



**MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY**

**[22 AUGUSTUS / AUGUST 2018]**

# **RAADSVERGADERING / COUNCIL MEETING**

## **NOTULE / MINUTES**

### **22 AUGUSTUS / AUGUST 2018**

**MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY**  
**RAADSVERGADERING/COUNCIL MEETING**

**NOTULE / MINUTES**

**[22 AUGUSTUS / AUGUST 2018]**

<b>ITEM NR</b>	<b>ITEM BESKRYWING / DESCRIPTION</b>	<b>BLADSY / PAGE NR</b>
A.	<b><u>OPENING: VERWELKOMING</u></b> <b><u>OPENING: WELCOME</u></b>	
B.	<b><u>VERKIESING VAN SPEAKER</u></b> <b><u>ELECTION OF SPEAKER</u></b>	
C.	<b><u>BYWONINGSREGISTER</u></b> <b><u>ATTENDANCE REGISTER</u></b>	
C.1	Teenwoordig / Present	
C.2	Aansoek(e) om verlof tot afwesigheid / Application(s) for leave of absence	
D.	<b><u>NOTULES VAN DIE UITVOERENDE BURGEMEESTER</u></b> <b><u>EN HAAR KOMITEE VIR KENNISNAME VAN DIE RAAD</u></b> <b><u>MINUTES OF THE EXECUTIVE MAYOR AND HER</u></b> <b><u>COMMITTEE FOR COUNCIL'S COGNISANCE</u></b>	
D.1	Notule van UBK vergadering : 17 Julie 2018 Minutes of EMC meeting : 17 July 2018	
E.	<b><u>BEKRAGTING VAN NOTULES/VERSLAE VAN DIE RAAD</u></b> <b><u>CONFIRMATION OF MINUTES/REPORTS OF THE COUNCIL</u></b>	
E.1	Notule van 'n Raadsvergadering: 26 Julie 2018 Minutes of a Council Meeting: 26 July 2018	
F.	<b><u>VERKLARINGS EN MEDEDELINGS DEUR DIE SPEAKER /</u></b> <b><u>STATEMENTS AND COMMUNICATIONS BY THE SPEAKER</u></b>	
G.	<b><u>VERKLARINGS EN MEDEDELINGS DEUR DIE</u></b> <b><u>UITVOERENDE BURGEMEESTER /</u></b> <b><u>STATEMENTS AND COMMUNICATIONS BY THE</u></b> <b><u>EXECUTIVE MAYOR</u></b>	

ITEM NR	ITEM BESKRYWING / DESCRIPTION	BLADSY / PAGE NR
H.	<b><u>VOORLEGGINGS / PRESENTATIONS</u></b>	
1.	Junior Stadsraad projekte – Junior Burgemeester / Junior Town Council projects – Junior Mayor	
I.	<b><u>VERSLAE VOORGELê DEUR DIE KANTOOR VAN MUNISIPALE BESTUURDER/ REPORTS PRESENTED BY THE MUNICIPAL MANAGERS OFFICE</u></b>	
C127/2018	Report on the 2016/2017 performance appraisal process In respect of the Section 56/57 Managers [4/1/3]	
R127/2018	Verslag van die 2016/2017 prestasie beoordelingsproses ten opsigte van die Artikel 56/57 Bestuurders	
J.	<b><u>VERSLAE VOORGELê DEUR DIE HOOF UITVOERENDE OUDITEUR / REPORTS PRESENTED BY THE CHIEF AUDIT EXECUTIVE</u></b>	
	Geen / None	
K.	<b><u>DIREKTORAAT OPERASIES EN TEGNIESE DIENSTE DIRECTORATE OPERATIONS AND TECHNICAL</u></b>	
K.1	<b><u>VERSLAE VOORGELê DEUR DIE DIREKTORAAT OPERASIES / REPORTS PRESENTED BY THE DIRECTORATE OPERATIONS</u></b>	
C128/2018	Reporting on the performance of contractors: Year tender: Chemical purchase: January 2018 to March 2018 [8/1/R]	
R128/2018	Verslagdoening oor die prestasie van kontrakteurs: Jaartender: Chemikalieë aankope: Januarie 2018 tot Maart 2018	
C129/2018	Reporting on the performance of contractors: Year tender: Plant hire: January 2018 to March 2018 [8/1/R]	
R129/2018	Verslagdoening oor die prestasie van kontrakteurs: Jaartender: Huur van Masjienerie: Januarie 2018 tot Maart 2018	
C130/2018	Reporting on the performance of contractors: Year tender: Material Purchase: January 2018 to March 2018 [8/1/R]	
R130/2018	Verslagdoening oor die prestasie van kontrakteurs: Jaartender: Materiaal aankope: Januarie 2018 tot Maart 2018	

ITEM NR	ITEM BESKRYWING / DESCRIPTION	BLADSY / PAGE NR
------------	-------------------------------	------------------------

C131/2018 Reporting on the performance of contractors: Year tender:  
Chemical Purchase: April 2018 to June 2018 [8/1/R]

R131/2018 Verslagdoening oor die prestasie van kontrakteurs:  
Jaartender: Chemikalieë: April 2018 tot  
Junie 2018

C132/2018 Reporting on the performance of contractors: Year tender:  
Plant hire: April 2018 to June 2018 [8/1/R]

R132/2018 Verslagdoening oor die prestasie van kontrakteurs:  
Jaartender: Huur van Masjienerie: April 2018 tot  
Junie 2018

C133/2018 Reporting on the performance of contractors: Year tender:  
Material Purchase: April 2018 to June 2018 [8/1/R]

R133/2018 Verslagdoening oor die prestasie van kontrakteurs:  
Jaartender: Materiaal aankope: April 2018 tot  
Junie 2018

C134/2018 Reporting on performance of contractors:  
April to June 2018 [8/1/R]

R134/2018 Verslagdoening oor prestasie van kontrakteurs:  
April 2018 tot Junie 2018

**SECTION : SPORT AND RECREATION**  
**AFDELING : SPORT EN ONTSPANNING**

C135/2018 Status of the Theewaterskloof Sport Policy [17/8/1/B]

R135/2018 Staus van die Theewaterskloof Sportbeleid

K.2 **VERSLAE VOORGELê DEUR DIE DIREKTORAAT**  
**TEGNIËSE DIENSTE /**  
**REPORTS PRESENTED BY THE DIRECTORATE**  
**TECHNICAL SERVICES**

C136/2018 Botrivier Landfill Remediation [16/5/1/1]

R136/2018 Remediering van Botrivier-Grondopvulterrein

C137/2018 Review of Disaster Management Plan [17/4/B]

R137/2018 Hersiening van Rampbestuursplan

C138/2018 Theewaterskloof Meter Replacement Plan [16/1/3/1]

R138/2018 Theewaterskloof Meter-vervangingsplan

ITEM NR	ITEM BESKRYWING / DESCRIPTION	BLADSY / PAGE NR
---------	-------------------------------	------------------

L. **DIREKTORAAT ONTWIKKELING**  
**DIRECTORATE DEVELOPMENT**

L.1. **VERSLAE VOORGELê DEUR DIE DEPARTEMENT**  
**ONTWIKKELINGSDIENSTE /**  
**REPORTS PRESENTED BY THE DEPARTMENT**  
**DEVELOPMENT SERVICES**

C139/2018 Directorate : Development Services: Reporting on  
performance of contractors: April 2018 to June 2018  
R139/2018 Direktooraat: Ontwikkelingsdienste : Verslagdoening  
oor prestasie van kontrakteurs: April 2018 tot Junie 2018

**AFDELING: BEPLANNING**  
**SECTION: PLANNING**

C140/2018 Review of Spatial Development Framework [15/1/8/1]  
R140/2018 Hersiening van Ruimtelike Ontwikkelingsraamwerk

C141/2018 Implementation of Municipal Zoning Scheme  
Bylaw [15/1/4/1]  
R141/2018 Implementering van verordening insake Munispale  
Soneringskema

C142/2018 Erf 2889 Grabouw [5/11/R]  
R142/2018 Erf 2889 Grabouw

**AFDELING : GOP**  
**SECTION : IDP**

C143/2018 IDP & Budget Time Schedule for the 2018/19 financial  
Year [5/1/1-2018/19]  
R143/2018 GOP & Begrotingstydskedule vir die 2018/19 boekjaar

**AFDELING : MENSLIKE NEDERSETTINGS /**  
**SECTION: HUMAN SETTLEMENTS**

C144/2018 Title Deeds – Progress Report and Implementation  
Plan [17/7/3/R]  
R144/2018 Titelaktes Vorderingsverslag en Implementeringsplan

C145/2018 Reporting on performance of contractors : April 2018 to  
June 2018 [8/1/R]  
R145/2018 Verslagdoening oor prestasie van kontrakteurs :  
April 2018 tot Junie 2018

ITEM NR	ITEM BESKRYWING / DESCRIPTION	BLADSY / PAGE NR
---------	-------------------------------	------------------

L.2. **VERSLAE VOORGELê DEUR DIE DEPARTEMENT  
ORGANISATORIESE ONTWIKKELING /  
REPORTS PRESENTED BY THE DEPARTMENT  
ORGANIZATIONAL DEVELOPMENT**

**AFDELING : ADMINISTRASIE/  
SECTION : ADMINISTRATION**

- C146/2018 Reporting on performance of Contractors :  
April 2018 till June 2018 [8/1/R]  
R146/2018 Verslagdoening oor prestasie van Kontrakteurs :  
April 2018 tot Junie 2018

- C147/2018 Public Participation Plan 2018/2019 [5/1/4]  
R147/2018 Publieke Deelname Plan 2018/2019

**AFDELING : REGSDIENSTE/  
SECTION : LEGAL SERVICES**

- C148/2018 Establishment of a Municipal Court for Theewaterskloof  
Municipal Area  
R148/2018 Vestiging van 'n Munisipale Hof vir Theewaterskloof  
Munisipale gebied. [13/7/1]

M. **VERSLAE VOORGELê DEUR DIE DIREKTORAAT  
FINANSIËLE DIENSTE /  
REPORTS PRESENTED BY THE DIRECTORATE  
FINANCIAL SERVICES**

**AFDELING : VKB/  
SECTION : SCM**

- C149/2018 SCM: Deviation report for July 2018 [6/8/R]  
R149/2018 VKB: Afwykingsverslag vir Julie 2018

N. **URGENT MATTERS SUBMITTED BY THE  
MUNICIPAL MANAGER /  
DRINGENDE AANGELEENTHEDE  
DEUR DIE MUNISIPALE BESTUURDER VOORGELê**

- C150/2018 Acceptance of offer made by syntell as full  
and final settlement [5/10/R]  
R150/2018 Aanvaarding van aanbod wat as volle en finale  
vereffening deur syntell gemaak is

O. **OORWEGING VAN KENNISGEWINGS VAN MOSIES /  
CONSIDERATION OF NOTICES OF MOTIONS**

P. **OORWEGING VAN KENNISGEWINGS EN VRAE /  
CONSIDERATION OF NOTICES AND QUESTIONS**

ITEM NR	ITEM BESKRYWING / DESCRIPTION	BLADSY / PAGE NR
------------	-------------------------------	------------------------

- Q.     OORWEGING VAN DRINGENDE MOSIES /  
CONSIDERATION OF URGENT MOTIONS
- R.     VERDAGING  
ADJOURNMENT

# **THEEWATERSKLOOF MUNISIPALITEIT/ MUNICIPALITY**

**NOTULE VAN 'N RAADSVERGADERING GEHOU OP 22 AUGUSTUS 2018 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, CALEDON.**

**MINUTES OF A COUNCIL MEETING HELD ON 22 AUGUST 2018 AT 14:00 IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, CALEDON.**

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## **A. OPENING EN VERWELKOMING**

Die Munisipale Bestuurder, Mnr. GF Matthyse verwelkom almal teenwoordig.

Mnr. A Opperman open die vergadering met gebed.

### **OPENING AND WELCOME**

The Municipal Manager, Mr. GF Matthyse, welcomed all present.

Mr. A Opperman opened the meeting with prayer.

## **B. VERKIESING VAN WNDE SPEAKER**

Die Speaker is met siekverlof en word daar oorgegaan tot die verkiesing van 'n waarnemende Speaker vir die vergadering.

Die Munisipale Bestuurder fasiliteer die volgende proses :

Nominasievorms word uitgedeel en word die volgende kandidate genomineer :

### **ANC : Raadsheer C November**

Voorgestel : Raadslid DA Appel

Gesekondeer : Raadslid AN Mentile

### **DA : Raadslid M Koegelenberg**

Voorgestel : Raadslid MB Tshabe

Gesekondeer : Raadslid N Pieterse

Nadat die Munisipale Bestuurder die nominasievorms geverifieer en afgeteken het en die name van die genomineerdes bekend gemaak het, word stembriefies aan al die teenwoordige Raadslede uitgedeel en teken elke Raadslid ontvangs daarvoor.

Stembriefies word opgeneem, die stemme getel en is die uitslag as volg :

Raadsheer C November – 9 stemme

Raadslid M Koegelenberg – 13 stemme

Raadslid M Koegelenberg neem die Voorsitterstoel as Voorsitter van die vergadering in.



## **ELECTION OF ACTING SPEAKER**

The Speaker was on sick leave and the nomination of an acting Speaker for the meeting commenced.

The Municipal Manger facilitated the following process:

Nomination forms were distributed and the following candidates were nominated:

### **ANC : Alderman C November**

Proposed: Councillor DA Appel  
Seconded: Councillor AN Mentile

### **DA : Councillor M Koegelenberg**

Proposed: Councillor MB Tshabe  
Seconded: Councillor N Pieterse

After the Municipal Manager verified and signed off the nomination forms and announced the names of the nominees, ballot papers were distributed among all Councillors present and each Councillor signed receipt thereof.

The ballot papers were collected, votes were counted and the outcome was as follows:

Alderman C November – 9 votes

Councillor M Koegelenberg – 13 votes

Councilor M Koegelenberg took the chair as Chairperson of the meeting.

## **C. BYWONINGSREGISTER/ATTENDANCE REGISTER**

### **C.1 Teenwoordig/Present Raadslede/Councillors**

Raadsheer/Alderman CJM Vosloo  
Raadslid/Councillor DA Appel  
Raadslid/Councillor JI Arendse  
Raadslid/Councillor R Brinkhuys  
Raadslid/Councillor S Fredericks  
Raadslid/Councillor D Jooste  
Raadslid/Councillor M Koegelenberg  
Raadslid/Councillor CM Lamprecht  
Raadslid/Councillor AN Mentile  
Raadslid/Councillor R Mienies  
Raadslid/Councillor T Ndlebe  
Raadsheer/Alderman C November  
Raadslid/Councillor KIJ Papier  
Raadslid/Councillor N Pieterse  
Raadslid/Councillor M Plato-Mentoor  
Raadslid/Councillor SJ Potberg  
Raadslid/Councillor IM Sileku  
Raadslid/Councillor UT Sipunzi

Raadsheer/Alderman PU Stanfliet  
Raadslid/Councillor H Syster  
Raadslid/Councillor MB Tshabe  
Raadslid/Councillor T Tshungwana

### **Amptenare / Officials**

Mnr./Mr. GF Matthyse	(Munisipale Bestuurder) (Municipal Manager)
Mnr./Mr. P Don	(Wnde Direkteur : Operasies) (Acting Director : Operations)
Me./Mrs. Z Nel-Gagiano	(Adjunk-Direkteur : Organisatoriese Ontwikkeling) (Deputy Director : Organizational Development)
Mnr./Mr. D Louw	(Wnde Direkteur: Finansiële Dienste) (Acting Director: Financial Services)
Mnr./Mr. J Pienaar	(Wnde Adjunk-Direkteur : Ontwikkelingsdienste) (Acting Deputy Director : Development Services)
Mnr./Mr. D Damons	(Adjunk-Direkteur : Tegniese Dienste) (Deputy Director : Technical Services)
Mnr./Mr. A Opperman	(Hoof Uitvoerende Ouditeur) (Chief Audit Executive)
Me./Mrs. M Faul	(Bestuurder : Korporatiewe Dienste) (Manager : Corporate Services)
Me./Ms. K Carlse	(Regsadviseur) (Legal Advisor)
Mnr./Mr. H Geldenhuys	(Kommunikasiebeampte) (Communication Officer)
Me./Ms. F Ngxowa	(Assistent Vertaler) (Assistant Translator)
Me./Ms. M Staal	(Sekretariaatdienste) (Secretariat Services)

### **C.2 Aansoek(e) om verlof tot afwesigheid : (3/2/1/3)**

Raadsheer DF du Toit	-	Siekverlof
Raadslid C Wood	-	Skriftelike verskoning
Raadslid M Bhangazana	-	Skriftelike verskoning
Raadslid M Le Roux	-	Verskoning
Raadslid T Mangcayi	-	Skriftelike verskoning
Mnr J Barnard	-	Verlof
Me B Swartland	-	Ander vergadering

### **Application(s) for leave of absence : (3/2/1/3)**

Alderman DF du Toit	-	Sick Leave
Councillor C Wood	-	Written apology
Councillor M Bhangazana	-	Written apology
Councillor M Le Roux	-	Apology
Councillor T Mangcayi	-	Written apology
Mr J Barnard	-	Leave
Mrs B Swartland	-	Other meeting

**D. NOTULE VAN DIE UITVOERENDE BURGEMEESTER EN HAAR KOMITEE VIR KENNISNAME VAN DIE RAAD / MINUTES OF THE EXECUTIVE MAYOR AND HER COMMITTEE FOR COUNCIL'S INFORMATION**

Die Raad neem kennis van die Notule van die volgende vergadering van die Uitvoerende Burgemeester en haar Komitee /

Council takes cognizance of the Minutes of the following meeting of the Executive Mayor and her Committee:

D.1 Notule van 'n UBK vergadering : 17 Julie 2018  
Minutes of a EMC meeting : 17 July 2018

**E. BEKRAGTING VAN NOTULES EN/OF VERSLAE VAN DIE RAAD (3/2/2/2) CONFIRMATION OF MINUTES AND/OR REPORTS OF COUNCIL (3/2/2/2)**

**E.1 Notule van 'n Raadsvergadering : 26 Julie 2018**

**BESLUIT :**

Om op voorstel van Raadslid IM Sileku, gesekondeer deur Raadslid R Brinkhuys, die Notule van 'n Raadsvergadering van 26 Julie 2018 hiermee goed te keur, te bekragtig en te laat onderteken as prima facie bewys van die juistheid daarvan.

Minutes of a Council Meeting : 26 July 2018

**RESOLVED :**

To, on proposal by Councillor IM Sileku seconded by Councillor R Brinkhuys, hereby approve, confirm and have signed the Minutes of a Council Meeting of 26 July 2018 as prima facie evidence of its correctness.

**F. VERKLARINGS EN MEDEDELINGS DEUR DIE SPEAKER**

Geen

**STATEMENTS AND COMMUNICATIONS BY THE SPEAKER**

None

**G. VERKLARINGS EN MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER**

Speaker

- Die Uitvoerende Burgemeester versoek dat almal asb die Speaker sal opdra in gebed. Speaker sal 31 Augustus 2018 weer terug wees as alles goed gaan.

Vrouedag

- Daar was besluit dat hierdie jaar die jaar van die amptenaar gaan wees.

- Verlede week was daar 'n Vrouedag aangebied vir ons dames Amptenare en Raadslede.
- Burgemeester wens almal 'n pragtige vroue maand toe.
- Die vrouedag was een groot sukses en baie dankie aan almal wat dit gereël het.

#### TWK Gemeenskap

- Ons is een span, naamlik 'n TWK span.
- Ons is die mense wat 'n verskil moet maak aan die Gemeenskappe daarbuite se omstandighede.
- Ons het 'n nuwe Munisipale Bestuurder wat nou baie fokus op mikro-bestuur en daarna sal daar gefokus word op makro-bestuur.

#### Titelaktes

- Daar is verlede week 135 titielaktes in Riviersonderend uitgedeel.
- Verskeie Raadslede was teenwoordig.
- Dit is altyd lekker om te sien wat dit vir die mense beteken wat dit ontvang.
- Baie dankie aan die amptenare dat hulle die proses so druk.

#### ANC Streekkongres

- Die komende naweek vind die ANC streekkongres in Caledon plaas.
- Baie voorspoed aan die Raadslede wat gaan staan en dat dit baie goed sal gaan.
- Indien dit die geval is dat Raadslid Appel as sekretaris verkies word, sal hierdie sy laaste Raadsvergadering wees.

#### Junior Burgemeester

- Die Burgemeester rig 'n hartlike welkom aan die Junior Burgemeester.
- Hierdie program lê die Burgemeester baie na aan die hart.
- Burgemeester noem dat sy baie trots is op die Junior Raad van TWK omdat hulle fantastiese werk doen.
- Die Burgemeester versoek die Junior Burgemeester om haar dank oor te dra aan die Junior Raadslede vir die goeie werk wat hulle doen.

### **STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR**

#### Speaker

- The Executive Mayor requested everyone to dedicate a prayer to the Speaker. If all goes well, the Speaker will return on 31 August 2018.

#### Women's Day

- It was decided that this year would be the year of the official.
- Last week, a Women's Day was held for our lady officials and Councillors.
- The Mayor wished everyone a beautiful women's month.
- Women's Day was a huge success and a thank you went to all involved in the arrangements.

### TWK community

- We are one team, namely a TWK team.
- We are the people who must make a difference to the circumstances of the communities out there.
- We have a new Municipal Manager who is first focussing on micro management and thereafter the focus will be on macro management.

### Title deeds

- 135 title deeds were handed out in Riviersonderend last week.
- Various Councillors were present.
- It is always a pleasure to see what it means to the people who receive the deeds.
- Thank you very much to the officials for driving this process.

### ANC regional congress

- The ANC's regional congress will take place in Caledon in the coming week.
- Much success to the Councillors who are up for election and we trust everything will go well.
- Should Councillor Appel be elected as secretary, this will be his last Council meeting.

### Junior Mayor

- The Mayor extended a warm welcome to the Junior Mayor.
- This programme is very close to the Mayor's heart.
- The Mayor stated that she is very proud of the Junior Council of TWK as they perform an excellent job.
- The Mayor requested the Junior Mayor to extend her gratitude to the Junior Councillors for the great work that they do.

## **H. VOORLEGGINGS / PRESENTATIONS**

### **Junior Stadsraad projekte – Junior Burgemeester /** **Junior Town Council projects – Junior Mayor**

Voorlegging word aangeheg as aanhangsel tot die notule /  
Presentation is attached to the minutes as annexure

## **I. VERSLAE VOORGELê DEUR DIE KANTOOR VAN MUNISIPALE** **BESTUURDER /** **REPORTS PRESENTED BY THE MUNICIPAL MANAGERS OFFICE**

*Mnr D Louw verlaat die Raadsaal vir die bespreking van die Agenda-item / Councillor  
D Louw leaves the Council Chambers for the discussion of the Agenda-item*

## **ITEM HEADING**

### **C151/2018 DIRECTORATE FINANCIAL SERVICES : CONSIDERATION AND APPROVAL OF THE ADJUSTMENT BUDGET 2018/2019 AND INDICATIVE FOR THE PROJECTED TWO OUTER YEARS 2019/2020 AND 2020/2021**

*[English version of the report is the original]*

## **FILE NUMBER**

5/1/1-2018/2019; 5/1/1-2019/2020; 5/1/1-2020/2021

## **PURPOSE / AIM OF REPORT**

This report serves to submit the 2018/2019 and indicative two outer years annual adjustment budget for approval.

## **BACKGROUND**

Section 28 of the Municipal Finance Management Act. No 56 of 2003 states:

1. *A municipality may revise an approved annual budget through and adjustments budget.*
2. *An adjustments budget -*
  1. *may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;*
  - (d) may authorise the utilisation of projected savings in one vote towards spending under another vote;*
  - (f) may correct any errors in the annual budget;*

In accordance with section 23 (1) of the Municipal Budget and Reporting Regulation:

*(1) An adjustments budget referred to in section 28(2)(b), (d) and (f) of the Act may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.*

## **DISCUSSION**

As contained in the detail report.

## **LEGAL RESPONSIBILITIES**

Section 28 of the Municipal Finance Management Act, 56 of 2003 and section 23 of the Municipal Budget and Reporting Regulations.

## **FINANCIAL RESPONSIBILITIES**

As contained in the detail report.

## **CLIENT CARE IMPLICATION**

None

## **RISK MANAGEMENT IMPLICATION**

None

## **RECOMMENDATION BY ITEM AUTHOR TO COUNCIL :**

It is recommended that the Council adopts the Adjustment Budget report.

## **RESOLVED BY COUNCIL : 22 AUGUST 2018**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously resolved as follows:

**1. The adjustments budget for the financial year 2018 – 2019 is approved as contained in Tables B1 – B10 detailed below:**

- ❖ **Table B1 – Adjustments Budget Summary**
- ❖ **Table B2 – Adjustments Budgeted Financial Performance (Revenue and Expenditure by standard classification)**
- ❖ **Table B3 - Adjustments Budgeted Financial Performance (Revenue and Expenditure by municipal vote)**
- ❖ **Table B4 - Adjustments Budgeted Financial Performance (Revenue and Expenditure)**
- ❖ **Table B5 – Adjustments Capital Expenditure by Vote, Standard classification and Funding**
- ❖ **Table B6 – Adjustments Budgeted Financial Position**
- ❖ **Table B7 – Adjustments Budgeted Cash Flow**
- ❖ **Table B8 – Cash backed reserves/Accumulated surplus reconciliation**
- ❖ **Table B9 – Asset Management**
- ❖ **Table B10 – Basic service delivery measurement**

2. The SDBIP will be adjusted to reflect the adjustments made in the budget allocation and submitted for subsequent approval by the Executive Mayor.
3. The adjustment capital budget increase from R78, 755,666 to R94,544,700.
4. That the Human Settlements projects be approved as per the detailed schedule regarding the roll-over funding of Human Settlements for the 2018/19 financial year as per annexure.

*For finalization by the Director : Financial Services, Mr. D Louw.*



**R. VERDAGING / ADJOURNMENT**

Die vergadering verdaag om 15:20.  
The meeting was adjourned at 15:20.

NOTULE BEKRAGTIG OP DIE ..... DAG VAN  
..... AS PRIMA FACIE BEWYS VAN DIE  
JUISTHEID DAARVAN.

MINUTES CONFIRMED ON THE ..... DAY OF  
..... AS PRIMA FACIE EVIDENCE OF  
ITS CORRECTNESS.

.....  
SPEAKER

.....  
DATUM/DATE

OPGESTEL EN BYGEHOU DEUR :  
COMPILED AND RECORDED BY

.....  
M STAAL  
SEKRETARIAATDIENSTE  
SECRETARIAT SERVICES