municipal council by resolution may remove its speaker from office. Prior notice of an intention to move a motion for the removal of the speaker must be given. 35

Acting speakers

41. If the speaker of a municipal council is absent or not available to perform the functions of speaker, or during a vacancy, the council must elect another councillor to act as speaker.



cooperative governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

GUIDELINE
FOR
ESTABLISHMENT OF
MUNICIPAL PUBLIC ACCOUNTS COMMITTEES (MPAC)

1. INTRODUCTION

This Guideline provides municipalities and councillors with information on the establishment and functioning of Municipal Public Accounts Committees (MPACs) to strengthen the oversight arrangements in municipalities.

The roles and responsibilities of council should always be carried out with a clear distinction between oversight and interference in administration, as defined in the Municipal Finance Management Act, 2003, Act 56 of 2003 (MFMA), section 52 (b) and 103 respectively as well as in the Code of Conduct for Councillors, defined in Schedule 1 of Municipal Systems Act, No.32 of 2000.

Section 129(4) of the MFMA further provides for the issuance of guidance on the manner in which municipal councils should consider annual reports and conduct public hearings, and the functioning and composition of any public accounts or oversight committees established by the council to assist it to consider an annual report.

MFMA Circular 32 provides earlier guidance on the oversight process that councils must follow when considering the annual report and producing an Oversight Report. The reform programme, including the development of new Annual Reports, have progressed over the past few years and certain challenges experienced in municipalities are now being addressed in this Guideline. These challenges relate to the need for continuous improvement in service delivery and the promotion of accountable and transparent governance arrangements. This Guideline must be read together with MFMA Circular 32 of 15 March 2006 and addresses institutional, functional, composition, membership, work programme, meeting arrangements and reporting of MPAC. This Guideline is issued jointly by the National Treasury and the Department of Cooperative Governance, after consulting with SALGA, taking into account the inputs of provinces, municipalities and the Association of Public Accounts Committees.

2. PURPOSE

The purpose of this Guide is to assist municipalities in establishing Municipal Public Accounts Committees (MPAC) in terms of the provisions of the Local Government Municipal Structures Act, Act 117 of 1998 and the Municipal Finance Management Act, Act 56 of 2003 to serve as an oversight committee to exercise oversight over the executive obligations of council. The MPACs will assist council to hold the executive and municipal entities to account, and to ensure the efficient and effective use of municipal resources. By so doing, the MPAC would help to increase council and public awareness of the financial and performance issues of the municipality and its entities.



3. INSTITUTIONAL CONTEXT AND FUNCTIONS OF MPAC

3.1 *Institutional context*

MPAC is established in terms of section 79 of the Municipal Structures Act and performs an oversight function on behalf of council and is not a duplication of other committees of council, such as the Finance Committee or that of the Audit Committee.

MPAC will undertake and manage similar functions and responsibilities for municipalities, as undertaken by the Standing Committee on Public Accounts in the national and provincial legislatures, except for certain powers regarding subpoena of individuals. In the case of any irregular expenditure or any fruitless and wasteful expenditure incurred by the municipalities or municipal entities, the MPAC will have the right to call upon the accounting officer of the municipality or the chairperson of the municipal entity's board of directors to appear before it to provide information or clarity.

The MPAC may engage directly with the public and consider public comments when received and will be entitled to request for documents or evidence from the Accounting Officer of a municipality or municipal entity.

MPAC can request the support of both the internal and external auditors (advisory) when necessary. It should be noted that the standard rules for the council apply to MPAC. The committee shall have permanent referral of documents as they become available relating to:

- (i) In-year reports of the municipality and municipal entities;

- (ii) financial statements of the municipality and municipal entities as part of the committee's oversight process;
- (iii) audit opinion, other reports and recommendations from the Audit Committee;
- (iv) information relating to compliance in terms of sections 128 and 133 of MFMA;
- (v) information in respect of any disciplinary action taken in terms of the MFMA where it relates to an item that is currently serving or has served before the committee;
- (vi) any other audit report from the municipality or its entities; and
- (vii) performance information of the municipality and municipal entities.

MPAC is not responsible for policy formulation or prioritization matters, unless serving on the full council, regarding municipal projects or the role assigned to the Mayor. The MPAC reports directly to Council through the Speaker of the municipality and interfaces with the other committees of council through the Speaker, where relevant.

The Audit Committee is an independent advisory body that advises council, political office-bearers, the accounting officer and the management of the municipality, and the management staff of the municipality entity on matters related to internal control, internal audits, risk management accounting policies and adequacy reliability and accuracy of financial reporting and information, performance management, effective governance compliance with the MFMA and the Division of Revenue Act.



3.2 *Functions of MPACs*

The primary functions of the Municipal Public Accounts Committees are as follows:

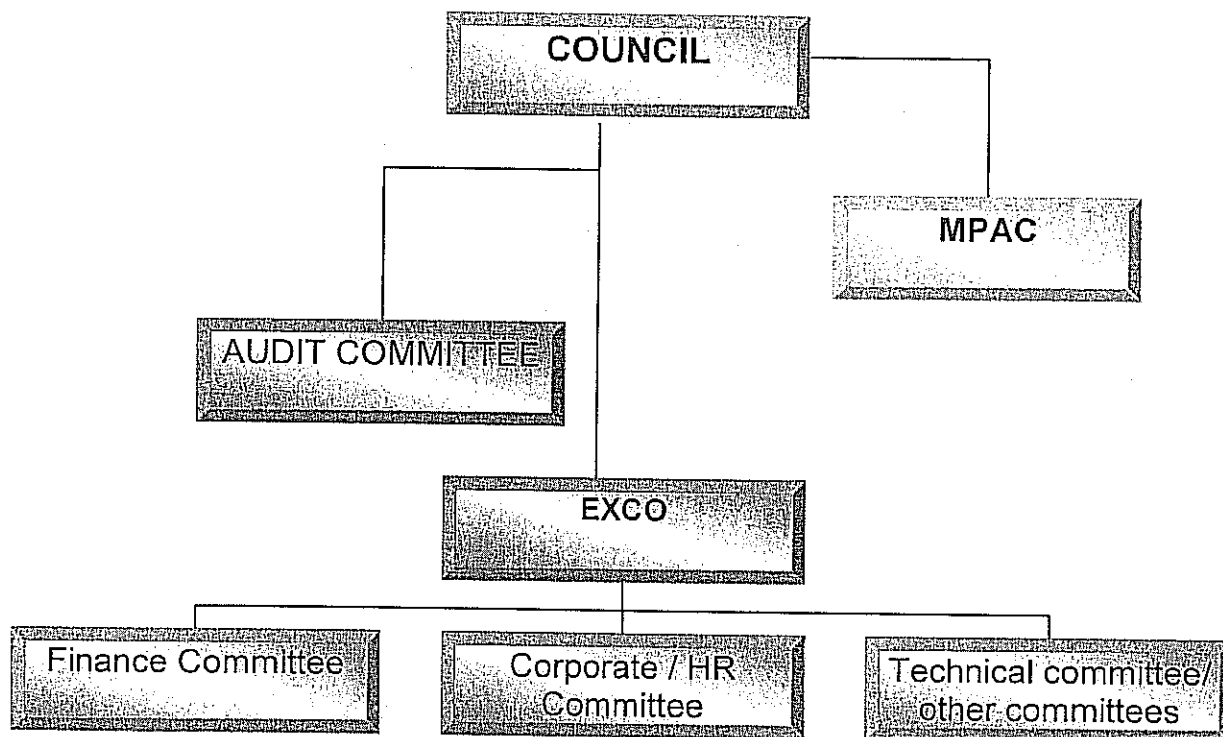
- (i) To consider and evaluate the content of the annual report and to make recommendations to Council when adopting an oversight report on the annual report;
- (ii) In order to assist with the conclusion of matters that may not be finalized, information relating to past recommendations made on the Annual Report, must also be reviewed. This relates to current in-year reports, including the quarterly, mid-year and annual reports;
- (iii) To examine the financial statements and audit reports of the municipality and municipal entities, and in doing so, the committee must consider improvements from previous statements and reports and must evaluate the extent to which the Audit Committee's and the Auditor General's recommendations have been implemented;
- (iv) To promote good governance, transparency and accountability on the use of municipal resources;
- (v) To recommend or undertake any investigation in its area of responsibility, after reviewing any investigation report already undertaken by the municipality or the Audit Committee; and
- (vi) To perform any other functions assigned to it through a resolution of council within its area of responsibility.

3.3 *Administrative Support by Council*

In order for the MPAC to be effective in executing its functions, the Council must ensure that the MPAC is supported by officials to coordinate and undertake research activities as required by the committee work programme.



4. COMPOSITION AND MEMBERSHIP



4.1 The MPAC, similar to other committees of council should comprise solely of councillors appointed by resolution of a full council meeting. However, the committee may invite representatives of the community and co-opt members of the public who have expertise in relevant specific fields to assist and advise in the deliberations when the need arise. These representatives will have no voting rights as they are not elected councillors.

4.2 The MPAC shall comprise of councillors excluding any councillor who is serving as Executive Mayor or Deputy Executive Mayor, Mayor or Deputy Mayor, Speaker, Chief Whip, a member of Mayoral Committee, a member of the Executive Committee. Where the municipality has a sufficient number of councillors, councillors serving on the MPAC

should preferably not serve in other Committees of Council to minimize possible conflict of interest.

The actual size of the MPAC will be determined by the number of councillors in the municipality.

4.2.1 municipalities with less than 15 councillors may nominate up to 5 councillors;

4.2.2 municipalities between 15-30 councillors may nominate up to 9 councillors;

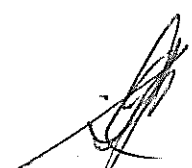
4.2.3 municipalities between 31-60 councillors may nominate up to 11 councillors; and

4.2.4 municipalities with more than 60 councillors may nominate up to 13 councillors.

4.3 Care should be taken that councillors represent a wide range of experience and expertise available in council and represent various political affiliations.

Councillors serving on MPAC should be appointed for a term which corresponds to the term of sitting Council. When a councillor resigns or is transferred from the committee, the resignation must be in writing and Council must appoint a replacement by resolution at the next scheduled full Council meeting.

4.4 The names of councillors serving on MPAC will be published in the annual report.



5. CHAIRING OF MPAC

- 5.1 The Chairperson of the Committee is to be appointed by Council Resolution.
- 5.2 When appointing the Chairperson of the Committee, Council must take into consideration the requirements of transparency, ethical behaviour and general good governance prescripts.
- 5.3 In deciding on the Chairperson, the Council may consider appointing councillors from parties other than the majority parties in Council.
- 5.4 The Council may consider making the position of Chairperson of the Committee full-time.

6. MPAC WORK PROGRAMME

- 6.1 MPAC must develop its work programme annually and link such programmes to the overall planning cycle of council and conclude with the evaluation of the annual report and the recommendations to Council when adopting the Oversight Report on the Annual Report.
- 6.2 The annual work programme must be approved by Council.

7. ATTENDANCE OF MEETINGS

- 7.1 A minimum of four (4) meetings in a financial year must be held or as may be necessary in accordance with the approved work programme. The meetings of MPAC should be included in the annual calendar of Council and the notice requirements should be similar to those of other

committees of Council taking into consideration the timeframes in the Municipal Finance Management Act for preparation and adoption of the Oversight Report on the Annual Report.

7.2 If otherwise, the notice of meetings shall be given at least 14 days prior to the meeting. Agendas and relevant documents shall be received at least 7 days prior to meeting for preparation purposes.

8 REPORTING

8.1 The MPAC will report to council on the activities of the committee; include a report detailing its activities of the preceding and current financial years, the number of meetings held, the membership of the committee and key resolutions taken in the annual report.

8.2 The committee must discuss and adopt its report for Council in accordance with the procedures for tabling matters in council defined in the standing rules of council.

8.3 The MPAC should report to full council at least quarterly and may bring items before Council as and when necessary.

8.4 The full Council should deliberate on the recommendations from the MPAC, at a meeting open to the public, and must reach finality in the shortest possible time. Council must evaluate the performance of MPAC on an annual basis.

9 MONITORING BY MPAC

9.1 The committee shall develop a monitoring mechanism in line with the approved work programme to determine if actions have been taken to implement its recommendations.

9.2 The responses to reports are to be provided to the MPAC as soon as possible after the date of the resolution together with the recommendations to which they relate.



C. MUNICIPAL PUBLIC ACCOUNTS COMMITTEES (MPAC'S)

The establishment of Municipal Public Accounts Committees (similar to SCOPA in Parliament) will complement the functions of the municipal audit committee.

Section 79 of the Municipal Structures Act provides for committees of the Council reporting directly to the council, in accordance with the terms of reference of such committees are developed by the councils. Such committees, because of its direct reporting lines to the full council, are best suited to do oversight in the municipality, not only in terms of the oversight report referred to above, but general oversight over both the administrative and executive arms of the municipality.

Established to complement the functions of the audit committees, MPAC's are established in terms of the Municipal Structures Act, section 79 and the following principles will apply:

- the municipal council must resolve to establish a MPAC by way of a council resolution;
- the municipal council must determine the functions of the committee and agree on the terms of reference for the committee;
- the municipal council must delegate functions to the MPAC in accordance with the terms of reference of the committee;
- the municipal council may determine the procedure of the committee or allow it to determine its own procedure; and
- the municipal council appoints the members of the MPAC from amongst the councillors.

Guidelines for the establishment, appointment and general functioning of MPACs:

1. Establishment of the MPAC

A report needs to be submitted to the municipal council that recommends the establishment of the MPAC. The report also needs to include all the aspects dealt with above, and which will be further unpacked below. The resolution passed by the municipal council must be clear on all powers and functions of the committee in order to prevent disputes in this regard. Disputes must be referred to the municipal council for resolution.

2. Functions and terms of reference of the committee

The main purpose of the MPAC is to exercise oversight over the executive functionaries of council and to ensure good governance in the municipality. This will include oversight over municipal entities. In order for the MPAC to



OVERSIGHT ROLE



fulfil this oversight role, it needs to be provided with the necessary information and documentation to interrogate the actions of the executive. Part 2 below provides generic terms of reference for the MPAC.

3. Delegation of functions to the MPAC

Functions must be formally delegated to the MPAC in accordance with the provisions of section 59 of the Local Government: Municipal Systems Act, 2000 (hereinafter referred to as the Systems Act). The delegations must be included as part of the System of Delegations of the Municipality. It should be noted that with regard to the delegations to the MPAC, the municipality should not allow for a review of the decisions of the MPAC by the EXCO or Executive Mayor in accordance with section 59(3)(b) of the Systems Act, as the purpose of the MPAC is to do oversight of the executive. The delegations to the MPAC should specifically exclude the said powers to the executive of the municipality.

The requirement to report on the delegated authorities by the MPAC can be included as part of the quarterly report submitted to the council by the MPAC. The delegations required in this regard are further alluded to in Part 3 below.

4. The procedures and rules of order of the committee

Due to the nature of the committee, it is proposed that the municipal council determines the procedures of the committee with its establishment, provided that the committee may make recommendations to the council on possible amendments to be approved by the council once the activities of the MPAC commences. Such an arrangement will allow the MPAC to operate efficiently from its appointment and not having to spend time on the development of procedures.

5. Appoint of the members of the MPAC

There is no prescription on the number of members elected to serve on the MPAC committee. The municipality must determine the number of members that will be appointed, taking into account the number of councillors in the municipality and the fact that no office bearers/ executive councillors in the municipality may serve on the committee. It is ideal that the members be appointed for the term of the council, to ensure continuity across financial years. However, this is subject to the right of the council to remove committee members by way of council resolution.

The National Treasury and DCOG guidelines propose maximum numbers of committee members but municipalities are not required to follow the guideline and a smaller number can also be appointed, provided that section 160(8) of the Constitution apply to the composition of the committee, which requires that the membership of the committee must be such that it allows parties and interests reflected within the Council to be fairly represented in the MPAC.





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Once the number of MPAC members are agreed upon, the actual appointment can take place. The number of members as well as the names of the councillors appointed as members must be specified in the council resolution. The councillors appointed to the committee should have a wide range of experience and expertise in order to enable the committee to exercise its oversight function optimally.

6. Appointment of the chairperson of the MPAC

The chairperson of the MPAC must be appointed in terms of a council resolution. The chairperson may not be an office bearer/ executive councillor in the municipality. The chairperson of the MPAC should be an experienced councillor, due to the important role to be played by the MPAC in the council. The chairperson can be from the ruling or an opposition party, at the choice of the municipal council.

7. Co-opting of advisory members to the MPAC

The council must indicate whether it will allow the MPAC to co-opt advisory members, which are not councillors, but based on their expertise. This will be informed by the experience and capacity of members appointed to the MPAC. In the event where such co-option is allowed, the council has to prescribe the number of members that may be co-opted, the expertise required, the manner of co-option as well as the payment of a stipend to such co-opted members.

8. Meetings of the MPAC should be open to the public

Section 160(7) of the Constitution provides that a municipal council must conduct its business in an open manner, and may close its sittings, or those of its committees, only when it is reasonable to do so having regard to the nature of the business being transacted. As a principle, the meetings of the MPAC should be open to the public and the rules and procedures of the committee should specify in which instances the meeting can be closed to the public.

9. Availability of resources for the MPAC

The municipal administration must ensure that adequate financial and human resources are made available to support the functions of the MPAC. As the MPAC is a formal committee of the council, dedicated administrative as well as committee staff members must be made available to assist it in its functions. Formal agendas and minutes of meetings need to be prepared by committee staff under the guidance of the chairperson. Administrative staff should also assist committee members and the necessary infrastructure must be provided to the MPAC as well as all the finances required to fulfil its obligations.

10. Minutes and Agendas

Agendas of meetings need to be delivered to members in advance in order



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for them ample time to prepare for the meeting. Documents produced in the municipality that need to be submitted to the MPAC in terms of its terms of reference, must be submitted to the committee staff as soon as it is finalised in order to include it in the MPAC agenda for the next meeting.

11. Meetings of the MPAC

The MPAC needs to meet at least 4 times per annum, each such meeting to be held prior to the quarterly meeting of the municipal council (where applicable) or before the council meeting schedules for the month in which the MPAC meets, to allow ample time to include the report of the MPAC in the agenda for each council meeting. Meeting dates should be set and should be included in the annual calendar of meetings.

12. Reporting

The MPAC reports directly to the municipal council and the chairperson of the MPAC must liaise directly with the speaker on the inclusion of reports of the MPAC in the council agenda. As the MPAC is a committee of the council, its reports are submitted directly to the council without being submitted to the Exco or Mayoral Committee. The chairperson of the MPAC liaises directly with the speaker on the inclusion of its report in the council agenda, and the committee staff ensures that the documentation is physically included in the agenda of the council meeting.

Terms of reference for the MPAC

1 MPAC must interrogate the following financial aspects addressed in the Municipal Finance Management Act;

1.1 Unforeseen and unavoidable expenditure (Section 29)

- any unforeseen and unavoidable expenditure incurred must be reported to the MPAC;
- proof of the necessary appropriation in an adjustment budget;
- the MPAC must consider the expenditure and make recommendations to the council; and
- where the necessary adjustment budget has not been prepared, the MPAC must report same to the council.

1.2 Unauthorized, irregular or fruitless and wasteful expenditure (Section 32)

- copies of the financial statements submitted to the A-G must be submitted to the MPAC as well as the financial statements of any





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- municipal entity under the control of the municipality as well as proof of submission thereof to the A-G;
- where the MPAC has not been provided with the financial statements or with proof that it has been submitted to the A-G it must be reported to the council.
- 1.3 The quarterly report of the mayor on the implementation of the budget and the state of affairs of the municipality / SDBIP (Section 52(d))
- a copy of the quarterly report of the mayor on the implementation of the budget and the state of affairs of the municipality must be submitted to the MPAC;
 - where the report is not submitted to the MPAC within 30 days after the end of the quarter, the MPAC must report this to the council;
 - where the report is submitted, it must be interrogated and recommendations must be made to the council;
 - the MPAC must ensure that the mayor attend to the necessary amendments to the SDBIP and submit the necessary report to the council with proposals for the adjustment budget, and where this is not done by the mayor, report it to the council;
 - the MPAC must report any matter of concern regarding the report of the mayor to the council.
- 1.4 Monthly budget statements (Section 71)
- the monthly budget statement submitted to the mayor must be submitted to the MPAC;
 - the MPAC must interrogate the statement and report any matter of concern on the statement to the council.
- 1.5 Mid-year budget and performance assessment (Section 72)
- the mid-year budget and performance assessment report submitted to the mayor must be submitted to the MPAC;
 - the MPAC must interrogate the assessment and submit its comments on the assessment to the council.
- 1.6 Mid-year budget and performance assessment of municipal entities (Section 88)
- the mid-year budget and performance assessment report submitted by the municipal entity needs to be submitted to the MPAC;

OVERSIGHT ROLE



- the MPAC needs to interrogate the report and report matters of concern to the council;
 - where the report has not been received or not published, it must be reported to the council.
- 1.7 Disclosures concerning councillors, directors and officials (Section 124), as part of its interrogation of the annual financial statements, the MPAC must ensure that the necessary disclosures were made in the financial statements, including:
- Salaries, allowances and benefits of political office bearers and councillors of the municipality;
 - arrears owed by individual councillors by the municipality for more than 90 days;
 - salaries, allowances and benefits of the municipal manager, CFO and senior managers;
 - salaries, allowances and benefits of the board of directors of municipal entities
 - the salaries, allowances and benefits of the chief executive officer and senior managers of municipal entities;
- 1.8 Submission and auditing of annual financial statements (Section 126)
- 1.9 Submission of the annual report (Section 127)
- the annual report must be submitted to the MPAC no later than two weeks after the date required for submission to the council;
 - where the annual report is not submitted to the council as required, the MPAC must be provided with a copy of the written explanations of the mayor as submitted to the council;
 - where neither the annual report nor the explanation has been submitted, the MPAC must report same to the council;
 - the MPAC must monitor that the annual report has been submitted to the A-G, as well as the provincial government departments required and has been published for comment; and
 - the MPAC must also monitor that all municipal entities have complied with the said requirements.
- 1.10 Oversight report on the annual report (Section 129)
- the MPAC must consider the annual report and prepare a draft oversight report to be submitted to the council for purposes of adopting the oversight report;





OVERSIGHT ROLE

- in preparing the draft oversight report, the MPAC must consider all representations in connection with the annual report received from the local community;
 - the meeting of the MPAC considering the annual report must be open to the public and members of the local community must be allowed to make representations in connection with the annual report at the meeting;
 - National Treasury Circular 32 provides guidance on the preparation of the oversight report and a copy is attached as Annexure "A" hereto. Reference to the oversight committee must be read as the MPAC.
- 1.11 Issues raised by the Auditor-General in audit reports (Section 131)
- the MPAC must be provided with the report prepared to address issues raised by the A-G;
 - where the report is submitted, MPAC should interrogate same and make recommendations to the council; and
 - where the report has not been submitted, MPAC should report this to the council.
- 1.12 Audit Committee (Section 166)
- the MPAC must ensure that the municipality at all times have an operational audit committee;
 - all reports received from the audit committee need to be submitted to the MPAC to assist it in its functions and to capacitate the MPAC;
 - where no audit committee has been appointed or where the audit committee is not operative, the MPAC must report this to the council.
- 1.13 Disciplinary action instituted in terms of the MFMA
- all disciplinary processes instituted for the contravention of the MFMA must be reported to the MPAC;
 - MPAC must monitor that all matters are brought to conclusion;
 - MPAC must report to council where matters are not dealt with effectively and timeously.
2. The MPAC must interrogate the following aspects addressed in the Municipal Systems Act.

OVERSIGHT ROLE



- 2.1 Review of the IDP post elections (Section 25) -
 - MPAC must monitor whether the Executive mayor / EXCO initiate the review of the IDP posts elections;
 - Where the review is not done, the MPAC must report same to the council.
- 2.2 Annual review of the IDP (Section 34)
 - MPAC must monitor whether the Executive mayor / Exco initiate the annual review of the IDP;
 - Where the review is not done, the MPAC must report same to the council.
- 2.3 Performance management plan (Section 39)
 - MPAC must monitor whether the annual performance plan is being prepared;
 - Where the plan is not prepared, the MPAC must report same to the council.
- 2.4 Monitoring that the annual budget is informed by the IDP (Regulation 6 of the Local Government: Municipal Planning and Performance Management Regulations)
 - MPAC must review the draft annual budget and ensure that it is informed by the IDP adopted by the municipal council; but
 - Where the draft annual budget is not aligned with the IDP, the MPAC must report same to the municipal council.
- 2.5 Monitoring that all declaration of interest forms are completed by councillors on an annual basis (Section 54 read with Item 7 of Schedule 1)
 - MPAC must monitor whether all councillors have completed their declaration of interest forms and update it annually;
 - Where declaration of interest forms have not be completed or updated same must be reported to the municipal council.
3. The MPAC must prepare an annual work plan for approval by the municipal council prior to start of the financial year.

Delegations to the MPAC

1. Certain responsibilities are to be delegated to the MPAC in terms of the provisions of section 59 of the Systems Act. The authority to interrogate the following documents and to make recommendations to the municipal council in accordance with the terms of reference of the committee:



OVERSIGHT ROLE

- Unforeseen and unavoidable expenditure;
 - Unauthorised, irregular or fruitless and wasteful expenditure;
 - SDBIP;
 - Monthly budget statements;
 - Mid-year budget and performance assessment;
 - Mid-year budget and performance assessment of municipal entities;
 - Disclosures concerning councillors, directors and officials;
 - Annual financial statements;
 - Annual report;
 - Issues raised by the A-G in the audit reports;
 - The appointment of the audit committee;
 - Disciplinary steps instituted in terms of the MFMA;
 - The review of the IDP post elections;
 - The annual review of the IDP;
 - Performance management plan;
 - The draft annual budget with reference to the approved IDP; and
 - Declaration of interest forms submitted by councillors.
2. The authority to consider all presentations made by the community on the annual report and the authority to have interviews with members of the community to obtain input on the annual report, as well as the authority to prepare the draft oversight report over the annual report.
 3. The authority to instruct any member of the executive or the municipal manager to attend the meeting of the MPAC to address matters specified by the MPAC and to provide the MPAC with copies of documents to be dealt with by the committee in terms of its terms of reference.
 4. The authority to instruct any member of the board or the CEO of a municipal entity to attend the meeting of the MPAC to address matters specified by the MPAC and to provide the MPAC with copies of documents to be dealt with by the committee in terms of its terms of reference.
 5. The authority to obtain legal, technical and other specialised assistance required to exercise its functions and duties within the budget approved for the committee and subject to the supply chain management policy where applicable.

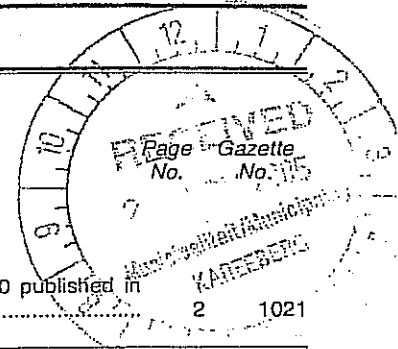


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No.

OFFICIAL NOTICE

- 47 Local Government: Municipal Structures Act (117/1998): Amendment of Official Notice 30 of 2000 published in Provincial Gazette Extraordinary No. 562 dated 3 October 2000



OFFICIAL NOTICE

NOTICE 47 OF 2005

Off/47

AMENDMENT OF OFFICIAL NOTICE NO 30 OF 2000 PUBLISHED IN
PROVINCIAL GAZETTE EXTRAORDINARY NO 562 DATED 3 OCTOBER 2000

The Minister for Provincial and Local Government, Mr. F.S. Mufamadi has in terms of Section 18(4) of the Local Government: Municipal Structures Act, No 117 of 1998, as amended, under General Notice 2056 of 2003 published in Government Gazette No 25264 of 28 July 2003 determined that certain councillors in municipalities may be designated as full time.

Pursuant to the above determination by the Minister, I, Jacobus, Frederick van Wyk, MEC responsible for Local Government hereby amend Official Notice No. 30 of 2000 as published in Provincial Gazette Extraordinary No 562 dated 3 October 2000 as set out in the schedule hereto.

GIVEN UNDER MY HAND AT KIMBERLEY ON THIS 3RD DAY OF NOVEMBER
2005

J.F. VAN WYK
MEC RESPONSIBLE FOR
HOUSING AND LOCAL GOVERNMENT
NORTHERN CAPE PROVINCE

SCHEDULE

1. Substitute the word "paragraph" in 5 (3) (d) with the word "Mayor"

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DEFINITIONS

1. In these standing orders any word to which a meaning has been assigned in the Local Government Municipal Structures Act 1998 (Act No. 117 of 1998) shall have the same meaning unless inconsistent with the context:
"Council" means a local council or district council.
"Councillor" means a member of the council.
"Municipal Manager" includes the Acting Municipal Manager.
"Municipal Structures Act" means the Local Government: Municipal Structures Act, 1998(Act No. 117 of 1998)

COMMENCEMENT OF MEETING

2. All council meetings shall start at the time for which the meeting is convened.

ORDER OF BUSINESS

3. The order of business at ordinary council meetings shall be as follows:
 - (i) Election of the chairperson, if necessary;
 - (ii) Signing of minutes;
 - (iii) Statements, communications or business brought forwarded by the chairperson;
 - (iv) Interviews with deputations or persons summoned to attend the meeting;
 - (v) Statutory business;
 - (vi) Business which by a resolution at a prior meeting has precedence;
 - (vii) Matters adjourned from any preceding meeting;
 - (viii) Reports by committees, delegates, deputations or officers of the council;
 - (ix) Submission by the municipal manager of reports, communications, memorials, petitions and applications dealing with matters of urgency;
 - (x) Notices of motion and questions which shall appear on the agenda in the order in which they have been received by the municipal manager.
 - (xi) Communications;
 - (xii) General business;

Provided that a councillor may at any time during the proceedings move as a motion of course that precedence be given to any matter appearing on the agenda and may briefly



state the reasons for such motion. If such motion be seconded it shall be put to the vote forthwith without discussion and if carried the matter shall received precedence accordingly.

CHAIRPERSON MAY INTRODUCE URGENT BUSINESS

4. At any meeting the chairperson may without notice make any statement or read any communication.

ATTENDANCE REGISTER

5. Every councillor present at a meeting of the council shall sign his or her name in the attendance register which shall be available for that purpose.

MINUTES

6. (1) Minutes of the proceedings of every meeting of the council shall be drawn up and printed or type-written and shall be submitted for confirmation at the next ordinary meeting by the chairperson.
- (2) The minutes shall be taken as read for the purpose of confirmation, if a copy thereof was sent to each member of the council at least forty-eight hours previously.
- (3) Except as to accuracy, no motion or discussion shall be allowed upon the minutes.
- (4) A motion of course to correct the minutes shall be permissible and if carried, the minutes shall forthwith be corrected accordingly and signed.

DEPUTATIONS

7. (1) No deputation shall address the council unless:
- (a) written notice of such intention was served on the council, three days prior to the specific council meeting;

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DEPUTATIONS

7.
 - (1) No deputation shall address the council unless:
 - (a) written notice of such intention was served on the council, three days prior to the specific council meeting;

- (b) such notice specify the representations to be made and the service of deputation;
 - (c) the municipal manager get the prior approval of the mayor after submitting the notice envisaged in subparagraph (a).
- (2) Notwithstanding subparagraph (1), the chairperson may allow any deputation to address the council without written notice having been given, if the chairperson is of opinion that the matter to be presented is of an urgent nature.
- (3) A deputation shall not consist of more than ten members.
- (4) Only two members of a deputation shall address the council except, -
- (a) where council grant permission; or
 - (b) in reply to questions from councillors.
- (5) A member of a deputation may not address the council for more than ten minutes.

NOTICES OF MOTIONS AND QUESTIONS

8. (1) The chairperson may not:
- (a) accept any motion -
 - (i) except a motion of exigency or;
 - (ii) a motion of course.
 - (b) allow any question to be asked except one asked in terms of paragraph 14, unless notice thereof has been given in terms of subparagraph (2).
- (2) Every notice of intention to introduce a motion or ask a question shall:
- (a) be in writing;
 - (b) be signed and dated by the councillor submitting same;
 - (c) specify in full the motion or question;
 - (d) be delivered to the municipal manager at least six days before the date of the meeting at which it is intended to be introduced or asked.

- (e) not be in regard to any matter assigned to a committee, unless:
 - (i) such notice has previously been submitted to such committee; or
 - (ii) it is in the form of a reference to such committee for consideration and report.

ABSENCE OF MOVER OR QUESTIONER

9. In the event of the absence of a mover or questioner as envisaged in section 8, from the relevant council meeting when called upon by the chairperson to move a motion or ask a question standing in his or her name on the agenda any other councillor may move such motion or ask such question in his or her own name, unless the original mover or questioner have notified the municipal manager in writing of a substitute to move the motion or ask the question.

MOTIONS AND QUESTIONS ON MATTERS DEALT WITH BY COMMITTEE

10. The chairperson of a committee may, if he or she is of opinion that the matter is one of urgency, give notice of his or her intention to introduce a motion or ask a question on a matter assigned to such committee notwithstanding the fact that such motion or question has not received the prior consideration of such committee.

RESCISSION OF RESOLUTION

11. (1) (a) A councillor may give notice of intention to move the rescission or alteration of a resolution of the Council, by submitting in writing to the Municipal Manager such notice of motion.
- (c) The notice envisaged in subparagraph (a) shall:
- (i) be signed and dated by such councillor;
 - (ii) state at what meeting of the Council it will be introduced;
 - (iii) be submitted to the municipal manager at least six days before the said meeting;

- (iv) state that the mover will move that the existing resolution be brought under review for the purpose of alteration or rescission, as the case may be;
 - (v) state that the mover will further move that the same be rescinded or altered, as the case may be stating, in the case of alteration, the exact alteration desired.
- (2) If a committee has resolved to recommend to the Council that a resolution of the Council be rescinded or altered:
- (a) such a recommendation shall be contained in a report of the committee to the Council;
 - (b) the municipal manager shall send a copy of such report to each councillor at his or her last known address, at least twelve hours before the meeting at which the recommendation will be considered; and
 - (c) the report shall indicate, or be accompanied by documents indicating, at what meeting such report will be considered.
- (3) A resolution shall only be brought under review at a meeting of the council;
- (a) with the permission of majority of the councillors present at such meeting;
 - (b) if recommended by a Committee.
- (4) If a councillor has during a meeting at which a resolution was passed, given notice of his or her intention to bring such resolution under review he or she shall within seven days after such meeting deliver to municipal manager a notice in writing in the form specified in paragraph 8 (2) setting out his or her intention to bring such resolution under review. If he or she fails to submit such notice he or she shall be deemed to have abandoned his or her intention to bring such resolution under review and the municipal manager shall forthwith notify all councillors accordingly.
- (5) There shall be no debate on such a motion to review except the right of the councillor or chairperson of the committee giving notice to briefly state the reasons therefor.

RECOMMENDATION OF COMMITTEE REGARDED AS PRO FORMA MOTION

12. (1) The adoption of a recommendation contained in a report submitted by a committee to the council shall be deemed to have been moved pro forma by the chairperson of such committee.
- (2) If the chairperson of such a committee is absent or when he or she opposed such recommendation he or she may appoint a member of such committee to act on his or her behalf when the chairperson of the meeting indicate that such recommendation is open for discussion.
- (3) Such a proforma motion need not to be seconded.
- (4) The chairperson of such committee shall not be precluded from exercising his or her right to speak on such a pro forma motion.

QUESTIONS

13. (1) A councillor may ask any question relevant to a motion or amendment after:
- (a) a motion or amendment has been seconded;
- (b) the conclusion of any speech thereon.
- (2) No supplementary questions may be asked, except:
- (a) by the councillor asking the original question and;
- (b) only in respect of matters arising out of the reply to such original question.
- (3) The chairperson may not disallow any such question, provided that the councillor to whom such question is directed may:
- (a) either reply thereto forthwith; or
- (b) require that notice thereof be given in terms of paragraph 8.

MOTION OF EXIGENCY

- 14 (1) A councillor may move that a matter be considered forthwith by the council as a matter of exigency, notwithstanding the fact that:
- (a) the matter do not appear upon the agenda; and
 - (b) no previous notice has been given.
- (2) A councillor that move as envisaged in subparagraph (1), shall only briefly state the subject of the matter and not comment thereon.
- (3) Such mover shall be permitted, without notice, to bring the matter under consideration by way of motion or question, if:
- (a) such a matter is seconded provided that no motion of exigency shall be in order during the consideration of any other question; and
 - (b) carried by a two thirds majority of the councillors present.

MOTIONS OF COURSE

15. Subject to the provisions of this standing orders, the following shall be regarded as motions of course:-
- (a) that precedence be given to the consideration of any particular item appearing upon the agenda;
 - (b) that any report referred to in the agenda be received, adopted, acted upon or referred back;
 - (c) that any document before the council be acted upon in the manner specified in the motion;
 - (d) that action be taken in regard to any item submitted for consideration in the manner specified, in the motion;
 - (e) that the council do now sit in committee;
 - (f) that certain persons for appointment be eliminated as provided in paragraph 39;
 - (g) a motion referred to in paragraph 27.



RECORDING OF PROTEST

16. (1) A councillor may when he or she is in a minority on a question which has been decided, forthwith request that his or her dissent or protest be entered in the minutes of the meeting in which the decision of the council is recorded and such dissent or protest shall be entered accordingly.
- (2) A dissent or protest which casts an improper reflection or imputes any improper motive to the council or any councillor may not be recorded.
- (3) If the majority of the council decides that the dissent or protest contains any such imputation or reflection it shall not be entered in the minutes unless the councillor dissenting or protesting, withdraws the improper expression.

RE-INTRODUCTION OF MOTION OR QUESTION

17. No motion which has been rejected by the council and no question asked in conformity with the provisions of paragraph 8 and answered at any meeting of the council may again be moved or asked within a period of three months of such meeting except with the consent of the majority of the members of the council.

COUNCILLOR TO ADDRESS CHAIRPERSON

18. A councillor shall rise and address the chairperson, when speaking at a council meeting.

LENGTH OF SPEECHES

- 19 (1) A councillor may not speak for more than five consecutive minutes on any subject, except:
- (a) with the consent of the chairperson;
- (b) the mover of an original motion or of any amendment which may speak for ten minutes on such motion or amendment.

ORDER OF PRIORITY

20. If two or more councillors rise at the same time to speak the chairperson shall determine to whom priority shall be given.

PRECEDENCE OF CHAIRPERSON

21. Whenever the chairperson rises during a debate any member then speaking or offering to speak shall sit down and all councillors shall be silent so that the chairperson may be heard without any interruption.

RELEVANCE

22. A member who speaks shall:
- (a) direct his or her speech strictly to the motion or matter under discussion; or
 - (b) to an explanation or a question of order.

**COUNCILLOR MAY SPEAK ONCE ONLY EXCEPT MOVER
OF ORIGINAL MOTION**

23. (1) A councillor may not address the council more than once on any motion or amendments, except the mover of an original motion which may speak to the motion and reply.
- (2) However, in replying, he or she shall strictly confine himself or herself to answering previous speakers and shall not introduce any new matter into the debate.
- (3) The right of reply shall not extend to the mover of an amendment which, having been carried, has become the substantive motion.

QUESTIONS OF ORDER AND PERSONAL EXPLANATION

24. (1) A councillor, whether he or she has spoken on the matter under discussion or not, may rise to a point of order, or in explanation, and shall be entitled to be heard forthwith.

- (2) Notwithstanding subparagraph (1), such explanation shall be confined to some material part of his or her former speech which may have been misunderstood.

WITHDRAWAL OF MOTION, AMENDMENT OR QUESTION

25. (1) A motion or amendment may be withdrawn:
- (a) without debate, and
 - (b) with the permission of the seconder and the council.
- (5) A councillor may not speak upon such motion or amendment after the mover has asked permission for its withdrawal unless such permission was refused.
- (6) A question may, with the consent of the council, be withdrawn by the councillor intending to put it.

CHAIRPERSON'S RULING ON QUESTIONS OF ORDER

26. (1) The ruling of the chairperson:
- (a) shall be final and not open to discussion, if on
 - (i) a point of order ; or
 - (ii) the admissability of a personal explanation;
 - (b) upon any point of order raised as to the interpretation of these standing orders, shall be entered in the minutes by the municipal manager

ORDER OF DEBATE

27. When a motion is under debate at any meeting of the council, no further motion shall be received except the following:
- (a) to amend the motion;
 - (b) that the consideration of the question be postponed;
 - (c) that the council do now adjourn;
 - (d) that the debate be adjourned;

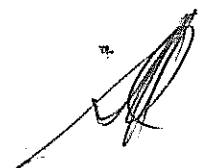
- (e) that the question be now put;
- (f) that the council proceed to the next business.

TO AMEND THE MOTION

28. (1) Every amendment shall:
- (a) be relevant to the motion on which it is moved;
 - (b) if required by the chairperson, be reduced to writing, signed by the mover and handed to the chairperson or municipal manager;
 - (c) be read before being moved.
 - (d) not be discussed or put to the council until it has been seconded.
- (2) If there are more than one amendment to a motion, the amendment last proposed shall be put to the vote first and if carried, the question shall be resolved accordingly.
- (3) If the amendment last proposed is negative, the amendment proposed immediately prior to the last amendment shall be put to the vote.
- (4) No further amendment shall be moved to a motion or amendment after the chairperson has commenced to take the vote upon such motion or amendment.

THAT CONSIDERATION OF THE QUESTION BE POSTPONED

29. (1) A councillor may at the conclusion of a speech move that the consideration of the question be postponed to a fixed date or sine die.
- (2) The motion envisaged in subparagraph (1) must be seconded, but need not be reduced to writing.
- (3) The mover of such motion may speak for not more than ten minutes, but the seconder shall not be permitted to speak beyond formally seconding it.
- (4) Upon such motion being made the mover of the question under debate may (without prejudice to his or her ultimate right of reply if the motion that the question be postponed be not carried) be heard in reply for five minutes, after which the motion shall be put without further debate.

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- (5) If postponement to a fixed date is agreed to the question shall be placed first on the list of questions for the day to which it has been postponed.

THAT THE COUNCIL DO NOW ADJOURN

30. (1) A councillor may at any time move "that the council do now adjourn" except
- (a) during the course of a speech by another councillor;
 - (b) while a vote is being taken, and provided that the council has not already participated in the debate or the question then before the meeting.
- (2) The motion envisaged in subparagraph (1) must be seconded but need not be reduced to writing.
- (3) The mover shall be permitted to speak to the motion for a period not exceeding five minutes but the seconder shall not speak beyond formally seconding the motion.
- (4) If the motion be carried the council shall forthwith adjourn, provided that the chairperson may direct that the meeting proceed first to dispose of business other than opposed business.
- (5) If the motion that the council do now adjourn be not carried the chairperson may not accept another such motion until half an hour has elapsed thereafter.
- (6) A councillor may not on the same day move or second more than one motion for the adjournment during the course of any one meeting of the council.
- (7) Save as is provided in subparagraph (3), no discussion may take place upon a motion for the adjournment except that the councillor who first rise in his or her place for that purpose, may speak in opposition to such motion for a period not exceeding five minutes.
- (8) No amendment to such motion may be moved except in relation to the period of adjournment.
- (9) If a motion to adjourn a meeting of the council has been carried during a debate and prior to the conclusion thereof, then upon consideration of the matter

forming the subject of such debate at the adjourned meeting the councillor who moved the adjournment shall be entitled to speak first.

- (10) No business shall transacted at an adjourned meeting except such as was set out in the agenda for the meeting of which it is an adjournment.

THAT THE DEBATE BE ADJOURNED

31. (1) A councillor who has not yet participated in a debate may at the conclusion of any speech move that the debate be adjourned.
- (2) Such motion must be seconded but need not be reduced to writing.
- (3) The mover of such motion may speak to it for five minutes, but the seconder may not speak beyond formally seconding it.
- (4) Save as is provided in subparagraph (3) no discussion may be permitted on such motion except in relation to the period of adjournment and that the councillor who first rises in his or her place for the purpose may speak in opposition thereto for five minutes.
- (5) If such motion is carried, the meeting proceeds to the next business on the agenda, and the discussion of the adjourned debate, unless otherwise resolved, is resumed at the next ordinary meeting.
- (6) On the resumption of the adjourned debate the councillor who moved the adjournment is entitled to speak first.
- (7) If a motion that a debate be adjourned is not carried the chairperson may not accept another such motion until half an hour has elapsed.
- (8) A councillor may not move or second more than one motion for the adjournment of the debate during the course of the debate.

THAT THE QUESTION BE NOW PUT

- 31.A (1) A councillor may at the conclusion of a speech move, without debate, that the question be now put, and the motion if seconded, shall be put forthwith. Should the motion be carried, the motion or amendment under debate shall be put forthwith.
- (2) A second motion that the question be now put shall not be made within fifteen minutes.

THAT THE COUNCIL PROCEED TO THE NEXT BUSINESS

- 31.B (1) A councillor may at the conclusion of a speech, move, without debate, that the council proceeds to the next business and the motion, if seconded, shall be put forthwith.
- (2) When a motion is carried that the council proceed to the next business, the question under discussion shall be considered as dropped.
- (3) A second motion that the council proceed to the next business shall not be made within fifteen minutes from the first motion.

**APPLICATION OF THESE STANDING ORDERS IN CASE OF SPECIAL MEETINGS
AND MEETINGS OF THE COUNCIL IN COMMITTEE**

32. These standing orders (except the requirements that a councillor may only speak once) shall, in so far as the conduct of meetings is concerned, shall apply to special meetings and meetings of the council in committee.

COMMITTEE OF THE WHOLE COUNCIL

33. (1) A councillor may at any time (after the confirmation of the minutes) during the meeting of the council move "that the council do now sit in committee" and may briefly state the reasons for such motion. If such motion is seconded it shall be put to the vote forthwith without discussion.
- (2) If such motion be carried the place of meeting shall be cleared of all members of the public.
- (3) Whenever the council is sitting in committee of the whole council, the chairperson of the meeting at which the council resolved to sit in committee shall be the chairperson of the committee.
- (4) A councillor may during the course of the discussion in committee move "that the council do now resume" and may briefly state the reasons for such motion. If such motion is seconded it shall be put to the vote forthwith without discussion.
- (5) Should the council have resumed without the question in committee having been disposed of the debate shall be resumed at the stage at which the council resolved to sit in committee.

MOTIONS INVOLVING FINANCIAL IMPLICATIONS

34. (1) Should an amendment or motion other than a pro forma motion, have the effect of increasing expenditure or reducing revenue, or should it involve capital not provided on the estimates, the chairperson shall, before it is carried, direct –
- (a) that consideration of the motion or amendment be adjourned without further debate until the next ordinary meeting;
 - (b) that the committee of the council concerned shall at such meeting report thereon; and
 - (c) that the finance committee shall at such meeting report on the financial aspect of the proposals involved.
- (2) Consideration of such motion or amendment shall thereupon state adjourned and the committees concerned shall report accordingly.

UNOPPOSED BUSINESS

35. (1) When a meeting of the council has been in progress for not less than two hours the chairperson may:
- (a) interrupt the proceedings; and
 - (b) direct that the council proceed forthwith to dispose of business other than opposed business.
- (2) After the disposal of such business the proceedings shall be resumed at the point at which they were interrupted, unless all other remaining business shall have adjourned until the next meeting.
- (3) An item on the agenda shall be deemed to be opposed business for the purpose of these standing orders, if a councillor shall signify his or her intention to discuss such item immediately after the chairperson has intimated to the meeting that such item is open for discussion; provided that no items shall be deemed to be opposed by reason only of questions being asked in connection therewith.

QUORUM

36. If, there is no quorum during a meeting of the council, the names of the councillors present shall be recorded in the minutes of such meeting, and the chairperson shall declare the meeting to be at an end.

VOTING BY SHOW OF HANDS

37. All decisions of the council shall be determined by a show of hands, unless:
- (a) these standing orders provides otherwise;
 - (b) the council resolves otherwise;
 - (c) any other applicable, national or provincial legislation provides otherwise.

VOTING ON DIVISION

38. (1) (a) Any two councillors may demand a division immediately after:
- (i) a question has been put to a meeting of the council for the purpose of being voted upon, or
 - (ii) the decision upon a show of hands has been declared by the chairperson.
- (b) The chairperson shall thereupon request those councillors who desire to support such demand to rise in their places.
- (2) Upon a division or ballot being about to be taken, the chairperson shall inform the meeting that no councillor shall enter or leave the council chamber.
- (3) Whenever a division is taken the municipal manager shall:
- (a) call out the names of all councillors present;
 - (b) record the vote of every councillor present as "for" or "against";
 - (c) and record the names of absentee councillors.
- (4) The chairperson shall from such record declare the decision of the council and the number of councillors who voted for or against the question.
- (5) All divisions shall be recorded in the minutes.

ELECTIONS AND APPOINTMENT IN CERTAIN CASES TO BE BY BALLOT

- 39 (1) The procedures set out hereinafter applies whenever a municipal council meets to elect a speaker, an executive mayor, a deputy executive mayor, a mayor or a deputy mayor.
- (2) The person presiding at such a meeting must call for the nomination of candidates at the meeting.
- (3) (a) A nomination must be made on the form determined by the municipal manager.
(b) The form on which a nomination is made must be signed by two members of the municipal council.
(c) A person who is nominated must indicate acceptance of the nomination by signing either the nomination form or any other form of written confirmation.
- (4) The person presiding at such meeting must announce the names of the persons who have been nominated as candidates, but may not permit any debate.
- (5) If only one candidate is nominated, the person presiding must declare that candidate elected.
- (6) If more than one candidate is nominated –
(a) a vote must be taken at the meeting by secret ballot;
(b) each councillor present at the meeting may cast a vote; and
(c) the person presiding must declare elected the candidate who receives majority of the votes.
- (7) (a) If no candidate receives a majority of the votes, the candidate who receives the lowest number of votes must be eliminated and a further vote taken on the remaining candidates in accordance with subparagraph (8).
(b) The procedure must be repeated until a candidate receives a majority of the votes.

- (c) When applying subparagraph (a), if two or more candidates each have the lowest number of votes, a separate vote must be taken on those candidates, and repeated as often as may be necessary to determine which candidate is to be eliminated.
- (8) (a) If only two candidate are nominated, or if if only two candidates remain after an elimination procedure has been applied, and those two candidates receive the same number of votes, a further meeting must be held within seven days at a time determined by the person presiding.
- (b) If a further meeting is held in terms of subparagraph (a), the procedure prescribed in this section must be applied at that meeting as if it were the first meeting for the election in question.
- (c) In case of an equality of votes after or during such a further meeting as envisaged in subparagraph (b), the question shall be determined by lots.
- (9) The procedures as set out above will apply *mutatis mutandis* in the event of staff appointments.

COMMITTEE

40. (1) Members of an executive committee, mayoral committee or standing committee are elected for a term ending, subject to section 47 of the Municipal Structures Act, and subparagraphs (2) and (3), infra, when the next Municipal Council is declared elected.
- (2) A committee member shall cease to be a member of a committee if he or she fails to attend two consecutive meetings of such committee, without the prior approval of the Council.
- (3) A committee member may resign from such committee by a notice submitted to the Municipal Manager in writing, signed by such committee member.
- (4) The chairperson of a committee shall notify the council of a vacancy on such committee at the first council meeting after the vacancy has arisen and the council shall fill such vacancy.

- (c) obstructs the business of any meeting of the council or any committee thereof,
 - (d) challenges the ruling of the chairperson on any point of order,
 - (e) declines to withdraw any expression when required to do so by the chairperson;
 - (f) indulges in tedious repetition or unbecoming languages; or
 - (g) commits any breach of these standards orders, the chairperson shall direct such councillor to conduct himself or herself properly and if speaking to discontinue his or her speech and resume his or her seat.
- (3) In the event of a persistent disregard of the directions of the chairperson, the chairperson shall direct such councillor to retire from the place of the meeting for the remainder of the meeting and may, if necessary, cause him or her to be ejected there from.
- (4) Any such councillor who –
- (a) refuse or fails to comply with a direction of the chairperson given in terms of subparagraph (3); or
 - (b) return to the place of meeting prior to the conclusion of the meeting from which he or she was directed to retire; or
 - (c) offers resistance whilst being rejected from the place of meeting, shall be guilty of an offence and liable on conviction to a fine not exceeding R100.



GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

NO. 1271

21 DECEMBER 2015

REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998
(ACT NO. 20 OF 1998)

DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND
BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS

Under the powers vested in me by sections 7(d), 8(b)(a), and 9(5)(a) of the Remuneration of Public Office-bearers Act, 1998 (Act No. 20 of 1998), I, David Douglas Des van Rooyen, Minister for Cooperative Governance and Traditional Affairs, hereby:

- (a) after consultation with the Member of the Executive Council responsible for local government in each province; and
- (b) after taking into consideration the matters listed in paragraphs (a) to (i) of section 7(1) of the Act.

determine the upper limits of the salaries, allowances and benefits of the different members of municipal councils as set out in the Schedule.


DES VAN ROOYEN, MP
MINISTER FOR COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

SCHEDULE

PREAMBLE

The salary and allowances of a member of a municipal council is determined by that municipal council by resolution of a supporting vote of a majority of its members. In consultation with the member of the executive council responsible for local government in the province concerned, having regard to the upper limits as set out hereunder, the financial year of municipal councils, and the affordability of municipal councils to pay within the different levels of remuneration to councillors.

For purposes of implementing this Government Notice, "in consultation with" means that municipalities must obtain concurrence of the member of the executive council responsible for local government in the province concerned before implementing the provisions contained herein, including the tools of trade.

1. Definitions

In this Schedule, unless the context otherwise indicates, a word or phrase to which a meaning has been assigned in the *Remuneration of Public Office-bearers Act, 1998* (Act No. 20 of 1998) (hereinafter referred to as "the Act") and the *Local Government Municipal Structures Act, 1998* (Act No. 117 of 1998) (hereinafter referred to as "the Structures Act"), has that meaning and —

"basic salary" means the component of the salary that excludes a travel allowance as provided in Item 9(1), a housing allowance as provided in Item 9(2), the municipal contribution to a pension fund as provided in Item 12(1) and the municipal contribution to a medical aid scheme as provided in Item 12(2);

"full-time councillor" means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of section 18(4) of the Structures Act;

"governance structures of organised local government" means the National Executive Committee, the Provincial Executive Committee, and the National and Provincial Working Groups of organised local government.

"grade" means the grade of municipal council as determined in terms of item 4;

"out of pocket expenses" means actual and necessary expenses incurred by a councillor which have been specifically authorised or provided for in terms of the municipality's policy, in connection with a specific official or ceremonial duty that has been delegated to the councillor in question;

"part-time councillor" means a councillor other than a full-time councillor;

"section 79 committee" means a committee of the municipal council established in terms of section 79 of the Structures Act;

"SETAs" means the Sector Education and Training Authorities established in terms of section 9 of the Skills Development Act, 1998 (Act No. 97 of 1998);

"special risk cover" means an insurance cover to provide for the loss of or damage to a councillor's personal property and assets, life or disability arising from any riot, civil unrest, strike or public disorder, and excludes any property owned by a councillor for business purposes;

"tools of trade" means the resources provided by a municipal council to a councillor to enable such councillor to discharge his or her duties in the most efficient and effective manner, and at all times remain the assets of the municipality concerned;

"total municipal income" means gross income in respect of a metropolitan, local or district municipality based on actual income received as stated in the audited financial statements of that municipality for the 2014/2015 financial year. The gross income for the municipality will include the following:

- (a) rates on property;
- (b) fees for services rendered by the municipality or on its behalf by a municipal entity;
- (c) surcharges;
- (d) other authorised taxes;
- (e) levies and duties;
- (f) income from fines for traffic offences and contravention of municipal by-laws or legislation assigned to the local sphere of government;
- (g) regional services council replacement grant for district municipalities;
- (h) interest earned on invested funds other than national and provincial conditional grants;

rental for the use of municipal movable or immovable property; and
 amounts received as agent for other spheres of government.

The gross income excludes the following:

- (a) transfers and / or grants from the national fiscus; and
- (b) all value added tax (VAT) refunds.

"total population" means the official statistics of the population residing in the area of jurisdiction of a metropolitan, local or district municipality, as determined by the Statistician-General for the 2011 Census, in terms of the Statistics Act, 1999 (Act No. 16 of 1999); and

"total remuneration package" means the total cost to a municipality of a basic salary component, a travelling allowance as provided in items 9(1) a housing allowance as provided in items 9(2) the municipal contribution to a pension fund as provided in item 12(1) and the municipal contribution to a medical aid scheme as provided in item 12(2) (to a councillor in a municipal financial year).

2. Allocation of number of points for total municipal income

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

TOTAL MUNICIPAL INCOME		NUMBER OF POINTS
R0	R10,000,000	8,88
R10,000,001	R50,000,000	16,67
R50,000,001	R200,000,000	25,00
R200,000,001	R1,500,000,000	33,33
R1,500,000,001	R2,000,000,000	41,67
More than R2,000,000,000		50,00

3. Allocation of number of points for total population

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

TOTAL POPULATION		NUMBER OF POINTS
0	50,000	8,33
50,001	100,000	16,67
100,001	250,000	25,00
250,001	550,000	33,33
550,001	1,800,000	41,67
More than 1,800,000		50,00

4. Determination of grade of municipal council

(1) The sum of the number of points allocated to a municipal council, other than a municipal council referred to in sub-item (2), in terms of items 2 and 3 respectively, determines the grade of such municipal council as follows:

GRADE OF MUNICIPAL COUNCIL	POINTS
1	10 to 16,66
2	16,67 to 33,33
3	33,34 to 50,00
4	50,01 to 66,67
5	66,68 to 83,35
6	83,36 and above

(2) A municipal council that does not have any municipal income is a grade 1 municipal council as envisaged in sub-item (1).

5. Upper limits of the annual total remuneration packages of full-time councillors

The upper limits of the annual total remuneration packages of full-time councillors are as follows:

GRADE	MAYOR OR EXECUTIVE MAYOR	SPEAKER, DEPUTY MAYOR OR DEPUTY EXECUTIVE MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE, WHIP OR CHAIRPERSON OF A SUBCOUNCIL	CHAIRPERSON OF A SECTION 79 COMMITTEE
	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE
6	1 242 409	1 003 393	940 680	877 968
5	921 912	737 529	691 433	645 339
4	787 061	629 947	590 296	550 942
3	750 012	606 410	568 510	530 508
2	709 785	567 812	532 328	498 836
1	689 087	551 266	516 811	482 357

The mayor of a denary type municipality should be remunerated according to the total remuneration package column of mayor/ executive mayor.

If the amount received by a chairperson of a section 79 committee during the 2014/15 financial year is more than the upper limit of the 2015/16 financial year, as set out in this table, the chairperson will retain the higher amount until such time that the amount received is less than the upper limit determined in the Notice.

6. Upper limit of remuneration or allowance in respect of appointed councillors

(1) The upper limit of the allowance of a councillor who has been appointed to a district council in terms of section 23(1)(b) of the Structures Act is as follows:

(a) If such councillor is elected or appointed as speaker, mayor, executive mayor, member of a mayoral committee, member of an executive committee, chairperson of a section 79 committee or part-time member of a district council, the upper limit of the remuneration to which such councillor is entitled to is an amount equal to the difference between the total remuneration package that a councillor receives as a member of the local council and the total remuneration package allocated to that office in the district council in terms of items 5, 6, 7, 8, 9, 10, 11 and 12, as the case may be.

(b) If the upper limit of the total remuneration package which a councillor receives is equal to or higher than the upper limit of the total remuneration package to which the councillor is entitled to as an appointed councillor to the district council, such councillor is entitled to receive in addition to the total remuneration package, an allowance of not more than R962 per sitting of the district council or any

committee of that council. Provided that this allowance is limited to R962 per day, regardless of the number of meetings of the district council or committees of that council that are attended by such councillor on a specific day.

(2) A district council is responsible for—

- (a) the payment of the remuneration or the allowance referred to in paragraphs (a) and (b) respectively;
- (b) the reimbursement of travel expenses incurred by a councillor during the performance of official duties on behalf of that district municipality, in terms of that district council's policy, and not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned vehicles; and
- (c) the reimbursement of cell phone expenses incurred by a part-time appointed councillor during the performance of official functions on behalf of that district municipality, in terms of that district council's policy, and not exceeding 50% of the applicable allowances as prescribed under item 10.

7. Upper limit of allowance in respect of councillors appointed to governance structures of organised local government

(1) A councillor who has been elected or appointed to a governance structure of organised local government may be paid the following allowance in addition to the total remuneration package applicable to that councillor:

- (a) An allowance not exceeding R962 per sitting of any governance structure of organised local government. Provided that this allowance is limited to R962 per day, regardless of the number of meetings that are attended by such councillor on a specific day.
- (b) An allowance not exceeding R962 per sitting for the attendance of formal inter-governmental and governance structures where organised local government is

officially represented. Provided that this allowance is limited to R962 per day, regardless of the number of meetings that are attended by such councillor on a specific day.

(2) Organised local government is responsible for –

(a) the payment of the allowance referred to in paragraphs (a) and (b) respectively; and

(b) the reimbursement of travel expenses incurred by a councillor during the performance of official duties on behalf of organised local government, in terms of organised local government's travel policy, and not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned vehicles.

8. Upper limits of the annual total remuneration packages of part-time councillors:

The upper limits of the annual total remuneration packages of part-time councillors are as follows:

GRADE	MAYOR/EXECUTIVE MAYOR	SPEAKER, DEPUTY MAYOR OR DEPUTY EXECUTIVE MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE	CHAIRPERSON OF SECTION 79 COMMITTEE	OTHER PART-TIME MEMBERS
	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE
26	5695101	586336	519826	485172	3411064
25	500454	207564	382091	356518	272883
24	2444935	327347	326203	304454	237236
23	218883	285106	314168	293217	228481
22	292221	313776	294166	274565	218939
21	380781	304692	285594	266553	207456

The mayor of a plenary type municipality should be remunerated according to the total remuneration package column of mayor/executive mayor.

9. Upper limits of the allowances of full-time and part-time councillors:

The upper limits of the allowances of full-time and part-time councillor, which form part of the total remuneration package, are as follows:

(1) Travelling allowance

(a) An allowance of not more than 25% of the annual total remuneration package of a councillor concerned as determined in terms of items 5 and 8 may be included as part of the total package.

(b) Official distances travelled may, in addition to the annual total remuneration package of a councillor as determined in terms of items 5 and 8 and the allowance referred to in paragraph (a), be reimbursed in accordance with the council's applicable policy, and not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately owned vehicles.

(c) For the purposes of claiming running and maintenance allowances, a logbook acceptable to the South African Revenue Service reflecting the official and private kilometres travelled per month must be kept.

(d) A municipal council may, in addition to the allowance referred to in paragraph (a), provide a municipal owned vehicle to a an executive mayor or mayor, deputy executive mayor or deputy mayor, or speaker, where applicable, for official purposes.

(e) Where a municipal council makes a municipal owned vehicle available to a councillor other than an executive mayor or a mayor, deputy executive mayor or deputy mayor, or speaker, where applicable, for use on official business, the councillor would not be entitled to the 25% travelling allowance as determined in terms of items 5 and 8, and

(f) Nothing herein contained shall prevent any other councillor other than a mayor, deputy mayor or speaker from making use of a municipal owned vehicle for attendance at a specific function which that councillor has been delegated to attend, outside of the ordinary scope of work of such councillor.

(2) Housing allowance

A councillor may structure his or her salary to include housing allowance as part of the total remuneration package.

(3) Out of pocket expenses

A councillor may, in addition to the total remuneration package, be reimbursed for reasonable and actual out of pocket expenses incurred during the execution of official and ceremonial duties, in accordance with a policy as approved by the municipal council.

10. Upper limits of cell phone allowance for councillors

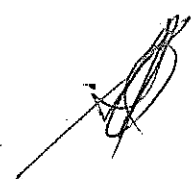
A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be reimbursed a fixed cell phone allowance not exceeding the following amounts:

(1) R9485 per month to a full-time executive mayor or mayor, deputy mayors and speakers of only a grade 6 municipal council; and

(2) R1739 per month to a councillor, including executive mayor or mayor, deputy mayors and speakers of grade 1, 2, 3, 4 and 5 municipal councils.

11. Upper limits of mobile data bundles for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be reimbursed for fixed mobile data bundles not exceeding R300 per month.



12. Upper limits of pension fund contributions and medical aid benefits of councillors.

The following are also included in the total remuneration package of a councillor:

(1) The upper limit of the contribution to be made by a municipal council to the pension fund, of which a councillor is a member, is 15% of the basic salary of such councillor. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

(2) The upper limit of the contribution to be made by a municipal council to the medical aid scheme, of which a councillor is a member, is 1/3 of the membership fee. Provided that a part-time councillor is not a member of a medical aid scheme by virtue of his or her employment in a capacity other than a councillor. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

13. Special risk cover

(1) A municipality must, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, take out risk insurance cover to provide for the loss of or damage to a councillor's property, assets, life or disability, excluding business property, arising from any riot, civil unrest, strike or public disorder. The special risk insurance on fixed property will be limited to R1,5 million while on vehicles it is limited to R750 000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor.

(2) In the event where the residential property of a councillor was damaged or destroyed as a result of riot, civil unrest, strike or public disorder, the municipality may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, provide alternative accommodation, affordable to the municipality, to such a councillor for a period of 30 days from the date of such an incident which may be reviewed by the municipal council after expiry of the 30 days or good cause shown, for not more than 30 days at a time.

(3) It is the responsibility of a councillor to furnish details of the councillor's property, assets and beneficiaries to be covered by the special risk insurance upon request. Failure by the councillor to furnish the municipality with the required information will forfeit the councillor's benefits from the special risk insurance cover. A councillor who already has their own special risk cover must also declare to the municipality such information.

14. Tools of trade

(1) A municipal council may extend the following tools of trade to a councillor, as follows:

	TOOL OF TRADE	CONDITIONS
(i)	Braille reader	To be provided to all visually impaired councillors.
(ii)	Office space and furniture; Parking bay; Business cards; Calculators; Letter heads; Stationery; Toner cartridges; Diaries; Postage costs; Office telephone; and Appropriate mobile technology and multi-digital office (excluding cell phones and mobile data card as per item (i) and (j), including laptop and/or desktop computer, facsimile, printer, photocopier and scanner.	To be provided to full-time councillors, part-time Executive Mayors or Mayor, part-time Deputy Executive Mayors or Deputy Mayors, part-time Speakers, part-time Members of Mayoral Committee or Members of Executive Committee and part-time Chairpersons of Section 79 Committees.
(iii)	Business cards; Calculators; Letter heads; Stationery; and Diaries	To be provided to part-time councillors and the usage must comply with policy directives of the municipality.
(iv)	Postage costs; Office telephone; and Multi-digital office, facsimile, printer, photocopier and scanner.	Part-time councillors to have access to these tools of trade at the municipal offices.
(v)	Personal security to Executive Mayors or Mayors	Subject to a threat and risk analysis conducted by the South African Police Service.
(vi)	Personal security to any other councillor	Subject to a threat and risk analysis conducted by the South African Police Service.

TOOL OF TRADE	CONDITIONS
The extension and implementation of the above tools of trade must be done in consultation with the member of the executive council responsible for local government in the province concerned.	

(2) Where a municipal council makes available tools of trade in terms of sub-item (1) such a municipal council must take into account accessibility, affordability and cost control, equity, flexibility, simplicity, transparency, accountability, and value of tools of trade.

15. Capacity building

(1) A municipality may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, contribute towards the payment of costs towards capacity building programmes of councillors.

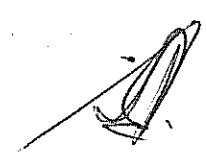
(2) These capacity building programmes may include specific training conducted by national departments, associated government agencies and SETAs, provincial departments, municipalities and organised local government through institutions of higher learning and Further Education and Training Colleges.

(3) The training programmes must be informed by capacity building needs of councillors to fulfil their statutory obligations and affordability by a municipality.

16. Overpayment

(1) Any remuneration paid to a councillor of a municipality otherwise than in accordance with section 167(1) of the Local Government Municipal Finance Management Act, 2003 (Act No. 53 of 2003) including any bonus, bursary, loan advanced or other benefit is an irregular expenditure and the municipality

(a) must and has the right to recover that remuneration from the political office bearer or member, and



(b) may not write off any expenditure incurred by the municipality in paying or giving that remuneration.

(2) The MEC must report to the Minister

(a) any transgression of subsection (1), and

(b) any non-compliance with this Notice.

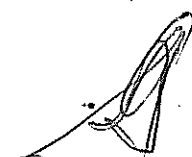
17. Transitional measures

(1) If the total remuneration package of a councillor decreases as a consequence of the determination of the grade of municipal council as set out in item 4 of this Notice, such a councillor retains the total remuneration package as determined in terms of Government Notice No. R. 526 of 17 June 2015 and the councillor is entitled to the applicable cost of living adjustment. Provided that the data used by the municipality for determination of the grading of a municipal council was correct.

(2) If a municipality has not submitted the audited financial statements for 2014/15 financial year by the date of publication of this Notice, the audited financial statements for the 2013/14 financial year will apply.

18. Short title and commencement

This Notice is called the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils and takes effect from 1 July 2015.



NC074 Kareeberg - Table A1 Consolidated Budget Summary

Description	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousands										
Financial Performance										
Property rates	4 498	4 424	4 418	4 543	4 543	4 543	4 543	4 866	5 397	5 923
Service charges	15 672	16 999	17 950	19 564	19 564	19 564	19 564	20 851	23 678	26 003
Investment revenue	1 213	1 335	1 557	1 297	1 297	1 297	1 297	1 297	1 362	1 430
Transfers recognised - operational	17 562	17 906	19 552	23 060	23 492	23 492	23 492	23 075	23 861	25 661
Other own revenue	2 954	2 041	3 624	8 891	9 175	9 175	9 175	10 058	12 506	13 867
Total Revenue (excluding capital transfers and contributions)	41 899	42 704	47 101	57 356	58 072	58 072	58 072	60 149	66 604	72 884
Employee costs	12 463	13 237	16 253	16 881	19 563	19 563	19 563	21 002	22 582	24 352
Remuneration of councillors	1 784	1 913	2 020	2 062	2 062	2 062	2 062	2 499	2 656	2 822
Depreciation & asset impairment	2 658	2 734	3 044	4 323	4 323	4 323	4 323	3 681	6 154	7 185
Finance charges	531	812	873	831	831	831	831	1 073	1 118	1 274
Materials and bulk purchases	7 470	8 399	9 413	10 167	11 344	11 344	11 344	11 479	12 440	14 043
Transfers and grants	7 409	7 535	8 018	9 303	8 986	8 986	8 986	9 191	10 513	11 257
Other expenditure	11 914	12 583	9 715	15 588	12 662	12 662	12 662	13 023	13 942	15 151
Total Expenditure	44 229	47 214	49 336	59 156	59 772	59 772	59 772	61 949	69 404	76 084
Surplus/(Deficit)	(2 331)	(4 510)	(2 235)	(1 800)	(1 700)	(1 700)	(1 700)	(1 800)	(2 600)	(3 200)
Transfers recognised - capital	14 437	7 358	10 026	7 928	10 285	10 285	10 285	23 669	28 117	48 610
Contributions recognised - capital & contributed assets	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	12 106	2 848	7 791	6 128	8 585	8 585	8 585	21 869	25 517	45 410
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year	12 106	2 848	7 791	6 128	8 585	8 585	8 585	21 869	25 517	45 410
Capital expenditure & funds sources										
Capital expenditure	14 500	7 661	10 088	7 928	10 385	10 385	10 385	23 669	28 117	48 610
Transfers recognised - capital	14 437	7 358	10 026	7 928	10 285	10 285	10 285	23 669	28 117	48 610
Public contributions & donations	-	-	-	-	-	-	-	-	-	-
Borrowing	-	-	-	-	-	-	-	-	-	-
Internally generated funds	63	304	62	-	100	100	100	-	-	-
Total sources of capital funds	14 500	7 661	10 088	7 928	10 385	10 385	10 385	23 669	28 117	48 610
Financial position										
Total current assets	25 328	24 623	24 881	31 320	31 320	31 320	31 320	29 985	33 555	37 557
Total non current assets	112 735	117 342	122 398	127 038	137 625	137 625	137 625	157 314	185 438	234 057
Total current liabilities	4 631	5 104	5 061	6 885	6 885	6 885	6 885	9 261	12 083	16 954
Total non current liabilities	15 048	11 811	10 723	12 530	12 530	12 530	12 530	12 587	14 575	16 806
Community wealth/Equity	118 384	125 050	131 496	138 944	149 530	149 530	149 530	165 450	192 335	237 853
Cash flows										
Net cash from (used) operating	16 027	7 025	2 113	10 323	12 780	12 780	12 780	25 421	31 503	53 027
Net cash from (used) investing	(14 441)	(7 625)	(2 364)	(7 920)	(10 377)	(10 377)	(10 377)	(23 661)	(28 109)	(48 602)
Net cash from (used) financing	15	9	15	10	10	10	10	10	10	10
Cash/cash equivalents at the year end	23 203	22 612	22 376	25 282	25 282	25 282	25 282	26 560	29 963	34 399
Cash backing/surplus reconciliation										
Cash and Investments available	23 203	22 612	22 376	25 282	25 282	25 282	25 282	27 052	30 624	34 626
Application of cash and Investments	12 247	12 642	12 599	11 946	12 046	12 046	12 046	17 524	20 017	24 843
Balance - surplus (shortfall)	10 957	9 970	9 777	13 336	13 236	13 236	13 236	9 529	10 607	9 783
Asset management										
Asset register summary (WDV)	116 395	116 063	122 359	125 763	136 349	136 349	136 349	156 349	184 466	233 076
Depreciation & asset impairment	2 658	2 734	3 044	4 323	4 323	4 323	4 323	3 681	6 154	7 185
Renewal of Existing Assets	12 745	7 193	7 282	7 928	6 345	6 345	6 345	8 669	8 117	8 310
Repairs and Maintenance	734	715	2 487	985	2 792	2 792	2 771	2 771	2 656	3 289
Free services										
Cost of Free Basic Services provided	-	-	-	-	-	-	-	-	-	-
Revenue cost of free services provided	-	-	-	-	-	-	-	-	-	-
Households below minimum service level										
Water:										
Sanitation/sewerage:	0	0	0	0	0	0	0	0	0	0
Energy:	1	1	1	1	1	1	1	1	1	1
Refuse:	1	1	1	1	1	1	1	1	1	1


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NC074 Kareeberg - Table A2 Consolidated Budgeted Financial Performance (revenue and expenditure by standard classification)

Standard Classification Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue - Standard	1									
<i>Governance and administration</i>		33 216	24 936	30 588	37 069	40 142	40 142	36 434	39 915	43 000
Executive and council		22 972	14 951	17 837	19 486	22 275	22 275	14 802	15 451	16 500
Budget and treasury office		10 244	9 985	12 752	17 583	17 867	17 867	21 632	24 464	26 662
Corporate services		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		70	89	69	25	25	25	1 356	1 448	1 448
Community and social services		8	13	13	7	7	7	1 338	1 429	1 448
Sport and recreation		66	75	55	17	17	17	17	18	19
Public safety		4	1	1	1	1	1	1	1	1
Housing		-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		5	4	6	2	2	2	2	2	2
Planning and development		-	-	-	-	-	-	-	-	-
Road transport		5	4	6	2	2	2	2	2	2
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Trading services</i>		23 037	25 033	26 463	28 188	28 188	28 188	46 026	53 556	76 661
Electricity		7 943	8 729	8 465	9 703	9 703	9 703	11 577	12 745	14 710
Water		6 063	6 438	6 693	7 039	7 039	7 039	22 472	27 603	47 556
Waste water management		4 038	4 561	5 573	5 235	5 235	5 235	5 506	6 043	6 700
Waste management		4 993	5 305	5 732	6 212	6 212	6 212	6 472	7 164	7 694
<i>Other</i>	4	-	-	-	-	-	-	-	-	-
Total Revenue - Standard	2	56 336	50 062	57 127	65 284	68 357	68 357	83 810	94 921	121 494
Expenditure - Standard										
<i>Governance and administration</i>		26 254	27 776	28 026	35 327	35 339	35 339	33 902	38 161	41 250
Executive and council		17 898	18 234	18 559	23 078	23 411	23 411	19 969	21 875	23 468
Budget and treasury office		6 688	7 266	7 626	9 512	9 192	9 192	10 880	12 885	14 175
Corporate services		1 657	2 276	1 841	2 737	2 737	2 737	3 133	3 401	3 600
<i>Community and public safety</i>		1 579	1 954	1 854	2 224	2 224	2 224	3 924	4 239	4 591
Community and social services		975	1 128	1 063	1 375	1 375	1 375	2 941	3 175	3 433
Sport and recreation		508	716	703	725	725	725	849	918	999
Public safety		85	77	57	75	75	75	82	90	90
Housing		-	-	-	-	-	-	-	-	-
Health		11	33	30	49	49	49	52	56	60
<i>Economic and environmental services</i>		2 495	2 561	2 959	3 382	3 382	3 382	3 598	4 262	4 797
Planning and development		-	-	-	-	-	-	-	-	-
Road transport		2 495	2 561	2 959	3 382	3 382	3 382	3 598	4 262	4 797
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Trading services</i>		13 902	14 923	16 497	18 222	18 826	18 826	20 446	22 742	25 422
Electricity		7 596	8 449	9 197	10 353	10 353	10 353	11 413	12 592	13 867
Water		775	1 064	1 205	1 396	1 680	1 680	1 863	1 997	2 520
Waste water management		3 046	2 804	3 147	3 344	3 344	3 344	3 661	4 344	4 900
Waste management		2 485	2 606	2 948	3 130	3 450	3 450	3 508	3 809	4 134
<i>Other</i>	4	-	-	-	-	-	-	-	-	-
Total Expenditure - Standard	3	44 229	47 214	49 336	59 156	59 772	59 772	61 949	69 404	76 080
Surplus/(Deficit) for the year		12 106	2 848	7 791	6 128	8 585	8 585	21 869	25 517	45 414

References

- Government Finance Statistics Functions and Sub-functions are standardised to assist the compilation of national and international accounts for comparison purposes
- Total Revenue by standard classification must reconcile to Total Operating Revenue shown in Budgeted Financial Performance (revenue and expenditure)
- Total Expenditure by Standard Classification must reconcile to Total Operating Expenditure shown in Budgeted Financial Performance (revenue and expenditure)
- All amounts must be classified under a standard classification (modified GFS). The GFS function 'Other' is only for Abattoirs, Air Transport, Markets and Tourism - and if used must be supported by footnotes. Nothing else may be placed under 'Other'. Assign associate share to relevant classification

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074 Kareeberg - Table A3 Consolidated Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue by Vote	1									
Vote 1 - EXECUTIVE AND COUNCIL		22 972	14 951	17 837	19 486	22 275	22 275	14 802	15 451	16 437
Vote 2 - BUDGET AND TREASURY OFFICE		10 244	9 985	12 752	17 583	17 857	17 857	21 632	24 464	26 662
Vote 3 - CORPORATE SERVICES		-	-	-	-	-	-	-	-	-
Vote 4 - PLANNING AND DEVELOPMENT		-	-	-	-	-	-	-	-	-
Vote 5 - HEALTH		-	-	-	-	-	-	-	-	-
Vote 6 - COMMUNITY AND SOCIAL SERVICES		8	13	13	7	7	7	1 338	1 429	1 511
Vote 7 - HOUSING		-	-	-	-	-	-	-	-	-
Vote 8 - PUBLIC SAFETY		4	1	1	1	1	1	1	1	1
Vote 9 - SPORT AND RECREATION		66	75	55	17	17	17	17	18	19
Vote 10 - ENVIRONMENTAL PROTECTION		-	-	-	-	-	-	-	-	-
Vote 11 - SOLID WASTE MANAGEMENT		4 993	5 305	5 732	6 212	6 212	6 212	6 472	7 164	7 831
Vote 12 - WASTE WATER MANAGEMENT		4 038	4 561	5 573	5 235	5 235	5 235	5 506	6 043	6 766
Vote 13 - ROAD TRANSPORT		5	4	6	2	2	2	2	2	2
Vote 14 - WATER		6 063	6 438	6 693	7 039	7 039	7 039	22 472	27 603	47 555
Vote 15 - ELECTRICITY		7 943	8 729	8 465	9 703	9 703	9 703	11 577	12 745	14 710
Total Revenue by Vote	2	56 336	50 062	57 127	65 284	68 357	68 357	83 848	94 921	121 494
Expenditure by Vote to be appropriated	1									
Vote 1 - EXECUTIVE AND COUNCIL		17 898	18 234	18 559	23 078	23 411	23 411	19 969	21 875	23 468
Vote 2 - BUDGET AND TREASURY OFFICE		6 698	7 266	7 626	9 512	9 192	9 192	10 880	12 885	14 135
Vote 3 - CORPORATE SERVICES		1 657	2 276	1 841	2 737	2 737	2 737	3 133	3 401	3 671
Vote 4 - PLANNING AND DEVELOPMENT		-	-	-	-	-	-	-	-	-
Vote 5 - HEALTH		11	33	30	49	49	49	52	56	60
Vote 6 - COMMUNITY AND SOCIAL SERVICES		975	1 128	1 063	1 375	1 375	1 375	2 941	3 175	3 433
Vote 7 - HOUSING		-	-	-	-	-	-	-	-	-
Vote 8 - PUBLIC SAFETY		85	77	57	75	75	75	82	90	98
Vote 9 - SPORT AND RECREATION		508	716	703	725	725	725	649	918	999
Vote 10 - ENVIRONMENTAL PROTECTION		-	-	-	-	-	-	-	-	-
Vote 11 - SOLID WASTE MANAGEMENT		2 485	2 606	2 948	3 130	3 450	3 450	3 508	3 809	4 134
Vote 12 - WASTE WATER MANAGEMENT		3 046	2 804	3 147	3 344	3 344	3 344	3 661	4 344	4 902
Vote 13 - ROAD TRANSPORT		2 495	2 561	2 959	3 382	3 382	3 382	3 598	4 262	4 797
Vote 14 - WATER		775	1 064	1 205	1 396	1 680	1 680	1 863	1 997	2 521
Vote 15 - ELECTRICITY		7 596	8 449	9 197	10 353	10 353	10 353	11 413	12 592	13 865
Total Expenditure by Vote	2	44 229	47 214	49 336	59 156	59 772	59 772	61 949	69 404	76 084
Surplus/(Deficit) for the year	2	12 106	2 848	7 791	6 128	8 585	8 585	21 899	25 517	45 410

References
 Insert 'Vote', e.g. department, if different to standard classification structure
 Must reconcile to Budgeted Financial Performance (revenue and expenditure)
 Assign share in 'associate' to relevant Vote

NC074 Kareeberg - Table A4 Consolidated Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year 2018/19
Revenue By Source											
Property rates	2	4 318	4 237	4 198	4 353	4 353	4 353	4 353	4 678	5 197	5 713
Property rates - penalties & collection charges		180	187	221	190	190	190	190	190	200	121
Service charges - electricity revenue	2	6 882	7 611	7 618	8 590	8 590	8 590	8 590	9 374	11 283	12 142
Service charges - water revenue	2	3 624	3 672	4 319	4 522	4 522	4 522	4 522	4 826	5 034	5 026
Service charges - sanitation revenue	2	2 234	2 396	2 590	2 696	2 696	2 696	2 696	2 797	3 076	3 364
Service charges - refuse revenue	2	2 931	3 119	3 414	3 756	3 756	3 756	3 756	3 854	4 285	4 485
Service charges - other		-	-	-	-	-	-	-	-	-	4
Rental of facilities and equipment		504	513	390	339	339	339	339	305	320	336
Interest earned - external investments		1 213	1 355	1 557	1 297	1 297	1 297	1 297	1 297	1 362	1 430
Interest earned - outstanding debtors		3	3	3	3	3	3	3	3	3	3
Dividends received		-	-	-	-	-	-	-	-	-	-
Fines		11	6	7	12	12	12	12	12	13	14
Licences and permits		6	9	6	7	7	7	7	7	8	8
Agency services		127	137	147	103	103	103	103	103	102	102
Transfers recognised - operational		17 562	17 906	19 552	23 060	23 492	23 492	23 492	23 075	23 061	25 000
Other revenue	2	2 302	1 373	3 071	8 426	8 710	8 710	8 710	9 627	12 061	13 800
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		41 899	42 704	47 101	57 356	58 072	58 072	58 072	60 149	66 804	72 864
Expenditure By Type											
Employee related costs	2	12 463	13 237	16 253	16 881	19 563	19 563	19 563	21 002	22 502	24 352
Remuneration of councillors		1 784	1 915	2 020	2 052	2 062	2 062	2 062	2 499	2 656	2 822
Debt impairment	3	491	1 449	-	2 437	2 437	2 437	2 437	2 559	2 653	2 622
Depreciation & asset impairment	2	2 658	2 734	3 044	4 323	4 323	4 323	4 323	3 681	6 154	7 142
Finance charges		531	812	873	831	831	831	831	1 073	1 119	1 212
Bulk purchases	2	7 036	7 905	8 533	9 698	9 698	9 698	9 698	10 676	11 812	13 023
Other materials	8	494	495	880	469	1 646	1 646	1 646	803	528	1 074
Contracted services		301	220	1 607	516	1 146	1 146	1 146	1 968	2 028	2 279
Transfers and grants		7 409	7 536	8 016	9 303	8 986	8 986	8 986	9 191	10 513	11 283
Other expenditure	4, 5	11 088	10 902	8 066	12 633	9 077	9 077	9 077	8 494	9 059	9 758
Loss on disposal of PPE		31	12	42	2	2	2	2	2	2	2
Total Expenditure		44 229	47 214	49 336	59 156	59 772	59 772	59 772	61 949	69 404	76 000
Surplus/(Deficit)											
Transfers recognised - capital		(2 334)	(4 510)	(2 236)	(1 800)	(1 700)	(1 700)	(1 700)	(1 800)	(2 600)	(3 200)
Contributions recognised - capital	6	14 437	7 358	10 026	7 928	10 285	10 285	10 285	23 669	28 117	40 670
Contributed assets		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		12 106	2 848	7 791	6 128	8 585	8 585	8 585	21 869	25 517	45 470
Taxation		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation		12 106	2 848	7 791	6 128	8 585	8 585	8 585	21 869	25 517	45 470
Attributable to minorities		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		12 106	2 848	7 791	6 128	8 585	8 585	8 585	21 869	25 517	45 470
Share of surplus/ (deficit) of associates	7	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year		12 106	2 848	7 791	6 128	8 585	8 585	8 585	21 869	25 517	45 470

References

1. Classifications are revenue sources and expenditure type
2. Detail to be provided in Table SA1
3. Previously described as 'bad or doubtful debts' - amounts shown should reflect the change in the provision for debt impairment
4. Expenditure type components previously shown under repairs and maintenance should be allocated back to the originating expenditure group/item; e.g. employee costs
5. Repairs & maintenance detailed in Table A9 and Table SA34c
6. Contributions are funds provided by external organisations to assist with infrastructure development; e.g. developer contributions (detail to be provided in Table SA1)
7. Equity method

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NC074 Kareeberg - Table A5 Consolidated Budgeted Capital Expenditure by vote, standard classification and funding

Vote Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Capital expenditure - Vote											
Multi-year expenditure to be appropriated	2										
Vote 1 - EXECUTIVE AND COUNCIL		-	-	-	-	-	-	-	-	-	-
Vote 2 - BUDGET AND TREASURY OFFICE		-	-	-	-	-	-	-	-	-	-
Vote 3 - CORPORATE SERVICES		-	-	-	-	-	-	-	-	-	-
Vote 4 - PLANNING AND DEVELOPMENT		-	-	-	-	-	-	-	-	-	-
Vote 5 - HEALTH		-	-	-	-	-	-	-	-	-	-
Vote 6 - COMMUNITY AND SOCIAL SERVICES		-	-	-	-	-	-	-	-	-	-
Vote 7 - HOUSING		-	-	-	-	-	-	-	-	-	-
Vote 8 - PUBLIC SAFETY		-	-	-	-	-	-	-	-	-	-
Vote 9 - SPORT AND RECREATION		-	-	-	-	-	-	-	-	-	-
Vote 10 - ENVIRONMENTAL PROTECTION		-	-	-	-	-	-	-	-	-	-
Vote 11 - SOLID WASTE MANAGEMENT		-	-	-	-	-	-	-	-	-	-
Vote 12 - WASTE WATER MANAGEMENT		-	-	-	-	-	-	-	-	-	-
Vote 13 - ROAD TRANSPORT		-	-	-	-	-	-	-	-	-	-
Vote 14 - WATER		-	-	-	-	-	-	-	-	-	-
Vote 15 - ELECTRICITY		-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	7								15 000	20 000	40 300
Single-year expenditure to be appropriated	2								15 000	20 000	40 300
Vote 1 - EXECUTIVE AND COUNCIL		-	13	1	-	-	-	-	-	-	-
Vote 2 - BUDGET AND TREASURY OFFICE		14	234	11	-	266	266	266	-	-	-
Vote 3 - CORPORATE SERVICES		-	22	2	-	-	-	-	-	-	4 500
Vote 4 - PLANNING AND DEVELOPMENT		-	-	-	-	-	-	-	-	-	-
Vote 5 - HEALTH		-	-	-	-	-	-	-	-	-	-
Vote 6 - COMMUNITY AND SOCIAL SERVICES		263	56	897	-	356	356	356	-	-	-
Vote 7 - HOUSING		-	-	-	-	-	-	-	-	-	-
Vote 8 - PUBLIC SAFETY		-	-	-	-	-	-	-	-	-	-
Vote 9 - SPORT AND RECREATION		45	3 371	1 405	1 228	4 257	4 257	4 257	1 242	1 500	-
Vote 10 - ENVIRONMENTAL PROTECTION		-	-	-	-	-	-	-	-	-	-
Vote 11 - SOLID WASTE MANAGEMENT		-	-	-	1 000	-	-	-	-	-	-
Vote 12 - WASTE WATER MANAGEMENT		-	-	-	3 700	-	-	-	-	-	-
Vote 13 - ROAD TRANSPORT		12 747	3 963	5 051	2 000	1 600	1 600	1 600	4 150	3 000	2 344
Vote 14 - WATER		312	-	2 707	-	3 907	3 907	3 907	-	-	1 000
Vote 15 - ELECTRICITY		1 120	2	-	-	-	-	-	-	-	400
Capital single-year expenditure sub-total		14 500	7 661	10 088	7 928	10 385	10 385	10 385	8 669	8 117	8 310
Total Capital Expenditure - Vote		14 500	7 661	10 088	7 928	10 385	10 385	10 385	23 669	28 117	48 610
Capital Expenditure - Standard											
Governance and administration											
Executive and council		14	269	13	-	266	266	266	-	-	4 500
Budget and treasury office		-	13	1	-	-	-	-	-	-	-
Corporate services		14	234	11	-	266	266	266	-	-	4 500
Community and public safety		308	3 427	2 382	1 228	4 612	4 612	4 612	1 242	1 500	-
Community and social services		263	56	897	-	356	356	356	-	-	-
Sport and recreation		45	3 371	1 405	1 228	4 257	4 257	4 257	1 242	1 500	-
Public safety		-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-	-
Economic and environmental services		12 747	3 963	5 051	2 000	1 600	1 600	1 600	4 150	3 000	2 344
Planning and development		-	-	-	-	-	-	-	-	-	-
Road transport		12 747	3 963	5 051	2 000	1 600	1 600	1 600	4 150	3 000	2 344
Environmental protection		-	-	-	-	-	-	-	-	-	-
Trading services		1 431	2	2 723	4 700	3 907	3 907	3 907	18 277	23 617	41 765
Electricity		1 120	2	-	-	-	-	-	-	-	400
Water		312	-	2 707	-	3 907	3 907	3 907	16 000	20 000	41 300
Waste water management		-	-	-	1 000	-	-	-	-	-	60
Waste management		-	-	-	3 700	-	-	-	2 277	3 617	-
Other		-	-	-	1 000	-	-	-	-	-	-
Total Capital Expenditure - Standard	3	14 500	7 661	10 088	7 928	10 385	10 385	10 385	23 669	28 117	48 610
Funded by:											
National Government		8 450	7 333	8 971	7 928	9 916	9 916	9 916	23 669	28 117	48 610
Provincial Government		5 979	24	355	-	132	132	132	-	-	-
District Municipality		-	-	-	-	-	-	-	-	-	-
Other transfers and grants		-	-	-	-	-	-	-	-	-	-
Transfers recognised - capital		14 437	7 358	10 026	7 928	10 285	10 285	10 285	23 669	28 117	48 610
Public contributions & donations	4	-	-	-	-	-	-	-	-	-	-
Borrowing	5	-	-	-	-	-	-	-	-	-	-
Internally generated funds	6	63	804	62	-	100	100	100	-	-	-
Total Capital Funding	7	14 500	7 661	10 088	7 928	10 385	10 385	10 385	23 669	28 117	48 610

- References
- Municipalities may choose to appropriate for capital expenditure for three years or for one year (if one year appropriation projected expenditure required for yr2 and yr3).
 - Include capital component of PPP unitary payment. Note that capital transfers are only appropriated to municipalities for the budget year.
 - Capital expenditure by standard classification must reconcile to the appropriations by vote.
 - Must reconcile to supporting table SA20 and to Budgeted Financial Performance (revenue and expenditure).
 - Must reconcile to Budgeted Financial Performance (revenue and expenditure).
 - Include finance leases and PPP capital funding component of unitary payment - total borrowing/repayments to reconcile to changes in Table SA17.
 - Total Capital Funding must balance with Total Capital Expenditure.
 - Include any capitalised interest (MFMA section 46) as part of relevant capital budget.

2074 Kareeberg - Table A6 Consolidated Budgeted Financial Position

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
SETS											
Current assets											
Cash		203	159	251	1 538	1 538	1 538	1 538	1 538	1 538	1 538
Call investment deposits	1	22 920	22 444	22 126	23 744	23 744	23 744	23 744	25 514	29 086	33 081
Consumer debtors	1	2 092	1 972	2 461	6 000	6 000	6 000	6 000	2 894	2 894	2 894
Other debtors		23	30	35	30	30	30	30	30	30	30
Current portion of long-term receivables		9	10	9	8	8	8	8	8	8	8
Inventory	2	-	-	-	-	-	-	-	-	-	-
Total current assets		25 328	24 623	24 884	31 320	31 320	31 320	31 320	29 985	33 555	37 557
Non-current assets											
Long-term receivables		51	45	39	42	42	42	42	31	23	-
Investments		-	-	-	-	-	-	-	-	-	-
Investment property		10 227	10 215	15 402	10 215	15 470	15 470	15 470	15 482	15 482	15 482
Investment in Associate		-	-	-	-	-	-	-	-	-	-
Property, plant and equipment	3	102 429	105 823	106 070	115 523	120 876	120 876	120 876	140 863	168 980	217 000
Agricultural		-	-	-	-	-	-	-	-	-	-
Biological		-	-	-	-	-	-	-	-	-	-
Intangible		27	25	18	25	4	4	4	4	4	4
Other non-current assets		-	1 234	789	1 234	1 234	1 234	1 234	933	948	954
Total non-current assets		112 735	117 342	122 398	127 030	137 625	137 625	137 625	157 314	185 438	234 446
TOTAL ASSETS		138 063	141 965	147 280	158 358	168 945	168 945	168 945	187 299	218 993	271 003
LIABILITIES											
Current liabilities											
Bank overdraft	1	-	-	-	-	-	-	-	-	-	-
Borrowing	4	-	-	-	-	-	-	-	-	-	-
Consumer deposits		284	289	308	370	370	370	370	380	390	400
Trade and other payables	4	2 827	3 153	2 834	4 855	4 855	4 855	4 855	7 222	10 034	14 895
Provisions		1 520	1 659	1 820	1 659	1 659	1 659	1 659	1 659	1 659	1 659
Total current liabilities		4 631	5 104	5 061	6 885	6 885	6 885	6 885	9 261	12 083	16 954
Non-current liabilities											
Borrowing		-	-	-	-	-	-	-	-	-	-
Provisions		15 048	11 811	10 723	12 530	12 530	12 530	12 530	12 587	14 575	16 000
Total non-current liabilities		15 048	11 811	10 723	12 530	12 530	12 530	12 530	12 587	14 575	16 000
TOTAL LIABILITIES		19 679	16 916	15 784	19 415	19 415	19 415	19 415	21 848	26 658	32 954
NET ASSETS	5	118 384	125 050	131 496	138 944	149 530	149 530	149 530	165 450	192 335	237 853
COMMUNITY WEALTH/EQUITY											
Accumulated Surplus/(Deficit)		106 854	113 610	120 110	127 506	138 092	138 092	138 092	154 064	180 949	226 000
Reserves	4	11 523	11 439	11 386	11 438	11 438	11 438	11 438	11 386	11 386	11 386
TOTAL COMMUNITY WEALTH/EQUITY	5	118 384	125 050	131 496	138 944	149 530	149 530	149 530	165 450	192 335	237 853

References

Detail to be provided in Table SA3

Include completed low cost housing to be transferred to beneficiaries within 12 months

Include 'Construction-work-in-progress' (disclosed separately in annual financial statements)

Detail to be provided in Table SA3. Includes reserves to be funded by statute.

Net assets must balance with Total Community Wealth/Equity

2074 Kareberg - Table A7 Consolidated Budgeted Cash Flows

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates, penalties & collection charges		3 907	3 633	4 425	3 178	3 178	3 178	3 178	3 434	3 814	4 192
Service charges		9 860	10 402	10 991	18 586	18 586	18 586	18 586	19 809	22 335	25 114
Other revenue		8 096	7 785	1 191	8 756	8 512	8 512	8 512	9 972	12 408	13 794
Government - operating	1	19 434	19 481	20 592	23 060	23 889	23 889	23 889	23 075	23 861	25 661
Government - capital	1	14 437	7 358	10 026	7 928	10 285	10 285	10 285	23 669	28 117	48 610
Interest		1 177	1 302	1 560	1 171	1 171	1 171	1 171	1 171	1 365	1 434
Dividends		-	-	-	-	-	-	-	-	-	-
Payments											
Suppliers and employees		(32 096)	(34 488)	(37 782)	(42 262)	(43 024)	(43 024)	(43 024)	(45 444)	(48 767)	(53 246)
Finance charges		(1 376)	(612)	(873)	(831)	(831)	(831)	(831)	(1 073)	(1 118)	(1 274)
Transfers and Grants	1	(7 409)	(7 536)	(8 018)	(9 303)	(8 986)	(8 986)	(8 986)	(9 191)	(10 513)	(11 257)
CASH FROM/(USED) OPERATING ACTIVITIES		16 027	7 025	2 113	10 323	12 780	12 780	12 780	25 421	31 503	53 027
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE		49	26	(44)	-	-	-	-	-	-	-
Increase (decrease) in non-current debtors		19	9	10	8	8	8	8	8	8	8
Increase (decrease) other non-current receivables		-	-	7 789	-	-	-	-	-	-	-
Increase (decrease) in non-current investments		-	-	-	-	-	-	-	-	-	-
Payments											
Capital assets		(14 500)	(7 661)	(10 088)	(7 928)	(10 385)	(10 385)	(10 385)	(23 669)	(28 117)	(48 610)
CASH FROM/(USED) INVESTING ACTIVITIES		(14 441)	(7 625)	(2 364)	(7 920)	(10 377)	(10 377)	(10 377)	(23 661)	(28 109)	(48 602)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans		-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits		15	9	15	10	10	10	10	10	10	10
Payments											
Payment of borrowing		-	-	-	-	-	-	-	-	-	-
CASH FROM/(USED) FINANCING ACTIVITIES		15	9	15	10	10	10	10	10	10	10
INCREASE/ (DECREASE) IN CASH HELD		1 601	(591)	(236)	2 413	2 413	2 413	2 413	1 770	3 403	4 435
Cash/cash equivalents at the year begin:	2	21 602	23 203	22 612	22 669	22 869	22 869	22 869	24 790	26 560	29 963
Cash/cash equivalents at the year end:	2	23 203	22 612	22 376	25 282	25 282	25 282	25 282	26 560	29 963	34 399

1/District municipalities to include transfers from/to District/Local Municipalities
 2/cash equivalents includes investments with maturities of 3 months or less

0074 Kareeberg - Table A8 Consolidated Cash backed reserves/accumulated surplus reconciliation

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Cash and Investments available											
Cash/cash equivalents at the year end	1	23 203	22 612	22 376	25 282	25 282	25 282	25 282	25 560	29 963	34 626
Other current investments > 90 days		0	(0)	0	-	-	-	-	492	661	-
Non current assets - investments	1	-	-	-	-	-	-	-	-	-	-
Cash and Investments available:		23 203	22 612	22 376	25 282	25 282	25 282	25 282	27 052	30 624	34 626
Application of cash and Investments											
Unspent conditional transfers		1 973	2 421	1 905	1 973	1 973	1 973	1 973	1 905	1 905	1 905
Unspent borrowing		-	-	-	-	-	-	-	-	-	-
Statutory requirements	2	-	-	-	166	166	166	166	168	166	166
Other working capital requirements	3	(1 195)	(1 163)	(691)	(2 907)	(2 807)	(2 807)	(2 807)	2 408	5 230	10 000
Other provisions		-	-	-	1 331	1 331	1 331	1 331	1 659	1 331	1 331
Long term investments committed	4	-	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments	5	11 469	11 386	11 386	11 384	11 384	11 384	11 384	11 967	11 386	11 386
Total Application of cash and Investments:		12 247	12 642	12 599	11 946	12 046	12 046	12 046	17 524	20 017	24 671
Surplus(shortfall)		10 957	9 970	9 777	13 336	13 236	13 236	13 236	9 529	10 607	9 955

References

Must reconcile with Budgeted Cash Flows

For example: VAT, taxation

Council approval for policy required - include sufficient working capital (e.g. allowing for a % of current debtors > 90 days as uncollectable)

For example: sinking fund requirements for borrowing

Council approval required for each reserve created and basis of cash backing of reserves

NC074 Kareberg - Table A9 Consolidated Asset Management

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
CAPITAL EXPENDITURE										
Total New Assets	1	1 755	460	2 006	-	4 040	4 040	15 000	20 000	40 300
Infrastructure - Road transport		-	-	-	-	-	-	-	-	-
Infrastructure - Electricity		1 030	-	-	-	-	-	-	-	-
Infrastructure - Water		312	-	2 707	-	3 907	3 907	15 000	20 000	40 300
Infrastructure - Sanitation		-	-	16	-	-	-	-	-	-
Infrastructure - Other		-	-	-	-	-	-	-	-	-
Infrastructure		1 341	-	2 722	-	3 907	3 907	15 000	20 000	40 300
Community		45	81	47	-	15	15	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Other assets		-	-	-	-	-	-	-	-	-
Agricultural Assets		368	382	37	-	115	118	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-
Intangibles		-	6	-	-	-	-	-	-	-
Total Renewal of Existing Assets	2	12 745	7 193	7 282	7 928	6 345	6 345	8 669	8 117	8 310
Infrastructure - Road transport		12 745	3 846	5 047	2 000	1 600	1 600	4 150	3 000	2 344
Infrastructure - Electricity		-	-	-	-	-	-	1 000	-	400
Infrastructure - Water		-	-	-	-	-	-	-	-	1 000
Infrastructure - Sanitation		-	-	-	3 700	-	-	2 277	3 617	66
Infrastructure - Other		-	-	-	1 000	-	-	-	-	4 500
Infrastructure		12 745	3 846	5 047	6 700	1 600	1 600	7 427	6 617	8 310
Community		-	3 347	2 235	1 228	4 465	4 465	1 242	1 500	-
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Other assets		-	-	-	-	280	280	-	-	-
Agricultural Assets		-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-
Intangibles		-	-	-	-	-	-	-	-	-
Total Capital Expenditure	4	12 745	3 846	5 047	2 000	1 600	1 600	4 150	3 000	2 344
Infrastructure - Road transport		1 030	-	-	-	-	-	1 000	-	400
Infrastructure - Electricity		312	-	2 707	-	3 907	3 907	15 000	20 000	41 300
Infrastructure - Water		-	-	16	3 700	-	-	2 277	3 617	66
Infrastructure - Sanitation		-	-	-	1 000	-	-	-	-	4 500
Infrastructure - Other		-	-	-	-	-	-	-	-	-
Infrastructure		14 086	3 846	7 770	6 700	5 507	5 507	22 427	26 617	48 610
Community		45	3 427	2 282	1 228	4 480	4 480	1 242	1 500	-
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Other assets		368	382	37	-	398	398	-	-	-
Agricultural Assets		-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-
Intangibles		-	6	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class	2	14 500	7 661	10 088	7 928	10 385	10 385	23 669	28 117	48 610
ASSET REGISTER SUMMARY - PPE (W0V)										
Infrastructure - Road transport	5	28 057	32 884	30 724	17 335	40 470	40 470	40 939	43 939	48 283
Infrastructure - Electricity		4 861	4 612	4 403	4 428	4 283	4 283	5 243	5 283	5 683
Infrastructure - Water		12 167	11 658	13 533	24 459	17 133	17 133	32 133	52 133	93 433
Infrastructure - Sanitation		17 016	10 342	15 894	22 879	18 408	18 408	20 883	24 388	24 366
Infrastructure - Other		36 870	31 712	1 089	31 781	1 886	1 886	1 966	1 966	6 466
Infrastructure		100 832	97 309	73 443	100 892	82 258	82 258	101 004	127 621	176 231
Community		2 877	6 143	8 086	11 880	12 057	12 057	14 199	15 688	15 890
Heritage assets		19	19	19	15	19	19	19	19	19
Investment properties		10 227	10 215	15 482	10 215	15 470	15 470	15 482	15 482	15 482
Other assets		2 412	2 884	25 390	2 736	25 641	25 641	25 641	25 641	25 641
Agricultural Assets		-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-
Intangibles		27	25	18	25	4	4	4	4	4
TOTAL ASSET REGISTER SUMMARY - PPE (W0V)	5	116 395	116 883	122 358	125 763	136 349	136 349	156 349	184 466	233 076
EXPENDITURE OTHER ITEMS										
Depreciation & asset impairment		2 658	2 734	3 044	4 323	4 323	4 323	3 681	6 154	7 185
Repairs and Maintenance by Asset Class	3	734	715	2 487	985	2 792	2 792	2 771	2 656	3 269
Infrastructure - Road transport		59	85	48	62	226	226	62	65	68
Infrastructure - Electricity		110	89	398	108	108	108	138	146	161
Infrastructure - Water		51	60	817	90	524	524	310	325	702
Infrastructure - Sanitation		95	47	46	105	195	195	153	163	171
Infrastructure - Other		6	1	10	9	9	9	9	9	10
Infrastructure		322	281	1 315	372	1 060	1 060	672	708	1 172
Community		32	41	61	76	184	184	605	662	724
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Other assets		381	393	1 111	537	1 549	1 549	1 495	1 286	1 453
TOTAL EXPENDITURE OTHER ITEMS	6,7	3 392	3 449	5 531	5 308	7 115	7 115	6 453	8 810	10 473
Renewal of Existing Assets as % of total capex		87,9%	93,9%	72,2%	100,0%	61,7%	61,1%	38,6%	28,9%	17,1%
Renewal of Existing Assets as % of deprecn		470,6%	263,1%	230,3%	183,4%	146,0%	146,0%	235,5%	131,0%	115,7%
R&M as a % of PPE		0,7%	0,7%	2,3%	0,9%	2,3%	2,3%	2,0%	1,6%	1,5%
Renewal and R&M as a % of PPE		12,0%	7,0%	8,0%	7,0%	7,0%	7,0%	7,0%	8,0%	5,0%

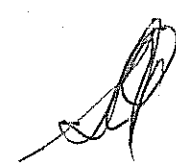
References

1. Detail of new assets provided in Table SA34a
2. Detail of renewal of existing assets provided in Table SA34b
3. Detail of Repairs and Maintenance by Asset Class provided in Table SA34c
4. Must reconcile to total capital expenditure on Budgeted Capital Expenditure
5. Must reconcile to 'Budgeted Financial Position' (written down value)
6. Donated/contributed and assets funded by finance leases to be allocated to the respective category

NC074 Kareeberg - Table A10 Consolidated basic service delivery measurement

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year 2018/19
Household service targets										
Water										
Piped water inside dwelling		1 188	1 188	1 188	1 188	1 188	1 188	1 188	1 188	
Piped water inside yard (but not in dwelling)		806	806	806	806	806	806	806	806	
Using public tap (at least min.service level)	2	160	160	160	160	160	160	265	265	265
Other water supply (at least min.service level)	4	1 068	1 068	1 068	1 068	1 068	1 068	1 068	1 068	1 068
<i>Minimum Service Level and Above sub-total</i>		3 222	3 222	3 222	3 222	3 222	3 222	3 327	3 327	3 327
Using public tap (< min.service level)	3	-	-	-	-	-	-	-	-	-
Other water supply (< min.service level)	4	-	-	-	-	-	-	-	-	-
No water supply		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		-	-	-	-	-	-	-	-	-
Total number of households	5	3 222	3 222	3 222	3 222	3 222	3 222	3 327	3 327	3 327
Sanitation/sewerage										
Flush toilet (connected to sewerage)		665	665	665	665	665	665	665	665	
Flush toilet (with septic tank)		994	994	994	994	994	994	994	994	994
Chemical toilet		-	-	-	-	-	-	-	-	-
Pit toilet (ventilated)		335	335	335	335	335	335	335	335	335
Other toilet provisions (> min.service level)		1 068	1 068	1 068	1 068	1 068	1 068	1 068	1 068	1 068
<i>Minimum Service Level and Above sub-total</i>		3 062	3 062	3 062	3 062	3 062	3 062	3 062	3 062	3 062
Bucket toilet		160	160	160	160	160	160	265	265	265
Other toilet provisions (< min.service level)		-	-	-	-	-	-	-	-	-
No toilet provisions		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		160	160	160	160	160	160	265	265	265
Total number of households	5	3 222	3 222	3 222	3 222	3 222	3 222	3 327	3 327	3 327
Energy										
Electricity (at least min.service level)		962	962	962	962	962	962	962	962	962
Electricity - prepaid (min.service level)		2 586	2 586	2 586	2 586	2 586	2 586	2 586	2 586	2 586
<i>Minimum Service Level and Above sub-total</i>		3 548	3 548	3 548	3 548	3 548	3 548	3 548	3 548	3 548
Electricity (< min.service level)		-	-	-	-	-	-	-	-	-
Electricity - prepaid (< min. service level)		-	-	-	-	-	-	-	-	-
Other energy sources		691	691	691	691	691	691	691	691	691
<i>Below Minimum Service Level sub-total</i>		691	691	691	691	691	691	691	691	691
Total number of households	5	4 439	4 439	4 439	4 439	4 439	4 439	4 439	4 439	4 439
Refuse										
Removed at least once a week		2 331	2 331	2 331	2 331	2 331	2 331	2 331	2 331	2 331
<i>Minimum Service Level and Above sub-total</i>		2 331	2 331	2 331	2 331	2 331	2 331	2 331	2 331	2 331
Removed less frequently than once a week		-	-	-	-	-	-	-	-	-
Using communal refuse dump		-	-	-	-	-	-	-	-	-
Using own refuse dump		-	-	-	-	-	-	-	-	-
Other rubbish disposal		691	691	691	691	691	691	691	691	691
No rubbish disposal		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		691	691	691	691	691	691	691	691	691
Total number of households	5	3 222	3 222	3 222	3 222	3 222	3 222	3 222	3 222	3 222
Households receiving Free Basic Service										
Water (6 kilolitres per household per month)		-	-	-	-	-	-	-	-	-
Sanitation (free minimum level service)		-	-	-	-	-	-	-	-	-
Electricity/other energy (50kwh per household per month)		-	-	-	-	-	-	-	-	-
Refuse (removed at least once a week)		-	-	-	-	-	-	-	-	-
Cost of Free Basic Services provided - Formal Settlements (R'000)										
Water (6 kilolitres per indigent household per month)		-	-	-	-	-	-	-	-	-
Sanitation (free sanitation service to indigent households)		-	-	-	-	-	-	-	-	-
Electricity/other energy (50kwh per indigent household per month)		-	-	-	-	-	-	-	-	-
Refuse (removed once a week for indigent households)		-	-	-	-	-	-	-	-	-
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)										
Total cost of FBS provided		-	-	-	-	-	-	-	-	-
Lowest level of free service provided per household										
Property rates (R value threshold)		-	-	-	-	-	-	-	-	-
Water (kilolitres per household per month)		-	-	-	-	-	-	-	-	-
Sanitation (kilolitres per household per month)		-	-	-	-	-	-	-	-	-
Sanitation (Rand per household per month)		-	-	-	-	-	-	-	-	-
Electricity (kwh per household per month)		-	-	-	-	-	-	-	-	-
Refuse (average litres per week)		-	-	-	-	-	-	-	-	-
Revenue cost of subsidised services provided (R'000)										
Property rates (tariff adjustment) (Impermissible values per section 17 of MPRA)		-	-	-	-	-	-	-	-	-
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA		-	-	-	-	-	-	-	-	-
Water (in excess of 6 kilolitres per indigent household per month)		-	-	-	-	-	-	-	-	-
Sanitation (in excess of free sanitation service to indigent households)		-	-	-	-	-	-	-	-	-
Electricity/other energy (in excess of 50 kwh per indigent household per month)		-	-	-	-	-	-	-	-	-
Refuse (in excess of one removal a week for indigent households)		-	-	-	-	-	-	-	-	-
Municipal Housing - rental rebates		-	-	-	-	-	-	-	-	-
Housing - top structure subsidies		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
Total revenue cost of subsidised services provided	6	-	-	-	-	-	-	-	-	-

References
 Include services provided by another entity, e.g. Eskom
 Stand distance <= 200m from dwelling
 Stand distance > 200m from dwelling
 Barohole, spring, rain-water tank etc.
 Must agree to total number of households in municipal area (informal settlements receiving services must be included)
 Include value of subsidy provided by municipality above provincial subsidy level
 Show number of households receiving at least these levels of services completely free (informal settlements must be included)
 Must reflect the cost to the municipality of providing the Free Basic Service

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KAREEBERG LOCAL MUNICIPALITY

STATEMENT OF FINANCIAL POSITION AT 30 JUNE 2016

	Notes	2016 (Actual) R	2015 (Restated) R
NET ASSETS AND LIABILITIES			
Net Assets		119,474,002	115,003,241
Capital Replacement Reserve	2	11,347,812	11,347,812
Housing Development fund	2	40,546	38,010
Accumulated Surplus		108,085,645	103,617,419
Non-Current Liabilities		31,005,006	29,984,022
Employee benefits	3	8,999,385	8,418,000
Non-Current Provisions	4	22,005,620	21,566,021
Current Liabilities		4,471,772	5,061,369
Consumer Deposits	5	320,339	308,159
Current Employee benefits	6	2,116,675	1,919,560
Payables from exchange transactions	7	506,649	928,922
Unspent Conditional Government Grants and Receipts	8	1,528,110	1,904,727
Total Net Assets and Liabilities		154,950,780	150,048,632
ASSETS			
Non-Current Assets		127,885,878	124,637,101
Property, Plant and Equipment	10	110,034,927	105,824,226
Investment Property	11	15,451,029	15,463,392
Intangible Assets	12	15,086	18,371
Heritage Assets	13	14,900	19,176
Capitalised Restoration Cost	14	2,335,738	3,272,628
Long-Term Receivables	15	34,200	39,306
Current Assets		27,064,902	25,411,530
Inventory	16	527,836	527,836
Trade Receivables from exchange transactions	17	3,231,412	2,452,056
Other Receivables from non-exchange transactions	18	4,015	8,797
Operating Lease Asset	19	40,405	37,669
Current Portion of Long-term Receivables	15	7,585	8,727
Cash and Cash Equivalents	20	23,253,650	22,376,445
Total Assets		154,950,780	150,048,631

KAREEBERG LOCAL MUNICIPALITY

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2016

Notes	2016 (Actual) R	2015 (Actual) R	Correction of Error - Note 33.08 R	2015 (Previously reported) R
REVENUE				
Revenue from Non-exchange Transactions	34,704,769	34,457,427	-	34,457,427
Taxation Revenue	4,438,368	4,197,712	-	4,197,712
Property taxes	4,438,368	4,197,712	-	4,197,712
Transfer Revenue	30,146,690	29,578,021	-	29,578,021
Government Grants and Subsidies - Capital	7,042,151	10,026,175	-	10,026,175
Government Grants and Subsidies - Operating	22,742,216	19,551,846	-	19,551,846
Contributed PPE	362,323	-	-	-
Other Revenue	119,713	681,694	-	681,694
Actuarial Gains	90,235	665,727	-	665,727
Licences and Permits	12,105	6,072	-	6,072
Unamortised discount - Interest	2,478	2,995	-	2,995
Fines	14,895	6,900	-	6,900
Revenue from Exchange Transactions	23,597,741	22,006,597	(662,991)	22,669,588
Property Rates - Penalties & Collection Charges	195,058	220,605	-	220,605
Service Charges	19,758,336	17,949,794	-	17,949,794
Rental of Facilities and Equipment	327,129	395,462	-	395,462
Interest Earned - external investments	1,808,471	1,592,813	-	1,592,813
Interest Earned - outstanding debtors	2,221	2,572	-	2,572
Agency Services	178,420	147,351	-	147,351
Other Revenue	1,328,105	1,697,999	(662,991)	2,360,990
Total Revenue	58,302,510	56,464,024	(662,991)	57,127,015
EXPENDITURE				
Employee related costs	17,101,451	16,252,966	-	16,252,966
Remuneration of Councillors	2,129,257	2,020,110	-	2,020,110
Debt Impairment	228,859	-	-	-
Depreciation and Amortisation	3,405,623	3,165,881	122,108	3,043,774
Impairments	10,248	-	-	-
Repairs and Maintenance	929,948	352,289	(527,836)	880,124
Actuarial losses	144,864	93,808	-	93,808
Finance Charges	1,989,338	1,809,398	936,270	873,128
Bulk Purchases	8,627,114	8,119,144	-	8,119,144
Contracted services	1,100,434	1,607,291	-	1,607,291
Grants and Subsidies	8,975,821	8,018,446	-	8,018,446
Stock Adjustments	888,553	413,583	-	413,583
Loss on disposal of Property, Plant and Equipment	1,809	41,936	-	41,936
General Expenses	8,298,428	7,972,046	-	7,972,046
Total Expenditure	53,831,747	49,866,898	530,542	49,336,356
NET SURPLUS FOR THE YEAR	4,470,763	6,597,126	(1,193,533)	7,790,659

KAREEBERG LOCAL MUNICIPALITY

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2016

	Notes	2016 R	2015 R
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts			
Ratepayers and other		23,822,390	23,617,593
Government - operating/capital		30,961,625	30,618,590
Interest		1,772,510	1,557,202
Payments			
Suppliers and employees		(37,625,869)	(36,182,212)
Finance charges	29	(1,989,338)	(1,809,398)
Transfers and Grants	31	(8,975,821)	(8,018,446)
Net Cash from Operating Activities		7,965,496	9,783,329
CASH FLOW FROM INVESTING ACTIVITIES			
Purchase of Property, Plant and Equipment		(7,110,081)	(10,088,338)
Proceeds on Disposal of Fixed Assets		(236)	44,264
Purchase of Intangible Assets		(3,158)	-
(Increase)/Decrease in Heritage Assets		4,276	-
Net Cash from Investing Activities		(7,109,199)	(10,044,074)
CASH FLOW FROM FINANCING ACTIVITIES			
(Increase)/Decrease in Long-term Receivables		8,727	9,796
Increase/(Decrease) in Consumer Deposits		12,180	15,390
Rounding		-	(1)
Net Cash from Financing Activities		20,907	25,185
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS		877,205	(235,560)
Cash and Cash Equivalents at the beginning of the year		22,376,445	22,612,006
Cash and Cash Equivalents at the end of the year	35	23,253,650	22,376,445
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS		877,205	(235,560)

Kareeberg
Municipality
Ward Committee Policy

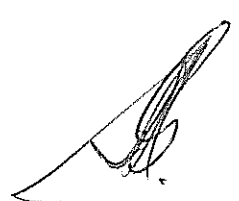


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1. INTRODUCTION

The Republic of South Africa Constitution Act 108 of 1996 requires the Municipality to encourage the participation of community members and community organizations in the matters of local government. The Local Government Municipal Structures Act 117 of 1998 provides for the establishment of ward committees as formal mechanisms to give effect to this Constitutional obligation. Ward committees play a vital role in bridging the gap between the Community, the Municipality and its Council and also play an important role in;

- Enhancing participatory democracy
- Neighbourhood and ward based planning including the encouragement of communities to take charge of their own livelihoods
- Assisting the Municipality in service delivery improvement
- Assisting in the economic empowerment of communities
- Enhancing local democracy and accountability
- Enhancing social cohesion, nation building and integration of communities across class, race, culture and religion
- Assisting in civic education.

The Local Government Municipal Structures Act 117 of 1998 (Section 73(3)) requires municipalities that have ward committees to make rules to regulate the procedure that they will follow to elect their ward committee members, with due cognisance of the need to have women and a diversity of needs represented thereon, the circumstances under which members must vacate office, and the frequency of meetings. Municipalities may also make administrative arrangements to enable ward committees to perform their functions and exercise their powers effectively; hence this policy.

2. POLICY OBJECTIVE

The objective of this policy is to establish uniform rules to regulate the establishment and operation of Ward Committees and define the roles and responsibilities of the Mayor and PR Councillors in relation to ward participation in Kareeberg Municipality.

3. DEFINITIONS

In this document, unless the context indicates otherwise;

- 3.1 "Council" means the council of Kareeberg Municipality
- 3.2 "Days" shall mean working days
- 3.3 "Members(s)" mean a person (s) elected on to a ward committee
- 3.4 "Municipality" means Kareeberg Municipality
- 3.5 "Municipal Manager" means an employee of the Kareeberg Municipality appointed as such and includes, for the purpose of these rules, any one designated or authorised by the Municipal Manager to act or fulfil a duty in terms of these rules
- 3.5 "PR Councillor" means a proportional representative municipal councillor elected in terms of section 22(1) (a) of the Local Government Municipal Structures Act 117 of 1998 to represent a party on the council of the Municipality
- 3.6 "Sector" means a determinable sector, subsector or interest group with the ward community and may include a geographic sector
- 3.7 "Mayor" means the Mayor of the Council elected in terms of Section 36 of the Local Government Municipal Structures Act 117 of 1998

- 3.8 "Systems Act" means the Local Government: Municipal Systems Act, No 32 of 2000, any amendment thereto and any regulations published in accordance therewith
- 3.9 "Structures Act" means the Local Government Municipal Structures Act 117 of 1998, any amendment thereto and any regulations published in accordance therewith
- 3.10 "Ward committee" means a committee of a municipal ward, established in terms of Part 4 of Chapter 4 of the Local Government Municipal Structures Act 117 of 1998
- 3.11 "Ward Councillor" means a municipal councillor elected in terms of section 22(1) (b) of the Local Government Municipal Structures Act 117 of 1998 to represent a ward.

4. LEGISLATIVE FRAMEWORK

Ward Committees are regulated in terms of the following legislative framework; **The Republic of South Africa Constitution Act 108 of 1996**; which sets out the objectives of local government, including the objective of encouraging communities and community organisations to participate in matters of local government.

The Municipal Structures Act 117 of 1998 and its regulations; which regulate the establishment, vacation of office and meeting frequency of ward committees as well as their term of office. The Municipal Council is responsible for the formulation of its own rules to regulate the election, operation and administration of ward committees.

The Municipal Systems Act, No 32 of 2000; Chapter 4 regulates community participation and makes it clear that communities are an integral part of the municipal governance process. The Municipality is required to develop a culture of municipal governance that complements formal representative government with a system of participatory governance by encouraging and creating conditions for the local community to participate in the affairs of the municipality (Section 16). The Municipality must also establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality (section 17). The Act also sets out specific areas where community participation is required, including the formulation and review of Integrated Development Plans (IDPs) and performance management. The Municipality must promote public participation and build the capacity of residents, Councillors and municipal officials to engage in participatory processes.

The Municipal Finance Management Act 56 of 2003 and its regulations; which requires that communities participate in the budgeting process of the Municipality.

5. STATUS OF WARD COMMITTEES

A ward committee;

- Is an advisory body.
- Is a representative structure.
- Is an independent apolitical committee of the community.
- Must be impartial and perform its function without fear, favour or prejudice.

6. COMPOSITION OF WARD COMMITTEES

A ward committee comprises;

- The Ward Councillor who must be the chairperson of the Ward Committee in terms of section 73(2) (a) of the Local Government Municipal Structures Act 117 of 1998.
- Ten (10) other persons who represent a diversity of sectors and interest in the ward which may include but not be limited to social, economic and cultural sectors, sub sectors, structures, sub structures or interest groups as well as geographical sectors. Women must be equitably represented on the Ward Committee.

7. ELECTION CRITERIA

To be eligible for election as a ward committee member a person must;

- Be registered as a voter on the voters roll of the ward for which he or she is nominated.
- Not be a member of the Council. Not be an employee of the Municipality or the Pixley ka Seme District Municipality.
- Not be in arrears to the Municipality for rates and service charges for period longer than three months.
- Not be an un-rehabilitated insolvent.
- Not be under curatorship.
- Not have been convicted of an offence and sentenced to imprisonment without the option of a fine for a period of not less than 12 months after February 1997.
- Not a person declared by a competent court as being of unsound mind. Be an active participant or member of the sector which he or she is nominated to represent, be motivated to work on the Ward Committee and committed to creating a better life for the members of their ward community.

8. NOMINATION OF CANDIDATES

All sectors within the Municipality shall be entitled to nominate eligible persons to represent their sectors on the Ward Committee.

8.1 CALLS FOR NOMINATIONS

- 8.1.1 Calls for nominations shall;
- 8.1.2 Be called for a minimum of one month prior to the date of the election meeting.
- 8.1.3 Be placed in the local press, and on all official municipal notice boards;
- 8.1.4 Be invited from sectors known to be represented in the Municipality.

8.2 NOMINATION PROCEDURE

- 8.2.1 Nominees shall be nominated on the official nomination form which is attached to this policy as **Annexure A**.
- 8.2.2 The nomination form shall be;
 - 8.2.2.1 Undersigned by the candidate in acceptance of his or her nomination.
 - 8.2.2.2 Undersigned by a nominator and seconded by a minimum of ten (10) other persons;
or



- 8.2.2.3 Supported by a resolution of a formally constituted meeting of the sector, sub-sector interest group or geographic sector that authorises the nominee to represent their interests on the Ward Committee.
- 8.2.3 Nominations shall be submitted to the Municipal Manager or an official delegated to receive the nominations before the closing date and time specified in the call for nominations.
- 8.2.4 Sectors may nominate a second us in the event that their nominee is elected to serve on the Ward Committee and is unable to attend meetings. Should a nominee who is elected to serve on the Ward Committee vacate is position on the Ward Committee or no longer be eligible to serve on the Ward Committee the procedure as set out under Paragraph 12 for the filling of vacancies shall apply.

8.3 REJECTION OF NOMINATIONS

The Municipal Manager or an official delegated by the Municipal Manager shall reject any nomination that does not comply with paragraphs 7 and 8.2 above. Any person whose nomination is rejected shall not be allowed to stand or be elected as a member of a Ward Committee.

9. ELECTION OF WARD COMMITTEE MEMBERS

The election of ward committees shall take place in the following manner;

9.1 WARD COMMITTEE ELECTION MEETING

- 9.1.1 The Ward Councillor shall in cooperation with the Mayor convene a Ward Committee election meeting for his or her ward.
- 9.1.2 Notices of the Ward Committee election meetings shall be given at least 7calendar days prior to the Ward Committee election meeting
- 9.1.3 Notice of the Ward Committee election meetings shall be done as comprehensively as possible with due cognisance of the communication preferences of the ward to ensure optimal participation, and shall include at least 2 of the following mechanisms;
 - 9.1.3.1 Notices in the press
 - 9.1.3.2 Notices to residents
 - 9.1.3.3 Notices on all official municipal notice boards
- 9.1.4 The Mayor, Municipal Manager or an official of the Municipality delegated to do so by the Municipal Manager shall preside over the election process.
- 9.1.5 No quorum is required at a Ward Committee election meeting, but the Ward Councillor must ensure that the meeting is representative of the ward.
- 9.1.6 Only voters who are registered on the wards portion of the voters roll may vote at a Ward Committee election meeting.
- 9.1.7 Attendance registers must be completed for Ward Committee election meetings.

10. ELECTION PROCEDURES

- 10.1 The election of Ward Committee members shall take place on a sector basis.
- 10.2 A maximum of 10 sectors can be represented on the Ward Committee.
- 10.3 Where there are no more than 10 sectors with eligible nominees, these sectors shall be regarded as the sectors from which Ward Committee members shall be elected.
- 10.4 Where there are more than 10 sectors with eligible nominees, an attempt shall be made to group similar sectors through consensus during the meeting, but should this not be possible, the determination of priority sectors for the ward shall be put to the

vote. Where there is only one nominee per sector, and no motivation that the nominee is not a true representative of the sector, that nominee shall be declared as a duly elected member of the Ward Committee. Where there is more than one nominee per sector, a vote shall be held. All persons eligible to vote shall have one vote to elect a representative in respect of each sector. In the case of equal number of votes, preference shall be given to a female nominee, unless both nominees are male or female in which case, the chairperson shall have a casting vote.

- 10.5 Should there be any remaining seats on the Ward Committee following this process, the meeting may through consensus elect second or third nominees from any of the wards priority sectors to serve on the Ward Committee providing that preference is given to women nominees first.
- 10.6 Voting shall ordinarily be done by means of a show of hands, but the Mayor or official presiding over the election may make use of ballot papers if there are sufficient people in attendance and a ballot system would be more practicable.

11. TERM OF WARD COMMITTEES

The term of office of Ward Committee members shall be equal to the term of office of the Council and shall terminate on the day preceding the date of the following municipal election.

12. VACANCIES

- 12.1 A Ward Committee Member shall cease to be a member of the ward committee if that member;
- 12.1.1 Resigns in writing.
 - 12.1.2 Moves to another ward.
 - 12.1.3 Ceases to be a member of the sector that he or she represents.
 - 12.1.4 Dies.
 - 12.1.5 Is removed from office by the Council.
- 12.2 The Council shall remove a Ward Committee Member from office by a resolution if such member;
- 12.2.1 Has been absent without leave of the Ward Committee for three or more consecutive meetings.
 - 12.2.2 Is proven to be involved in any form of corruption.
 - 12.2.3 Fails to adhere to meeting procedures or misconducts his/her self during meetings.
 - 12.2.4 Fails to submit priorities as mandated by the sector.
 - 12.2.5 Becomes involved in activities that undermine the Council or Ward Councillors authority.
 - 12.2.6 Contravenes the Code of Conduct for Ward Committee Members.

13. FILLING OF VACANCIES

- 13.1 When a vacancy occurs, nominations shall be called from the sector where the vacancy occurred, and the nomination and election process as set out in paragraphs 8.2, 8.3 and 9 shall be followed.
- 13.2 Should the sector not wish to nominate a candidate, calls for nominations will be made in terms of paragraph 8.1 where after the procedure as set out in paragraphs 8.2, 8.3 and 9 shall be followed.

14. POWERS OF WARD COMMITTEES

- 14.1 Ward Committees have the power to make recommendations to the Ward Councillor and Council through the Ward Councillor on any matter affecting their ward.
- 14.2 The Council may delegate additional powers to Ward Committees in terms of Section 59 of the Local Government Municipal Systems Act.

15. FUNCTIONS OF WARD COMMITTEES

Ward Committees shall perform the following functions;

- 15.1 Participate in the Integrated Development Plan (IDP) development and review process by:
 - 15.1.1 Gathering information on the ward's needs.
 - 15.1.2 Identifying priorities/reprioritizing / proposing projects.
 - 15.1.3 Attending strategic planning and review exercises.
 - 15.1.4 Serving on representative forums that may be established to liaise with residents.
 - 15.1.5 Overseeing development projects emerging from the IDP including ward / town based plans.
- 15.2 Attending public IDP / ward / town based planning meetings. Participate in the budget process by;
 - 15.2.1 Attending public hearings.
 - 15.2.2 Attending and participating in Council outreach programmes.
 - 15.2.3 Entering into discussions on the town /ward budget with the Ward Councillor.
 - 15.2.4 Attend and influence municipal budget meetings and processes.
- 15.3 Participate in the performance management of the Municipality by;
 - 15.3.1 Monitoring the performance of the Ward Councillor in specific areas.
 - 15.3.2 Engage in performance reviews of the IDP.
 - 15.3.3 Raising concerns regarding off-schedule capital projects and service delivery targets.
 - 15.3.4 Through the IDP and Annual Report reviews provide written comments/feedback on the level development in the Municipality, service delivery and reporting.
 - 15.3.5 Assist in the monitoring of the Customer Service Charter.
- 15.4 Attend meetings of the Ward Committee, Council, Community and sector Consultations as well as feedback meetings.
- 15.5 Receive and record complaints, queries and requests from the community within the ward.
- 15.6 Submission and tabling of reports and plans addressing the needs and priorities of the ward and provide feedback on the functions rendered by the Municipality that impact on the ward, in order to formulate recommendations to be submitted to the Municipality through the Ward Councillor.

- 15.7 Provide feedback to the Community on the Council's resolutions.
- 15.8 Visit relevant sector organizations and communities for the purpose of information gathering, information sharing, Council feedback, intervention, networking, community mobilization, conflict resolution and other reasons.
- 15.9 Participate in stakeholder cluster forums.
- 15.10 Coordinate ward programmes.
- 15.11 Create formal unbiased communication channels and co-operation partnerships between the Municipality and the community within a ward.
- 15.12 Create harmonious relationships between the residents of the ward, the Ward Councillor and the Municipality.
- 15.13 Facilitate and encourage participation by the community in Municipal processes and all affairs of the Municipality.
- 15.14 Act as an advisory body on the Municipality, Council policies and matters affecting communities in the ward.
- 15.15 Serve on officially recognized and specialized participatory structures of the Municipality.
- 15.16 Serve as a constructive mobilizing agent for community action. Monitor the implementation of ward plans, programmes and ward discretionary funds (where available).
- 15.17 Conduct or assist with customer satisfaction surveys in the ward.
- 15.18 Maintain a register of all active organisations in the ward.
- 15.19 Distribute publications approved by the Municipal Manager or an official delegated to do so, on Ward Committee activities and ward programmes as requested.
- 15.20 Participation in plans and programmes of the Municipality and other spheres of government impacting on the ward development.
- 15.21 Any additional functions that the Council may delegate to the Ward
- 15.22 Committees in terms of Section 59 of the Local Government Municipal Systems Act.

16. CONDUCT OF WARD COMMITTEES

A member of a Ward Committee must subscribe to the Municipality's Code of Conduct for Ward Committees (**Annexure B**) which requires members to amongst others;

- 16.1 Perform the functions of the Ward Committee in good faith and without favour or prejudice.
- 16.2 Not use the position or privileges of membership for private gain or to improperly benefit another person.
- 16.3 Accept the principle of accountability to the community.
- 16.4 Not compromise the credibility and integrity of the Ward Committee and the Council.
- 16.5 Function in support of the Ward Councillor and the Municipal Council.
- 16.6 Be accessible to the community.
- 16.7 Ensure that the operations of the Ward Committee are open and transparent
- 16.8 Ensure that all views and opinions are taken cognizance of.
- 16.9 Be punctual for meetings and submit an apology in writing to the chairperson twenty four hours prior to the meeting if it cannot be attended.

17. MEETINGS OF WARD COMMITTEES

- 17.1 The Ward Councillor chairs all the meetings of the Ward Committees and must nominate a replacement to chair a meeting in his or her absence.
- 17.2 A minimum of four (4) meetings shall be held per annum with at least one per quarter
- 17.3 Meetings may, subject to the approval of the Mayor and availability of funds be held more frequently should circumstances necessitate it.
- 17.4 The Ward Councillor must accept responsibility for the compilation of a programme of meetings at the beginning of the year which must be submitted to the Mayor of the Municipality.
- 17.5 Ward Committees with a supporting vote of the majority of their members may determine their own procedures subject to any directives of the Chairperson and a quorum is prerequisite for the sitting of a meeting. (50%+ 1)
- 17.6 The Ward Councillor and Municipal Manager or an official delegated by the Municipal Manager shall be responsible for ensuring that full and proper records are kept of all Ward Committee Meetings.
- 17.7 The Municipality shall provide secretarial services for all formally constituted Ward Committee Meetings. The CDW of the ward act as secretary for taking of minutes.

18. SUB COMMITTEES

- 18.1 A Ward Committee may establish one or more sub committees that maybe necessary for the performance of its functions which may include other organisations.
- 18.2 The Ward Committee must appoint the members of the sub-committee, the chairperson and determine the functions of the sub-committee.
- 18.3 Ward Committees and sub committees may meet collectively as a Ward Forum when so required by the Ward Councillor and Mayor.

19. WORK PROGRAMME

The Ward Committee must submit a programme with specific outputs of work for one year to the office of the Mayor in July of each year. The Ward Committee must perform the functions as set out to achieve the outputs indicated on the programme by own initiative, or at the request of the Ward Councillor, Mayor or other designated political functionary.

20. DISPUTE RESOLUTION

- Disputes shall be resolved in the following manner;
- 20.1 Every effort shall be made to resolve the dispute through consensus.
- 20.2 When a dispute cannot be resolved in this way, the Ward Councillor shall appoint one or two persons to resolve the dispute through mediation.

- 20.3 If the dispute cannot be resolved through mediation, the Ward Councillor shall arbitrate the dispute provided that the matter does not involve the Ward Councillor and or the majority of the members of the Ward Committee.
- 20.4 If the dispute involves the Ward Councillor, or if the majority of the members of the Ward Committee remain aggrieved following the arbitration, the matter shall be taken to the Council through the Officer of the Mayor, which step should as far as possible be avoided.

21. DISSOLUTION OF WARD COMMITTEES

The Municipal Council may dissolve a Ward Committee if the Committee fails to fulfil its duties and objectives

22. BUDGET

- 22.1 A stipend for attendance of authorised meetings, will be paid from the Municipality's budget in accordance with a framework and tariffs to be determined by the Municipal Council from time to time.
- 22.2 Ward Committee members shall be required to complete a claim form (**Annexure C**) after conclusion of the meeting in order to claim their stipend referred to above.
- 22.3 The stipend shall be paid to either the member of the Ward Committee or the authorised secondi but not both.
- 22.4 The Municipal Council may allocate funds and resources to enable Ward Committees to perform their functions, exercise their powers and undertake development in their wards within the framework of the law.

23. THE ROLE OF THE MAYOR

The Mayor;

- 23.1 Must assert an oversight role on Ward Councillors.
- 23.2 Is an ex-officio member of Ward Committees.
- 23.3 Must ensure that ward participatory structures are established in line with the set guidelines and legislation.
- 23.4 Must through his or her office ensure full functionality of Ward Committees.
- 23.5 Must in collaboration with Ward Councillors, regulate and monitor the frequency of Ward Committee meetings, community and sector report back meetings.
- 23.6 Must ensure that local environment is conducive to active citizen participation in local governance.
- 23.7 Must ensure the provision of dedicated municipal support and resources to Ward Committees.
- 23.8 Must facilitate on-going training and capacity building programmes in various areas of management and should ensure that Ward Councillors are part of all Ward Committee capacity building and training programmes.
- 23.9 Set deadlines for submission of Ward Committee reports.

- 23.10 Improve communication with Ward Committees and ensure feedback meetings and reports are submitted.
- 23.11 Deploy PR Councillors to support the Ward Councillor and Ward Committees, and impose penalties on Councillors who fail to perform their assigned duties and responsibilities.

24. THE ROLE OF THE PR COUNCILLOR

- The PR Councillor;
- 24.1 May attend Ward Committee Meetings.
- 24.2 Can assist with resolving disputes and making referrals.
- 24.3 Can assist with the implementation of projects.
- 24.4 Must support the Ward Councillor but not undermine his or her authority.



Annexure A

NOMINATION FORM FOR ELECTION AS A WARD COMMITTEE MEMBER

PART A: NOMINATION

I duly authorized by the _____ Sector* hereby nominate the following person to represent the above mentioned Sector on the Kareeberg Municipality Ward Committee for Ward.

Name: _____

ID Number: _____

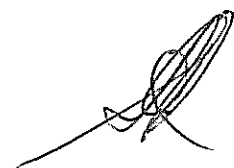
Signature of nominator: _____

Date: _____

The above nomination is seconded by;

No	Name	ID Number	Telephone	E-Mail	Signature

* A sector is defined as a determinable sector, subsector or interest group within the ward community and may include a geographic sector.



PART B: ACCEPTANCE OF NOMINATION AND DECLARATION

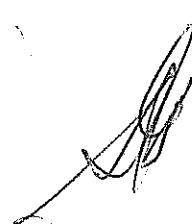
I, ID _____ hereby accept my nomination to represent the _____ Sector on the Ward Committee of Ward.

I hereby declare that ;

- I am registered as a voter on the voter's roll of the ward for which I am nominated.
- I am not a member of the Kareeberg Municipal Council.
- I am not an employee of the Kareeberg Municipality or the Pixley ka Seme District Municipality.
- I am not in arrears to the Kareeberg Municipality for rates and service charges for a period longer than three months.
- I am not an un-rehabilitated insolvent.
- I am not under curatorship.
- Have not been convicted of an offence and sentenced to imprisonment without the option of a fine for a period of not less than 12 months after February 1997.
- Have not been declared by a competent court as being of unsound mind.
- I am an active participant / member of the sector which I am nominated to represent, am motivated to work on the Ward Committee and committed to creating a better life for the community of my ward.

Signature of Nominee: _____ Date: _____

Contact details of nominee:	
Residential address :	
Telephone no: Home	
Telephone no: Work	
Fax no:	
E Mail:	



CODE OF CONDUCT FOR WARD COMMITTEE MEMBERS

1. PROLOGUE

Ward Committee members are elected to represent various sectors represented in the community within their ward. They must report on matters affecting their ward or emanating from the Municipality, through their Ward Councillors in accordance with processes determined by the Municipality. This Code of Conduct lists the responsibilities of members of Ward Committees and recommends standards of ethical conduct which each member of a Ward Committee must comply with. These standards are applicable to Ward Committee members when dealing with:

- Other ward committee members.
- The Ward Councillor of their ward and all other Councillors of the Municipality.
- The community represented on the ward committee.
- The constituents of the Municipality, including civil society, trade unions, NGO's, vulnerable communities and other role players in the ward.
- Service providers of the Municipality rendering services in the ward, where required.
- Other stakeholders.

2. AIMS AND OBJECTIVES OF THE CODE OF CONDUCT

The aims and objectives of the Code of Conduct are to:

- Set out the functions of a member of a Ward Committee and to specify the standards of integrity and conduct to be observed by Ward Committee members in their role of assisting the Municipality to meet its objectives and standards, in accordance with its IDP.
- Inform the public about the responsibilities of Ward Committee members in a specific ward.
- Enhance the image, credibility and accountability of the Council to the community in a specific ward where such a member serves.
- Maintain trust, respect and co-operation between members of the Ward Committee and all members of the community represented on the Ward Committee.

3. ACCOUNTABILITY

Members of Ward Committees are primarily accountable to the community that elected them. Members of Ward Committees are also required to act in accordance with the National Framework: Criteria for the Determining of Out of Pocket Expenses for Ward Committee Members, 2009 and any additional policies and frameworks in this regard adopted by the Kareeberg Municipality.

4. FUNCTIONS OF WARD COMMITTEE MEMBERS

The functions of Ward Committees are to effectively support the elected Ward Councillor, serve their community and perform the functions as set out in the Kareeberg Municipality Ward Committee Policy.

5. GENERAL PRINCIPLES OF GOOD GOVERNANCE TO BE COMPLIED WITH BY WARD COMMITTEE MEMBERS

5.1. COMMUNITY INTEREST

Members of Ward Committees should strive to serve the best interests of the community from which they are elected, by recommending municipal programmes that are community centred, driven and implemented and recognising any diversity in the ward.

5.2. INTEGRITY

Members of Ward Committees should always act with integrity in the execution of their functions, without fear, favour or prejudice. Members may not use their positions as Ward Committee members for private gain or to improperly benefit any third party.

5.3. OBJECTIVITY

Members of Ward Committees should make recommendations on merit, based on the mandate received from their ward. They may not act in any manner that will compromise the credibility, impartiality or independence of their Ward Committee.

5.4. ACCOUNTABILITY

Members are accountable to the ward community that they serve.

5.5. REGULAR REPORT BACK

The Ward Councillor and members of the Ward Committee are responsible for feedback to the community and the constituency of their ward.

5.6. TRANSPARENCY

Members of Ward Committees must promote transparency and should be open and honest about their actions and those of the Ward Councillor and should welcome community enquiries, thereby creating trust and respect between role-players.

5.7. CONSENSUS

Ward Committee members should work on the basis of consensus reached in the committee, failing which, a majority decision will prevail.

5.8. LEADERSHIP

Members of Ward Committees should provide leadership to the ward and set a good example of responsible citizenship.

5.9. BATHO PELE

Members of Ward Committees must apply the Batho Pele principles when dealing with members of the public.

5.10. PUBLIC PARTICIPATION

Members of Ward Committees must deepen and strengthen public participation and local democracy in all their actions.

5.11. MEETINGS

Meetings of Ward Committees shall be held in accordance with the framework set by the Municipality. Ward committee members shall attend all meetings, unless a written apology is submitted to the Ward Councillor no less than twenty four hours prior to such a meeting.

5.12. SANCTIONS FOR NON-ATTENDANCE OF MEETINGS

In the event of a Ward Committee member failing to attend three (3) consecutive scheduled meetings without any prior apology, or fail to fulfil any of his/her other functions as set out above, a report should be submitted to the Municipal Council.

5.13. DISPUTES

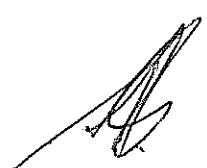
Ward Committee members must avoid conflict between themselves as well as between themselves and the Ward Councillor. In the event of a dispute, the procedure as set in the Kareeberg Municipality Ward Committee Policy shall be adhered to.

5.14. PLEDGE BY WARD COMMITTEE MEMBERS

I solemnly
declare:

I pledge to advance and act in the best interests of Ward and the Kareeberg Municipality. I confirm that I am residing within the jurisdiction of Kareeberg Municipality, and am a dedicated resident and registered voter of the aforesaid Ward.

I further declare that I have read and understand the Code of Conduct for Ward Committee Members as informed by the provision of the Local Government : Municipal Structures Act, 1998, the National Framework : Criteria for the Determining



of Out of Pocket Expensed for Ward Committee Members, 2009 and all relevant policies of Kareeberg Municipality. I have carefully studied this Code of Conduct unimpeded and freely, and I cannot claim ignorance of it. I fully agree that I shall be bound by the Code of Conduct in the execution of my duties and function as a loyal and disciplined member of my Ward Committee. I further acknowledge that my stipend is subject to me fulfilling my obligations as set out above.

Signature:

Signed at..... on thisday of.....

Witness 1

Name:

Signature:

Date:

Witness 2:

Name:

Signature:

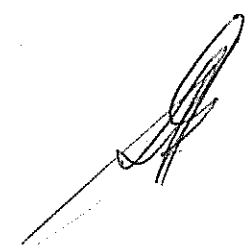
Date:

Ward Councillor:

Name:

Signature:

Date:



**KAREEBERG MUNICIPALITY
CLAIM FORM
WARD COMMITTEE MEETING ATTENDANCE**

Name		
Sector:		
Meeting costs:		
Date of meeting:		
Time:		
Arrival		
Departure		
Total claim: R500.00		R
Signature of claimant Date		
Approval:		
Ward Councillor		

Date approved: 24 February 2015

