



**MINUTES OF THE SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
(MPAC) E-MEETING HELD ON MS TEAMS ON
MONDAY, 01 MARCH 2022 AT 14:00**

1.1 PRESENT

Councillors J Du Toit (Chairperson)
G Van Niekerk (Deputy Chairperson)

Alderman I Kritzinger

Councillors E Brown
J Fry
D Gultig
S Smart

ALSO PRESENT

Acting Municipal Manager (Dr M Gratz)
Director: Planning & Development (Mrs L Waring)
Director: Corporate Services and Human Resources (Mr S James)
Director: Protection Services (Mr S Erasmus)
Director: Financial Services (Mr R Du Plessis)
Director: Community Services (Mr A Paulse)
Director: Electrotechnical Services (Mr B Mandla)
Deputy Director: Strategic Growth and Development (Dr K Haarhoff)
Chief Risk Officer (Mrs C Segon)
Manager: Committee Services (Miss R Bredenkamp)
Senior Administrative Officer (Financial Support) (Miss PShelane)
Senior Committee Officer: Committee Services (Mrs S Botha)

2. DEPUTATION**2.1 PRESENTATION: INTRODUCTION TO THE OVERSIGHT SCHEDULE AND PROCESS (ANNUAL REPORT)**

The Deputy Director: Strategic Growth and Development (Dr K Haarhoff) was afforded an opportunity to do a presentation pertaining to the introduction to the oversight schedule and processes of the annual report. See the presentation attached as Annexure "A" to these minutes.

Various members of the Municipal Public Accounts Committee (MPAC), representing their respective political parties, were granted an opportunity to pose questions and to comment on matters arising from the abovementioned matter.

On a question raised by Alderman Kritzinger regarding the submission of questions in writing, the Acting Municipal Manager, Dr Gratz, explained that the idea was to be more structured by having the questions in writing.



MINUTES SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE E-MEETING 01 MARCH 2022

The Director: Planning and Development (Planning, Building Control and Properties), Mrs L Waring, explained the process in terms of the submission of questions in writing.

Alderman Kritzinger expressed her dismay pertaining to the submission of items in writing and stated that MPAC members should not be limited when it comes to questions.

The Acting Municipal Manager, Dr Gratz, provided clarity in terms of the submission of questions in writing. She stated that it is to provide better information to the MPAC members.

The Chairperson requested that the submission of questions in writing be reconsidered since it was never done this way before. He was of the opinion that the new Councillors should be considered in this regard.

Councillor Smart stated that he concurs with Alderman Kritzinger and Councillor Du Toit.

The Acting Municipal Manager, Dr Gratz confirmed that follow up questions will be allowed and dealt with at the meeting and that detailed feedback will be submitted in writing to all relevant members.

Alderlady Kritzinger enquired whether the terms of reference regarding the role of MPAC members can be requested from SALGA.

The Acting Municipal Manager, Dr Gratz, confirmed that additional questions may be asked at the meeting and that should the Directors do not have the answers at hand, written replies will be submitted to all members.

The Chairperson confirmed that written questions will be submitted too and stressed that the MPAC members should not be limited to questions.

The MPAC members requested hard copies of the annual report.

The meeting closed at 14:41.

CONFIRMED

J DU TOIT
CHAIRPERSON

DATE _____



ITEM 2.1 ANNEXURE "A"



**GEORGE MUNICIPALITY – ANNUAL REPORT OVERSIGHT PROCESS
MPAC PRESENTATION
1 MARCH 2022**



DR K HAARHOFF (DEPUTY DIRECTOR: STRATEGIC GROWTH & DEVELOPMENT)

ITEM 2.1 ANNEXURE "A" CONTINUED

Content Page

1. Purpose
2. Roles, responsibilities and political & administrative accountability
3. Proposed schedule for the oversight process over the Annual Report: March 2022
4. Training to MPAC by SALGA: 10 & 11 March 2022



ITEM 2.1 ANNEXURE "A" CONTINUED



1. PURPOSE



ITEM 2.1 ANNEXURE "A" CONTINUED**1. Purpose**

- 1) To provide the MPAC with guidance to fulfill their roles and responsibilities effectively and efficiently, during the oversight process of the Annual Report;
- 2) To present the Special MPAC meeting schedule for March 2022;
- 3) To present the recommendations relating to the oversight process of the Annual Report, to MPAC for their consideration and approval; and
- 4) Address questions that the MPAC may have.



ITEM 2.1 ANNEXURE "A" CONTINUED



**2. Roles, responsibilities and
political & administrative
accountability**



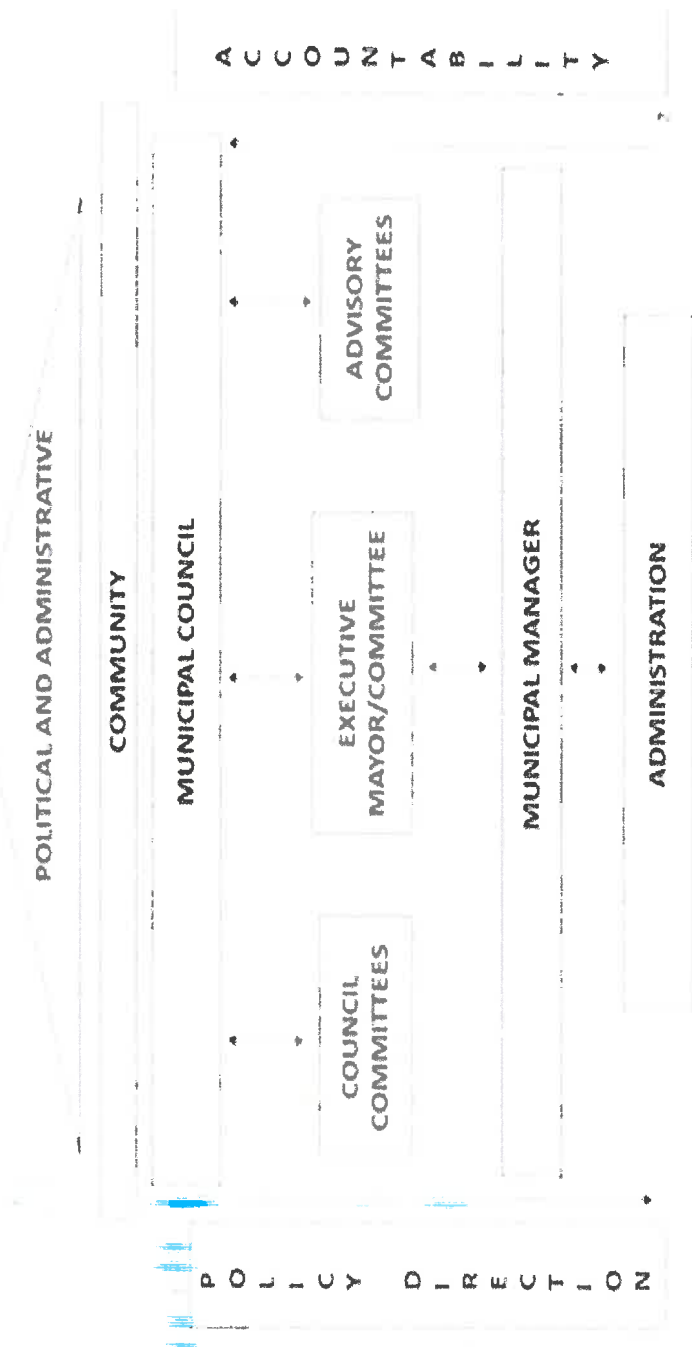
ITEM 2.1 ANNEXURE "A" CONTINUED

Background

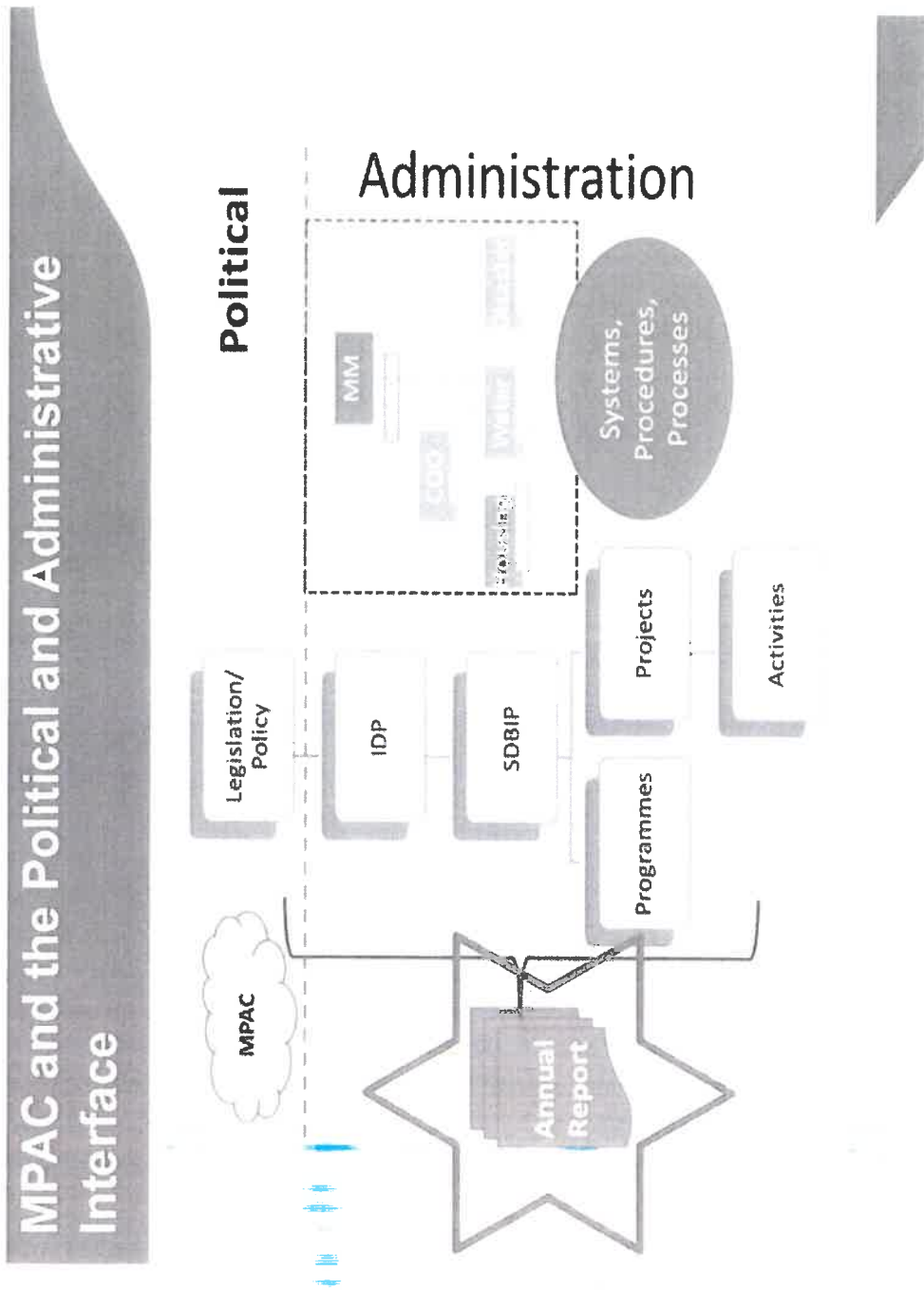
1. The legislative and regulatory framework provides for different layers of oversight, national, provincial and local.
2. MPAC oversight should improve accountability, transparency, economical and effective and efficient use of public resources in executing municipal functions giving effect to service delivery.
3. This presentation will focus on **MPAC's oversight and reporting responsibilities during March 2022 regarding the Annual Report**

ITEM 2.1 ANNEXURE "A" CONTINUED

Background: Roles, Responsibilities and Political & Administrative Accountability



ITEM 2.1 ANNEXURE "A" CONTINUED



ITEM 2.1 ANNEXURE "A" CONTINUED

The Roles and Functions of MPAC: overall

The functions of MPAC as per Guideline for establishment of MPAC by NT are:

- ❖ To promote good governance, transparency, accountability and value for money on the use of municipal resources;
- ❖ It considers and evaluates the content of the annual report and makes recommendations to Council when adopting an oversight report on the annual report, i.t.o. MFMA 127 & 129 (1);
- ❖ The new Annual Report format and process is designed to expedite engagement and corrective actions as contained in MFMA Circular 63 issued in 2012. It contains two parts, one non-financial (performance) and financial information (AFS, Audit results) and a number of annexures supporting oversight activities of councilors and communities;
- ❖ Feedback from officials confirming internal arrangements on preparation of Annual Financial Statements and Annual Reports are on track i.t.o. MFMA Sect 121 & 122 and corrective measures implemented;
- ❖ Use information from submission and tabling of Annual Report in preparation for the Oversight Report i.t.o. MFMA 127 & 129 (2);

ITEM 2.1 ANNEXURE "A" CONTINUED

The Roles and Functions of MPAC (continued)

- ❖ Consultation on the Annual Report with local community i.t.o. **MFMA 127 (5)**
- ❖ Modification of Annual Report i.t.o. **MFMA 127 (6)**
- ❖ In order to assist with the conclusion of matters that may not be finalized, information relating to disclosures, past recommendations made on the Annual Report, must also be reviewed i.t.o **MFMA 123-125 and MSA 46 (1)**.
- ❖ To examine the performance related information based on the functions assigned to the municipality as they are aligned to the financial information;
- ❖ The Audit Committee plays a role in examining the financial statements and audit reports of the municipality and municipal entities. The MPAC should be supported by the IA and Audit Committee in performing their functions, consider improvements from previous statements and reports i.t.o. **MFMA 127 & 129**;
- ❖ To evaluate the extent to which the Audit Committee's and the Auditor-General's recommendations have been implemented and to make additional recommendations to council for further actions arising from these reviews, i.t.o. **131 (1)**;

ITEM 2.1 ANNEXURE "A" CONTINUED

Oversight responsibilities of MPAC

To watch somebody or something and make sure that a job or activity is done correctly.
Oversight includes:

- Watchfulness
- Supervision
- Control
- Monitoring, review & evaluation
- Performance assessment



Oversight ensures that the executive complies with the intent of the legislature and does not behave in a manner that allows maladministration, inefficiency, waste or corrupt practices.
Oversight takes different forms depending at what stage it is exercised:



ITEM 2.1 ANNEXURE "A" CONTINUED



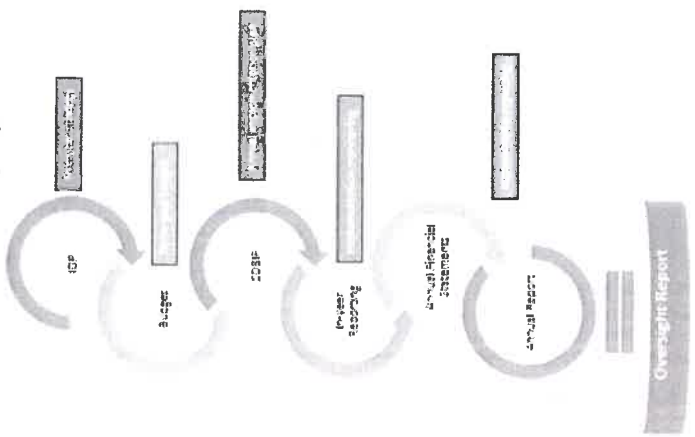
3. Proposed schedule for the oversight process over the Annual Report: March 2022



ITEM 2.1 ANNEXURE "A" CONTINUED

The Accountability Cycle

The Accountability Cycle



Currently at this stage in the Accountability Cycle:

- ✓ Oversight process over Annual Report by MPAC

- Organizational structure aligned to services
- Sound municipal policies, processes and procedures
- Financial and Non-Financial performance information

MINUTES SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE E-MEETING 01 MARCH 2022

ITEM 2.1 ANNEXURE "A" CONTINUED

Accountability Cycle: progress to date on some activities relating to the Annual Report 2020/2021

Period / date	Activities	Progress
Aug-21	Annual Financial Statements (2020/2021) and Annual Report was submitted to the Auditor-General (AG) by 31 August 2021	Done: 31/08/2021
Jan-22	Annual Report tabled to Council by Executive Mayor	Done: 31/01/2022
Feb-22	Council publicised Annual Report and invited community inputs	Done: advert placed
Feb-22	Annual Report submitted to MPAC via email. Noted: Annual Report also submitted to all MPAC members in the Council Agenda for the Ordinary Council Meeting held on 31 January 2022	Done: 09/02/2022
04-Mar-22	Closing date for written queries / inputs on the Annual Report: public *	Deadline: 04/03/2022
09-Mar-22	Closing date for written queries / inputs on the Annual Report: MPAC members *	Deadline: 09/03/2022
14-Mar-22	Consider queries / inputs on the Annual Report: MPAC members *	Special MPAC Meeting: 14 March 2022 14h00 to 16h30
15-Mar-22	Consider inputs on the Annual Report: public *	Special MPAC Meeting: 15 March 2022 08:00 to 10:00
29-Mar-22	Council Adoption of the Oversight Report with comments on the Annual Report	Council Meeting: 29 March 2022

* Additional questions/inputs to be raised during the Special MPAC Meeting



ITEM 2.1 ANNEXURE "A" CONTINUED



**4. Training to MPAC by
SALGA: 10 & 11 March 2022**



ITEM 2.1 ANNEXURE "A" CONTINUED

SALGA training to MPAC: 10 and 11 March 2022

SALGA invited all MPAC and Finance Committee members to attend a two-day workshop

- ✓ Invitation issued to all MPAC members on 23 February 2022
- ✓ All MPAC members are required to attend the workshop
- ✓ Training details:
 - 10 and 11 March 2022
 - 08h30 to 16h30
 - George Town Hall



ITEM 2.1 ANNEXURE "A" CONTINUED



THANK YOU/ENKOSI/BAIE DANKIE

**DR K HAARHOFF
DEPUTY DIRECTOR: STRATEGIC GROWTH AND
DEVELOPMENT
khaarhoff@george.gov.za**

AGENDA ORDINARY e-COUNCIL MEETING 25 MARCH 2022**13.4 MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)
E-MEETING HELD ON MS TEAMS ON TUESDAY, 08 MARCH 2022 AT 08:00**

The Chairperson cordially welcomed everyone present at the Municipal Public Accounts Committee (MPAC) meeting.

Councillor Smart opened the meeting with a prayer.

See attendance register attached to these minutes.

1.1 PRESENT

Councillors J Du Toit (Chairperson)
G Van Niekerk (Deputy Chairperson)

Alderman I Kritzinger

Councillors E Brown
D Gultig
M Kleynhans
T Lento
S Smart

ALSO PRESENT

Acting Municipal Manager (Dr M Gratz)
Director: Planning and Development (Mrs L Waring)
Director: Corporate Services (Mr S James)
Director: Protection Services (Mr S Erasmus)
Director: Electrotechnical Services (Mr B Mandla)
Director: Community Services (Mr A Paulse)
Director: Financial Services (Mr R Du Plessis)
Acting Director: Civil Engineering Services (Mr L Daniels)
Deputy Director: Strategic Growth and Development: IDP/PMS (Dr K Haarhoff)
Chief Risk Officer (Mrs C Segon)
Senior Manager: Compliance Services (Mrs I Du Plessis)
Manager: Committee Services (Miss R Bredenkamp)
Senior Committee Officer: Committee Services (Mrs S Botha)
Principal Clerk: Committee Services (Miss N Lombaard)
Translator: Committee Services (Ms N Appolis)

Also present:

Mr E Le Roux (Audit Committee)

Mr L Mehlomakhulu (Office of the Auditor-General)

Mr S Afrika (Office of the Auditor-General)



AGENDA ORDINARY e-COUNCIL MEETING 25 MARCH 2022
MINUTES: E-MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 08 MARCH 2022

1.2.1 APPLICATIONS FOR LEAVE OF ABSENCE

Councillor J Fry

1.2.2 ABSENT WITHOUT LEAVE OF ABSENCE

Councillor S Toto

2. STATEMENTS BY THE CHAIRPERSON

The Chairperson welcomed everyone to the first MPAC meeting for 2022. He extended a special word of welcome to the Acting Municipal Manager, Dr Gratz, and the Directors.

The Chairperson explained that the MPAC is an oversight body in terms of policy guidelines issued by National Treasury, GOGTA and SALGA. He stated that the relevant body was established in 2012.

The Chairperson further explained that the MPAC is not a “witch hunt” committee but has an oversight role to ensure that directorates are functioning in line with legislation.

The Chairperson stressed the importance of attending the SALGA and MPAC training which will take place on Thursday and Friday in the Town Hall.

NOTED.

3. CONFIRMATION OF THE FOLLOWING MINUTES**3.1 MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING HELD IN COMMITTEE ON 11 AUGUST 2021**

The abovementioned minutes was noted.

4. DEPUTATIONS**4.1 AUDITOR-GENERAL'S BRIEFING ON THE AUDIT OUTCOME 2020/2021**

Mr S Afrika (Office of the Auditor-General) was afforded an opportunity to do a briefing presentation to the MPAC of George Municipality on the audit outcome. See documentation pertaining to this matter attached as **Annexure “A”** to the minutes.



AGENDA ORDINARY e-COUNCIL MEETING 25 MARCH 2022
MINUTES: E-MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 08 MARCH 2022

Various members of the Municipal Public Accounts Committee (MPAC), representing their respective political parties, were granted an opportunity to pose questions and to comment on matters arising from the above presentation.

NOTED.

5. ITEMS FOR DISCUSSION

None.

6. ITEMS FOR INFORMATION

None.

7. CONFIRMATION OF THE FOLLOWING CONFIDENTIAL MINUTES

None.

8. CONFIDENTIAL ITEMS FOR DISCUSSION

None.

9. CONFIDENTIAL ITEMS FOR INFORMATION

None.

The meeting closed at 08:44.

CONFIRMED

J DU TOIT
CHAIRPERSON

DATE _____

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ANNEXURE

**MINUTES OF THE SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
(MPAC) MEETING HELD ON MONDAY, 14 MARCH 2022 AT 14:00 ON MS
TEAMS**

Councillor Fry opened the meeting with a prayer.

The Chairperson cordially welcomed everyone present at the Municipal Public Accounts Committee (MPAC) meeting.

1.1 PRESENT

Councillors J Du Toit (Chairperson)

Alderslady I Kritzinger

Councillors E Brown
J Fry
D Gultig
T Lento
S Smart
S Toto

Acting Municipal Manager (Dr M Gratz)
Director: Community Services (Mr A Paulse)
Director: Planning and Development (Planning, Building Control, Property) (Mrs L Waring)
Director: Financial Services (Mr R Du Plessis)
Acting Director: Civil Engineering Services (Mr L Daniels)
Chief Risk Officer (Mrs C Segon)
Manager: Traffic Services (Mr V Petersen)
Manager: Committee Services (Miss R P Bredenkamp)
Senior Committee Officer: Committee Services (Mrs S Botha)
Senior Committee Clerk (Ms D Bredenkamp)
Senior Committee Clerk (Ms Z Madolo)
Translator: Committee Services` (Miss N Appolis)

Also present:

Alderman B Petrus

Councillors R Figland
H Hill
B Johnson
Jean Safers

1.2.1 APPLICATIONS FOR LEAVE OF ABSENCE

Councillor G Van Niekerk

1.2.2 ABSENT WITHOUT LEAVE OF ABSENCE

Councillors M Kleynhans

2. STATEMENTS BY THE CHAIRPERSON

The Chairperson welcomed everyone present and thanked them for their valuable time. He stressed the importance of these sessions. He mentioned that the Municipal Public Accounts Committee (MPAC) plays a key role in good governance. He stated that the various directorates must ensure that service delivery take place in all the various communities. He stressed that the 2020/2021 Annual Report will be scrutinized and that only questions pertaining to the relevant report will be allowed.

He requested the Councillors to refer to a page number in order for everyone to be on the same page. He was of the opinion that the new Councillors and Directors be take into consideration in this regard.

He provided background pertaining to the Municipal Public Accounts Committee (MPAC). He mentioned that it is an oversight committee that ensures that a job or activity is done correctly. He stated that the committee has a supervision control and that it monitors, review and evaluate. He stated further that the committee also does performance assessments.

He stressed that oversight ensures that the executive complies with the intent of the legislator and that it does not behave in a manner that allows maladministration, inefficiency, voiced or corrupt practices.

He further elaborated on the role of the Municipal Public Accounts Committee (MPAC).

NOTED.

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 14 MARCH 2022**3. DISCUSSIONS ON THE ANNUAL REPORT****3.1 DIRECTORATE: CIVIL ENGINEERING SERVICES**

The Chairperson led the program and mentioned that the Directorate: Civil Engineering Services would be the first directorate to be scrutinized by the MPAC today.

Alderman Kritzinger referred to page 19 of the 2020/2021 annual report, which are the overview of services and made special reference to the water delivery overview and water availability.

Alderman Kritzinger raised her concerns regarding page 134 that relates to the high-water losses that was reported and enquired how the problem will be addressed.

Alderman Kritzinger enquired about the budget as reflecting on page 257 of the annual report of the relevant department. She was of the opinion that the department requests for funds on the adjustments budget, but the funds are not being spent. She stated that the department would indicate that insufficient funding is a challenge in the department but when they do get funding, they do not spend it. She was of the opinion that other departments also need funds.

Alderlady Kritzinger enquired about the water services and sanitation as reflecting on pages 100, 137 and 142 of the annual report.

The Acting Director: Civil Engineering Services (Mr L Daniels) was afforded an opportunity to provide feedback pertaining to the abovementioned comments and questions of Alderman Kritzinger.

The Acting Director: Civil Engineering Services (Mr L Daniels) explained the reason for the huge budget cut. He also provided background information pertaining to the BFI funding. He further explained that the budget was adjusted downwards, and that the actual expenditure must also be taking into account.

The Acting Director: Civil Engineering Services (Mr L Daniels) further explained the processes in terms of projects and budgeting as well as the challenges in terms of the process when requesting quotations for the purchasing of stock materials. He explained that matters with one of the big tenders was not in place and also provided information pertaining to the network rehab that went out on tender and that they had to wait for the appointment.

The Acting Director: Civil Engineering Services (Mr L Daniels) explained the processes in terms of formal quotations and also the process in terms of the installation of new water meters.

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 14 MARCH 2022

The Acting Director: Civil Engineering Services (Mr L Daniels) explained the reasons for water losses and mentioned that it can be due to a major pipe burst during a particular period or year which they do not have control over. He further explained that they attend to such matters timeously and that they shut the valves as soon as they can. He elaborated on the reasons for the unaccounted water losses and mentioned that a number of leakages in the informal settlements were reported and that the indigent team from the Human Settlements department are responsible for such issues. He also elaborated on the bulk lines where they normally try and curb any water losses.

The Acting Director: Civil Engineering Services (Mr L Daniels) stressed the importance of the amount of water that is actually lost. He explained the process in terms of water purification, and the importance to generate money. He elaborated on the role that the Human Settlements department plays in informal settlements and that the Civil Engineering department only supply the lines.

Alderman Kritzinger raised her concerns pertaining to sanitation as stated on pages 41 and 42 of the relevant document.

Councillor Smart referred to the Auditor-General's report pertaining to the standpipes and material irregularities.

Councillor Du Toit stated that the Auditor-General mentioned that the municipality did not monitor the quality of the water stored in water tanks.

The Acting Director: Civil Engineering Services (Mr L Daniels) explained the process in terms of standpipes. He mentioned that standpipes are functions of Human Settlements' department and whenever a new informal settlement pops up, the Human Settlement department indicates that they need access to the bulk line. He further explained that they create the connection and provide the connection point that will go into the informal settlement.

Councillor Du Toit enquired about the testing of water quality.

The Acting Director: Civil Engineering Services (Mr L Daniels) explained that they do monthly testing of water quality and a report pertaining to the testing is presented to the relevant Section 80 Committee. He was of the opinion that better coordination between Human Settlements and Civil Engineering Services is needed.

Councillor Smart raised his concern pertaining to the departments bad planning. He was of the opinion that you cannot budget and request for more funds, but it is not spent.

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 14 MARCH 2022

Councillor Smart raised his concern pertaining to the Mollen River that is being neglected because all the stormwater is flowing into the relevant area. He explained that the Mayor and other delegations visited the relevant area and that up until today he has not seen any budget for the Mollen River.

The Acting Director: Civil Engineering Services (Mr L Daniels) provided further background information pertaining to matters arising from the 2020/21 Annual report. He also elaborated on the environmental impact assessments in terms of the Mollen River.

Councillor Fry raised his concern regarding the fact that no projects were listed for Uniondale. He further raised his concern pertaining to the water purification system in Haarlem. He was of the opinion that for years the water was not up to standard. He stressed that this had led to serious health issues. He requested that Uniondale and Haarlem be included on the budget.

The Acting Director: Civil Engineering Services (Mr L Daniels) provided feedback pertaining to Uniondale/Haarlem projects for next year. He stated that funding was requested for sidewalks and paving in the relevant areas. He was of the opinion that problems and challenges should be reported and that site visits can be arranged for investigations.

Councillor Smart was of the opinion that management should take accountability for good and bad actions. He stated that the excuse of the budget that was downscaled for 2022/2023 is unacceptable.

Alderman Kritzinger referred to page 163 of the Annual Report pertaining to the challenges in the Roads Department. She raised concerns pertaining to the funding that stopped. She elaborated on the re-sealing and maintenance of the roads. She further commented on the rehabilitation of roads and referred to the master plans for the stormwater systems.

Alderman Kritzinger referred to page 171 of the Annual Report and raised her concerns pertaining to the budgeted vacancies that are not being filled.

Alderman Kritzinger applauded the department for their hard work under difficult circumstances.

The Acting Director: Civil Engineering Services (Mr L Daniels) provided feedback pertaining to the stormwater master plan.

Councillor Toto enquired about the responsible department for leakages in the informal settlements.

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 14 MARCH 2022

Councillor Fry raised his concern pertaining to challenges with the blockages of the drainage and stormwater systems in Uniondale/Haarlem.

The Acting Director: Civil Engineering Services (Mr L Daniels) provided feedback pertaining to the leakages in the informal settlements. He explained that the Directorate Human Settlements is responsible for the blockages and leakages. He explained further that the maintenance of stormwater in Uniondale/Haarlem forms part of the George Budget. He further mentioned that the stormwater master plan is very informative.

Councillor Du Toit stressed the negativity of illegal dumping and illegal litter pickers at the landfill site. He stated that illegal dumping cost the tax payers a lot of money. He enquired about solutions to stop illegal dumping.

The Acting Director: Civil Engineering Services (Mr L Daniels) explained that solid waste management is a function of Community Services and that the Director, Mr Allen Paulse, would be best suited to answer on the relevant question.

Councillor Smart requested the Acting Director: Civil Engineering Services (Mr L Daniels) to be honest with what the biggest challenges in the relevant department are.

The Acting Director: Civil Engineering Services (Mr L Daniels) explained that the recruitment process is the biggest challenge and elaborated on the filling of the Director: Civil Engineering Services post. He also explained that proper budgeting for new positions and skilled staff are also a challenge. He further elaborated on staff for the BFI projects.

Councillor Du Toit congratulated the Acting Director: Civil Engineering Services (Mr L Daniels) and the department Civil Engineering Services who rendering services under difficult circumstances. He also thanked the Acting Director: Civil Engineering Services (Mr L Daniels) for his input.

NOTED.

4.2 COMMUNITY SERVICES

The Director: Community Services (Mr A Paulse) was afforded an opportunity to present matters arising from the annual report that is relevant to the directorate he is representing.

Councillor Du Toit referred to page numbers 148, 152, 188 and 191, 192, 194, 195, 199, 202, 203, 212 and 215 of the Annual Report.

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 14 MARCH 2022

Councillor Du Toit referred to Waste Management on pages 148 and 188 and 199 of the abovementioned report. He further enquired about the libraries, cemeteries and crematorium.

Councillor Du Toit further referred to pages 195 and 199 that relates to Social Development and also page 203 as reflecting matters of Environmental. He elaborated on Protection Services as stated on page 212 and mentioned about the holiday resorts and campsites. He further referred to page 215 that is dealing with sports and recreation. He also mentioned about the Extended Public Works Program on page 282.

Alderman Kritzinger referred to page 149 that deals with the awareness campaigns. She stressed the importance of an illegal dumping and littering campaign. She suggested a competition regarding cleanest street with a price as a reward.

The Director: Community Services (Mr A Paulse) provided background information pertaining to the 2020/2021 Annual report and stated that he was appointed only after the relevant financial year at hand. He elaborated on the negative effects of illegal dumping. He stressed the importance of educating the community regarding illegal dumping. He elaborated further on the wheelie bins matter.

Councillor Brown referred to page 20 relating to the highlights and the ward-based cleaning project. She thanked the department because the project really worked. She further requested if the relevant teams that worked on the project should be combined. She mentioned that they should resort under one department. She further referred to page 201 relating to the spraying of weeds on pavements and was of the opinion that the streets and pavements are the face of the city and should be maintained.

The Director: Community Services (Mr A Paulse) explained the reason for the split of the function between Community Services and Civil Engineering Services. He further explained that SANRAL also has a function when it comes to cleaning of the main roads around George.

The Director: Community Services (Mr A Paulse) explained that Civil Engineering Services is in general responsible for roads and that a discussion took place with Council that the best place should be at Community Services.

Councillor Smart congratulated the Director: Community Services (Mr A Paulse) and the department for excellent service delivery.

Councillor Fry was of the opinion that the two directorates at hand must focus on their department's functions. He was of the opinion that the community's minds with regards to littering and illegal dumping should change. He was also of the opinion that the bakkie contractors should be rolled out in George and Uniondale/Haarlem again.

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 14 MARCH 2022

Alderman Kritzinger suggested that electric fencing be put up at the libraries to avoid vandalism and theft.

The Director: Community Services (Mr A Pause) thanked all Councillors for their input and suggestions.

Alderman Kritzinger stressed the importance of gender and disability awareness campaigns. She also emphasized that the cemeteries should be upgraded, and that proper supervision should be at the cemeteries.

The Director: Community Services (Mr A Pause) explained that there is insufficient budget for the relevant campaigns and no necessary funding for the upgrading of the cemeteries.

Councillor Du Toit thanked The Director: Community Services (Mr A Pause) for their excellent service delivery.

NOTED.

4.3 ELECTROTECHNICAL SERVICES

Councillor Du Toit introduced the new Director: Electrotechnical Services, Mr Bongani Mandla.

The Director: Electrotechnical Services (Mr B Mandla) was afforded an opportunity to present matters arising from the 2020/21 annual report to the MPAC.

Alderman Kritzinger referred to the budget of the relevant period. She was of the opinion that the problems lie with Supply Chain Management and that they should attend the relevant meeting. She raised her concerns pertaining to the vehicles that take too long to repair and that it affects service delivery.

Alderman Kritzinger referred to page 145 relating to new vacancies. She stressed that there is a serious shortage of staff at the relevant department. She highlighted the challenges pertaining to the street lights and the supplier thereof. She requested solutions in this regard.

The Director: Financial Services (Mr R Du Plessis) provided feedback pertaining to the Supply Chain Management challenges. He stressed that the shortage of vehicles was not a Supply Chain Management problem but a Fleet Management process. He further elaborated in this regard. He also elaborated on the stock items and the funding thereof.

The Director: Electrotechnical Services (Mr B Mandla) explained that each team had a vehicle. He provided background information pertaining to the hiring of vehicles and

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 14 MARCH 2022

the challenges thereof. He also explained the process in terms of the filling of vacancies of both junior and senior levels.

The Director: Electrotechnical Services (Mr B Mandla) was of the opinion that suppliers should also be held accountable for services not rendered. He elaborated on certain requirements and on the turn around time in terms of the street lights tender.

Councillor Smart referred to page 144 of the report about the street lights matter. He stressed the negative impact of vandalism and illegal connections of cables. He also highlighted the negative impact of cable theft.

The Director: Electrotechnical Services (Mr B Mandla) emphasized on the significant amount of cable theft around street lights. He explained that a number of thieves were caught with the help of the communities and neighborhood watch as well as some of our law enforcement agencies. He further explained that the connection points were put quite higher which makes it difficult to reach. He explained background information pertaining to the impact in terms of theft and vandalism.

The Director: Electrotechnical Services (Mr B Mandla) provided feedback on the illegal connection which is also still a challenge.

Councillor Säfers thanked the Director: Electrotechnical Services (Mr B Mandla) for the huge change in service delivery since he was appointed.

Alderman Kritzinger emphasized on the importance of training of staff and to give them the opportunity to grow in the workplace and to develop skills.

The Director: Electrotechnical Services (Mr B Mandla) explained that training will commence in the current financial year. He explained further that safety training, truck driving training, overhead crane training and the basic rigging and slinging was conducted.

Alderman Kritzinger stressed the importance of women empowerment and was of the opinion that women should also get the opportunity to do work that men use to do.

Councillor Smart stressed the importance of good health and transparency when appointing staff. He congratulated the Director: Electrotechnical Services (Mr B Mandla) for his management ethics.

Councillor Smart further enquired about the Service Level Agreement with consultants.

The Director: Electrotechnical Services (Mr B Mandla) elaborated on the vegetation control and management program.



MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 14 MARCH 2022

Councillor Fry thanked the relevant department for their quick response in the rural areas. He raised his concerns pertaining to the transformers in Uniondale/Haarlem and elaborated on the thunder lightning strikes that courses the electricity to shut down.

The Director: Electrotechnical Services (Mr B Mandla) confirmed that they are currently busy to upgrade the transformers in the rural areas to protect the pole mounted when lightning strike. He further elaborated on the challenges in this regard. He also explained the benefits of solar panels.

Councillor Gultig enquired about the base chargers as reflecting on page 147 of the report. He also stressed the benefits of green alternatives.

The Director: Electrotechnical Services (Mr B Mandla) mentioned that there was a discussion to bring green energy to the city.

NOTED.

The Risk Manager, Mrs C Segon informed the MPAC that an amended schedule was distributed to all.

Alderman Kritzinger requested a hard copy of the financial statements.

Councillor Du Toit thanked everyone for their great spirits and attitudes.

The meeting closed at 16:40.

CONFIRMED

J DU TOIT
CHAIRPERSON

DATE _____

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**MINUTES OF A SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
(MPAC) E-MEETING HELD ON MS TEAMS ON TUESDAY, 15 MARCH 2022 AT
08:00**

The Chairperson cordially welcomed everyone present.

Councillor Kleynhans opened the meeting with a prayer.

1.1 PRESENT

Councillors J Du Toit (Chairperson)
Alderman I Kritzinger
Councillors E Brown
D Gultig
M Kleynhans
T Lento
S Smart
S Toto [from: 08:23 until: 09:10]

ALSO PRESENT

Director: Planning and Development (Mrs L Waring)
Director: Financial Services (Mr R Du Plessis) [from: 08:55]
Acting Director: Protection Services (Mr V Petersen)
Deputy Director: Corporate Services (Admin) (Mr E Ganza) [from: 10:27]
Deputy Director: Financial Services (Budget) (Mr L Wallace) [from: 09:55]
Chief Risk Officer (Mrs C Segon)
Manager: Committee Services (Miss R Bredenkamp)
Acting Senior Committee Officer: Committee Services (Miss N Lombaard)
Principal Clerk: Committee Services (Mrs D Bredenkamp)
Translator: Committee Services (Ms N Appolis)

Also present:

Alderman L van Wyk (Executive Mayor) [until: 09:22]
B Petrus [from: 10:05]
Councillors C Clarke [from 09:15]
M Barnardt [from: 09:25]
R Figland
H Hill [from 09:15]
J Säfers [from: 09:41]
D Wessels [from 09:15]

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022**1.2.1 APPLICATIONS FOR LEAVE OF ABSENCE**

None.

1.2.2 ABSENT WITHOUT LEAVE OF ABSENCE

Councillor van Niekerk

2. STATEMENTS BY THE CHAIRPERSON

The Chairperson thanked the Directorates and Officials for the fruitful session they had on 14 March 2022. He further thanked each Councillor and official for valuable time put into this sessions.

He mentioned that the MPAC is the keyroll for Good Governance. He further highlighted the importance of service delivery in all Communities.

NOTED.

3. DISCUSSIONS ON THE DRAFT ANNUAL REPORT 2020/2021**Directorate: Planning and Development [08:10 – 09:10]**

The Chairperson welcomed the Director Planning and Development (Mrs L Waring) to this session.

The Director: Planning and Development (Mrs L Waring) thanked the Committee for the opportunity to address the MPAC of the George Municipality for the 1st time since her appointment in May 2021.

Alderman Kritzinger pointed out the following mistakes in the Draft Annual Report 2020/2021:

- **Page 29**
Councillor Buys' political party must be PBI.
- **Page 32 & 33**
Table 21: Executive Mayor-in-Committee - dates are incorrect.
- **Page 52:**
Ward 22: Councillor Pretorius - date of meetings none be included.

Alderman Kritzinger enquired about the KPI's targets not being reached.

The Director: Planning and Development (Mrs L Waring) informed the Committee members that they are aware of the gaps and errors in the Draft Annual Report. She mentioned that the errors, formatting and the inputs in this report will be corrected before compiling the final report. She explained briefly the reasons and processes why that KPI's were not reached.

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022

Councillor Smart raised his concerns regarding communication processes to Communities.

Alderman Kritzinger referred to the highlights of the Directorate and enquired about the Human Resources appointments function that was added to the Director: Planning and Development. She also mentioned that the Strategy plan of George is outdated. She further enquired about the turnaround time for building plans. She stressed the fact that the budget of the Planning and Development Department is not spend. She further enquired about the items that goes directly to the Executive Mayor-in-Committee meetings and not being discussed at the Section 80 Committee meetings.

The Director: Planning and Development (Mrs L Waring) informed the Committee that the Integrated Economic Growth Plan is in process to be compiled and will be presented to Council. She mentioned that the budget for the Buffelsfortein and St Marks paving were not use and will be put on the budget for the next financial year.

At this stage, the time being 08:23, Councillor Toto joined, the meeting.

Alderman Kritzinger mentioned that the Strategy Plan for George Municipality is outdated since 2013.

On a question raised by Councillor Smart regarding ways to improve the communication processes of the Municipality, the Director: Planning and Development (Mrs L Waring) mentioned that open days and presentations are being held with the various Communities.

At this stage Alderman Kritzinger raised her concerns regarding the following:

- Informal Traders - no policy
- Flower store in York Street - serious problem
- LED offices in Catheral Street
- Old highlights of last year - page 182
- Tourism sewer tank
- Adjustment Budget not being spend

On the concerns raised by Alderman Kritzinger the Director: Planning and Development (Mrs L Waring) reported that the Street Trading Bylaw is outdated and that a new Bylaw will be drafted in the next year. She also reported that the Informal Traders policy will be submitted to Council for approval and that all Traders has been issued with permits. She mentioned further that the LED Offices are no longer in Catheral Street but are situated at the workers collection point. She further reported that the Directorate is working with the Agriculture Section, Westgrow and Garden Route District Municipality to improve the Rural Areas.

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022

The Director: Planning and Development (Mrs L Waring) reported that the Economic Development Strategic Plan is outdated and will be revised. She further reported that she discussed the issue regarding the Tourism sewer tank with the CFO. She briefly provided reasons why the Adjustment Budget for Capital Expenditure 2020/21 Tourism was being spent.

At this stage, the time being 08:55, the Director: Financial Services (Mr R du Plessis) joined, the meeting.

Councillor Smart thanked the Director: Planning and Development (Mrs L Waring) for her input and contribution. He further enquired about the criteria for the issuing of permits for informal traders.

The Director: Planning and Development (Mrs L Waring) reported that the access for space for informal traders are being drafted and will be distributed. She further reported that the policy will make provision for only one (1) store per household.

On the question raised by Councillor Smart, the Director: Planning and Development (Mrs L Waring) mentioned that permits will only be issued for Legal foreigners in the Country. She further mentioned that only one (1) permit will be issued per store.

Alderman Kritzinger enquired about the turnaround times for building plans to be approved.

The Director: Planning and Development (Mrs L Waring) mentioned that building plans for 500 square meters are between 6/9 days and above 500 square meters are between 60 days from date of all documents are attached.

At this stage, the time being 09:10, Councillor Toto left the meeting.

Directorate: Planning and Development (Human Settlements) [09:10 – 09:48]

Alderman Kritzinger raised the following concerns:

- Page 156 - No toilets in areas
- Page 153 - nothing new added
- Davidson Courts received a lot of complaints
- Page 158 - Table 2 same as last year
- Page 159 - small budget spent a lot of it

At this stage, the time being 09:15, Councillors Clarke, Hill and Wessels joined, the meeting.

On the concerns raised by Alderman Kritzinger the Acting Director: Planning and Development (Human Settlements) (Mrs L Waring) reported that the Housing officials are doing checks in the areas regarding toilets and taps. She further mentioned that chemical toilets will be put up in areas.

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022

At this stage, the time being 09:22, Alderman van Wyk left the meeting.

At this stage Alderman Kritzingler, raised her concerns regarding the staff shortage in this section.

At this stage, the time being 09:25, Councillor Barnard joined, the meeting.

On a question raised by Councillor Kleynhans regarding Mandela Village, the Acting Director: Planning and Development (Human Settlements) (Mrs L Waring) mentioned that the Auditor - General had the wrong side and this matter has been investigated. She briefly explained the processes regarding taps and chemical toilets in informal settlements. She further mentioned that housing officials are busy doing a field survey in informal settlements.

Councillor Fry reported that Haarlem informal settlement has no chemical toilets. He further reported that the Housing Committee visited the Haarlem Informal Settlement.

The Acting Director: Planning and Development (Human Settlements) (Mrs L Waring) mentioned that she was not aware of the concerns of Councillor Fry. She mentioned that a criteria needs to be followed to erect chemical toilets in informal settlements.

At this stage, the time being 09:41, Councillor Säfers joined the meeting.

Councillor Smart congratulated the Acting Director: Planning and Development (Human Settlements) and the Portfolio Councillor, Alderman Petrus, for the site visits and fruitful Section 80 Committee meetings. He further enquired about the Adjustment Budget for the disaster management breakdown.

On the question raised by Councillor Smart, the Acting Director: Planning and Development (Human Settlements) (Mrs L Waring) reported that the funds for disaster management breakdown were allocated to the chemical toilets vote.

Councillor Lento suggested that an application to Province be submitted to replace chemical toilets with permanent toilets.

At this stage, the Chairperson thanked the Directorate for their input and hard work.

Directorate: Financial Services [09:48 – 10:33]

The Chairperson welcomed the Director Financial Services.

Alderman Kritzingler enquired about Table 9 Operating Ratios and referred to the 9.74% of the last financial year and 32.23% this financial year. She mentioned that in 2020/21 the actual expenditure to the Adjustment budget was 69%.

MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022

On the concerns raised by Alderman Kritzinger the Director: Financial Services (Mr R du Plessis) reported that the Auditor – General (AG) focused on the Accounting Standard on traffic fines especially that camera fines are 18 months and other fines 03 months. He mentioned that provision needs to be made not to collect revenue from fines. He informed the Committee that the secondary aspect to the new accounting standard requires a full investigation into the entire population to determine if all fines were issued in error. He further reported that the Directorate is in the process to update the SAMRAS system.

At this stage, the time being 09:55, the Deputy Director: Financial Services (Budget) (Mr L Wallace) joined, the meeting.

Alderman Kritzinger mentioned that according to Supply Chain processes, Departments cannot spend their Capital budget if the Adjustment budget has not yet been approved. She further requested that unlawful irregular expenditure be disclosed in the financial statements.

The Director: Financial Services (Mr R du Plessis) mentioned that according to regulations, a budget must reflect on the UKey before it can be spent. He further mentioned that in the case of big projects where confirmation of National Treasury is gazetted processes, may occur beforehand.

At this stage, the time being 10:05 Alderman Petrus joined the meeting.

Councillor Kleynhans suggested that the CFO distribute a directive to all Directorates pertaining to unlawful irregular expenditure.

The Director: Financial Services (Mr R du Plessis) reported that there is a policy regarding unlawful irregular expenditure and mentioned that a memorandum will be distributed to all staff members to raise awareness pertaining to unlawful irregular expenditure.

On a question raised by Councillor Kleynhans regarding the PPPFA court case, the Director: Financial Services (Mr R du Plessis) provided a brief background on the status of these court cases and the processes that need to be followed.

Councillor Smart enquired about Section 62 and Section 15 of the MFMA and the Legal Framework in terms of a disciplinary board to hold officials accountable.

The Director: Financial Services (Mr R du Plessis) explained briefly the processes that the disciplinary board follows before any official can be held accountable.

Alderman Kritzinger enquired about the items that serve before the Bid Adjudication Committee and to the Accounting officer as well. She mentioned that indigent household figures are basically the same as the last financial year. She suggested that Municipal accounts be sent out earlier to residents. She stressed the fact that debt is a serious problem.



MINUTES: SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022

At this stage, the time being 10:27, the Deputy Director: Corporate Services (Admin) (Mr E Ganza) joined, the meeting.

The Director: Financial Services (Mr R du Plessis) reported that all tenders that serve before the Bid Adjudication Committee that is above 10 million in terms of the Supply Chain regulations, needs to be recommended to the Accounting Officer for approval. He mentioned that the AG defined the policy for indigent household problematic. He further briefly informed the Committee of the processes that will be put in place to send out municipal accounts earlier to all residents. He further mentioned that in terms of Credit Control Actions, the Department is in the process looking at options.

Alderman Kritzinger stressed the fact the the Budget for this Directorate is not being spent.

On the concerns raised by Alderman Kritzinger, the Director: Financial Services (Mr R du Plessis) reported that the forklift was a delay and were only delivered in the new financial year.

The Chairperson thanked the Directorate Financial Services for their hard work.

At this stage, the time being 10:40, the Chairperson requested a break.

CONFIRMED

**J DU TOIT
CHAIRPERSON**

DATE _____

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MINUTES e-SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022**MINUTES OF AN SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
(MPAC) E-MEETING HELD ON MS TEAMS ON TUESDAY, 15 MARCH 2022 AT
11:00 PART II**

The Chairperson cordially welcomed everyone present.

Councillor Kleynhans opened the meeting with a prayer.

1.1 PRESENT

Councillors J Du Toit (Chairperson)
G Van Niekerk (Deputy Chairperson)

Alderman I Kritzinger

Councillors E Brown
J Fry
D Gultig
M Kleynhans
T Lento
S Smart

ALSO PRESENT

Acting Municipal Manager (Dr M Gratz)
Director: Planning and Development (Mrs L Waring)
Director: Corporate Services (Mr S James) **[from 11:51]**
Director: Financial Services (Mr R Du Plessis) [from:
Deputy Director: Financial Services (Budget) (Mr L Wallace)
Deputy Director: Corporate Services (Admin) (Mr E Ganza)
Chief Risk Officer (Mrs C Segon)
Manager: Traffic Services (Mr V Petersen)
Manager: Committee Services (Miss R Bredenkamp)
Manager: (Training & Development, OHS & EAP (HR) (Miss J Kiewit) **[from
11:51]**
Acting Senior Committee Officer: Committee Services (Miss P Damons)
Human Resources Officer (Miss L Ntlemeza) **[from 11:51]**
Human Resources Officer (Ms C Prinsloo) **[from 11:51]**
Principal Clerk: Committee Services (Mrs D Bredenkamp)
Translator: Committee Services (Ms N Appolis)

Also present:

Alderman L van Wyk **[from: 12:43]**

Councillor D Wessels **[from: 12:43]**

MINUTES e-SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022**1.2.1 APPLICATIONS FOR LEAVE OF ABSENCE**

None.

1.2.2 ABSENT WITHOUT LEAVE OF ABSENCE

Councillor S Toto

2. STATEMENTS BY THE CHAIRPERSON

None.

3. DISCUSSIONS ON THE DRAFT ANNUAL REPORT 2020/2021**Directorate: Protection Services**

The Acting Director: Protection Services (Mr V Petersen) was afforded the opportunity to give a brief description on his directorate.

Law Enforcement

Alderlady Kritzinger mentioned that training of Law Enforcement staff must be a high priority. She further mentioned that there are staff members working in other departments but are employed as Law Enforcement Officers.

The Acting Director: Protection Services (Mr V Peterson) explained staff must identify their gaps on the skills development programme and identify their needs to make provision for training. He further mentioned that at the moment there are only a hand full of Law Enforcement Officers.

Councillor Brown referred to the rand value of fines collected during the 2019/2020 financial year (page 204) and enquired about the reason for the slip down during 2021. What are the reasons for the slip? She further expressed her concerns about the training of staff and enquired how the under capacity off staff will be dealt with.

The Acting Director: Protection Services (Mr V Peterson) mentioned that there is a regular weekly roadblock and that he had utilized Traffic Wardens to execute warrants of arrests. He further mentioned that there is definitely a growth in the income.

Councillor Kleynhans mentioned that there is only one (1) staff member appointed as a Law Enforcement official in Uniondale and enquired how the issue will be addressed.

MINUTES e-SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022**Fire Department**

Councillor Kleynhans raised the following concerns regarding the fire Stations:

- The need for a fire station in Pacaltsdorp due to the growth of the town into a city;
- Huge shortage of staff in the Fire section of Haarlem / Uniondale area.

Councillor Kleynhans wants to know what plans does the Department have to give Pacaltsdorp its own station and the staff sort age in the Haarlem / Uniondale area.

The Acting Director: Protection Services (Mr V Peterson) explained that such projects must be funded on the budget and land must be identified. He further explained that the fire station in Uniondale will show growth in the future.

He further mentioned that a temporary learning licence centre for driver's license will be establish at the Community Hall and that land must be identified to build a yard.

Councillor Lento enquired about the total amount of cameras that are currently active in Thembaletu.

The Acting Director: Protection Services (Mr V Peterson) confirmed that the cameras are functional and requested that faulty cameras are not functional it must be reported.

Alderlady Kritzinger thanked the department for the installation of the fire detections in Touwsrante informal settlements. She further mentioned that there are not enough capacity in the fire department. She further wants to know what about the other informal settlements.

Alderlady Kritzinger mentioned that there is a backlog of unpaid fines which are being reduced or scraped by the Municipal Court.

The Acting Director: Protection Services (Mr V Peterson) referred to the income and mentioned that he encourage staff to write summoness (if you get summons you must pay your fine or appear in court, if you want to renew your license and did not pay the fine, you must pay the fine before you can renew your licence).

Alderlady Kritzinger raised her concern about the fact that no report from Anti-Land invasion appeared in the Annual Report.

**At this stage, the time being 11:51, the Director: Corporate Services (Mr S James), The Manager: (Training & Development, OHS & EAP (HR) (Miss J Kiewit), the Human Resources Officer (Miss L Ntlemeza) and the Human Resources Officer (Ms C Prinsloo) joined the meeting.
Go George Busses**

MINUTES e-SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022

Alderlady Kritzinger raised her concern regarding the condition of the Go George Buss stops that lacks no bins and security at the hub.

The Acting Director: Protection Services (Mr V Peterson) mentioned that the bins are replaced with a different type of bin. He further mentioned that they are planning to upgrade the glass panels that are vandalised at the bus stops.

The Chairperson expressed his concern regarding that fact that Mr Erasmus is not present at this meeting.

Directorate: Corporate Services

The Director: Corporate Services (Mr S James) was afforded the opportunity to give a brief description on his directorate.

Alderman Kritzinger raised her concern on the following issues:

- The key performance indicators what is the norm to spend on training in the organisation on page (28);
- The skills matrix page (243) – 400 staff members was identified for training and only 125 staff members went for training.

The Director: Corporate Services (Mr S James) explained that the Legal requirement of the Skills Development Act prescribed that 1% of your salary bill must be put aside for training. He further mentioned that training is crucial for an organisation.

Councillor Smart raised his concern about the low interest in training and skills development. He enquired about the Directorate: Corporate Services' plans for training and skills development.

The Director: Corporate Services (Mr S James) explained that a skills audit are conducted by the Training department in order for the departments to indicate and identify what skills their staff members need in order to arrange the training. He further mentioned that provision has been made for bursaries for officials to apply.

Councillor Kleynhans mentioned that the Municipality must ensure that there is proper funding in order to motivate staff.

The Director: Corporate Services (Mr S James) mentioned that a comprehensive strategy report will be presented on how to unlock blockages.

At this stage, the time being 12:24, the Acting Municipal Manager (Dr M Gratz) joined the meeting.

Alderman Kritzinger raised her concern on the following issues:

- There are no report regarding internal and external bursaries

MINUTES e-SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022

- The record system on page 290 – have the Building Department find a place to store their plans?
- The state of the Main Hall
- All the policies must be submitted to Council to be revised. She further requested that all policies be submitted Council annually.
- Repairs and Maintenance section (page 260) – proper funds are needed for maintenance of buildings.
- No report from EAP, on how to equip staff on Finance fitness, substance abuse, gender violence, positive self image, skills development and study support.

Alderlady Kritzinger thanked the Directorate for the fixing of the Conville Hall.

The Acting Municipal Manager (Dr M Gratz) mentioned that the policies are outdated and that brand-new staffing regulations are going to be effected from 01 July 2022 and that most of the policies will be revised. She further mentioned that the main hall is not in a good state and that from next year onwards at least two (2) halls will be upgraded during a year. She further mentioned that a new structure is in consultation to get the Maintenance section under one Directorate.

The Director: Corporate Services (Mr S James) mentioned that his department must come up with a good plan on how to include the EAP in the annual report.

The Chairperson (Councillor J Du Toit) thanked the Director: Corporate Services (Mr S James) and his team for all the hard work.

Office of the Municipal Manager

The Acting Municipal Manager (Dr M Gratz) was afforded the opportunity to give a brief description on the section.

Alderman Kritzinger raised the following concerns:

- When will the IT Manager post be filled? (page 70).
- The issue of collecting fines regarding the court officials that either reduce or scrap the fines
- The Auditor General's concerns regarding the HR Management information technology and record keeping (page 83)
- Outdated Communication policy
- No reports on the Municipal Courts records, what is the actual income generated by the court?
- Requested a comprehensive report on Legal Services (what is the cost of Legal Cases?) (specifically the Murava cases)
- The stances with the Cape State Properties.
- Only 7% of the Adjustment Budget was spend (page 228)
- The grants-in-aids policy is not on the website

MINUTES e-SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022

At this stage, the time being 12:43, the Executive Mayor (Alderman L Van Wyk) and Councillor D Wessels joined the meeting.

The Acting Municipal Manager (Dr M Gratz) mentioned that the interview for the IT Manager: post will be on the 16 March 2022. She further mentioned that there is a change in the Human Resources record process and that certain sections that are uploaded on Collaborator. There is a new communication strategy on its way. The Murava is an ongoing process. She further mentioned that they will attend to the grant-in-aid policy that is not on the website. She explained that the purpose of a Municipal Court is to try and have a Court who can handle Municipal matters and improve compliance with Municipal bylaws.

Councillor Kleynhans expressed his concern about the DMA cluster where several critical posts are vacant and needs to be filled urgently. He further requested that the Acting Municipal Manager to enlighten the committee about the plan for the DMA. He enquired about the time frame for the filling of the position of the Deputy Director: Legal Services and Compliance.

The Acting Municipal Manager (Dr M Gratz) reported that the post for Deputy Director: Legal Services and Compliance were advertised twice nationally and are still in progress.

Councillor Brown enquired if there is a way in the future to look in the structure at a way in the climate change that works through all the departments with the greening of our environment way forward. She further enquired about the involvement with the outside national departments regarding the fire risks and alien vegetation cleaning.

The Acting Municipal Manager (Dr M Gratz) mentioned that the Green projects are high on the lists of priorities. She further mentioned that a plan for removal of alien vegetation are in place depending on the amount budgeted for the removal thereof.

Councillor Brown raised her concern about the areas that are not the George Municipal land and ask what the National Departments do in this regard.

The Acting Municipal Manager (Dr M Gratz) mentioned that it remains a challenge but the Municipality is constantly engaging with other departments.

The Chairperson thanked the Acting Municipal Manager and the staff for the good work.

CLOSURE AND THE WAY FORWARD

The Chairperson mentioned that himself and Cheryl will sit to compile the Annual Report.

The Chairperson thanked everybody for their presence and for participating.



MINUTES e-SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING 15 MARCH 2022

The meeting closed at 13:08.

CONFIRMED

J DU TOIT
CHAIRPERSON

DATE _____

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**MINUTES OF THE SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
(MPAC) E-MEETING HELD ON MS TEAMS ON
TUESDAY, 22 MARCH 2022 AT 12:00**

1.1 PRESENT

Councillors J Du Toit (Chairperson)
G Van Niekerk (Deputy Chairperson)

Councillors E Brown
J Fry
M Kleynhans
S Smart
T Lento

ALSO PRESENT

Chief Risk Officer (Mrs C Segon)

2. OVERSIGHT REPORT OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE ON THE 2020/2021 ANNUAL REPORT OF GEORGE MUNICIPALITY

The Chairperson welcomed everyone present and thanked them for their valuable time and commitment to meet the legislative reporting deadlines, especially considering the importance to address the Oversight Report.

The Chairperson took the attendance register. The Chief Risk Officer noted that Alderlady Kritzinger was not able to attend the meeting due to prior commitments. The Chief Risk Officer confirmed that she had tried to contact Councillor Toto but was unable to confirm whether he would be able to attend the meeting.

The Chairperson noted that a Special Council Meeting will take place on Monday, 28 March 2022 and that the Oversight Report and Annual Report will be submitted to Council at this meeting. He noted that the legislative reporting deadlines are very tight between the various engagements held by the Municipal Public Accounts Committee (MPAC) during the preceding week, and the preparation and finalisation of the Oversight Report, and the submission of the Oversight Report to Council. The Chairperson introduced the Oversight Report and at this point enquired whether there were any questions, before proceeding further.

Councillor Kleynhans enquired about the recommendations contained in the Oversight Report, and stated that his understanding was that the recommendations that were put forward during the Special MPAC Meetings held on the 14 and 15 March 2022 would be submitted to Council. He noted that there were very good recommendations made during these engagements and cited an example on a

MINUTES SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE E-MEETING 01 MARCH 2022

recommendation relating to HR and gate-keeping. The Chairperson referred the enquiry to the Chief Risk Officer, who confirmed that the MPAC will submit an Item to Council at the Special Council Meeting of 28 March 2022 recommending that Council adopt the Oversight Report, which includes the Minutes of the MPAC Meetings attached as Annexure B. She emphasised that the Oversight Report encompasses not only the report, but also its annexures. Therefore the recommendations referred to by Councillor Kleynhans, arising from the deliberations during the MPAC Meetings, are documented in the Minutes of the MPAC Meetings which form part of the Oversight Report as Annexure B.

Councillor Kleynhans stated that the Minutes of the MPAC Meetings must be detailed comprehensively and include recommendations presented by the members during their discussions. The Chairperson confirmed that the MPAC Meeting Minutes are detailed. The Chairperson noted that any recommendations which do not relate to the Annual Report will be taken through an upcoming MPAC Meeting.

The Chief Risk Officer presented the Draft Oversight Report on a page-by-page, and section-by-section basis. The objective of the Oversight Report was elaborated on, as per Section 1 of the Oversight Report. Section 4.1 of the Oversight Report was noted by the members, which refers specifically to Section 129(1) of the Local Government: Municipal Finance Management Act 56 of 2003 (MFMA):

- (1) *"The council of a municipality must consider the annual report of the municipality ..., 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."*

Under Section 6 of the Oversight Report, it was noted that *the 2020/2021 Annual Report as tabled in Council on 31 January 2022 was revised in accordance with the comments made / received from various role-players during the oversight process* including inter alia the Auditor-General's comments, Provincial Treasury's comments, the Audit Committee's Annual Report, and the MPAC's comments which were presented by them during the MPAC's meetings – examples were cited including inter alia the correction of errors which were identified.

Councillor Smart noted that he was satisfied with the the Oversight Report.

MINUTES SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE E-MEETING 01 MARCH 2022

Councillor Kleynhans proposed and Councillor Smart seconded that the MPAC will recommend the following to Council at the Special Council Meeting held on 28 March 2022:

MPAC having fully considered the George Municipality's 2020/2021 Annual Report, recommends that:

- (a) The Oversight Report on the 2020/2021 Annual Report as **Annexure A BE ADOPTED**;
- (b) The 2020/2021 Annual Report **BE APPROVED** without reservations;
- (c) The Annual Report and the Oversight Report on the 2020/2021 Annual Report **BE ADVERTISED** in local media within seven days in accordance with Section 129(3) of the Local Government: Municipal Finance Management Act, No.56 of 2003;
- (d) The Annual Report and the Oversight Report on the 2020/2021 Annual Report **BE SUBMITTED** to the National Treasury, the Western Cape Department of Local Government, the Western Cape Provincial Treasury, the Auditor-General and the Provincial Legislature within ten days in accordance with Section 132(2) of the Local Government: Municipal Finance Management Act, No. 56 of 2003.

CONFIRMED

J DU TOIT
CHAIRPERSON

DATE _____
