



Munisipaliteit  
Municipality  
Umasipala

**- A G E N D A -**

**PORTEFEULJEKOMITEES  
PORTFOLIO COMMITTEES**

**PLEK** STADSAAL, MALMESBURY  
**VENUE** TOWN HALL, MALMESBURY

**DATUM** WOENSDAG, 8 MAART 2023  
**DATE** WEDNESDAY, 8 MARCH 2023

**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  
2 March 2023

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 STADSAAI op WOENSDAG, 8 MAART 2023 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, 8 MARCH 2023 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 7 (Gedragskode) van die Strukturewet (Wet 117 van 1998), 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 7 (Code of Conduct) of the Structures Act (Act 117 of 1998) 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) Staff attraction and retention strategy and plan
- (s) Fleet Management
- (t) Asset and Stock Management
- (u) Budget
- (v) Revenue and Expenditure Management
- (w) Credit and Collections Management
- (x) Financial Services
- (y) Insurance
- (z) Local Economic Development (included in all committees)

**(2) Authority over:**

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



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**- AGENDA -**  
**PORTEFEULJEKOMITEEVERGADERINGS,**  
**8 MAART 2022**  
**PORTFOLIO COMMITTEE MEETINGS,**  
**8 MARCH 2022**

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**- 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 8 FEBRUARIE 2023 /**  
**MINUTES OF A PORTFOLIO COMMITTEE MEETING (MUNICIPAL MANAGEMENT,  
ADMINISTRATION AND FINANCE) HELD ON 8 FEBRUARY 2023**  
Voorgelê vir bekragtiging (vir korrektheid) / *For confirmation* ..... bl 1-4
  
3. **AFVAARDIGINGS/OORHANDIGINGS/VOORLEGGINGS**  
**DELEGATIONS/PRESENTATIONS**
  - 3.1 **EXPANDED PUBLIC WORKS PROGRAMME (EPWP)**
  
  - 3.2 **SKRYWES VAN DANK EN WAARDERING AAN SWARTLAND MUNISIPALITEIT /**  
**LETTERS OF THANKS AND APPRECIATION TO SWARTLAND MUNICIPALITY**  
**(10/3/3) .....bl 5-7**
  
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**  
**2023 / MONTHLY REPORT: OFFICE OF THE MUNICIPAL MANAGER, JANUARY**  
**2023 ..... P 9-48**
  
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 2023 /  
MONTHLY REPORT: DIRECTORATE CORPORATE SERVICES, JANUARY 2023**  
..... P 49-56

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 2023 /  
MONTHLY REPORT: DIRECTORATE FINANCIAL SERVICES, JANUARY 2023**  
.....p 57-84

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 8 FEBRUARIE 2023 / MINUTES OF A PORTFOLIO COMMITTEE MEETING (CIVIL AND ELECTRICAL) HELD ON 8 FEBRUARY 2023**  
Voorgelê vir bekragtiging (vir korrektheid) / *For confirmation* .....p 85-88
  
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 2023 / MONTHLY REPORT: JANUARY 2023**
    - 5.1.1 **SIVIELE INGENIEURSDIENSTE / CIVIL ENGINEERING SERVICES (7/1/2/2-4)**  
.....p 89-121
    - 5.1.2 **ELEKTRIESE INGENIEURSDIENSTE / ELECTRICAL ENGINEERING SERVICES (7/1/2/2-6)**.....p 123-143
  
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 PORTEFEULJEKOMITEESVERGADERING ( ONTWIKKELINGS-  
DIENSTE) GEHOU 8 FEBRUARIE 2023 / MINUTES OF A PORTFOLIO COMMITTEE  
MEETING (DEVELOPMENT SERVICES) HELD ON 8 FEBRUARY 2023**  
Voorgelê vir bekragtiging (vir korrektheid) / *For confirmation* .....p 145-148
  
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 2023 / MONTHLY REPORT: JANUARY 2023**  
**(7/1/2/2-2)**  
.....p 149-175
  
6. **VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR / REPORTING**  
**REGARDING DELEGATED DECISIONMAKING BY**  
(vir kennisname / *for cognisance*)
  - 6.1 **NOTULE VAN MUNISIPALE BEPLANNINGSTRIBUNAAL GEHOU OP 8**  
**FEBRUARIE 2023 / MINUTES OF MUNICIPAL PLANNING TRIBUNAL HELD ON 8**  
**FEBRUARY 2023** .....p 177-184
  
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 (samewerking 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 (BESKERMINGSDIENSTE) GEHOU 8 FEBRUARIE 2023 / MINUTES OF A PORTFOLIO COMMITTEE MEETING (PROTECTION SERVICES) HELD ON 8 FEBRUARY 2023**  
.....p 185-188
  
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 2023**
    - 5.1.1 **PRESTASIEVERSLAG / PERFORMANCE REPORT** .....p 189-197
    - 5.1.2 **VERKEERS- EN WETSTOEPASSINGSDIENSTE / TRAFFIC- AND LAW ENFORCEMENT SERVICES (7/1/2/2-3)** .....p 199-253
    - 5.1.3 **BRANDBESTRYDING / FIRE BRIGADE SERVICE (7/1/2/2-3)** .....p 255-264
  
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**