



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

MPAC/OVERSIGHT

REPORT

2020/21

FINANCIAL YEAR

1. OBJECTIVE

To submit to Council, in terms of Section 129 of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) (MFMA), the Oversight Report on the Annual Report, covering Cape Winelands District Municipality (CWDM) in respect of the 2020/2021 financial year.

2. BACKGROUND

The 2020/21 Draft Annual Report was tabled in Council on 27 January 2022, reporting on the Cape Winelands District Municipality's performance for the period from 01 July 2020 until 30 June 2021. The aforementioned report was set out for public comment from 27 January 2022.

By doing so, Council complied with Section 133 of the MFMA which stipulates that the Executive Mayor must table the Annual Report in Council within 7 months after the end of the financial year, i.e. by the end of January 2022.

The Council of the Cape Winelands District Municipality (CWDM) is furthermore required to engage with, and finalise the Annual Report within 9 months after the end of the financial year, which is before 31 March 2022.

The process for the finalisation and approval of the 2020/2021 Annual Report is set out in the table below:

Activity Description	Provision	Target
Preparation of annual financial statements of the municipality and submission to the Auditor-General	MFMA Section 122(1)(2)	31 August 2021
Receipt of final audit report from Auditor-General	MFMA Section 126(3)(b)	30 November 2021
Tabling of Draft Annual Report in Council by Executive Mayor	MFMA Section 127(2)	27 January 2022
Allowing for comment (written submission) by the community and relevant state organs	MFMA Section 127(5)(a) & (b)	25 February 2022
Allowing verbal comment and oversight on annual report by the Oversight Committee	MFMA Section 130 (5)(a) & (b)	24 March 2022
Consideration and adoption of Annual Report and Oversight Report by Council	MFMA Section 129(1)	24 March 2022
Submission of Annual Report and Oversight Report to AG, Provincial Treasury and MEC: Local Government	MFMA Section 129(2)(b)	31 March 2022
Communication of final Annual Report / Oversight Report (Website, hard copies and other mediums)	MFMA Section 129(3)	31 March 2022

3. APPOINTMENT AND MANDATE OF THE OVERSIGHT COMMITTEE

MFMA Circular 32 of 2006 prescribes the Oversight Process and the establishment of an Oversight Committee. The Municipal Council appointed its Oversight Committee in terms of Section 79 of the Local Government: Municipal Structures Act, Act 117 of 1998 at an urgent Council meeting on the 27 October 2016 as follows:

1. That the Cape Winelands District Municipality Oversight Committee is constituted as follows and is a multi-party committee:

No.	Name of committee member	Designation	Party
1.	Crombie, A	Councillor	DA
2.	Daniels, P (Secundi)	Councillor	DA
3.	Du Toit, R	Councillor	DA
4.	Fredericks, G.J	Councillor	DA
5.	Hess, P (Secundi)	Councillor	DA
6.	Kalipa, X	Councillor	DA
7.	Klass, M.T	Councillor	EFF
8.	Magqazana, SS	Councillor	DA
9.	Mouton, J.S (Secundi)	Councillor	ANC
10.	Ntshingila, B.B	Councillor (Chairperson)	ANC
11.	Qankqiso, E (Secundi)	Councillor	DA
12.	Rens, S.C (Secundi)	Councillor	ANC
13.	Qoba, L.N	Councillor	ANC
14.	Snyders,D.R.A (Secundi)	Councillor	EFF
15.	Steyn,C (Secundi)	Councillor	DA
16.	Tetana, N (Secundi)	Councillor	ANC
17.	Van Rooyen,J.J	Councillor	ANC
18.	Vrolick, W (Secundi)	Councillor	DA
19.	Wilskut,C.F	Councillor	BO

2. The following be considered as the primary Terms of Reference for the MPAC in addition to other relevant functions and duties set out in the "Guideline for Establishment of Municipal Public Accounts Committees" as well as National Treasury's Circular 32 of 15 March 2006 titled "The Oversight Report", i.e. the MPAC/Oversight Committee –

- a. Shall not be responsible for policy formulation;

- b. May engage directly with the public and consider public comments when received and will be entitled to request documents or evidence from the Accounting Officer;
- c. Shall have permanent referral of documents as they become available relating to:
 - i. In-year reports of the CWDM;
 - ii. Financial statements of the CWDM as part of its oversight process;
 - iii. Audit opinion, other reports and recommendations from the Audit Committee;
 - iv. Information relating to compliance in terms of sections 128 and 133 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA);
 - v. Information in respect of any disciplinary action taken in terms of the MFMA where it relates to an item that is currently serving or has served before it;
 - vi. Any other audit report of the CWDM; and
 - vii. Performance information of the CWDM.
- d. Shall consider and evaluate the content of the Annual Report and to make recommendations to Council when adopting an oversight report on the Annual Report;
- e. In order to assist with the conclusion of matters that may not be finalized, information relating to past recommendations made on the Annual Report must also be reviewed, relating to current in-year reports, including the quarterly, mid-year and annual reports;

- f. Shall examine the financial statements and audit reports of the CWDM and in doing so, consider improvements from previous statements and reports and evaluate the extent to which the Audit Committee's and the Audit General's recommendations have been implemented;
- g. Shall promote good governance, transparency and accountability on the use of municipal resources;
- h. Shall recommend or undertake any investigation in its area of responsibility, after reviewing any investigation report already undertaken by the CWDM or the Audit Committee;
- i. Shall request the support of both the internal and external auditors in an advisory capacity when necessary;
- j. Shall conduct investigations into unauthorized, irregular and/or fruitless and wasteful expenditure in accordance with section 32(2)(a)(ii) of the MFMA and regulation 74 of the Municipal Budget and Reporting Regulations;
- k. Shall perform any other functions within its area of responsibility assigned to it through a resolution of Council.

4. OVERSIGHT REPORT

The Oversight Report is a separate product from the Annual Report. The Annual Report is submitted to the Council by the Accounting Officer and the Executive Mayor, and is part of the process for discharging accountability by the executive and administration for their performance in achieving objectives and goals set by the municipality in the financial year.

The Oversight Report is considered to be a report of the MPAC. After tabling the 2020/21 Draft Annual Report on 27 January 2022, in line with Section 127(5) of the MFMA, Cape Winelands District Municipality (CWDM) allowed for public comments regarding the 2020/21 Draft Annual Report from 27 January 2022 until 25 February 2022.

The draft Annual Report was made available on the municipal website, and also to the six Municipal Offices (Stellenbosch, Worcester, Paarl, Ceres, Montagu and Robertson). In addition, the Draft Annual Report was made available to the following offices:

- The Office of the Auditor-General
- The Provincial Treasury
- The MEC for Local Government

The Accounting Officer (Municipal Manager) of Cape Winelands District Municipality attended the Council meeting on 27 January 2022 where the Annual Report was tabled. Furthermore the Accounting Officer (Municipal Manager) attended the MPAC meeting on 15 March 2022 where the Oversight Report was discussed for recommendation to Council.

5. KEY COMMENTS AND RESPONSES

Circular 32 of the National Treasury recommends that the summary of key issues raised by the community, Auditor-General and other spheres of government, be detailed in the Oversight Report. In addition, the Circular proposed that responses to questions raised in written representations be captured in the Oversight Report. This section summarises the key questions and comments from the Auditor-General, the District Municipality's Audit Committee, the Council, as well as the responses by the District Municipality's Executive Management. Refer to **Annexures A-D**.

6. LEGAL AND CONSTITUTIONAL IMPLICATIONS

The 2020/21 Annual Report and Oversight Report have been prepared in compliance with the provisions of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) and the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) (MFMA) and conform to the guidelines in Circular 32 issued by National Treasury.

7. COMMUNICATIONS IMPLICATIONS

The full text of the 2020/21 Annual Report and Oversight Report will be distributed to the MEC: Local Government, Provincial Treasury, the Auditor-General and Provincial Legislature. The full text will also be published on Cape Winelands District Municipality's website.

8. RECOMMENDATION: That -

- (a) Council, having considered the 2020/21 Annual Report of the Cape Winelands District Municipality (CWDM), adopts the Oversight Report in terms of section 129 of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) (MFMA);
- (b) The minutes of the meetings where the Annual Report was discussed, in the presence of the Accounting Officer be submitted to the Auditor-General, the Provincial Treasury, and the Western Cape Department of Local Government, as attached to the report, in terms of Section 129(2) of the MFMA;
- (c) The 2020/21 Annual Report of Cape Winelands District Municipality (CWDM) be approved without reservations, in terms of section 129 of the MFMA.

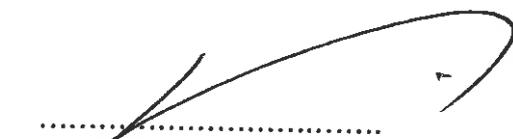
- (d) The 2020/21 Oversight Report of Cape Winelands District Municipality be made public in terms of Section 129(3) of the MFMA and be submitted to the Western Cape Legislature in terms of Section 132(2) of the MFMA.

9. CONCLUSION

The Committee unanimously accepts that the 2020/21 Annual Report of Cape Winelands District Municipality (CWDM) be approved without reservations, in terms of section 129 of the MFMA. Furthermore, I would like to commend the Municipality on its performance, especially the achievement of a clean audit as well as the improvement on deviations.

I would like to thank the members of the Oversight Committee and all officials who participated in the 2020/21 Oversight Process for their time and cooperation. The process was successful and enabled the Committee to identify areas that will enable the Municipality to maintain its clean audit and to improve on areas identified. It was observed by the oversight committee that a spirit of improved cooperation by the administration was observed which we are extremely thankful for.

I am of the opinion that the 2020/21 Annual Report accurately reflects the performance of the Municipality for the year under review and recommend that the Council approve the 2020/21 Annual Report without reservations.


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COUNCILLOR D. JOUBERT
SPEAKER OF COUNCIL

24 March 2022

ANNEXURE 'A'

AUDIT ACTION PLAN



Cape Winelands District Municipality Audit Action Plan 2020/2021

Corrected Findings

Classification	Basis of AG finding	Proposed Corrective Action	Corrected 2020/2021	Responsible person	Progress on implementation	Priority Rating	Due Date	COMAF	Page Ref NR
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Supply Chain Management

Non-compliance with Legislation	Management did not adhere to the requirements of Regulation 36 of the Municipal Supply Chain Management Regulation as the reasons provided to deviate from the procurement process were deemed invalid. No reasons other than deviations document was provided by management to confirm the validity of the complex nature of the specifications for the insurance award.	It is recommended that management implement additional reviews over the reasons to deviate in the procurement process to ensure that compliance. It is also recommended that proper planning be implemented to ensure timely procurement for contracts that are known to reoccur, to avoid situations where deviations would be needed. It is further recommended that management disclose the irregular expenditure identified.	Finding resolved	M Lesch	Based on the above and all additional information subsequently provided by management, the deviation is valid and the finding is thus resolved. Due to the management motivation not being supported initially by information that was subsequently received the deficiency is reported in the management report.	H	30-Nov-21	ComAF 3	Page nr. 39
Non-compliance with Legislation	Management did not disclose the irregular expenditure as reported in COMAF 5 of the prior year as they disagreed with the finding.	It is recommended that management disclose the irregular expenditure for all awards made after 5 May 2020.	Finding resolved	CFO	In no uncertain terms the AG made it clear that all 4 senior managers must be in attendance at the sitting of BAC meetings in order for the BAC to be compliant. The AG's criteria in terms of determining compliance pertaining to the composition was therefore clearly based on the attendance of senior managers at a specific BAC sitting. Only after receipt of the DG's letter to AGSA, the AG's approach to determine compliance in terms of the composition of the BAC changed. In view of the above-mentioned, it is our submission that the AG already made their finding based on the minutes of the BAC meeting and at no point requested additional information regarding the composition of the BAC. The subsequent information (appointment letter) provided was assessed and noted that the municipality did appoint another Senior manager from Stellenbosch and therefore complies with regulation 28(2) even though some of the minutes do not indicate the full composition of the committee. Therefore, no completeness of irregular and material non-compliance is raised. The matter will remain in the management report due to deficiency noted above of not providing pertinent information that could have been assessed and could have resolved the issue when it was initially raised.	H	30-Nov-21	ComAF 5	Page nr. 55
	Management obtained an SM from a neighbouring municipality as evidenced by the letter and the email confirmation, however, there is inconsistency there are inconsistencies in the audit evidence presented for verification of the presence of the SM in the BAC meetings.	It is further recommended that management clearly indicate who the SM is that is invited to the BAC meetings in the BAC minutes.	Finding resolved	CFO					

Cash flow statement

Non-cash purchases disclosed as cash outflows	Management did not apply the definition of GRAP 2.17 correctly when preparing the annual financial statements for cash from investing activities on additions. The schedule of additions was used to populate the cash flow statement without removing the accrual purchases.	Management should report the actual cash flows for purchases of assets disclosed under investing activities and any other reported figure in the cash flow statement as the objective of this statement is to report to the users of the financial statements the cash effects throughout year for operating, investing and financing activities of the entity. It is recommended that management amend the cash flow from investing activities to reflect cash outflows only. It is further recommended that, since there is no separation with regards to cash payments of assets and the accruals, that management implement a tracking tool which can be used to distinguish between cash and non-cash outflows relating to the purchase of PPE.	Yes	M Lesch	Management corrected the Cash flow statement. Management will expect from the service provider who is appointed for the review of the AFS for the current financial year to: a) Source the transversal findings in terms of the specific GRAP standards to ensure the correct disclosure; and b) Investigate the interpretation differences of the specific GRAP standards between the Accounting Standards Board and the Auditor General.	H	30-Nov-21	ComAF 4	Page nr. 49
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Statement of Comparison of Budget and Actual amounts

Approved budget not disclosed in terms of GRAP 24	Management did not apply the definition of GRAP 24.06 correctly when preparing the Statement of Comparison of Budget and Actual Amounts. Management interpreted "approved budget" to be the last budget that was tabled to council including all reclassifications and the "final budget" to be the "approved budget" including all virements	It is recommended that management amend Statement of Comparison of Budget and Actual amounts to align to the definitions of the approved and final budget as per GRAP 24. It is further recommended that management amend the effects on notes 43 and 44 the amendments above may have in line with GRAP 14 and 24.27(a)	Yes	M Lesch	Management corrected the Statement of Comparison of Budget and Actual amounts. Management will expect from the service provider who is appointed for the review of the AFS for the current financial year to: a) Source the transversal findings in terms of the specific GRAP standards to ensure the correct disclosure; and b) Investigate the interpretation differences of the specific GRAP standards between the Accounting Standards Board and the Auditor General.	H	30-Nov-21	ComAF 6	Page nr. 82
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Disclosure

ANNEXURE 'B'

KEY COMMENTS: COMMUNITY AND ORGANS OF STATE

KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT

KENNISGEWING

KONSEP 2020/2021 JAARVERSLAG

Kennis geskied hiermee ingevolge artikel 21A van die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet No. 32 van 2000), gelees saam met artikel 127(5)(a) van die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur, 2003 (Wet No. 56 van 2003) dat die konsep 2020/2021 Jaarverslag aan die Raad voorgelê is by item R.1.4.7 van 27 Januarie 2022.

Lede van die publiek en gemeenskappe binne die area van die Kaapse Wynland Distriksmunisipaliteit, Regeringsinstellings, die private sektor en organe van die burgerlike samelewing word hiermee uitgenooi om kommentaar te lewer oor die konsep Jaarverslag vir die 2020/2021 finansiële jaar.

Die verslag sal vanaf 31 Januarie 2022 op die munisipale webblad: www.capewinlands.gov.za beskikbaar wees. Hierdekskeël is ook vir kommentaar en besigtiging by die volgende kantore van die Kaapse Wynland Distriksmunisipaliteit beskikbaar:

- Alexanderstraat 46, Stellenbosch (Me. N. Sigwela)
- Trappesstraat 51, Worcester (Me. R.F.V. Carelse)
- Hoofsstraat 194, Paarl (Me. M. Marang)
- Murnikstraat 27, Ceres (Ms. C. Louw)
- Van Reenenstraat 40, Robertson (Me. T. Jagers)
- Badstraat 50A, Montagu (Me. C.E. Marais)

Kommentaar met betrekking tot die konsep 2020/2021 Jaarverslag moet by die Kantoor van die Munisipale Bestuurder voor 12:00 op Vrydag, 25 Februarie 2022 ingedien word. Persone wat nie kan lees of skryf nie, gestremdes of persone uit benadeelde groepe wat nie in staat is om geskrewe kommentaar voor te lê nie, kan die persone hierbo vermeld ra om hulle behulpzaam te wees om hul kommentaar af te neem en aan die Distriksmunisipaliteit voor te lê.

Navrae kan gerig word aan: Kaapse Wynland Distriksmunisipaliteit, Posbus 100, Stellenbosch, 7599 of telefoon 0861 265 263 of per e-pos by: nangarnso@capewinlands.gov.za

HF PRINS
MUNISIPALE BESTUURDER

Kaapse Wynland
Distriksmunisipaliteit
Alexanderstraat 46
Stellenbosch 7600



KAAPSE WYNLAND DISTRIKS
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CAPE WINELANDS DISTRICT MUNICIPALITY

NOTICE

DRAFT 2020/2021 ANNUAL REPORT

Notice is hereby given in terms of section 21A of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), read with section 127(5)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) that the draft 2020/2021 Annual Report was tabled in the Council at item C.14.7 of 27 January 2022.

Members of the public and communities within the area of the Cape Winelands District Municipality, Government Institutions, the private sector and organs of the civil society, are hereby invited to comment on the draft Annual Report for the 2020/2021 financial year.

The report can be accessed on the municipal website: www.capewinlands.gov.za from 31 January 2022. Hard copies are also available for comments and viewing at the following Cape Winelands District Municipality offices:

- 46 Alexander Street, Stellenbosch (Ms. N. Sigwela)
- 51 Trappes Street, Worcester (Ms. R.F.V. Carelse)
- 194 Main Street, Paarl (Ms. M. Marang)
- 27 Murnik Street, Ceres (Ms. C. Louw)
- 40 Van Reenen Street, Robertson (Ms. T. Jagers)
- 50A Bath Street, Montagu (Ms. C.E. Marais)

Comments with regard to the draft 2020/2021 Annual Report must be submitted to the Office of the Municipal Manager before 12:00 on Friday, 25 February 2022. Any person who cannot read or write, people with disabilities and people from disadvantaged groups who are unable to submit written comments, may seek the assistance of the persons indicated above, to have their input or comments recorded and submitted to the District Municipality.

Enquiries may be directed to: Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 or telephone 0861 265 263 or via e-mail: nangarnso@capewinlands.gov.za

HF PRINS
MUNICIPAL MANAGER

Cape Winelands
District Municipality
46 Alexander Street
Stellenbosch 7600



CAPE WINELANDS DISTRICT
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UMASIPALA WESTHLI SASECAPE WINELANDS

ISAZISO

INGXELO YONYAKA EYILWAYO YOWAMA-2020/2021

Isaziso sinikezelwa ngokufambelana necandelo 21A loMthetho kaMasipala: uMthetho weenKqubo zikaMasipala, 2000 (uMthetho ongqombolo 32 wama-2000), ofundwa kunye necandelo 127(5)(a) loMthetho kaMasipala wokuLawulo lweMali kaMasipala, wama-2003 (uMthetho ongqombolo 56 wama-2003) sokokuba ingxelo eyilwayo yonyaka yowama-2020/2021 yaxoxwa kwibhunga kukMba C.14.7 ngomhla wama-27 kuJanyuwari 2022.

Uluntu kunye neengingqi zoluntu ezikummandla woMasipala weSithili saseCape Winelands, amaZiko kaRhulumente, amashishini angasese namacandelo embutho yoluntu, luyaminywa ukuba banike izimvo ngeNgcwelo yonyaka eyilwayo elungiselelwe ufuyaka-mali wama-2020/2021.

Ingcwelo inokufunyanwa kwivebhuseyithi kamaspala kule dilesi www.capewinlands.gov.za ukususela ngomhla wama-31 kuJanyuwari 2022. Iliphi ezishicilelwayo ziyatumaneka okokuba kunikwe izimvo yaye iholwe kwii-Ofisi zilandelayo zikaMasipala weSithili saseCape Winelands:

- 46 Alexander Street, Stellenbosch (Nkszn. N. Sigwela)
- 51 Trappes Street, Worcester (Nkszn. R.F.V. Carelse)
- 194 Main Street, Paarl (Nkszn. M. Marang)
- 27 Murnik Street, Ceres (Nkszn. C. Louw)
- 40 Van Reenen Street, Robertson (Nkszn. T. Jagers)
- 50A Bath Street, Montagu (Nkszn. C.E. Marais)

Izimvo ephatshelene neNgcwelo eyilwayo yonyaka wama-2020/2021 kufuneka zingelwayo kwii-Ofisi yoMlawuli kaMasipala ngaphambi kwentsimbi ye-12:00 ngoMvesithlanu, umhla wama-25 kuFebruwari 2022. Nawuphi na umntu ongekwayo ukufunda okanye ukubhala, abantu abakhubazekileyo kunye nabantu abakumaqela abaleleleliyo abangakwaziyo ukungenisa izimvo ezibhalwayo, bangacela uncedo kubantu abachazwe apha ngasentla, ukuze izimvo zabo zirekthodwe zize zingelwayo kukaMasipala weSithili.

Inibuzo inokubhekiswa: kuMasipala weSithili saseCape Winelands, P.O. Box 100, Stellenbosch, 7599 okanye kutsalelwe umnxeba kule nombolo 0861 265 263 okanye i-imeyili: nangarnso@capewinlands.gov.za

H.F. PRINS
UMLAWULI KAMASIPALA

UMasipala weSithili
saseCape Winelands
46 Alexander Street
Stellenbosch 7600



CAPE WINELANDS DISTRICT
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AG'S REVIEW

Pages	Comment
10	The movement in status does not agree to the management report
39	Indicator 2,1,1,3 reasons for variance not the same as apr provided for audit, one provided for audit had overachievement but this version says underachievement a
58 and 59	there this two unnumbered pages between page 58 and 59
124	1st table(executive and council) year 2021 is blank
124-129	year 2021 is documented as year 0 whereas year 2020 is year 1?
164	budget table amounts not the same as whatwas audited- refer to adjusted afs
168 and 200	agency services actual amount not the same as actual on the afs
170	amounts for suppliers and purchaces of ppe not the same as audited afs
171	budget table amounts not the same as whatwas audited- refer to adjusted afs
171	Cash flow amount to adjusted for the comaf issued - see audltd AFS
174- afs	there is blank pages in between and afs loaded only ends at page 65 instead of 110
AC report	par 3,2 page3- last par states 19/20 ?
176	chapter 9- oversight report still to be included



The Municipal Manager
Cape Winelands District Municipality
PO Box 100
Stellenbosch
7599

Dear Mr Prins

PROVINCIAL TREASURY COMMENTS ON THE TABLED 2020/21 ANNUAL REPORT

Section 121(1) of the Municipal Finance Management Act (MFMA) (Act No. 56 of 2003) states that every municipality and every municipal entity must prepare an annual report for each financial year. The council of a municipality must within nine months after the end of the financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129.

MFMA sections 121(3) and (4) sets out the framework relating to the content of the annual reports for both municipalities and municipal entities. National Treasury has further introduced the new annual report template and MFMA Circular No. 63 on 26 September 2012. MFMA Circular 63 aims to provide guidance to municipalities and municipal entities on the Annual Report format and its contents.

The municipal council is obliged to consider any views of the local community; the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the Annual Report.

Provincial Treasury reminded all municipalities of these responsibilities in Treasury Circular No 1 of 2022 (25 January 2022).



2. SERVICE DELIVERY PERFORMANCE

Strategic Objective	SDBP Targets	Target Achieved	Targets not achieved	% achieved
SO1: Creating an environment and forging partnerships that ensure social and economic development of all communities, including the empowerment of the poor in the Cape Winelands District.	11	11	0	100%
SO2: Promoting sustainable infrastructure services and a transport system that fosters social and economic opportunities.	10	6	4	60%
SO3: Providing effective and efficient financial and strategic support services to the CWDM.	15	11	4	73.3%
TOTAL	36	28	8	77.8%

- The Municipality had excellent service delivery performance with a 22.2 per cent variance between planned and actual performance, compared to a 21.0 per cent variance in 2019/20. While the Municipality has regressed in terms of the proportion of targets achieved when compared to the previous financial year, actual performance has improved when compared to the previous year's actuals. The Municipality has therefore improved on its efforts to deliver on its service delivery mandate.
- The Municipality had excellent performance for SO1 where all of the targets set were achieved, showing a commitments towards social and economic development within the region.
- The Municipality had relatively poor performance for SO2 (60.0 per cent success rate). This is a concern as these targets relate to service delivery, such as the upgrade of sports facilities, spending on rural projects; and the regravelling of roads, all of which were not achieved. Fortunately, all of these targets were almost achieved. Nevertheless, there is room for improvement in this regard as such projects have a positive effect on the economy.
- Several targets that were not achieved also relate to underspending. This could hamper service delivery and lead to a possible reduction in transfers. The Municipality should pay close attention to improving spending performance.
- The Municipality has indicated reasons for under-achievement and the corrective measures for all targets that were not achieved. These are noted and should serve to improve performance in the 2021/22 financial year.

3. BROAD-BASED BLACK ECONOMIC EMPOWERMENT DISCLOSURES

Information on compliance with the Broad-based Black Economic Empowerment (B-BBEE) Act (Act 53 of 2003) has been disclosed on page 52 of the Annual Report. The information provided is adequate. The Municipality has made a significant contribution towards black economic empowerment, through employment in management posts, procuring services and skills development for non-whites, females, youth and the disabled.

4. AUDITOR GENERAL FINDINGS

The Municipality received unqualified audits with no findings i.e., clean audits for the 8th consecutive year in a row. The Municipality is commended for maintaining excellent financial reporting and governance levels.

Sean O'Neill

From: Elrina Marais
Sent: Thursday, 03 March 2022 08:50
To: Sean O'Neill
Subject: Re: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Hi

Montagu Office No submissions/comments.

Thank you

From: Sean O'Neill <Sean@capewinlands.gov.za>
Sent: Wednesday, March 2, 2022 3:22 PM
To: Adelaide Issel <Adelaide@capewinlands.gov.za>; Myrtle Marang <Myrtler@capewinlands.gov.za>; Christelle Louw <christelle@capewinlands.gov.za>; Elrina Marais <elrina@capewinlands.gov.za>; Roxanne Carelse <Roxanne@capewinlands.gov.za>; Nayan Lendon Wehr <nayanlw@capewinlands.gov.za>
Cc: Nangamso Sigwela <nangamso@capewinlands.gov.za>
Subject: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day Colleagues

I hope this find you well.

Could you please indicate whether you have received any public submissions/comments on the draft 2020/2021 Annual Report.

Kind Regards

Sean

Sean O'Neill

Intern: IDP and Performance Management

Cape Winelands District Municipality



46 Alexander Street, Stellenbosch, 7600,



Sean@capewinlands.gov.za



www.capewinlands.gov.za

Sean O'Neill

From: Myrtle Marang
Sent: Wednesday, 02 March 2022 16:02
To: Sean O'Neill
Subject: RE: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day Sean

Paarl office haven't received any public submissions.

Regards

Myrtle

From: Sean O'Neill <Sean@capewinelands.gov.za>
Sent: Wednesday, 02 March 2022 15:22
To: Adelaide Issel <Adelaide@capewinelands.gov.za>; Myrtle Marang <Myrtler@capewinelands.gov.za>; Christelle Louw <christelle@capewinelands.gov.za>; Elrina Marais <elrina@capewinelands.gov.za>; Roxanne Carelse <Roxanne@capewinelands.gov.za>; Nayan Lendon Wehr <nayanlw@capewinelands.gov.za>
Cc: Nangamso Sigwela <nangamso@capewinelands.gov.za>
Subject: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day Colleagues

I hope this find you well.

Could you please indicate whether you have received any public submissions/comments on the draft 2020/2021 Annual Report.

Kind Regards

Sean

Sean O'Neill

Intern: IDP and Performance Management
Cape Winelands District Municipality



46 Alexander Street, Stellenbosch, 7600,



Sean@capewinelands.gov.za



www.capewinelands.gov.za

Sean O'Neill

From: Surene Grootboom
Sent: Wednesday, 16 March 2022 08:32
To: Sean O'Neill
Cc: Tameron Jagers
Subject: RE: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day Sean

No public submissions/comments were received in Langeberg Region on the draft 2020/2021 Annual Report.

Regards

From: Sean O'Neill <Sean@capewinelands.gov.za>
Sent: Wednesday, 16 March 2022 08:24
To: Surene Grootboom <surene@capewinelands.gov.za>
Subject: FW: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day Surene,

I hope you are well.

Could you please be of assistance with the request below.

Kind Regards

From: Sean O'Neill
Sent: Wednesday, 02 March 2022 15:22
To: Adelaide Issel <Adelaide@capewinelands.gov.za>; Myrtle Marang <Myrtler@capewinelands.gov.za>; Christelle Louw <christelle@capewinelands.gov.za>; Elrina Marais <elrina@capewinelands.gov.za>; Roxanne Carelse <Roxanne@capewinelands.gov.za>; Nayan Lendon Wehr <nayanlw@capewinelands.gov.za>
Cc: Nangamso Sigwela <nangamso@capewinelands.gov.za>
Subject: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day Colleagues

I hope this find you well.

Could you please indicate whether you have received any public submissions/comments on the draft 2020/2021 Annual Report.

Kind Regards
Sean

Sean O'Neill
Intern: IDP and Performance Management
Cape Winelands District Municipality

 46 Alexander Street, Stellenbosch, 7600,

Sean O'Neill

From: Christelle Louw
Sent: Wednesday, 02 March 2022 15:57
To: Sean O'Neill
Subject: RE: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day

Ceres Office have not received any public submissions/comments on the draft 2020/2021 Annual Report.

Regards

Christelle

From: Sean O'Neill <Sean@capewinelands.gov.za>
Sent: Wednesday, 02 March 2022 3:22 PM
To: Adelaide Issel <Adelaide@capewinelands.gov.za>; Myrtle Marang <Myrtler@capewinelands.gov.za>; Christelle Louw <christelle@capewinelands.gov.za>; Elrina Marais <elrina@capewinelands.gov.za>; Roxanne Carelse <Roxanne@capewinelands.gov.za>; Nayan Lendon Wehr <nayanlw@capewinelands.gov.za>
Cc: Nangamso Sigwela <nangamso@capewinelands.gov.za>
Subject: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day Colleagues

I hope this find you well.

Could you please indicate whether you have received any public submissions/comments on the draft 2020/2021 Annual Report.

Kind Regards

Sean

Sean O'Neill

Intern: IDP and Performance Management
Cape Winelands District Municipality.



46 Alexander Street, Stellenbosch, 7600,



Sean@capewinelands.gov.za



www.capewinelands.gov.za

Sean O'Neill

From: Adelaide Issel
Sent: Wednesday, 02 March 2022 15:24
To: Sean O'Neill
Subject: RE: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Hi Sean

Nothing.

Regards

Adelaide

From: Sean O'Neill <Sean@capewinlands.gov.za>
Sent: Wednesday, 02 March 2022 15:22
To: Adelaide Issel <Adeiaide@capewinlands.gov.za>; Myrtle Marang <Myrtier@capewinlands.gov.za>; Christelle Louw <christelle@capewinlands.gov.za>; Elrina Marais <elrina@capewinlands.gov.za>; Roxanne Carelse <Roxanne@capewinlands.gov.za>; Nayan Lendon Wehr <nayanlw@capewinlands.gov.za>
Cc: Nangamso Sigwela <nangamso@capewinlands.gov.za>
Subject: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day Colleagues

I hope this find you well.

Could you please indicate whether you have received any public submissions/comments on the draft 2020/2021 Annual Report.

Kind Regards

Sean

Sean O'Neill
Intern: IDP and Performance Management
Cape Winelands District Municipality



46 Alexander Street, Stellenbosch, 7600,



Sean@capewinlands.gov.za



www.capewinlands.gov.za

Sean O'Neill

From: Roxanne Carelse
Sent: Wednesday, 09 March 2022 09:20
To: Sean O'Neill
Subject: RE: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day Sean

None

From: Sean O'Neill <Sean@capewinelands.gov.za>
Sent: Wednesday, 02 March 2022 15:22
To: Adelaide Issel <Adelaide@capewinelands.gov.za>; Myrtle Marang <Myrtler@capewinelands.gov.za>; Christelle Louw <christelle@capewinelands.gov.za>; Elrina Marais <elrina@capewinelands.gov.za>; Roxanne Carelse <Roxanne@capewinelands.gov.za>; Nayan Lendon Wehr <nayanlw@capewinelands.gov.za>
Cc: Nangamso Sigwela <nangamso@capewinelands.gov.za>
Subject: PUBLIC SUBMISSIONS/COMMENTS ON THE DRAFT 2020/2021 ANNUAL REPORT

Good day Colleagues

I hope this find you well.

Could you please indicate whether you have received any public submissions/comments on the draft 2020/2021 Annual Report.

Kind Regards
Sean

Sean O'Neill
Intern: IDP and Performance Management
Cape Winelands District Municipality

 46 Alexander Street, Stellenbosch, 7600,



Sean@capewinelands.gov.za

www.capewinelands.gov.za

ANNEXURE 'C'

COUNCIL MEETING MINUTES

27 JANUARY 2022

ACTION MINUTES

COUNCIL MEETING

27 JANUARY 2022

3
Council Meeting
27 January 2022

Ald. R. Smuts
Cllr. J.H.P. Steyn
Cllr. D. Swart
Cllr. C.F. Wliskut
Cllr. M.H. Yabo

OFFICIALS

Mr. H.F. Prins (Municipal Manager)
Ms. F.A. du Raan-Groenewald
Mr. F. van Eck
Mr. P.A. Williams
Ms. K. Smit
Ms. B.T. Daries
Ms. N. Sigwela
Ms. E.J. Otto
Mr. D.A. Heath
Ms. N.J. Fortuin
Ms. I. Willemse

C.1	OPENING	(3/2/1/2)
R.1	OPENING	(3/2/1/2)
C.1	UKUVULA	(3/2/1/2)

The Speaker welcomed all present.

C.2	ELECTION OF ACTING SPEAKER, IF NECESSARY	(3/2/1/2)
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Not applicable.

C.3	DISCLOSURE OF ANY DIRECT OR INDIRECT INTERESTS BY COUNCILLORS AND/OR OFFICIALS	(3/4/1 & 4/8/4)
R.3	BEKENDMAKING DEUR RAADSLEDE EN/OF AMPTENARE VAN ENIGE REGSTREEKSE OF ONREGSTREEKSE BELANGE	(3/4/1 & 4/8/4)
C.3	UKUBHENGEZWA KWEMIDLA ETHE NGQO NENGATHANGA NGQO OKWENZIWA NGOCEBA KUNYE/OKANYE AMAGOSA	(3/4/1 & 4/8/4)

None.

- C.14.7 DRAFT ANNUAL REPORT OF THE CAPE WINELANDS DISTRICT MUNICIPALITY FOR THE 2020/2021 FINANCIAL YEAR**
(3/2/5/5, 5/1/1/13 & 9/1/1)
- R.14.7 KONSEP-JAARVERSLAG VAN DIE KAAPSE WYNLAND DISTRIKS-MUNISIPALITEIT VIR DIE 2020/2021 FINANSIËLE JAAR**
(3/2/5/5, 5/1/1/13 & 9/1/1)
- C.14.7 INGXELO YONYAKA EYILWAYO YOWAMA-2020/2021 YOMASIPALA WESITHILI SASECAPE WINELANDS**
(3/2/5/5, 5/1/1/13 & 9/1/1)
-

PURPOSE OF SUBMISSION

That Council takes cognisance of the draft Annual Report for 2020/2021.

DOEL VAN VOORLEGGING

Dat die Raad kennis neem van die konsep-Jaarverslag vir 2020/2021.

INJONGO YONGENISO

Yeyokokuba iBhunga lithathele ingqalelo iNgxelo eyilwayo yoNyaka yowama-2020/2021.

BACKGROUND

The draft Annual Report 2020/2021 is tabled in terms of sections 121 and 127 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), section 121(2), states that the purpose of the draft Annual Report is to provide a record of activities of Council during the financial year, and to provide a report on the performance against the budget for the financial year and to promote accountability to the local community for the decisions made throughout the year.

COMMENT

*** Included under separate cover in the agenda as Annexure "A" is a copy of the draft Annual Report for 2020/2021.

7
Council Meeting
27 January 2022

The annual report of municipalities is governed by Chapter 12 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003). In terms of section 127(2) of the said Act, the mayor of a municipality must, within seven (7) months after the end of the financial year, table the annual report of the municipality in the municipal council.

Section 127(3)(a) and (b) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) stipulates that if the mayor, for whatever reason is unable to table in the council the annual report of the municipality, the mayor must promptly submit to the council a written explanation setting out the reasons for the delay, together with any components of the report that are ready and submit to council the outstanding report or the outstanding components of the annual report as soon as possible.

The table below is a short summary of the Chapter 12 process:

ACTION	DEADLINE
The Mayor must within 7 months after the end of the financial year table the draft Annual Report in Council.	31 January 2022
The Accounting Officer must publish the draft Annual Report.	Immediately after tabling
The Accounting Officer must invite submissions.	Immediately after tabling
The Accounting Officer must submit the draft Annual Report to the Auditor General, Provincial Treasury and the Provincial Department of Local Government.	Immediately after tabling
Council must deal with the draft Annual Report within 9 months after the end of the financial year. Part of this process includes the drafting of an oversight report.	31 March 2022

In terms of section 121(3) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) the Annual Report must include-

- (a) the annual financial statements of the municipality, and in addition, if section 122(2) applies, consolidated annual financial statements, as submitted to the Auditor-General for audit in terms of section 126(1);
- (b) the Auditor-General's audit report in terms of section 126(3) on those financial statements;
- (c) the annual performance report of the Municipality prepared in terms of section 46 of the Municipal Systems Act;
- (d) the Auditor-General's audit report in terms of section 45(b) of the Municipal Systems Act;

9
Council Meeting
27 January 2022

COUNCIL MEETING: 27 JANUARY 2022: ITEM C.14.7

RESOLVED:

That cognisance be taken of the draft Annual Report for 2020/2021, attached under separate cover to the agenda item.

ACTION	DUE DATE	COMMENT
Ms. F.A. du Raan-Groenewald (Admin Support) to attend to advertising pertaining to (a) above	28 January 2022	Advertisement will be published from Friday, 28 January 2022

ANNEXURE 'D'

**MPAC REVIEW OF 2020/2021
DRAFT ANNUAL REPORT
(QUESTIONS AND FEEDBACK
FROM ADMINISTRATION)**

MPAC REVIEW OF 2020/2021 DRAFT ANNUAL REPORT AND MANAGEMENT RESPONSE

NO.	QUESTION/COMMENTS	MANAGEMENT RESPONSE
1.	No visibility of CWDM in respect of Community Safety.	Community Safety is a Provincial Government responsibility; however, engagement needs to take place with the ED: CDPS.
2.	Farm Dwellers – no water and ablution facilities in majority of farms. Is there a plan to fix this?	Some work is done in this regard. Further engagement needs to take place with the ED: CDPS.
3.	The draft 2020/2021 annual report shows that inspections are done, but there is no indication of the outcomes.	This will be considering for the next reporting period (2021/22 annual report).
4.	Is there a risk dashboard?	A strategic risk workshop took place on 14 March 2022 to form part of the draft IDP and will be finalized and included in the final IDP before tabling in council in May 2022.
5.	Rules of order need to be amended.	Comment noted, a review will be considered.
6.	System of delegation need to be amended.	Comment noted, a review will be considered.
7.	Performance Management Framework needs to be amended.	This is work in progress considering the new staff regulations that are due for implementation on 1 July 2022. The revised Performance Management Framework will serve before council before the new financial year.