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RAADSVERGADERING NOTULE / COUNCIL MEETING MINUTES
2014/03/31

SIYATHEMBA MUNISIPALITEIT



SIYATHEMBA MUNICIPALITY

RAADS NOTULE

COUNCIL MINUTES

31 MARCH 2014

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RAADSVERGADERING NOTULE / COUNCIL MEETING MINUTES
2014/03/31

MUNISIPALITEIT SIYATHEMBA MUNICIPALITY


Posbus / PO Box 16
Prieska
8940

Maart 2014

RAADSLID / COUNCILLOR

Kennis geskied hiermee dat 'n **RAADSVERGADERING** gehou sal word in die **RAADSAAL** op **MAANDAG, 31 MAART 2014** om **11:00** ten einde die onderstaande sakelys te oorweeg.

*Notice is hereby given of an **MEETING OF THE COUNCIL** to be held in the **COUNCIL CHAMBER** on **MONDAY, 31 MARCH** at **11:00** to consider the following agenda.*

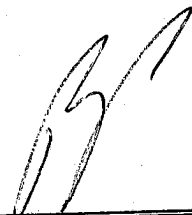


JRM ALEXANDER
MUNISIPALE BESTUURDER / MUNICIPAL MANAGER
/jrm

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RAADSVERGADERING NOTULE / COUNCIL MEETING MINUTES
2014/03/31

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**RAADSVERGADERING NOTULE / COUNCIL MEETING MINUTES
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1. OPENINGSGEBED / PRAYER

Rdl. P Martin open met gebed

Die Voorsitter, Piet Papier heet almal welkom in die vergadering en vra almal om deel te neem in die verrigtinge.

TEENWOORDIG / PRESENT

Rdl. P Martin, J.Molepo, G. Speelman, M. Van Wyk, B. Titus, G, Macdonald,

OOK TEENWOORDIG / ALSO PRESENT

Geen

IN DIENS TEENWOORDIG / PRESENT ON DUTY

MM, Waarnemende HUB, BTD & IDP/LED

2. AANVAARDING VAN DIE KENNISGEWING VAN DIE VERGADERING AS GELEES / ACCEPTANCE OF NOTICE OF THE MEETING AS READ

Aanvaar/ Accepted

3. AANSOEK OM VERLOF TOT AFWESIGHEID (MOET SKRIFTELIK WEES) / APPLICATION FOR LEAVE OF ABSENCE (MUST BE IN WRITING)

Geen aansoek ontvang vanaf Rdl G Mackay

4. AMPTELIKE KENNISGEWINGS / OFFICIAL NOTICES

4.1 SPEAKER

Geen/ None

4.2 RAADSLEDE / COUNCILLORS

Geen/ None

4.3 MUNISIPALE BESTUURDER / MUNICIPAL MANAGER

Geen /None



**RAADSVERGADERING NOTULE / COUNCIL MEETING MINUTES
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5. ONBESTREDE VOORSTELLE VAN SPEAKER / SPEAKER'S UNOPPOSED PROPOSALS

Geen/ None

6. BEKRAGTIGING VAN NOTULES / CONFIRMATION OF MINUTES

Notule van die MKOOR / Minutes of the MPAC

Voorstel: Rdl.G Macdonald (Voorsitter)
Sekondant: Rdl. G. Speelman

**7. VRAE WAARVAN KENNIS GEGEE IS (MOET SKRIFTELIK WEES) /
QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN (MUST BE IN WRITING)**

Geen / None

**8. MOSIES OF VOORSTELLE VERWYS VANAF VORIGE VERGADERINGS /
MOTIONS OR PROPOSALS REFERRED FROM PREVIOUS MEETINGS**

Geen / None

9. NUWE MOSIES / VOORSTELLE / NEW MOTIONS / PROPOSALS

Geen

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MUNISIPALE KOMITEE OP OPENBARE REKENINGE NOTULE / MUNICIPAL PUBLIC
ACCOUNTS COMMITTEE MINUTES
2014/03/31

SIYATHEMBA MUNISIPALITEIT



SIYATHEMBA MUNICIPALITY

MUNISIPALE KOMITEE

OP

OPENBARE REKENINGE

MUNICIPAL COMMITTEE

ON

PUBLIC ACCOUNTS

MAART / MARCH 2014

MUNISIPALE KOMITEE OP OPENBARE REKENINGE NOTULE / MUNICIPAL PUBLIC
ACCOUNTS COMMITTEE MINUTES
2014/03/31

MUNISIPALITEIT SIYATHEMBA MUNICIPALITY

Posbus 16
Prieska
8940

Maart / March 2014

RAADSLID / COUNCILLOR

Kennis geskied hiermee dat 'n **MUNISIPALE KOMITEE OP OPENBARE REKENINGE** sal plaasvind op **DINSDAG, 31 MAART 2014** om **09:00** in die **KOMITEEKAMER, MUNISIPALE KANTOOR, Prieska** ten einde die onderstaande **Sakelys** te oorweeg .

*Notice is hereby given of a **MUNICIPAL COMMITTEE ON PUBLIC ACCOUNTS** to be held on **TUESDAY, 31 MARCH 2014** at **09:00** in the **COMMITTEE ROOM, MUNICIPAL OFFICE, Prieska** to consider the following **Agenda**.*



JRM Alexander
MUNISIPALE BESTUURDER / MUNICIPAL MANAGER
/jrm

NOTULE / MINUTES

1. OPENING EN VERWELKOMING / OPENING AND WELCOME

Openingsgebed: Rdl Speelman

Die Voorsitter heet alle Raadslede en Personeellede welkom in die vergadering en versoek almal om deel te hê in die vergadering

2. TEENWOORDIG / PRESENT

Raadslede: G Speelman en J Molepo

OOK TEENWOORDIG / ALSO PRESENT

Geen

IN DIENS TEENWOORDIG / PRESENT ON DUTY

MM en Waarnemende HUB

3. AANSOEK OM VERLOF TOT AFWESIGHEID / APPLICATION : LEAVE OF ABSENCE

Geen

4. INLIGTINGSESSIE / BRIEFING SESSION (3/B)

Die Munisipale Bestuurder verduidelik dat die vergadering belê is om die Jaarverslag vir 2012/2013 te bespreek.

5. OORSIGVERSLAG: JAARVERSLAG VIR 2012/2013 / OVERSIGHT REPORT ON THE 2012/2013 ANNUAL REPORT (9/1/1)

1. Agtergrond / Background

Artikel 129 van die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur, No 56 van 2003, bepaal as volg:

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1. Die Raad van 'n Munisipaliteit moet die jaarverslag van die munisipaliteit en van enige munisipale entiteit onder die Munisipaliteit se alleen- of gedeelde beheer oorweeg, en teen nie later nie as twee maande vanaf die datum waarop die jaarverslag ingevolge artikel 127 in die raad ter tafel gelê is, 'n oorsigverslag aanneem wat die raad se kommentaar op die jaarverslag bevat, wat 'n verklaring moet insluit van of die raad-

- (a) die jaarverslag met of sonder voorbehoud goedgekeur het;
- (b) die jaarverslag verwerp het; of
- (c) die jaarverslag terugverwys het vir die hersiening van daardie komponente wat hersien kan word-

2. Die rekenpligtige beampte moet-

- (a) met die doel om te antwoord op vrae wat op die verslag betrekking het, raads- en raadskomiteevergaderings waarop die jaarverslag bespreek word, bywoon; en
- (b) afskrifte van die notules van daardie vergaderings voorlê aan die Ouditeur-generaal, die betrokke Provinsiale Tesourie en die Provinsiale Departement verantwoordelik vir Plaaslike Regering in die Provinsie.

3. Die rekenpligtige beampte moet ooreenkomstig artikel 21A van die Wet op Munisipale Stelsels 'n oorsigverslag in subartikel (1) bedoel binne sewe dae na die aanname daarvan openbaar maak.

4. Die Nasionale Tesourie kan riglyne uitreik met betrekking tot-

- (a) die wyse waarop munisipale rade jaarverslae moet oorweeg en openbare verhore moet hou; en
- (b) die werking en samestelling van enige openbare rekenings- of oorsigkomitees wat deur die Raad ingestel word om hom by die oorweging van 'n jaarverslag by te staan.

5. Geen riglyne ingevolge subartikel (4) uitgereik, is bindend op 'n munisipale raad nie tensy daardie riglyne deur die raad aangeneem is.

6. Hierdie artikel, met die nodige aanpassings wat die samehang mag vereis, is ook van toepassing indien slegs komponente van die jaarverslag ingevolge artikel 127(3) ter tafel gelê is.

Dat die Mkoor aanbeveel dat die Raad die Jaarverslag en die Oorsigverslag goedkeur.

Section 129 of the Local Government: Municipal Finance Management Act No 56, 2003 provides as follows:

1. The council of a municipality must consider the annual report of the municipality

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

- (a) has approved the annual report with or without reservations;
- (b) has rejected the annual report; or
- (c) has referred the annual report back for revision of those components that can be revised.

2. The accounting officer must-

- (a) attend council and council committee meetings where the annual report is discussed, for the purpose of responding to questions concerning the report; and
- (b) submit copies of the minutes of those meetings to the Auditor General, the relevant Provincial Treasury and the Provincial Department responsible for Local Government in the Province.

3. The accounting officer must in accordance with section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1) within seven days of its adoption.

4. The National Treasury may issue guidelines on-

- (a) the manner in which municipal councils should consider annual reports and conduct public hearings; and
- (b) the functioning and composition of any public accounts or oversight committees established by the council to assist it to consider an annual report.

5. No guidelines issued in terms of subsection (4) are binding on a municipal council unless adopted by the Council.

6. This section, with the necessary modifications as the context may require, is also applicable if only components of the annual report were tabled in terms of section 127(3).

That the MPAC recommends that Council approved the Annual Report and the Oversight Report.

2. Regsimplikasies / Legal Implications

Die Oorsigverslag voldoen aan die bepalings van Artikel 129 van die WMFB.

The Oversight Report complies with the provisions of Section 129 of the MFMA.

3. Finansiële Implikasies / Financial Implications

Geen / None

4. Voorgestelde Aanbeveling / Proposed Recommendation

1. Dat daar kennis geneem word dat daar geen kommentaar van beide die Raad en die gemeenskap geopper is nie ten opsigte van die Jaarverslag nie.
2. Dat die Mkoor die Oorsigverslag sonder voorbehoud goedkeur.
3. Dat die Raad die Jaarverslag asook die Oorsigverslag goedkeur.

1. *That it be noted that neither Council nor the community offered any comments on the Annual Report.*
2. *That the MPAC approve the Oversight Report without reservations.*
3. *That the Council approve the Annual Report as well as the Oversight Report.*

5. Raad van die Rekenpligtige Beampte Artikel 82 van die Strukturewet / & Artikel 60 van die Wet op Munisipale Finansiële Bestuur / Advice by the Accounting Officer (Section 82 of the Structure Act & Section 60 of the MFMA)

Dat die voorgestelde aanbevelings oorweeg word.

That the proposed recommendations be considered.

6. Aansluitings / Attachments

Oorsigverslag van die Jaarverslag vir 2012/2013 word aangeheg as Bylae "A".

Oversight Report of the 2012/2013 Annual Report is attached as Annexure "A".


7. Besluit

1. Dat daar kennis geneem word dat daar geen kommentaar van beide die Raad en die gemeenskap geopper is nie ten opsigte van die Jaarverslag nie.
2. Dat die Mkoor die Oorsigverslag sonder voorbehoud goedkeur.
3. Dat die Raad die Jaarverslag asook die Oorsigverslag goedkeur.
4. Dat die volgende vergadering vir Komitee gehou sal word voor of op 19 Mei 2014

1. *That it be noted that neither Council nor the community offered any comments on the Annual Report.*
2. *That the MPAC approve the Oversight Report without reservations.*
3. *That the Council approve the Annual Report as well as the Oversight Report.*
4. *That the next meeting be held on or before 19 May 2014*

MUNISIPALE KOMITEE OP OPENBARE REKENINGE NOTULE / MUNICIPAL PUBLIC
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Voorgestel: Rdl. G Speelman
Sekondant: Rdl. J Molepo


.....
VOORSITTER / CHAIRPERSON

31/03/2014
.....
DATUM / DATE

OVERSIGHT REPORT ON THE ANNUAL REPORT OF THE SIYATHEMBA MUNICIPALITY FOR THE YEAR ENDED 30 JUNE 2013

A. PREAMBLE

The Municipal Public Accounts Committee established by the Siyathemba Municipal Council has pleasure in submitting an oversight report on the annual report of the Siyathemba Municipality for the year ended 30 June 2013, to the Municipal Council for consideration and adoption.

B. INTRODUCTION

The Mayor of the Siyathemba Municipality has, in terms of section 127(2) of the Municipal Finance Management Act No 56 of 2003 (MFMA), read with section 58 of the same Act, tabled before the **special meeting** of Council held on **31 January 2014**, an annual report of the Siyathemba Municipality for the year ended 30 June 2013. The annual report was prepared in terms of section 121 of the MFMA and section 46 of the Municipal Systems Act No 32 of 2000 (MSA).

Section 129 of the MFMA requires the Council of a municipality to consider the annual report and by no later than two months from the date on which the annual report was tabled in the Council in terms of section 127, to adopt an oversight report, which must include a statement whether the council;-

- i. Has approved the annual report with or without reservations;
- ii. Has rejected the annual report; or
- iii. Has referred the annual report back for revision of those components that can be revised.

The Council appointed a Municipal Public Accounts Committee in terms of sections 33 and 79 of the Municipal Structures Act No 117 of 1998, to develop an oversight report on the annual report as tabled by the Mayor. The members of the Municipal Public Accounts Committee are the following:-

- Councillor G Macdonald
- Councillor J Molepo
- Councillor G Speelman

In order to facilitate the transaction of the business of the Municipal Public Accounts Committee, the Council has appointed Councillor G Macdonald as the Chairperson of the Municipal Public Accounts Committee.

C. COMMENTS ON THE ANNUAL REPORT

1. Compliance with legal requirements for submission and publication

- Any information as determined by the municipality;
- Any recommendations by the municipality's audit committee; and
- Any other information as may be prescribed.

The Municipal Public Accounts Committee has noted the following: -

- The annual report as tabled by the Mayor does contain all the required components;
- The annual financial statements of the Siyathemba Municipality for the year ended 30 June 2013 were submitted to the Auditor General on the **30 August 2014**;
- The Auditor General has issued an audit report on the municipality's annual financial statements.
- The municipality does have performance indicators and there was a service delivery and budget implementation plan approved by the Mayor.
- The municipal council will on **25 April 2014** adopted an action plan containing milestones to be achieved by 30 June 2013. The action plan will be submitted to the Auditor General for auditing;

3. Format of the Annual Report

MFMA Circular no 11 – Annual Report Guidelines, issued on 14 January 2005, provides the following format for the annual report: -

- Chapter 1: Introduction and Overview
- Chapter 2: Performance Highlights
- Chapter 3: Human Resource and other Organizational Management
- Chapter 4: Audited Statements and Related Financial Information
- Chapter 5: Functional Area Service Delivery Reporting

4. Performance Information

Municipal Public Accounts Committee has noted that: -

- An attempt has been made to provide qualitative information which was previously not known to members of the municipal council;

D. RECOMMENDATIONS

The Municipal Public Accounts Committee therefore recommends that Council resolves as follows: -

- The Council having fully Considered the annual report of the Siyathemba Municipality for the year ended 30 June 2013, and representations thereon, adopts the oversight report; and
- Council approves the annual report with no reservations.

SIYATHEMBA MUNICIPALITY



Municipal Committee on Public Accounts

31 March 2014

COUNCILLORS			
NAME	CONTACT NUMBER	EMAIL	SIGNATURE
PIET PAPIER	0849916740	mayor@siyathemba.gov.za	
FEITJIE M. VAN WYK	0760911238	fynavanwyk@gmail.com	
GLORIA SPEELMAN	0826935024	gloriaspeelman.gs@gmail.com	
JANE D. MOLEPO	0723379797	molepojane@ymail.com	
ELIZABETH MARTIN	0722226420	poppie.martin@gmail.com	
BETTY A. TITUS	0833931953	batitusgeorge@gmail.com	
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HOWARD MEIRING	0823032192	howard@siyathemba.gov.za	

**RAADSVERGADERING NOTULE / COUNCIL MEETING MINUTES
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**10.2 MUNICIPAL DRAFT BUDGET AND REVISED INTEGRATED DEVELOPMENT
PLAN: FINANCIAL YEAR 2014/2015 (5/1/1/18 & 19/2)**

1. Agtergrond / Background

Chapter 4 of the MFMA clearly outlines the municipal budget process and section 15 to section 27 gives effect to the implementation of the annual budget.

Artikel 28 van Hoofstuk 5 van die Stelselwet bepaal dat die Hersiene GOP ook jaarliks aan die Raad voorgelê moet word vir goedkeuring saam met die begroting.

In terms of Section 28 of Chapter 5 of the Systems Act the revised IDP must also be submitted to the Council annually for approval along with the budget.

2. Regsimplikasies / Legal Implications

The provisions of the relevant sections of the MFMA and the Systems Act must be complied with.

3. Finansiële Implikasies / Financial Implications

All expenditure incurred from the 1st July 2014 will be accordance with the approved budget as prescribed by the MFMA.

4. Voorgestelde Aanbeveling / Proposed Recommendation

1. That Council adopt the following:

- a. The Mayors Budget speech reflecting a total Revenue Budget of R91 075 236, a total Expenditure Budget of R87 565 955.00 and a surplus of R3 509 281.00
- b. The capital budget of R 13,920,000 for 2014/2015 and also indicative total amounts for Medium Term Expenditure Framework period.
- c. The appropriation votes as per the Government Finance Statistics (GF) functions as set out in the Budget Schedules Table A1 to A10 to SA 37.
- d. Increase of tariffs as indicated:
 - i. Property Rates
 - ii. Electricity
 - iii. Water
 - iv. Refuse
 - v. Sewerage

2. Other Budget-related document:

- a. The Integrated Development Plan for 2014/2015, which is linked to the budget as outlined in the Capital Budget and Operating Budget

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- b. The Property rates policy
- c. The Revised Credit Control Policy
- d. The Customer Care Policy
- e. The Indigent Policy
- f. The revised Tariff Policy for Water, Electricity and Municipal Services
- g. Cash and Investment Policy
- h. Budget and Reporting Policy
- i. Draft SCM Policy
- j. Other matters as prescribed in Section 17(1) and also New Budgetary formats, schedule A1.
- k. Grants and subsidies schedule according to the Division of Revenue Act (DoRA).

5. Kommentaar deur die Rekenpligte Beampte / Artikel 82 van die Strukturewet & Artikel 60 van die Wet op Munisipale Finansiële Bestuur / Comments by the Accounting Officer / Section 82 of the Structures Act & Section 60 of the MFMA

The Council must approve of the final budget, budget policies set out above and Integrated Development Plan.

6. Aanhangsels / Attachments

1. Revised Integrated Development Plan for 2014/2015
2. Draft Property Rates Policy
3. Draft Credit control and Debt Collection Policy
4. Draft Indigent Policy
5. Draft Budget & Reporting Policy
6. Draft Cash & Investment Policy
7. Draft Tariff Policy
8. Draft SCM Policy
9. Budget Summary A1-A10
10. Capital Budget (A5)
11. Draft Tariff Schedule

7. Raadsbesluite/ Council resolution

a. That Council adopt the following:

1. The Mayors Budget speech reflecting a total Revenue Budget of R91 075 236, a total Expenditure Budget of R87 565 955.00 and a surplus of R3 509 281.00
2. The capital budget of R 13,920,000 for 2014/2015 and also indicative total amounts for Medium Term Expenditure Framework period.
3. The appropriation votes as per the Government Finance Statistics (GF) functions as set out in the Budget Schedules Table A1 to A10 to SA 37.
4. Increase of tariffs as indicated:

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- i. Property Rates
- ii. Electricity
- iii. Water
- iv. Refuse
- v. Sewerage

b. Other Budget-related document:

- a. The Integrated Development Plan for 2014/2015, which is linked to the budget as outlined in the Capital Budget and Operating Budget
- b. The Property rates policy
- c. The Revised Credit Control Policy
- d. The Customer Care Policy
- e. The Indigent Policy
- f. The revised Tariff Policy for Water, Electricity and Municipal Services
- g. Cash and Investment Policy
- h. Budget and Reporting Policy
- i. Draft SCM Policy
- j. Other matters as prescribed in Section 17(1) and also New Budgetary formats, schedule A1.
- k. Grants and subsidies schedule according to the Division of Revenue Act (DoRA).

Proposed: Clr. M van Wyk
Secondant: Clr. Molepo


VOORSITTER / CHAIRPERSON

31/03/2014
DATUM / DATE

SIYATHEMBA MUNICIPALITY



Special Council Meeting

31 March 2014

COUNCILLORS			
NAME	CONTACT NUMBER	EMAIL	SIGNATURE
PIET PAPIER	0849916740	mayor@siyathemba.gov.za	
FETJIE M. VAN WYK	0760911238	fynavanwyk@gmail.com	
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IN SERVICE			
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SHAHIEN HASSEN	0797093903	shahien@siyathemba.gov.za	
HOWARD MEIRING	0823032192	howard@siyathemba.gov.za	