



Munisipaliteit
Municipality
Umasipala

- A G E N D A -

**PORTEFEULJEKOMITEES
PORTFOLIO COMMITTEES**

PLEK STADSAAL, MALMESBURY
VENUE TOWN HALL, MALMESBURY

DATUM WOENSDAG, 9 MAART 2022
DATE WEDNESDAY, 9 MARCH 2022

TYD
TIME **10:00** MUNISIPALE BESTUURS, ADMINISTRASIE- EN FINANSIESKOMITEE (gevolg deur SIVIELE & ELEKTRIESE DIENSTE, ONTWIKKELINGSDIENSTE EN BESKERMINGS-DIENSTE) / MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCE COMMITTEE (followed by CIVIL & ELECTRICAL SERVICES, DEVELOPMENT SERVICES AND PROTECTION SERVICES)

J J Scholtz
MUNISIPALE BESTUURDER



Office of the Municipal Manager
3 Maart 2022

Die Uitvoerende Burgemeester en raadslede
The Executive Mayor and councillors

KENNIS geskied hiermee dat 'n VERGADERING van PORTEFEULJEKOMITEES van die SWARTLAND MUNISIPALE RAAD gehou sal word in die MALMESBURY STADSAAL op WOENSDAG, 9 MAART 2022 soos volg:
NOTICE is hereby given that a MEETING of PORTFOLIO COMMITTEES of the SWARTLAND MUNICIPAL COUNCIL will be held in the MALMESBURY TOWN HALL on WEDNESDAY, 9 MARCH 2022 as follows:

MUNISIPALE BESTUURS-, ADMINISTRASIE- EN FINANSIESKOMITEE/MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCE COMMITTEE 10:00

Gevolg deur **SIVIELE- EN ELEKTRIESE DIENSTE/CIVIL AND ELECTRICAL SERVICES** (5 minute na afloop van vorige vergadering)

Gevolg deur **ONTWIKKELINGSDIENSTE / DEVELOPMENT SERVICES** (5 minute na afloop van vorige vergadering)

Gevolg deur **BESKERMINGSDIENSTE / PROTECTION SERVICES** (5 minute na afloop van vorige vergadering)

Die aandag van raadslede word gevestig op Bylae 1 (Gedragskode) van die Stelselwet (Wet 32 van 2000), waarkragtens dit 'n misdryf is indien 'n raadslid op 'n vergadering teenwoordig is tydens die bespreking van of stemming oor 'n saak waarby hy 'n regstreekse of onregstreekse geldelike belang het.

Councillors are referred to Schedule 1 (Code of Conduct) of the Systems Act (Act 32 of 2000) whereby a councillor is guilty of an offence if such councillor is present at a meeting or participates in discussions or voting about any matter in which he/she has a direct or indirect financial interest.

LOCAL GOVERNMENT FUNCTIONS IN TERMS OF THE CONSTITUTION, 1996

Schedule 4B

Air pollution
Building regulations
Child care facilities
Electricity and gas reticulation
Firefighting services
Local tourism
Municipal airports
Municipal planning
Municipal health Services
Municipal public transport
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law

Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto

Stormwater management systems in built-up areas
Trading regulations

Water and sanitation services limited to potable water supply systems and domestic waste-water and sewage disposal systems

Schedule 5B

Beaches and amusement facilities
Billboards, and the display of advertisements in public places
Cemeteries, funeral parlours and crematoria
Cleansing
Control of public nuisances
Control of undertakings that sell liquor to the public
Facilities for the accommodation, care and burial of animals
Fencing and fences
Licensing of dogs
Licensing and control of undertakings that sell food to the public
Local amenities
Local sport facilities
Markets
Municipal abattoirs
Municipal parks and recreation
Municipal roads
Noise pollution
Pounds
Public places
Refuse removal, refuse dumps and solid waste disposal
Street trading
Street lighting
Traffic and parking

**(GET) J J SCHOLTZ
MUNISIPALE BESTUURDER**

MUNISIPALE BESTUUR, ADMINISTRASIE - EN FINANSIESKOMITEE

Voorsitter (DA): rdl I S le Minnie
Ondervoorsitter (DA): rdl N Smit

Lede:

DA : rdle A K Warnick, T van Essen, M A Rangasamy, E C O'Kennedy,
D C Pypers & M van Zyl
ANC : rdle B J Penxa & P E Soldaka
VF PLUS : rdl G Vermeulen

(1) Doen aanbevelings aan UBK oor:

- (a) Afbakening en verkiesings
- (b) Strategiese Dienste
- (c) Interne Oudit
- (d) Risikobestuur
- (e) Prestasiebestuur
- (f) Administrasie
- (g) Regspleging
- (h) Rekordbestuur en Argiefdienste
- (i) Sekretariaatdienste en Wykskomitees
- (j) Openbare Betrekkinge
- (k) Eiendomsadministrasie
- (l) Kontrakadministrasie
- (m) Kommunikasie en Kliëntediens
- (n) Biblioteke
- (o) Saalfasiliteite
- (p) Toerisme (museums en gedenkwaardighede ingesluit)
- (q) Menslike Hulpbronbestuur
- (r) Vlootbestuur
- (s) Bate- en voorraadbestuur
- (t) Begrotings
- (u) Inkomste- en Uitgawebeheer
- (v) Krediet-/Invorderingsbestuur
- (w) Finansiële dienste
- (x) Versekering
- (y) Plaaslike ekonomiese ontwikkeling (deel van alle komitees)

(2) Volmag oor:

- (a) Maandverslae
- (b) Verslae van spesiale subkomitees

MUNICIPAL MANAGER, ADMINISTRATION AND FINANCE COMMITTEE

Chairman (DA): cllr I S le Minnie
Vice Chairman (DA): cllr N Smit

Members:

DA : cllrs A K Warnick, T van Essen, M A Rangasamy, E C O'Kennedy,
D C Pypers & M van Zyl
ANC : cllrs B J Penxa & P E Soldaka
VF PLUS : cllr G Vermeulen

(1) Make recommendations to EMC regarding:

- (a) Demarcation and Election
- (b) Strategic Services
- (c) Internal Audit
- (d) Risk Management
- (e) Performance Management
- (f) Administration
- (g) Administration of Legal Actions
- (h) Records Management and Archive Services
- (i) Secretariat Services and Ward Committees
- (j) Public Affairs
- (k) Property Administration
- (l) Contract Administration
- (m) Communication and Client Services
- (n) Libraries
- (o) Hall Facilities
- (p) Tourism (museums and memorials included)
- (q) Human Resources Management
- (r) Fleet Management
- (s) Asset and Stock Management
- (t) Budget
- (u) Revenue and Expenditure Management
- (v) Credit and Collections Management
- (w) Financial Services
- (x) Insurance
- (y) Local Economic Development (included in all committees)

(2) Authority over:

- (a) Monthly Reports (Municipal Manager, Administration and Finance)
- (b) Reports from special sub committees



- AGENDA -
PORTEFEULJEKOMITEEVERGADERINGS,
09 MAART 2022
PORTFOLIO COMMITTEE MEETINGS,
09 MARCH 2022

**- MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIESKOMITEE / MUNICIPAL
MANAGEMENT, ADMINISTRATION AND FINANCE COMMITTEE -**
10:00

1. **OPENING / VERLOF TOT AFWESIGHEID**
OPENING / LEAVE OF ABSENCE

2. **NOTULES / MINUTES**
 - 2.1 **NOTULE VAN 'N PORTEFEULJEKOMITEESVERGADERING (MUNISIPALE
BESTUUR, ADMINISTRASIE EN FINANSIES) GEHOU 16 FEBRUARIE 2022 /
MINUTES OF A PORTFOLIO COMMITTEE MEETING (MUNICIPAL MANAGEMENT,
ADMINISTRATION AND FINANCE) HELD ON 16 FEBRUARY 2022**
Voorgelê vir bekragtiging (vir korrektheid) / *For confirmation* bl 1-4

3. **AFVAARDIGINGS/OORHANDIGINGS/VOORLEGGINGS**
DELEGATIONS/PRESENTATIONS
 - 3.1 **SKRYWES VAN DANK EN WAARDERING AAN SWARTLAND MUNISIPALITEIT /
LETTERS OF THANKS AND APPRECIATION TO SWARTLAND MUNICIPALITY
(10/3/3)**bl 5-9

4. **SAKE VOORTSPRUITEND UIT DIE NOTULES**
MATTERS ARISING FROM THE MINUTES

Geen / None

5. **GEDELEGEERDE SAKE M.B.T. MUNISIPALE BESTUURDER**
DELEGATED MATTERS W.R.T. MUNICIPAL MANAGER
 - 5.1 **MAANDVERSLAG: KANTOOR VAN DIE MUNISIPALE BESTUURDER, JANUARIE
2022 / MONTHLY REPORT: OFFICE OF THE MUNICIPAL MANAGER, JANUARY
2022**
..... P 11-53

6. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR

Geen / None

7. **GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE
DELEGATED MATTERS W.R.T. ADMINISTRATION**

7.1 **MAANDVERSLAG: DIREKTORAAT KORPORATIEWE DIENSTE, JANUARIE 2022 /
MONTHLY REPORT: DIRECTORATE CORPORATE SERVICES, JANUARY 2022**

..... P 55-62

8. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR**

Geen / None

9. **GEDELEGEERDE SAKE M.B.T. FINANSIES
DELEGATED MATTERS W.R.T. FINANCE**

9.1 **MAANDVERSLAG: DIREKTORAAT FINANSIËLE DIENSTE, JANUARIE 2022 /
MONTHLY REPORT: DIRECTORATE FINANCIAL SERVICES, JANUARY 2022**

.....p 63-91

10. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR**

Geen / None

SIVIELE EN ELEKTRIESE DIENSTE

Voorsitter (DA): rdl R J Jooste
Ondervoorsitter (DA): rdh T van Essen

Lede:

DA : rdle D G Bess, A K Warnick, N Smit, B J Stanley, E C O'Kennedy,
M van Zyl
ANC : rdle C Fortuin & C Pieters
EFF : rdl A A Duda

(1) Doen aanbevelings aan UBK oor:

- (a) Elektrisiteit
- (b) Radiokommunikasie
- (c) IT en databestuur
- (d) Water
- (e) Riool
- (f) Paaie, strate en stormwater
- (g) Parke en geriewe
- (h) Sportfasiliteite (bedryf en onderhoud)
- (i) Sport en ontspanning (sportontwikkeling en gebruik beplan van velde)
- (j) Begraafplase en krematoriums
- (k) Beplanning: siviele dienste
- (l) Reinigingsdienste
- (m) Geboue (nuwe, sowel as onderhoud aan bestaande)
- (n) Plaaslike ekonomiese ontwikkeling (deel van alle komitees)

(2) Volmag oor:

- (a) Maandverslae (Elektries/Siviel)
- (b) Verslae van spesiale subkomitees

CIVIL AND ELECTRICAL SERVICES

Chairman (DA): cllr R J Jooste
Vice Chairman (DA): ald T van Essen

Members:

DA : cllrs D G Bess, A K Warnick, N Smit, B J Stanley, E C O'Kennedy,
M van Zyl
ANC : cllrs C Fortuin & C Pieters
EFF : cllr A A Duda

(1) Make recommendations to EMC regarding:

- (a) Electricity
- (b) Radio Communication
- (c) IT and Data Management
- (d) Water
- (e) Sewerage
- (f) Roads, Streets and Stormwater
- (g) Parks and Amenities
- (h) Sport Facilities (management and maintenance)
- (i) Sport and Recreation (coordinate the use of sport fields)
- (j) Cemeteries and Crematoriums
- (k) Planning: Civil Services
- (l) Cleansing Services
- (m) Buildings (new, as well as maintenance of existing buildings)
- (n) Local Economic Development (included in all committees)

(2) Authority over:

- (a) Monthly Reports (Electrical/Civil)
- (b) Reports from special sub committees

- SIVIELE EN ELEKTRIESE DIENSTE / CIVIL AND ELECTRICAL SERVICES -

1. **OPENING / VERLOF TOT AFWESIGHEID**
OPENING / LEAVE OF ABSENCE

2. **NOTULES / MINUTES**
 - 2.1 **NOTULE VAN 'N PORTEFEULJEKOMITEESVERGADERING (SIVIEL EN ELEKTRIES) GEHOU 16 FEBRUARIE 2022 / MINUTES OF A PORTFOLIO COMMITTEE MEETING (CIVIL AND ELECTRICAL) HELD ON 16 FEBRUARY 2022**
Voorgelê vir bekragtiging (vir korrektheid) / *For confirmation*p 93-98

3. **VOORLEGGINGS/AFVAARDIGINGS**
DELEGATIONS/PRESENTATIONS

Geen / *None*

4. **SAKE VOORTSPRUITEND UIT DIE NOTULES**
MATTERS ARISING FROM THE MINUTES

Geen / *None*

5. **GEDELEGEERDE SAKE**
DELEGATED MATTERS
 - 5.1 **MAANDVERSLAG: JANUARIE 2022 / MONTHLY REPORT: JANUARY 2022**
 - 5.1.1 **SIVIELE INGENIEURSDIENSTE / CIVIL ENGINEERING SERVICES (7/1/2/2-4)**
.....p 99-130
 - 5.1.2 **ELEKTRIESE INGENIEURSDIENSTE / ELECTRICAL ENGINEERING SERVICES (7/1/2/2-6)**.....p 131-146

6. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR

Geen / *None*

ONTWIKKELINGSDIENSTE

Voorsitter (VF PLUS): rdl G Vermeulen
Ondervoorsitter (DA): rdl D G Bess

Lede:

DA : Uitvoerende Onderburgemeester, rdle N Smit, M A Rangasamy, C Daniels
D C Pypers, I S le Minnie
ANC : rdle M Ngozi & P E Soldaka
VF PLUS : rdl A M Booyen

(1) Doen aanbevelings aan UBK oor:

- (a) Omgewingsgesondheid (nie verwante aangeleenthede)
- (b) Sosiale dienste en welsyn (bv. armoedebestryding)
- (c) Behuising (behoeftebepaling), Behuisingsadministrasie en Huurbehuising
- (d) Gemeenskapsontwikkeling en –bemagtiging
- (e) Woonwapark
- (f) Beroepsgesondheid en –veiligheid
- (g) Ruimtelike ontwikkelingsbeplanning (streek en plaaslik)
- (h) Stadsbeplanning en grondgebruikbeheer
- (i) Natuurbewaring
- (j) GIS bestuur
- (k) Boubeheer
- (l) Eiendomswaardasies
- (m) Plaaslike ekonomiese ontwikkeling (deel van alle komitees)

(2) Volmag oor:

- (a) Maandverslae
- (b) Verslae van spesiale subkomitees

DEVELOPMENT SERVICES

Chairman (VF PLUS): cllr G Vermeulen

Vice Chairman (DA): cllr D G Bess

Members:

DA : Executive Deputy Mayor, cllrs N Smit, M A Rangasamy, C Daniels
D C Pypers, I S le Minnie
ANC : cllrs M Ngozi & P E Soldaka
VF PLUS : cllr A M Booysen

(1) Make recommendations to EMC regarding:

- (a) Environmental Health (unrelated matters)
- (b) Social Services and Welfare (eg. poverty alleviation)
- (c) Housing (need analysis), Housing Administration and Rental Housing
- (d) Community Development and Empowerment
- (e) Caravan Parks
- (f) Environmental Health and Safety
- (g) Spatial Development Planning (regional and local)
- (h) Town Planning and Land Use Management
- (i) Nature Conservation
- (j) GIS Management
- (k) Building Control
- (l) Property Valuations
- (m) Local Economic Development (included in all committees)

(2) Authority over:

- (a) Monthly Reports (Development Services)
- (b) Reports from special sub committees

- ONTWIKKELINGSDIENSTE / DEVELOPMENT SERVICES -

1. **OPENING / VERLOF TOT AFWESIGHEID**
OPENING / LEAVE OF ABSENCE

2. **NOTULES / MINUTES**
 - 2.1 **NOTULE VAN 'N PORTEFEULJESKOMITEESVERGADERING (ONTWIKKELINGS-
DIENSTE) GEHOU 16 FEBRUARIE 2022 / MINUTES OF A PORTFOLIO COMMITTEE
MEETING (DEVELOPMENT SERVICES) HELD ON 16 FEBRUARY 2022**
Voorgelê vir bekragtiging (vir korrektheid) / *For confirmation*p 147-150

3. **VOORLEGGINGS/AFVAARDIGINGS**
DELEGATIONS/PRESENTATIONS

Geen / *None*

4. **SAKE VOORTSPRUITEND UIT DIE NOTULES**
MATTERS ARISING FROM THE MINUTES

Geen / *None*

5. **GEDELEGEERDE SAKE M.B.T. ONTWIKKELINGSDIENSTE**
DELEGATED MATTERS W.R.T. DEVELOPMENT SERVICES
 - 5.1 **MAANDVERSLAG: JANUARIE 2022 / MONTHLY REPORT: JANUARY 2022**
(7/1/2/2-2)
.....p 151-177

6. **VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR / REPORTING**
REGARDING DELEGATED DECISIONMAKING BY
(vir kennisname / *for cognisance*)

Geen / *None*

7. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR

Geen / *None*

BESKERMINGSDIENSTE

Voorsitter (DA): rdd M van Zyl
Ondervoorsitter (DA): rdl A K Warnick

Lede:

DA : Uitvoerende Onderburgemeester, rdle I S le Minnie, B J Stanley, R J Jooste,
D G Bess, C Daniels
ANC : rdle C Pieters & C Fortuin
GOOD: rdl J R Papier

(3) Doen aanbevelings aan UBK oor:

- (a) Beskermingsdienste (burgerlike beskerming, buurtwagte, rampe, ens.)
- (b) Verkeer -en Wetstoepassingsdienste
- (c) Vergunnings
- (d) Beheer oor informele handelaars
- (e) Brandweerdienste
- (f) Taxi's en publieke vervoer
- (g) Veiligheid en sekuriteit (landelik en stedelik)
- (h) Beheer oor diere
- (i) Plakkerbeheer
- (j) Gemeenskapspolisiëring (samerwerking met SAPD, ens.)
- (k) Plaaslike ekonomiese ontwikkeling (deel van alle komitees)

(4) Volmag oor:

- (a) Maandverslae
- (b) Verslae van spesiale subkomitees

PROTECTION SERVICES

Chairman (DA): ald M van Zyl

Vice Chairman (DA): rdl A K Warnick

Members:

DA : Executive Deputy Mayor, cllrs I S le Minnie, B J Stanley, R J Jooste,
D G Bess, C Daniels

ANC : cllrs C Pieters & C Fortuin

GOOD: cllr J R Papier

(1) Make recommendations to EMC regarding:

- (a) Protection Services (civil protection, neighbourhood watches, disasters, etc.)
- (b) Traffic- and Law Enforcement Services
- (c) Permits
- (d) Control over Informal Traders
- (e) Fire Fighting Services
- (f) Taxi's and public transport
- (g) Safety and Security (rural and urban)
- (h) Control over animals
- (i) Control over squatters
- (j) Community Policing (collaboration with SAPS, etc.)
- (k) Local Economic Development (included in all committees)

(2) Authority over:

- (a) Monthly Reports (Fire Fighting, Traffic- and Law Enforcement Services)
- (b) Reports from special sub committees

- **BESKERMINGSDIENSTE / PROTECTION SERVICES** -

1. **OPENING / VERLOF TOT AFWESIGHEID**
OPENING / LEAVE OF ABSENCE

2. **NOTULES / MINUTES**
 - 2.1 **NOTULE VAN 'N PORTEFEULJESKOMITEESVERGADERING (BESKERMINGS-
DIENSTE) GEHOU 16 FEBRUARIE 2022 / MINUTES OF A PORTFOLIO COMMITTEE
MEETING (PROTECTION SERVICES) HELD ON 16 FEBRUARY 2022**
.....p 179-182

3. **VOORLEGGINGS/AFVAARDIGINGS**
DELEGATIONS/PRESENTATIONS

Geen / None

4. **SAKE VOORTSPRUITEND UIT DIE NOTULES**
MATTERS ARISING FROM THE MINUTES

Geen / None

5. **GEDELEGEERDE SAKE M.B.T. BESKERMINGSDIENSTE**
DELEGATED MATTERS W.R.T. PROTECTION SERVICES
 - 5.1 **MAANDVERSLAG: JANUARIE 2022 / MONTHLY REPORT: JANUARY 2022**
 - 5.1.1 **PRESTASIEVERSLAG / PERFORMANCE REPORT**p 183-191
 - 5.1.2 **VERKEERS- EN WETSTOEPASSINGSDIENSTE / TRAFFIC- AND LAW
ENFORCEMENT SERVICES (7/1/2/2-3)**.....p 193-230
 - 5.1.3 **BRANDBESTRYDING / FIRE BRIGADE SERVICE (7/1/2/2-3)**p 231-240

6. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR

Geen / None

(GET/SGD) J J SCHOLTZ
MUNISIPALE BESTUURDER / MUNICIPAL MANAGER